James W. Gillikin

Reproduced at the National Archives- STL

McD.

(*All communications should be addressed to "THE LIGHT-HOUSE BOARD"*)

Treasury Department,

Office of the Light-House Board,

Washington, D. C., 3 May, '97.

The Honorable

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the transfer of Mr. J. Wilson Gillikin from the position of Keeper at the Harbor Island Bar, N.C., light station to that of Keeper at the Ocracoke, N.C., light station, in the place of Mr. Ellis Howard, who died on 15 March, '97.

Respectfully yours,

560

Geo. F. F. Wilde

Commander, U.S.N.,

Naval Secretary.

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(*All communications should be addressed to "THE LIGHT-HOUSE BOARD."*)

SWS

Treasury Department,

Office of the Light-House Board,

Washington, D. C., 3 December, 1897.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the transfer of Mr. J. W. Gillikin, from the position of Keeper at Ocracoke, N. C., Light Station, to that of Keeper at Cape Hatteras, N. C., Light Station, at a compensation at the rate of $800. a year, to date from 1 Jan.,'98, in the place of Mr. Tilman F. Smith, whose transfer has been asked.

Respectfully yours,

Commander, U. S. N.,

Naval Secretary.

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W. T. B.

W.

TREASURY DEPARTMENT

OFFICE OF THE LIGHT-HOUSE BOARD

All communications should be addressed to "The Light-House Board."

Washington, 11 May, 1900.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the transfer of Mr. J. W. Gillikin from the position of Keeper at Cape Hatteras, N. C., light-station, to that of Keeper at Cape Lookout, N. C., light-station, to date from 1 June, 1900, with pay at the rate of $720. a year, in the place of Mr. Thomas C. Davis, resigned.

This change of station is requested by Mr. Gillikin and recommended by the Inspector of the District.

Respectfully,

Thomas Perry

Captain, U. S. N.,

Naval Secretary.

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A813

BED
File No. 2098.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington 5 Oct., 1903.

312 - 319

APPOINTMENT CLERK
RECEIVED
OCT 7- 1903
DEPARTMENT OF
COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the transfer and appointment of Mr. J. W. Gillikin, from the position of Keeper at Cape Lookout, N. C., Light-Station, with pay at the rate of $720. a year, to that of Keeper at Long Shoal, N. C., Light-Station, with pay at the rate of $600. a year, to date from 1 Nov., 1903, in the place of Mr. Alfred B. Hooper, whose transfer has been asked.

This transfer which carries with it a reduction in pay is recommended at the request of Mr. Gillikin.

Respectfully,

C. F. Hutchins

Captain, U. S. N.,

Naval Secretary.

Department of Commerce and Labor

Oct. 10. 1903

APPROVED:

Geo. B. Cortelyou

SECRETARY.

WAL

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LIGHT-HOUSE ESTABLISHMENT,

5TH DISTRICT,

Cape Lookout LIGHT STATION

NC

Oct. 7, 1903,

Light-House Inspr.,

Baltimore, Md.

APPOINTMENT OFFICE
RECEIVED
OCT 21 1903
DEPARTMENT OF
COMMERCE AND LABOR

Dear Sir;

I have the honor to tender you my resignation to take effect the 31, of this month.

Yours obedient Servant

J. W. Gillikin

Keeper

#720

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2098

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

APPOINTMENT CLERK
RECEIVED
NOV 9 1903
DEPARTMENT OF
COMMERCE AND LABOR

October 10, 1903.

Mr. J. W. Gillikin, of ,

is hereby appointed Keeper at Long Shoal Light-Station, North Carolina,

in the Light-House Service,

at a salary of Six Hundred dollars per annum,

this appointment to take effect November 1, 1903. ~~or as soon thereafter as oath of office is taken.~~

(By transfer from the position of Keeper at Cape Lookout Light-Station, N.C., at a salary of $720 per annum.)

Secretary.

Date of oath: , 190

Respectfully forwarded:

Commander, U. S. N.,
Light-House Inspector.

LIGHT HOUSE BOARD
OCT 13 1903
2098
RECEIVED

Ent'd 14 OCT 1903

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LD
File No. 2093
1 Inclosure.

19 October, 1903.

DEPARTMENT OF COMMERCE AND LABOR
RECEIVED
OCT 21 1903
DEPARTMENT OF COMMERCE AND LABOR

The Honorable

Secretary of Commerce and Labor.

