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

Date: 10/22/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Anderson, Kraig	
E-Mail Address:	**Phone Number:**
kraiga@gmail.com	858-357-5100

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Jordan, Ora, S.		1882 ME

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):
- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death: 1969 ME

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)

Researcher Signature: Kraig Anderson

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (ME)		
From: 1918	To: 1926	
(Agency & Location)		
From:	To:	
(Agency & Location) 2 folders		
From:	To:	

Other Identifying Information (Maiden Name, Job Title, etc.)

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: 2-30153104800

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 10/23/24 RAA
Soundex: J635

Time Out:

Final Return:

SCREENING NOTES

☑ Reviewed and Nothing Removed SOP

☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: JORDAN, ORA S. **DOB:** 1/1/1882, ME

SOUNDEX: J635

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS:	Area:	positive	negative
ARCIS:	Area:	positive	negative

Notes: **DOS: 1918-1926; DOD: 1/1/1969, ME; LIGHTHOUSE SERVICE, ME**

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Ora S Jordan (Name) — Me (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU–SERVICE–STATION	DATE OF EFFECT
Add'l Kpr	Prob.	600	L.H. At Large	Dec. 12, 1918
Keeper TEMPORARY 3 mo	Temp	780	" Mt Desert I.S. Me.	Mar. 6, 1919
"	Ext	"	" "	June 6, 1919
"	Ext	"	" "	Sept. 6, 1919
"	Perm	"	" "	Dec. 6, 1919
"	Trans	900	" Cuttyhunk L.S. Mass	Mar. 1, 1920
"	Incr	960	" " "	Dec. 12, 1923
"	Readj	1200	" " "	July 1, 1924
"	"	1500	" " "	Feb. 1, 1925
"	Prom	1560	" " "	Oct. 10, 1925
		RESIGNED CLOSE OF June 30, 1926.		

Form A-32

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 22, 1926.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on June 30, 1926.

Bureau.....Lighthouse Service.

Position.....Keeper.

Allocation.....

Salary.....$1560 per annum.

Station.....Crabtree Ledge Lighthouse, Maine.

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) CLIFFORD HASKINS

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED MAY 27 1926 ON JOURNAL DEPARTMENT OF COMMERCE

MAY 27 1926

P.
1.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAY 20 1926
PORTLAND, MAINE.

FIRST DISTRICT

Crabtree Ledge L.S.
(Station, Depot, or Vessel)

May 19, 1926

LIGHTHOUSES
1926 MAY 21 PM 3 58

Supt. of Lighthouses.
Portland, Me.

Dear Sir:-

Please accept my resignation to be effective at 12 P.M. June 30, 1926.

Please acknowledge receipt of this letter.

Yours respectfully

Ora S. Jordan
Keeper

Form 93

NOTICE OF RESIGNATION OR DEATH

CP

Enclosure

LIGHTHOUSES 1926 MAY 21 PM 3-58

DEPARTMENT OF COMMERCE MAY 22 26 APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, May 20, 1926.

1926 MAY 22 PM 2 0

COMMISSIONER OF LIGHTHOUSES:

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

Name, Ora S. Jordan — Position, Keeper

Legal residence, Maine — Station, Crabtree Ledge Lighthouse, Maine

Salary, $1560 per annum

The acceptance of this resignation is recommended effective at the close of June 30, 1926.

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

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 26 1926 DEPARTMENT OF COMMERCE

SHERMAN
Superintendent

6/22/26

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 22 1926

Submitted to the Secretary of Commerce, approved.

11—4623

APPROVED:
ACTING ASSISTANT SECRETARY

Acting Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

r. Ora B. Jordan,
M

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,

Acting
Chief of Appointment Division.

Position: Keeper

Salary: $1500

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

1st

JSJ

CARDED

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Jordan, Otis S. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 1st 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	Amt. per annum to be Subtracted
$900	240	1140	XCR	164.25	1304.25	LHS	5	1380	yes	120	

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

approv-1440

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1440 TO $1680

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 (estimate)

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

1. Care and operation of a 5th order Wick Light and lens revolving clock.
2. Care and operation of a mechanical bell fog signal.
3. Cleaning and minor repairs of above apparatus.
4. Cleaning, painting and making minor repairs to structures.
5. Keeping station records and preparing and submitting periodical reports.
6. Observing weather conditions and aids to navigation.

