'26 MAR 10 AM11:54:26

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

Date: 03/06/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Jordan, Daniel, M.		

MILITARY SERVICE

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

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

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

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (TX)		
From: 1918	To: 1918	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-7122942

Attendant Signature:

CMRS Search Request Number(s): Civilian

Remarks: Archival search 3/12 two folders

'26 MAR 27 PM 1:23:57

SCREENING NOTES

- ☑ Reviewed and Nothing Removed SBP
- ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

Mr. Daniel M. Jordan,

LEGAL RESIDENCE.
Texas

INACTIVE

Mr. Daniel M. Jordan

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
~~Galveston Jetty Lt Sta, Tex.~~ (Temp) Keeper	$480.	Lighthouse	Oct 10, 1918.
" Increase "	720	"	Nov 4, 1918
Last day served Nov. 30, 1918.			

INACTIVE

11—1248

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ Eighth DISTRICT.

LIGHT HOUSES OCT 18 1918

APPOINTMENTS OCT 18 1918 8 50 AM

1918 OCT 19 PM 3 55

New Orleans, La., October 14, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended,[1] Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Name, Daniel M. Jordan.

Legal residence, Texas.

CHIEF CLERK

Position, ~~Additional~~ Keeper in the Lighthouse Service.

Salary, $480 per annum.

1918 OCT 19 PM 3 25

Location, Galveston Jetty Light Station, Texas.

Appropriation, Salaries, Keepers of Lighthouses.

Effective October 10, 1918, {the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~

Former position, - - -

Former salary, - -

Location, - - -

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

No eligibles available.

Previous incumbent, Maximilian T. Sievers. Services terminated, September 30, 1918.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Due to the necessity for maintaining the full authorized complement of keepers at this station, Daniel M. Jordan was assigned to duty on October 10, 1918. He has never served under any branch of the Department of Commerce. This nomination is made to fill the lowest rated position at this station, in accordance with Department letter of June 6, 1918.

Selection regular, subject to the action of the U. S. Civil Service Commission, October 14, 1918

TEMPORARY

Pending the establishment of a register of eligibles.

Secretary, 10 Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 18 1918

Submitted to the Secretary of Commerce, approved.

1918 OCT 19 PM 2 37

APPOINTMENT DIVISION NECESSARY ACTION TAKEN OCT 21 1918 DEPARTMENT OF COMMERCE

H. B. Brougham
Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 21, 1918.

Mr. Daniel M. 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 Four Hundred and Eighty dollars per annum, effective October 10, 1918.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.

CARDED

APPOINTMENT DIVISION ENTERED OCT 22 1918 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings,
Chief of Appointment Division.

R
Ho

Appropriation: Salaries, Keepers of Lighthouses
Vice: Maximilian T. Sievers,
Legal Residence: Texas.

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT NOV 7 1918 HOUSES

CHIEF CLERK

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1918 NOV 7 PM 2 52

NOV 7 1918 9 08 AM

I, Daniel M. 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.

Daniel M. Jordan

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 1st day of November, A. D. 1918.

(Affix official seal here)

[4] (Name) E. J. Burns

(Official title) Notary Public in and for Galveston County, Texas.

My commission expires June 1st 1919

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Keeper in the Light-house Service	$480 p.a.	Galveston Jetty Light Station, Texas.
Former: Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.		

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

MCC

Office of ~~Lighthouse Inspector~~ SUPERINTENDENT OF LIGHTHOUSES, Eighth District

New Orleans, La., November 4, 1918.
(Address) (Date)

The above-named appointee entered upon duty on October 10, 1918.
(Date)

CARDED.

R R Doorly

(Signature, followed by title) SUPERINTENDENT OF LIGHTHOUSES

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

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 19, 1918.

Mr. Daniel M. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $480 per annum to $720 per annum, effective November 1, 1918., and to continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

FOR BASIS OF THIS ACTION SE
LETTER DATED 11-15-18
NUMBER OF 1095-8

CARDED

R
Ho

APPOINTMENT DIVISION
NOV 21 1918

MCC

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

5

LIGHT HOUSES JAN 13 1919

JAN 13 1919 U.S. CLERK

APPOINTMENTS 1919 JAN 15 PM 12 11

Name of employee Daniel M. Jordan.