Sir:

The Board has the honor to state that after Department letter of 10 October,'03, transferring and appointing Mr. J. W. Gillikin from the position of Keeper of Cape Lookout, N.C. Light-Station, to that of Keeper of Long Shoal, N. C. Light-Station, to date from 1 Nov. '03, had been sent to the Inspector of the Fifth Light-House District,- the resignation of Mr. Gillikin, to take effect 31 October,'03, as Keeper of Cape Lookout, N.C. Light Station, was received, and is inclosed, with the recommendation that it be accepted, to take effect on the date named.

The Board begs to ask that Department letter transferring Mr. Gillikin to Long Shoal, N.C. Light-Station, to date from 10 Oct.'03, be cancelled.

Respectfully,

C. F. Hutchins,
Captain, U.S.N.,
Naval Secretary.

Department of Commerce and Labor
Oct 23 1903

APPROVED:
Geo. B. Cortelyou
SECRETARY.

OCT 24 1903

Bd asked to return appt

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Department of Commerce and Labor

BED
File No. 2098.
1 enclosure.

LIGHT-HOUSE BOARD
Washington 7 Nov., 1903.

APPOINTMENT CLERK
RECEIVED
NOV 9 1903
DEPARTMENT OF
COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

Referring to Department letter of 24 Oct., 1903, the Board encloses herewith, for cancelation, Department letter of 10 Oct., 1903, appointing Mr. J. W. Gillikin, Keeper at Long Shoal, N. C., Light-Station.

Respectfully,

C. T. Hutchins

Captain, U. S. N.,
Naval Secretary.

Letter 10/19-03
NOV 10 1903
Letter Cancellation
written

Department of Commerce and Labor

Nov. 10, 1903

APPROVED:

Geo. B. Cortelyou

SECRETARY.

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OFFICE OF THE CHIEF CLERK
RECEIVED
JUL 3 - 1905
DEPT OF COMMERCE AND LABOR

2098.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

File No. 2098. 1 July, 1905.

DIVISION OF APPOINTMENTS
RECEIVED
JUL 6 - 1905
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the probationary appointment of Mr. James W. Gillikin, of North Carolina, as Assistant Keeper of Love Point, Md., Light-Station, with pay at the rate of $435 a year, to date from 1 July, '05, or as soon thereafter as he enters on duty, in the place of Mr. Bartram N. Stuart, who has resigned.

Mr. Gillikin has passed the required civil service examination and obtained a rating of 90.10 per cent in class five.

The Inspector of the Fifth Light-House District on 3 April, '05, stated that Mr. Gillikin was offered an appointment on 22 March, '05, but replied that he was too sick at that time to accept an appointment. The Inspector requested that Mr. Gillikin's name be allowed to remain upon the list of eligibles as he was formerly a keeper in the service with a good record.

1st on list, 5th Inspector.

Considered with G. S. Hoffman. J. J. Millner.

Respectfully,

D W Ross Brooke

Lieut.Col.,Corps of Engineers,U. S. A.,
Engineer Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL 3 - 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
JUL 7 1905
DEPT OF COMMERCE AND LABOR

Reproduced at the National Archives- STL

2098

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

To the Heads of Bureaus of the Department of Commerce and Labor:

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

Secretary.

PART I.

(Blanks in Part I are to be filled 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 is to be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.)

Wm. James Wilson Gillikin

2. How do you write your name on the pay roll? J. W. Gillikin

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

Beaufort (City or town.) N. C. (State or Territory.) Carteret (County.) Third (Congressional district.)

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

5. Where were you born? Straits, Carteret Co. N. C.

6. When were you born? August (Month.) 18 (Day.) 1857 (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

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

Name.	Relationship.	Department.	Bureau or Service.	Position.

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: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.)

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

I use glasses

11. Have you ever held any position in the civil service of the United States prior to the time of your present appointment? (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.)

I have been in the U.S. Service, a Scholar from Jan. 20, 1885 perm until Oct 31, 1903. Rec'd Salaries from $420.00 to $800.00

12. 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.)

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

Oystering, buying & shipping Oysters and my last work was in selling Fertilizer, appointed by the Agricultural department of N.C.

15. 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.)

A common school education

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

I have no professional trade only Ship House keeping

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

not any

18. 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

19. State the date upon which the above blanks were filled July 17, 1905

Witness:

(Signature) J. W. Gilliskie

In case signature is by mark.

P. O. Address: Stevensville, Md.
City or town. Number and street. State or Territory.

Reviewed, approved, and forwarded July 31, 1905.

(Signature) H W Lee

(Official title) Commander, U. S. N., Inspector, 5th L. H. D.