...OARD FORM NO. 1
...ance with detailed
..., Form No. 2)

Sheet No. 48

2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

...ORDAN (Surname) ORA (Given name) S (Initial)

...artment COMMERCE
...ureau Lighthouses
Field Service Lighthouse Service
5. (a) Field Station First Lighthouse District
(b) Subdivision Crabtree Ledge Light Station
(c) City or town ... State Maine
6. Pay-roll title Light Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day 16 (average); per week 112
(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 sunset m. to sunrise, daily 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 ... $ 900.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 900.00 per annum; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate ...
14. Title of appropriation or fund from which basic compensation is paid Salaries of Keepers Lighthouse Service
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¢ per day commutation of rations). Note: Quarters for self only.
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 (estimate)
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

1. Care and operation of a 5th order Wick Light and lens revolving clock.
2. Care and operation of a mechanical bell fog signal.
3. Cleaning and minor repairs of above apparatus.
4. Cleaning, painting and making minor repairs to structures.
5. Keeping station records and preparing and submitting periodical reports.
6. Observing weather conditions and aids to navigation.

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

In full charge of station and supervises the work of one assistant. In the performance of these duties he is guided by a Book of Instructions and by special directions issued from time to time by his District Superintendent. Under extraordinary circumstances, such as the saving of life and property, he is called upon to act on his own responsibility owing to isolation of station and its exposed locality.

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

This employee has one assistant acting under him and performing similar routine duties, for which his principal keeper is held responsible.

21. How long have the employee's duties been substantially as described above? Since March 1, 1920.

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

MAY 31 1923, 1923. (Date)

C E Sherman (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		
Common School		X

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boatman and operation of revolving clock and fog bell operating machine.

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 $ 1140. to $ 1500., exclusive of allowances mentioned in Question 15.

MAY 31 1923, 1923. (Date)

C E Sherman (Signature of head of field office or station) Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

(CROSS REFERENCE)

Jordan, Oran D. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1200, effective July 1, 1924.

For authorization see letter dated JUL 17 1924 File No. 1095/21.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 15, 1923.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 900 per annum to $ 960 per annum, effective December 12, 1923 (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. F. GARDNER.
Acting Chief of Appointment Division.

11—8074

DEC 17 1923
COMMERCE

U. S. REPORT DATA ENTERED

CARDED

8
1st

Form 73

JCW:CFH
LIGHTHOUSES

1923 DEC 14 AM 9 01

NOMINATION

CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 DEC 14 PM 2 26

DEPARTMENT OF COMMERCE DEC 15 1923 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.), December 12 (Date.), 19 23.

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE DEC 15 1923 APPOINTMENT DIVISION

Action recommended, GRANTING LONGEVITY ALLOWANCE

Name, Ora S. Jordan — Legal residence, Maine

Position, Keeper — Salary, $960.00 per annum (incl 60 pa long)

Location, Crabtree Ledge L. S., Me. — Appropriation, Sals.,Kprs.,etc.

Effective December 12, 1923, {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Same — Former salary, $900.00 per annum

Location, Same

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

Previous incumbent, ----- Services terminated, -----

Reason, -----

Members of family in Government Service, -----

APPOINTMENT DIVISION NOV 29 1923 DEPARTMENT OF COMMERCE

Remarks: Mr. Jordan entered Service Dec. 12, 1918, and has since been continously employed. He is deserving of this increase of pay.

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

12/15/23

(Directly.)

Secretary, Civil Service District.

C E Sherman
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 14 1923

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 17, 1925.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1500 per annum to $1560 per annum, effective October 10, 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. SEP 23 1925

Acting Chief of Appointment Division.

K
11—8074
1

CARDED

APPOINTMENT DIVISION ENTERED SEP 24 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73

GFL

LIGHTHOUSES
1925 SEP 16 AM 11 50

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
5
1925 SEP 17 AM 10 53

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.) September 14 (Date.) 1925

COMMISSIONER OF LIGHTHOUSES:

DIVISION OF APPOINTMENT SEP 17 1925 DEPARTMENT OF COMMERCE

Action recommended, INCREASE IN SALARY.

Name, Ora S Jordan — Legal residence, Maine

Position, Keeper — Salary, $1560. p. a. (Range $1440-$1680. p. a.)

Location, Crabtree Ledge L. H., Me. — Appropriation, ~~Sals., Kprs., etc.~~ Such Etc.

Effective October 10, 1925, { the actual date of entrance on duty, ~~as soon thereafter as he enters on duty~~

Former position, Keeper — Former salary, $1500. p. a.

Location, Crabtree Ledge L. H., Me.