Designation Keeper (Addl.) in the Lighthouse Service. *Compensation* $720 p.a.

Place of employment Galveston Jetty Light Station, Texas.

Date of appointment: Oct.21,1918, effective Oct.10,1918, for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Last day served November 30, 1918.

CARDED

APPOINTMENT DIVISION ENTERED JAN 15 1919 DEPT. OF COMMERCE

Superintendent of Lighthouses, 8th Dist.
(*Official title.*)

Date January 9, 1919.

Lighthouse Service.
(*Bureau or service.*)

11—2876

LIGHT
NOV 7 1918
HOUSES

DEPARTMENT OF COMMERCE

out

PERSONAL QUESTION SHEET

NOV 7 1918 9 08 AM

(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.)

CHIEF CLERK

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. Daniel Milam Jordan

1918 NOV 8 PM 3 12

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

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

Lighthouse	Galveston Jetty Light Station, Tex.	Eighth
Bureau or Service.	Place (city, town, station, or vessel).	District.

4. Position to which appointed Additional Keeper in the Lighthouse Service.

5. Compensation $480 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.)

Without examination--temporary appointment.

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

Galveston	Texas	Galveston	Seventh
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

CARDED

11. Where were you born? Tracy Twp. Milam County

12. When were you born? September (Month.) 22 (Day.) 1898 (Year.)

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

- - - -

14. What is your marital condition? Single

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

Mrs. Ella Jordan (Name.) 303 1/2 25 St. (Number and street.)

Galveston (City or town.) Texas (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.)

No

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
		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		
	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		
	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.)

Truck Driver

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.)

High 5th Public school

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.")

none

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

none

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, October, 1918

Witness (in case signature is by mark):

(Signature) Daniel Madison Jordan

P. O. Address: Galveston
City or town.
303½ 23 St
Number and street.
Texas
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.)

MCC

Reviewed, approved, and forwarded November 4, 1918.

(Signature) B B Worthy

(Official title) Superintendent of Lighthouses, 8th District.

11—1424

MCC

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

Name of employee Daniel M. Jordan.

Designation Keeper (Addl.) in the Lighthouse Service. *Compensation* $720 p.a.

Place of employment Galveston Jetty Light Station, Texas.

Date of appointment, Oct.21,1918, effective Oct.10,1918, for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Last day served November 30, 1918.

Copy furnished Secretary, Tenth Civil Service District, Room 330, Customhouse Bldg., New Orleans, La., for his information.

(Signed) DORRY,

Superintendent of Lighthouses.

Superintendent of Lighthouses, 6th Dist.
(*Official title.*)

Date January 9, 1919.

Lighthouse Service.
(*Bureau or service.*)

11—2876

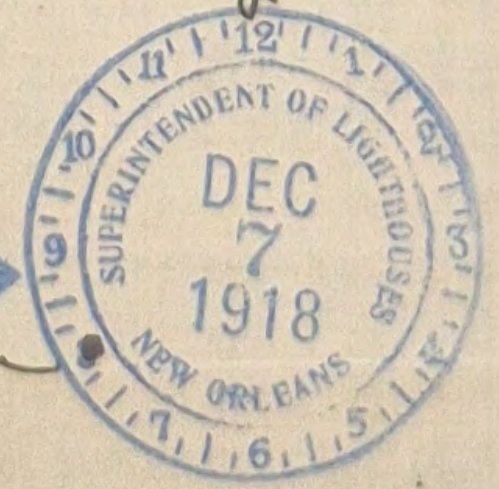
Carded

Light House Inspector.

Sir:-

As to more additional Person. I need schooling and small rowing. Jan 1 1919 or before.

D M Jordan



GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES
OCT 23 1918

OCT 23 1918 2 20 PM

October 21, 1918.

Mr. Daniel M. Jordan,
Through
the Commissioner of Lighthouses

LIGHTHOUSE INSPECTOR
OCT 28 1918
New Orleans, La.