PART II.

(Blanks in Part II are to be filled 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 above questions is employed.

Lt.Ho. Establishment (Bureau or Service.) Love Point Lt.Sta.Md. (Place (city, town, or station).) Fifth (District.)

2. To what position has he been appointed? Assistant keeper

3. State the date of appointment. July 1, 1905

4. State the date the appointee or employee entered on duty. July 6th, 1905

5. What is his salary? $435. per annum

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

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

8. If classified, state the date of classification. May 6, 1896.

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

Non-educational examination.

10. Is the appointee or employee required to give bond? No.

(Signature) H W Lee

(Official title) Commander, U. S. N., Inspector, 5th L. H. D.

Date: July 31, 1905.

11—1434

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ASB

Department of Commerce and Labor

TT.
File No. 2098.

LIGHT-HOUSE BOARD

Washington

25 Sept. '05.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 26 1905
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the transfer and promotion of Mr. James W. Gillikin from the position of Assistant Keeper of Love Point, Md., Light-Station, with pay at the rate of $435 a year, to that of First Assistant Keeper of Cape Lookout, N.C., Light-Station, with pay at the rate of $500 a year, to date from 1 Oct. '05, or as soon thereafter as he enters on duty, in the place of Mr. William S. Harrison, transferred. Eff. 10/1/05 G.O.D.

Respectfully,

Captain, U.S.N.,

Naval Secretary.

OAH 9/27/05

DIVISION OF APPOINTMENTS
RECEIVED
SEP 27 1905
DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 26 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

KEYED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
SEP 27 1905
DEPT OF COMMERCE AND LABOR

Reproduced at the National Archives- STL

LIGHT HOUSE BOARD
JUN 8 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Service
2. Where employed Cape Lookout Light-Station, N. C.
3. Name James W. Gillikin
4. Where born North Carolina
5. Age 51
6. Position 1st Assistant Keeper
7. Compensation $42.50 per mo.
8. When appointed (*a*) July 6, 1905
9. How appointed (*b*) Through Civil Service Examination
10. Appointed from — State North Carolina; Congressional District Third; County Carteret
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service Light-House Keeper from January 12, 1885 (20?) to October 31, 1903.
14. Duties (describe fully) Assists in care and maintenance of light-station.
15. Efficiency — Quantity of work (*d*) 8 tenths; Quality of work (*e*) Average; Interest manifested in work (*f*) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

O.R.

C

Lt. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robt. D. Russell
Commander, U. S. N., Inspector, 6th L.H. House Dist.
Head of Bureau or Office.

June 5, 1909.

11—3005

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(CROSS REFERENCE — E F F I C I E N C Y)

At a conference it was decided that this employee should receive a letter of caution, and that his work is to be watched by the officer in charge and a report concerning his efficiency should be made to the Light-House Board from time to time. See memo dated July 28, 1909, in file of

MISC. 271/2

Jas. W. Gilliken

Reproduced at the National Archives- STL

WTD
2098

Caution.

August 2, 1909.

Mr. James W. Gillikin, First Assistant Keeper,
Cape Lookout Light-Station, N. C.,
Through the Inspector of
The 5th Light-House District,
Baltimore, Md.

Sir:

1. The Board states that your efficiency rating for 1909 is not satisfactory. It appears that you are not giving an equivalent amount of work for the salary paid you, and you are informed that the Board expects your work to show marked improvement in the future, failing which, more drastic measures will be taken.

2. This letter of caution is written by direction of the Department, based upon the efficiency report submitted in your case by the Light-House Inspector.

Respectfully,

H. T. MAYO.

CAPTAIN, U. S. N.
~~Lt.Col., Corps of Engineers, U.S.A.~~
NAVAL SECRETARY
~~Engineer Secretary.~~

Let Bds letter 7
8/2 in Misc 27 1/2

File 7

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Kpt. 14445 SEP 7 1909

L. H. INSPR. 5th

LIGHT HOUSE BOARD
SEP 10 1909
NO. 2098
FIFTH DISTRICT

Enclosn

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

Cape Lookout STATION

Sept. 3rd, 1909

OFFICE OF THE CHIEF CLERK RECEIVED SEP 14 1909 DEPT OF COMMERCE AND LABOR.

OFFICE OF THE CHIEF CLERK RECEIVED SEP 11 1909 DEPT OF COMMERCE AND LABOR.