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

SEP 2 1925

Previous incumbent, Himself — Services terminated, -----

Reason, -----

Members of family in Government Service, -----

Date of birth, -----

Remarks: This recommendation is made in order that Mr. Jordan, upon his return from leave without pay may benefit by the increase in salary of this position effected July 1, 1925. See Department form A-21, June 25, 1925, in case of Thomas H. Morgan, Additional Keeper in this position.

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

8 9-17-25

(Direct.)

Secretary, *Civil Service District.*

Sherman
SHERMAN
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 16 1925

Submitted to the Secretary of Commerce, approved.

J Conway
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

TAL

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

MAR 5 1920 10 28 AM

LIGHT
MAR 5 1920
HOUSES

Supt. Clerk.
Mar. Engr.
Inspector.
Accounts.
Contracts
Cor. Clk.
Stenogr.

Superintendent,
OFFICE OF INSPECTOR, 1ST DISTRICT
PORTLAND, ME.

March 3, 1920.

Commissioner of Lighthouses, WASHINGTON, D C

1920 MAR 9 AM 9 20

The Bureau is informed that Mr. Ora S. Jordan, Assistant Keeper, (2nd) at Mount Desert Rock Light Station, Maine, was transferred and entered on duty as Keeper of Crabtree Ledge Light Station, Maine, salary, $900. per annum, March 1, 1920, in accordance with "Notice of Change in Salary, Light Keepers -- Lighthouse Service" forwarded through the Commissioner of Lighthouses, February 16, 1920.

CARDED

C. S. REPORT DATE ENTERED

For and in the absence of the Superintendent.

APPOINTMENTS

Bureau of Lighthouses, Washington
MAR 5 - 1920

Luther
Assistant Superintendent.

Submitted to Secretary of Commerce for his information.

1920 MAR 6 PM 12 44

Conway
acty Commissioner

NOTICE OF CHANGE IN SALA[illegible]
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

M

Through the Commissioner of Lighthouses.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ per annum to $ per annum, effective **February 16, 1920.**

r. Ora S. Jordan,

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

Sir:

By direction of the Secretary:

780. 900.

March 1, 1920 or as soon thereafter as you enter on duty at the changed rate of pay.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED FEB 17 1920 BY JOURNAL DEPT. OF COMMERCE

O. S. REPORT DATA ENTERED

First District.
S
C

Form 73

FEB 13 1920 9 25 AM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~Inspector~~ Superintendent First DISTRICT,

LIGHT-HOUSES FEB 13 1920

Portland, (City.) Maine, February 11, (Date.) 1920. 191

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER AND PROMOTION

Name, Ora S. Jordan

Position, Keeper

Location, CRABTREE LEDGE L S MAINE

Effective March 1, 1920

APPOINTMENT DIVISION NECESSARY ACTION TAKEN FEB 17 1920 DEPARTMENT OF COMMERCE

Legal residence, Maine

Salary, $900. per annum

1920 FEB 16 AM 9 46

Appropriation, Salaries L S Keepers

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

Former position, Keeper - Lighthouse Service Former salary, $780. p a

Location, Mount Desert Light Station, Me. (as 2nd Asst.) Keeper

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

APPOINTMENTS

1920 FEB 16 AM 10 51

Previous incumbent, C G Hurd Services terminated, February 29, 1920

Reason, Resignation forwarded today.

Members of family in Government Service, ----

Remarks: Mr. Jordan is the only keeper in District desirous of this station and I consider him worthy of same.

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

C E Sherman

Secretary, Civil Service District. Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 14 1920

Submitted to the Secretary of Commerce, approved.

1920 FEB 14 PM 4 15

Acting Commissioner

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

11—2314

MAR 4 1920 10 AM

Form 111

TAL

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSE SERVICE PORTLAND, MAINE. LIGHT MAR 4 1920 HOUSES

I, Ora S. Jordan MAR 2 1920

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.

APPOINTMENT 1920 MAR 5 AM 9 02

Ora S. Jordan

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 28 day of February, A. D. 1920

(Affix official seal here)

[4] (Name) Homer F. Emerson

(Official title) Notary Public

My commission expires June 26, 1925.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$780. PA	Second Asst Kpr Mount Desert Rock L S Me
Former [5] Temporary Keeper	$780. PA	Mount Desert Rock L S Maine.

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

OFFICE OF LIGHTHOUSE INSPECTOR, Superintendent 1st DISTRICT

Portland, Maine. (Address), March 2, 1920. (Date)

CARDED C. S. RECORD ENTERED

The above-named appointee entered upon duty on December 6, 1919. (Date)

For and in the absence of the Superintendent.