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 Four Hundred and Eighty dollars per annum,

effective October 10, 1918.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

Appropriation:
Salaries, Keepers of Lighthouses
Vice:
Maximilian T. Sievers,
Legal Residence:
Texas.

11—1393

Sch Dist

COPY (MCC) Recd., 8:30 a.m., Nov. 4, 1918. D.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Daniel M. 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.

Daniel M. Jordan
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 1st day of November ~~October~~, A. D. 1918.

(Affix official seal here)

[4] (*Name*) V. J. BEROV (?)

S(Notary Public
E(County of
A(Galveston,
L(Texas.

(*Official title*) Notary Public in and for Galveston County, Tex.

My commission expires June 1, 1919.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Keeper in the Light-house Service	$480 p.a.	Galveston Jetty Light Station, Texas.
Former: Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.		

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

MCC

SUPERINTENDENT OF LIGHTHOUSES

Office of ~~Lighthouse Inspector~~, Eighth District

New Orleans, La., November 4, 1918.
(Address) (Date)

The above-named appointee entered upon duty on October 10, 1918.
(Date)

(Signature, followed by title) SUPERINTENDENT OF LIGHTHOUSES

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

Carded MCC

MCC-EC
2 inclosures

October 29, 1918.

Daniel M. Jordan, Additional Keeper,
Galveston Jetty Light Station,
P. O. Box 327,
Galveston, Texas.
(Through the Keeper)

Transmitted herewith is Department letter dated October 21, 1918, appointing you temporary additional keeper at Galveston Jetty Light Station, Texas, at a salary of $480 per annum and a ration allowance of 45¢ per day in cash, effective commencing October 10, 1918.

Subscribe to inclosed "Oath of Office" befor a notary public or other person authorized to administer oaths and return same as soon as practicable, as no compensation under this appointment can be paid you until the oath is received in proper form.

(Signed) DORRY,

Superintendent of Lighthouses.

Copy furnished G. W. Bardwell, Keeper, Galveston Jetty Light Station, P.O. Box 327, Galveston, Texas, for his information and the station files.

If Mr. Jordan's services are satisfactory and he desires to be considered for permanent appointment, have him execute and return inclosed Form 1025.

Superintendent of Lighthouses.

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ SUPERINTENDENT OF LIGHTHOUSES Eighth DISTRICT,

New Orleans, La., October 14, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Name, Daniel M. Jordan. Legal residence, Texas.

Position, Additional Keeper in the Lighthouse Service. Salary, $480 per annum.

Location, Galveston Jetty Light Station, Texas. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 10, 1918, {the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~}

Former position, - - - Former salary, - -

Location, - - -

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

No eligibles available.

Previous incumbent, Maximilian T. Sievers. Services terminated, September 30, 1918.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Due to the necessity for maintaining the full authorized complement of keepers at this station, Daniel M. Jordan was assigned to duty on October 10, 1918. He has never served under any branch of the Department of Commerce. This nomination is made to fill the lowest rated position at this station, in accordance with Department letter of June 5, 1918.

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

Through C Sievers 10-14-18-mce

Secretary, Civil Service District.

15

Superintendent of Lighthouses. mce

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked mce

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Galveston Jetty Light
(Station, Depot, or Vessel)

October 10th, 1918

Superintendent of Lighthouses
New Orleans La

Sir

I have engaged a man for the position of Temporary additional Assistant at this station and give you the required information as follows

Name — Daniel Milam Jordan
Date & place of birth — Sept 22nd 1898. Grace Texas
Legal residence — Galveston Texas
Former Government service — None
Relatives in Service — An uncle in the Army.

Will have him complete the Personal Sheets and Experience sheets and mail them to you at once as I have one of each on hand.

Respectfully
G. W. Bardwell Keeper.

I placed him at work October 10th 1918

MCC

October 2, 1918.

George W. Bardwell, Keeper,
Galveston Jetty Light Station,
P.O.Box 327,
Galveston, Texas.