DIVISION OF APPOINTMENTS RECEIVED SEP 11 1909 DEPT OF COMMERCE AND LABOR

Light House Inspr.
Baltimore, Md

Dear Sir;

I have the pleasure to tender Your Honor my resignation as 1st Asst. Kpr. of this, Ila. to take effect on the 15th inst.

Yours obedient servant

J. J. Cieciskind

425 and

DIVISION OF APPOINTMENTS RECEIVED SEP 14 1909 DEPT OF COMMERCE AND LABOR

9-14-09

Note

Ef 8/10 a. 01.

Office Light House Board, 13
Sept 13, 1909,

Respectfully forwarded to the Secretary of Commerce and Labor, approved, to take effect Sept 15, '09, inclusive.

OFFICE OF THE CHIEF CLERK FORWARDED SEP 11 1909 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR.

N. Niles

Captain, U. S. N.,
Naval Secretary

OFFICE OF THE CHIEF CLERK FORWARDED SEP 14 1909 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR.

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Form 73

NOMINATION

No papers

LIGHT OCT 1 1917 HOUSES

FOURTH DISTRICT, REOM SEP 26 1917 Received

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Sep. 25, (Date.) 1917

THE COMMISSIONER OF LIGHTHOUSES:

(Through the Secretary, Fourth Civil Service District)

Action recommended, Temporary appointment

ACTION TAKEN OCT 1 1917 DEPARTMENT OF COMMERCE

Name, James W. Gillikin

Legal residence, N. C.

Position, Second Assistant Keeper

Salary, $456. p.a. (base pay)

Location, Smith Point Light Station, Va.

Appropriation, Salaries, Keepers of Lighthouses.

Effective Oct. 8, 1917

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

Former position, None, appointive capacity, immediately preceding.

Former salary,

Location,

Rank on eligible list, 1 Rating, Asst. Kpr. Percentage, 86. , Other eligibles considered:
John L. Callis, C. (No charges entered on register against these two eligibles,
Wm. E. Dobson, C. as this is restoration and temporary appointment).

Previous incumbent, Martin B. Tolson Services terminated to with close of Oct. 7, 1917

Reason, Recommended for temporary promotion, 1st asst. kpr., $516. p.a., Smith Point L.S., Va.

Members of family in Government Service, Fred Gillikin, Atlantic, N.C., keeper, L.S.S., cousin, married.

Remarks: Appointment to be for a period not to exceed six months and pending the return to duty of Miles Hudgins, keeper, Smith Point L.S., Va., recommended granted six months leave without pay, effective Oct. 8, 1917. It is recommended that Mr. Gillikin's name be restored to the register for this consideration, his name having been removed therefrom by D.S., June 29, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission. SEP 29 1917, 191 His name is No. 1 of those considered if it is restored. This action recommended in view of the possible exhaustion of the register for asst. kpr., this Dist. prior to Dec. 13, 1917. Bu., Lighthouses, please see letter from this office dated Sep. 20, 1917, subject, "Request for six months leave without pay, Miles Hudgins, keeper, etc."

Secretary, FOURTH Civil Service District.

H. D. King
Lighthouse Inspector.

Acting D. 2. Oct 1. 1917

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 1 1917

Submitted to the Secretary of Commerce, approved.

10-1

Acting Commissioner

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

11—2314

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L. H. INSPECTOR OCT 19 1917 BALTIMORE MD.
L. H. INSPECTOR OCT 30 1917 BALTIMORE MD.
NOV 1 1917
CHIEF CLERK NOV 1 1917

Cor

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield
Secretary.

PART I.

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

1. What is your full name? (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.)

James Wilson Gisselson

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

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

Beaufort	N.C.	Carteret	3rd
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? Straits, N.C.

6. When were you born? August 10 1857
Month. Day. Year.

11—1434

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

Mrs. J Wilson Gilliken (Name.) 301 W. Washington St (Number and street.)

Greensboro (City or town.) North Carolina (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.
Butler Lawrence	Nephew	T. Ship	T. Home	one of the crew
Fred Gilliken	Cousin	L. S. Service	L. S. S.	Keeper

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.)

About last Oct

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

No

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.
Only Keeping light at Cape Hatteras			

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.
	I have not		

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.
	No		

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.)

Farmer, fisherman & oysterman

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.)

Common school education

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.")

Not any

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

Only for light Keeper

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. Oct. 15th, 1917

Witness:

(Signature) James H. Gillikin

P. O. Address: Sunny Bank, Va
City or town.

Number and street.

Virginia
State or Territory.

In case signature is by mark.

(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.)