P. Luther (Signature)

Assistant. Superintendent.

[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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 2, 1919.

Mr. Ora S. Jordan,

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, Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Eighty dollars per annum,

effective December 6, 1919.

(Reappointment by change from temporary status.)

CARDED

By direction of the Secretary:

Respectfully,

RM
C

(SIGNED) H. M. CROSS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Maine.
1st District

U. S. REPORT DATA ENTERED

APPOINTMENT DIVISION ENTERED DEC 3 1919 DEPT. OF COMMERCE

NOV 28 1919 10 25 AM

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Superintendent First 1919 NOV 29 PM 2 36 DISTRICT.

Portland, Maine, (City.) November 25 (Date.), 1919

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, PERMANENT APPOINTMENT

Name, Ora S. Jordan

Legal residence, Maine

Position, (Second Assistant) Keeper

Salary, $780. per annum

Location, Mount Desert Light Station, Me.

Appropriation, Sal Kprs, etc

Effective December 6, 1919 {the actual date of entrance on duty, or/ as soon thereafter as he enters on duty.

Former position, Temporary Keeper

Former salary, $780. per annum

Location, Mount Desert Light Station, Me.

1919 NOV 29 PM 2 50

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

Previous incumbent, himself

Services terminated, December 5, 1919.

Reason, Expiration of Temporary Appointment

Members of family in Government Service, ---

Remarks: Permanent appointment is requested as the former keeper, Mr. Rogers has resigned and thus makes it possible to fill the position permanently.

jas 11/29/19

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

C. E. Sherman
Superintendent.

Secretary, Civil Service District.

AKT

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 29 1919

Submitted to the Secretary of Commerce, approved.

SPECIAL ASSISTANT DIVISION NECESSARY ACTION TAKEN DEC 2- 1919 DEPARTMENT OF COMMERCE

1919 NOV 29 PM 1 26

Acting Commissioner.

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

11—2314

August 29, 1919.

Sir:

You are advised that your temporary promotion to Keeper at $780 per annum in the Lighthouse Service has been extended for a further period not to exceed three months, effective September 6, 1919.

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,

APPOINTMENT DIVISION ENTERED AUG 2 1919 DEPT OF COMMERCE
CARDED

Chief of Appointment Division.

Mr. Ora S. Jordan,
Through the Commissioner of Lighthouses.
C/AS

1st

Form 73
GFL

AUG 22 1919 9 37 AM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 5

1919 AUG 25 AM 8 36

LIGHT HOUSES

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., First DISTRICT

Portland, Maine (City.) August 20th (Date.), 1919.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of Temporary Appointment

Name, Ora S. Jordan — Legal residence, Maine

Position, Second Assistant Keeper — Salary, $780 per annum.

Location, Mount Desert Light Sta., Me. — Appropriation, Sals.,Kprs.,etc.

Effective September 6th, 1919, {'the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

Former position, As above. — Former salary,

Location,

APPOINTMENTS

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

1919 AUG 25 AM 9 53

Previous incumbent, Himself — Services terminated, September 5th, 1919.

Reason, Expiration of temporary appointment.

Members of family in Government Service,

SOS 8/25/19

Remarks: In view of recommended extensions of temporary appointment in cases of Mr. Albert Staples and Mr. Henry C. Ray, Jr., it is recommended that the temporary appointment of Mr. Jordan be extended for a period of not to exceed three months from September 6th, 1919.

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

Sherman
Superintendent.

Secretary, Civil Service District.

AKT

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

AUG 23 1919

APPOINTMENT DIVISION AUG 27 1919 DEPARTMENT OF COMMERCE

1919 AUG 27 PM 1 10

E. C. Gillette
Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 2, 1919.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as Second Assistant Keeper in the Lighthouse Service has been changed from $ 600. per annum to $ 780. per annum, effective June 6, 1919, by extension, for a period not to exceed three months.

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

M
G
First District

APPOINTMENT DIVISION ENTERED JUN 2 - 1919 DEPT. OF COMMERCE

U. S. REPORT DATA ENTERED

Form 73
GFL

NOMINATION

MAY 29 1919 19 28 AM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

OFFICE OF LIGHTHOUSE ~~Inspector~~ Supt., First Dist. 1919 MAY 31 AM 9 30

LIGHTS MAY 29 1919 HOUSES

Portland, Maine, May 27, 1919.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, EXTENSION OF TEMPORARY APPOINTMENT

Name, Ora S. Jordan — Legal residence, Maine.