412-25th St
Galveston, Tex

Receipt is acknowledged of your letter of September 30th inclosing resignation, effective that date, of temporary additional keeper Maximilian T.Sievers. Advise this office promptly the address to which Mr. Sievers desires his salary check mailed.

You are authorized to employ a suitable person to fill the position made vacant by Mr. Sievers' resignation. Salary, $480 per annum, and the usual ration allowance. The person employed must be a citizen of the United States and at least 18 years of age. Recommendation for deferred classification in the Military Draft will be made for the person employed, as per District Circular No. 17, dated September 25, 1918. Furnish the following information concerning the person employed.

1. His first name in full, middle initial (if any), and last name in full.

2. Date and place of birth. (If foreign born, forward his final certificate of naturalization to this office which will be returned after proper record has been made.)

3. His present legal (that is, voting) residence.

4. Has he ever been employed under any branch of the Department of Commerce? If so, give name of position, salary, length of service, and under what Department.

5. Has he any relatives in the Government Service now, that is, members of his family who reside under the same roof with him? If so, give names, positions, salaries, etc.

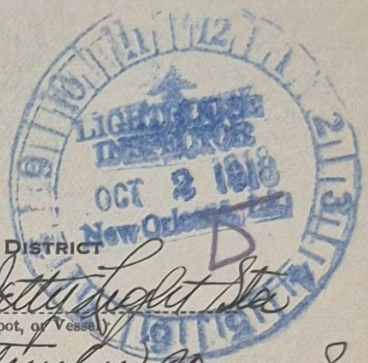
6. The exact date you employed him.

Have him execute inclosed "Personal Question Sheet" in duplicate and "Experience Statement" and return same as soon as practicable.

Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Galveston Jetty Light Sta
(Station, Depot, or Vessel)

September 30, 1918

Superintendent of Lighthouses
New Orleans La.

Sir
Enclosed find resignation of W. T. Stevens, the temporary Assistant at this station
I think I know of a man who would take the position.
Shall I employ him if he meets with required qualifications.

Respectfully
G. H. Bardwell Keeper

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. Daniel Milam Jordan.

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

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

Lighthouse (Bureau or Service.) Galveston Jetty Light Station, Tex. (Place (city, town, station, or vessel).) Eighth (District.)

4. Position to which appointed: Additional Keeper in the Lighthouse Service.

5. Compensation: $480 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.)

Without examination--temporary appointment.

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

Galveston. (City or town.) Texas. (State or Territory.) Galveston. (County.) Seventh. (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? Tracy Texas. Milam County.

12. When were you born? September (Month.) 22 (Day.) 1898 (Year.)

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

14. What is your marital condition? Single

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

Mrs. Ella Jordan. (Name.) 308½ 22nd (Number and street.)

Galveston (City or town.) Texas. (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.)

no

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
	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.)

Truck Driver

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.)

High 5-th. Public school

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.")

no

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

none

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, October 11, 191 8

Witness (in case signature is by mark):

(Signature) Daniel Milan Jordan

P. O. Address: Galveston
City or town.

3023½ 28
Number and street.

Texas
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.)

MCC

Reviewed, approved, and forwarded November 4, 191 8.

(Signature) [illegible]

(Official title) Superintendent of Lighthouses, 8th District.

11—1434

EP-MCC
1 inclosure.

November 25, 1918.

Daniel M. Jordan, Add'l Keeper,
Galveston Jetty Light Station,
P. O. Box 327,
Galveston, Texas.
(Through the Keeper)

Transmitted herewith is Department letter dated November 19, 1918, notifying you of increase in salary to $ 720 per annum, effective November 1, 1918.

Superintendent of Lighthouses.

Carded mcc

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

LIGHT
NOV 20 1918
HOUSES

NOV 20 1918 2 47 PM

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 19, 1918.

LIGHTHOUSE INSPECTOR
NOV 23 1918
New Orleans, La.

Mr Daniel M. Jordan,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $80 per annum to $20 per annum, effective November 1, 1918., **and to continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.**

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

R
Ho

Galveston Jetty
L. S. Tex.
Carded
MCC