REOM

Reviewed, approved, and forwarded Oct. 31, 1917

(Signature) H. D. King

(Official title) Lighthouse Inspector 3rd

11—1434

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REOM

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 (Bureau or Service.) | Smith Point L.S., Va. (Place (city, town, station, or vessel.)) | 5 (District.)

2. To what position has he been appointed? Second Asst. Kpr. (temp.)

3. State the date of appointment. Oct. 2, 1917

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

5. State the date of the oath. Oct. 15, 1917

6. State the date the employee entered on duty. Oct. 15, 1917

7. What is his salary? $456. p.a. (at the rate of)

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

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

10. If classified, state the date of classification. May 6, 1896

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

From "Asst. Kpr." exam., Dec. 14, 1916 --5th L-H Dist.

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) H. D. King

(Official title) Lighthouse Inspector

Date: Oct. 31, 1917

11—1434

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January 8, 1919.

CHIEF CLERK
JAN 9 1919
1919 JAN 9 PM 2 45

5

My dear Sir:

I am thankful to have your kind note dated the 14th of December. From it I note with special pleasure your generous spirit of good will to your District Superintendent, his Assistant, and the officers and crews of the Lighthouse vessels and as you say "last but not least" the keeper of your own Station. I join with you in your commendation of these officers as well as of the Commissioner of Lighthouses and his admirable staff. It is a pleasure to serve with them and to know that there are men like yourself who are willing to say a work of kindly appreciation of those with whom they work. Many men are willing to speak evil, too few are ready to give praise and encouragement. Your letter is helpful to me and to all to whom it refers.

Yours very truly,

WILLIAM C. REDFIELD

Secretary of Commerce.

Mr. J. W. Gillikin,
First Assistant Keeper,
Fifth Lighthouse District,
Smith Point Light Station, Va.

Through the Commissioner of Lighthouses.

B.

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

Sheet No. 25

2—12758

DO NOT WRITE IN THIS SPACE

a			
b			
c			
d			

1. Gillikin (Surname) James (Given name) W. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse Service
5. (a) Field Station Fifth Lighthouse District
   (b) Subdivision Cape Lookout Lt. Sta., N. C.
   (c) City or town N. C. State
6. Pay-roll title Light Keeper
7. Customary office title 2nd Asst. Keeper

8. (a) Number of regular working hours of the position, per day Avg. 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 $164.25
    45 cents per diem commutation of rations.
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, $ Est. $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 ; number of lessons ; number completed
18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

Percentage of total time given to each task

LAND STATION

1. Opertaing first order light,
2. Keeping the station painted and clean,
3. Caring for grounds and outbuildings,
4. Keeping the machinery in order,
5. Keeping station records and preparing reports,
6. Going for mail and provisions,
7. Observing aids to navigation and conditions of weather,
8. Preparing meals and keeping rooms clean.

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19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

Asst. Keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

20. Do the duties involve direction or supervision of the work of other employees? ____
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

This employee ranks third at this station and he has no employees under him.

21. How long have the employee's duties been substantially as described above? July 15, 1921.

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

May 25, (Date), 1923. H. D. Long (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. exclusive of allowances mentioned in section 24 of the act.

May 25, (Date), 1923. H. D. Long (Signature of head of field office or station) Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

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James H. Gilliken

STATE FROM WHICH APPOINTED
N. C.

INACTIVE

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
K. Cape Lookout, N. C.	$720 pa.	Light-House	Position from Treasury 7-1-0-
K. Love Pt. Lt. Sta, Md.	$432 pa	"	July 6, 1905
2nd Ast., Cape Lookout, NC.	$500 pa.	"	Oct. 1, 1905
" " " "	$42.50 mo.	"	July 1. 1908.
	Resigned Sept 15. 1909.		
2nd Asst Kpr. TEMPORARY Smith Pt L.H. Va	$45 pa	L H	Oct. 15, 191
Ex Cruiser - Last day Apr 8. 1918.			
Prob. appt. 2nd Ast Smith Pt L.H. Va	$456 "	"	Jan 15. 1918
1st Asst Kpr Smith Pt L.H. Va	$516.	"	Apr. 9, 1918.
			Apr. 10, 1918.
Keeper Increases "	$900	"	Nov 1, 1918.
" (Cape Lookout) L.H. Sta	660.	"	July 15, 1921
" Incr (Long) " " "	720	"	Oct 15. 1923
" Read of Pay " "	960	"	JUL 2 1924
" Readjustment of pay Act - Dec. 6, 1924 " "	1140	"	FEB 1 1926
	Died April 23, 1925		

INACTIVE