Position, Second Assistant Keeper — Salary, $780 per annum.

APPOINTMENTS 1919 MAR 31 AM 10 50

Location, Mount Desert Light Sta., Me. — Appropriation, Sals. Aprs., etc.

Effective June 6th, 1919, {the actual date of entrance on duty, ~~xx thereafter xx the entrance xx duty xx~~

Former position, As above. — Former salary, As above.

Location, do.

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

DEPARTMENT OF COMMERCE MAY 31 1919 MAINE

Previous incumbent, Himself — Services terminated June 5th, 1919.

Reason, Expiration of temporary appointment.

Members of family in Government Service, -----

Remarks: In view of the recommended extensions of temporary appointment in cases of Mr. Albert Staples and Mr. Henry C. Ray, Jr., it is recommended that the temporary appointment of Mr. Jordan be extended for a period of not to exceed three months from June 6th, 1919.

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

Ltr. 5/31/19

.....
Secretary, Civil Service District.

C. M. Sherman
Supt. of Lighthouses, 1st Dist.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 29 1919

Submitted to the Secretary of Commerce, approved.

1919 MAY 29 PM 4 38

Acting Commissioner

---

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

11—2314

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 3, 1919.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as additional keeper in the Lighthouse Service has been changed from $ 600. per annum to $ 780. per annum, effective March 6, 1919.

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,

APPOINTMENT DIVISION RECEIVED MAR 4 - 1919

(Signed) [illegible]

Chief of Appointment Division.

CARDED

C. S. REPORT DATA ENTERED

D
C

1st

FEB 28 1919 8 56 AM

Form 73
GFL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine, February 26th, 1919
(City.) (Date.)

1919 MAR 1 PM 4 28

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, TEMPORARY APPOINTMENT

Name, Ora S. Jordan — Legal residence, Maine.

Position, Second Assistant Keeper — Salary, $780. per annum

Location, Mount Desert Light Sta., Me. — Appropriation, Sals.,Kprs.,etc.

Effective March 6th, 1919, {'the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

Former position, Additional Keeper — Former salary, $600 per annum.

Location, Throughout district.

APPOINTMENTS

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

1919 MAR 3 AM 9 16

Previous incumbent, Henry C. Ray, Jr. — Services terminated, See remarks.

Reason,

Members of family in Government Service, -----

Remarks: In view of the extension of the temporary appointments of Albert Staples and Henry C. Ray, Jr., as Additional Keeper and Temporary First Assistant Keeper, respectively, requested in nominations of even date, it is considered no more than fair to Mr. Jordan, (who, as Additional Keeper, has been serving at Mount Desert for the past three months) to give him the benefit of the increased compensation which would accompany his employment as Second Assistant Keeper during the temporary promotion of Mr. Ray. Appointment for not to exceed three months from March 10th is therefore requested.

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

Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

FEB 28 1919

1919 MAR 1 PM 4 01

MAR 3 - 1919

Conway

Acting Commissioner

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

11—2314

5

Ser'

DEPARTMENT OF COMMERCE

CHIEF CLERK

1918 DEC 14 PM 12 12

Supt. of Lighthouses 1st Dist. Portland, Maine

LIGHT DEC 14 1918 HOUSES

PERSONAL QUESTION SHEET

DEC 10 1918

(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.)

Mrs. Ora S. Spratt Jordan

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

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

Lighthouse Service (Bureau or Service.) General Duty (Place (city, town, station, or vessel).) First (District.)

4. Position to which appointed Assistant Keeper

5. Compensation $600 per annum

6. Appropriation from which paid Salaries, Keepers & Lightkeepers

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.)

~~From Examination for Assistant Light Keeper.~~

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

Hancock (City or town.) Maine (State or Territory.) Hancock (County.) Third (Congressional district.)

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.

CARDED

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

11. Where were you born? Otis, Maine

12. When were you born? April (Month.) 9th (Day.) 1882 (Year.)

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

14. What is your marital condition? Married

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

Mrs. Ora S. Jordan (Name.) Mt. Desert Ferry (Number and street.)

Maine (City or town.) (State or Territory.)

11—1434

16. Are there any members of your family, besides yourself, in the civil service of the United States? No

(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.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

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

Slight injury to right eye caused by explosion and is corrected by glasses

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.
No					

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.
No			

22. Are you the widow or orphan of an honorably discharged soldier or sailor? No (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.)

Carpenter—Gasoline Engine running and repair.
Pipe fitting (Steam) Chauffeur

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.)

Common and High School (Country)

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.")

Carpenter and Mechanic

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

Assistant Light Keeper October 1st, 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, Dec 7, 1918

Witness (in case signature is by mark):

(Signature) Ora L Jordan

P. O. Address: Lincoln Point, (City or town.)

(Number and street.)

Maine, (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.)

*Typewritten data and corrections made in office of Supt. of Lighthouses.

Reviewed, approved, and forwarded December 12th, 1918.

(Signature) C E Sherman

(Official title) Superintendent of Lighthouses.

11—1424

GFL
Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

APPOINTMENTS JAN 3 1919

CHIEF CLERK
1918 DEC 14 PM 12
LIGHTHOUSES 1st DIST. PORTLAND, MAINE
DEC 14 1918
DEC 10 1918

I, Ora S. Jordan,

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.

DEC 14 1918 8 34 AM

Ora S. Jordan
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 7 day of

Dec, A. D. 1918.

(Affix official seal here)

[4](Name) Alfred B. Crabtree

(Official title) Justice of the Peace

My commission expires Feb 26, 1921

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Additional Keeper	$600. per annum	General duty, First District.
Former[5] New appointee.		

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

Office of Lighthouse ~~Inspector~~ Supt., 1st District

Portland, Maine, (Address) December 12th, 1918. (Date)

The above-named appointee entered upon duty on December 12th, 1918. (Date)

CARDED

C. E. Sumner, Superintendent.
(Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time 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

November 30, 1918.

Mr. Ora S. Jordan,

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, Additional Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

CANCELED

APPOINTMENT DIVISION (TEMP.) NOV 30 1918 DEPARTMENT OF COMMERCE

(Signed) Clifford Hasen

Chief of Appointment Division.

R
Ho

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Maine. (See reverse side.)

11—5280

Form 73 GHL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RECEIVED NOV 22 1918 FIRST C. D. DIST.

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. 1st DISTRICT,

Portland, (City.) Maine, November 21st (Date.), 1918.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary Appointment.

* Notices to eligibles were forwarded on Nov. 11, 1918.

Name, Ora S. Jordan

Legal residence, Hancock Pt., Maine.

Position, Additional Keeper

Salary, $600. per annum.

Location, General Assignment.

Appropriation, Sals., Kprs., etc.

Effective December 1st, 1918, ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Former position, New appointee.

Former salary, -----

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

Rank on eligible list, 1st Rating, (Asst. Keeper. Percentage, 85.20 , Other eligibles considered: Jerry Conley, (FR); John H. Homer, (FR); George E. Woodward (C); and Reuben E. Maker, (C).

LIGHTHOUSES 1st DIST. PORTLAND, MAINE.

NOV 24 1918 LIGHT HOUSES NOV 29 1918

APPOINTMENTS NOV 29 1918 8 57 AM

Previous incumbent, New position.

Services terminated, -----

Reason, ----------

1918 NOV 29 PM 3 57

1918 NOV 29 PM 3 30

Members of family in Government Service, None.

Remarks: As this position is that of Keeper-at-Large there are no quarters provided for family of the incumbent. No persons were certified who were unwilling to accept stations without quarters, etc. The names of Jerry Conley and John H. Homer have this day been suspended owing to their failure to respond to the notice; it being Mr. Homer's third

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 26 1918, 191

/certification, without appointment, he will / be permanently dropped from the register.

E L Reynolds
Acting Secretary, 1st Civil Service District.

C E Sherman
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

NOV 29 1918

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 30 1918

1918 NOV 29 PM 2 57

Conway
Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Ora S Jordan (Name) — Me (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Add'l Kpr	Prob.	600	L.H. at Large	Dec. 12, 1918
Keeper TEMPORARY 3 mo	Temp	780	" Mt Desert I.S. Me.	Mar. 6, 1919
"	Ext	"	" "	June 6, 1919
"	Ext	"	" "	Sept. 6, 1919
"	Renew	"	" "	Dec. 6, 1919
"	Trans	900	" Cuttyhunk L.S. Mass	Mar. 1, 1920
"	Incr	960	" " "	Dec. 12, 1923
"	Readj	1200	" " "	July 1, 1924
"	"	1500	" " "	Feb. 1, 1925
"	Promo	1560	" " "	Oct. 10, 1925
		RESIGNED CLOSE OF June 30, 1926.		

GOVERNMENT PRINTING OFFICE 11—8995

JORDAN, ORA S.

CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE
9-1	1-[illegible]										
J	5-27										
02	6/1										

Form A-32

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 22, 1926.

LIGHTHOUSES

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

1926 MAY 27 PM 12 07

Sir:

SUPT. of LIGHTHOUSES, FIRST DISTRICT, MAY 29 1926 PORTLAND, MAINE.

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on June 30, 1926.

Bureau..... Lighthouse Service.

Position..... Keeper.

Allocation.....

Salary..... $1560 per annum.

Station..... Crabtree Ledge Lighthouse, Maine.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASKINS

Chief of Appointment Division.

Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine. MAY 29 1926
Reviewed and Forwarded.

Superintendent.

P.
1.

Form 93

NOTICE OF RESIGNATION OR DEATH

CP

Enclosure

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, May 20, 1926. , 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Ora S. Jordan Position, Keeper

Legal residence, Maine Station, Crabtree Ledge Lighthouse, Maine

Salary, $1560 per annum

The acceptance of this resignation is recommended effective at the close of June 30, 1926.

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

Remarks:

S.
SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4023

COPY
CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Crabtree Ledge L. S.
May 19, 1926.

Supt. of Lighthouses,

Portland, Maine.

Dear Sir:

Please accept my resignation to be effective at 12 P.M. June 30, 1926.

Please acknowledge receipt of this letter.

Yours respectfully,

(SGD) ORA S. JORDAN,

Keeper

Form A-21

Ent. on Card

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
SEP 28 1925
PORTLAND, MAINE.
LIGHTHOUSES

1925 SEP 25 AM 10 04

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 17, 1925.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1500 per annum to $1560 per annum, effective October 10, 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.

K
11—8074
1

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

LIGHTHOUSES
1925 FEB 4 PM 3 10
SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 6 1925
PORTLAND, MAINE.

r. Ora S. Jordan,
M

Commissioner of Lighthouses,
Sir: Through the

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,

WM. J. GAINER,

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1500

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

1st

JBJ

Form A-21

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 19 1923
PORTLAND, MAINE.

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

1923 DEC 17 PM 4 10

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 15, 1923.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 900 per annum to $ 960 per annum, effective December 12, 1923 (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—6074

Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine.
Reviewed and Forwarded. DEC 19 1923
for and in the absence of the Superintendent,
Per R. Luther
Assistant Superintendent.

8
1st

FEB 19 1920 9 [illegible] AM

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



Feb 21 1920

M

Through the Commissioner of Lighthouses.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ per annum to $ per annum, effective February 16, 1920.

r. Ora S. Jordan,

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

Sir:

By direction of the Secretary:

780. 900.

March 1, 1920 or as soon thereafter as you enter on duty at the changed rate of pay.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

First District.
S
C

DEC 6 1919 10 00 AM

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT DEC 6 1919 HOUSES

December 2, 1919.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

DEC 8 1919

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, Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Eighty dollars per annum,

effective December 6, 1919.

(Reappointment by change from temporary status.)

By direction of the Secretary:

Respectfully,

(SIGNED) H. M. CROSS

RM
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Maine.
1st District

11—1393

LIGHT
AUG 30 1919
HOUSES

August 29, 1919.

Sir:

You are advised that your temporary promotion to Keeper at $780 per annum in the Lighthouse Service has been extended for a further period not to exceed three months, effective September 6, 1919.

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,

Chief of Appointment Division.

Mr. Ora S. Jordan,
Through the Commissioner of Lighthouses.

C/AS

1st

JUN 4 1919 8 08 A.

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE

LIGHT HOUSES JUN 4 1919

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES 1st DIST. PORTLAND, MAINE. JUN 6 1919

June 2, 1919.

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as Second Assistant Keeper in the Lighthouse Service has been changed from $ 600. per annum to $ 780. per annum, effective June 6, 1919, by extension, for a period not to exceed three months.

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.

M
G
First District

COPY FOR FILES OF OFFICE.

Form 206 FILE No. 8

CFL RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

COPY

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT,

PLACE, Portland, Maine,

DATE, March 12th, 1919.

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,
W. C. Mason, A. A. Surgeon, U.S. P. H. S.,
Bangor, Maine.

SIR:

Please examine Ora S. Jordan, Additional Keeper,

nativity, American; age, 36; height, 5 feet, 7½ inches;

weight, 171-1/2 pounds; color of hair, ----------; color of eyes, ----------

distinguishing marks, None known.

as to eyesight, hearing, and physical condition.

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

Respectfully,

C. E. SHERMAN
Supt. of Lighthouses,
First District.

(Signature of applicant:) Ora S. Jordan

(To be signed in the presence of the officer issuing this blank or witnessed by a designated employee of the Lighthouse Service.)

U. S. PUBLIC HEALTH SERVICE

PLACE, Bangor, Maine,

DATE, April 2, 1919.

To ~~LIGHTHOUSE INSPECTOR~~, *Supt. of Lighthouses, 1st District*

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

~~He is disqualified~~ for the reasons shown on page 3.

William C. Mason

Actg. Asst. *Surgeon, U. S. Public Health Service.*

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

11—3999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, Bangor, Me.,

DATE, April 2, , 1919.

Name of applicant, Ora S. Jordan

Eyes: Color, Gray; exophthalmus, No.

chronic inflammation, No.; other anbormality, No.

Eyelids: Ptosis, No.; condition of conjunctiva on eversion, Normal.

other conditions, None to be noted.

Eyesight:

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

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

Is applicant partially or wholly color-blind? No.

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

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

Ears:

Abnormalities, None; shape, Normal.

Position, Normal.; condition of drums Normal.

Evidence of mastoid disease, No.

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

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

Distance whispered speech can be heard: Right ear, 18 feet; left ear, 18 feet.

Lungs: Normal.

Heart: Normal.

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

11—5999

Reasons for certification of disqualification: [redacted]

SEAL OF P.H.S. AFFIXED.

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

(Signature of applicant:) Ora S. Jordan

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

11—5099

MAR 5 1919 4 30 PM

LIGHT
MAR 6 19
HOUSES

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 3, 1919.

MAR 8 1919

Mr. Ora S. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as additional keeper in the Lighthouse Service has been changed from $ 600. per annum to $ 780. per annum, effective March 6, 1919.

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.

To 2d Asst. Keeper, Mount Desert
vice Henry C. Ray, Jr.

D
C

1st

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES DEC 3 1918

DEC 3 1918 10 10 AM

U.S. LIGHTHOUSES 1st DIST. PORTLAND, MAINE. DEC 5

November 30, 1918.

Mr. Ora S. Jordan,

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, Additional Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hasn.
Chief of Appointment Division.

R
Ho

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Maine. (See reverse side.)

11—5080

COPY

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

(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.)

Mr. Ora Spratt Jordan

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

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

Light House	General Duty	First
Bureau or Service.	Place (city, town, station, or vessel).	District.

4. Position to which appointed. Additional Keeper

5. Compensation $600 per annum.

6. Appropriation from which paid. Salaries 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.)

Appointment. From Examination for Assistant Light Keeper.

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

Hancock	Maine	Hancock	Third
City or town.	State or Territory.	County.	Congressional district.

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? Otis, Maine

12. When were you born?

April	9th	1882
Month.	Day.	Year.

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

14. What is your marital condition? Married

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

Mrs. Ora S. Jordan	
Name.	Number and street.
Mt. Desert Ferry	Maine
City or town.	State or Territory.

11—1434

16. Are there any members of your family, besides yourself, in the civil service of the United States? No.

(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.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

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

Slight injury to right eye caused by explosion and is corrected by glasses.

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.
No.					

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.
No.			

22. Are you the widow or orphan of an honorably discharged soldier or sailor? No. (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.

11—1434

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.)

Carpenter - Gasoline Engine running and repair

Pipe fitting (Steam) Chauffeur

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.)

Common and High School (Country)

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.")

Carpenter and Mechanic

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

Assistant Light Keeper October 1st, 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, Dec. 7, 1918.

Witness (in case signature is by mark):

(Signature) Ora S. Jordan

P. O. Address: Hancock Point,
City or town.

Number and street.

Maine.
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.)

*Typewritten data and corrections made in office of Supt. of Lighthouses.

Reviewed, approved, and forwarded December 12th, 1918

(Signature) C. E. Sherman

(Official title) Superintendent of Lighthouses.

I acknowledge receipt of a copy of Department Circular No. 253 (second edition), of September 22, 1914, relating to political activity of officeholders, and fully understand its purport.

Ora S. Jordan
(Name.)

Additional Keeper
(Position.)

Lighthouse Service.
(Bureau, Office, or Service.)

Date, Dec 7 1918

11—3914

(This acknowledgment should be forwarded to, and filed in, the bureau or office to which appointee is assigned.)

Supt. LIGHTHOUSES 1st DIST. PORTLAND, MAINE.
DEC 10 1918