JAN 13 2025 AM 11:50

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

Date: 1/6/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	
E-Mail Address:	**Phone Number:**
knfgbb@umsl.edu	217-440-1332

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
Jordon, Charles, W.		1882 Washington D.C.

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: 1915

State of Residence (upon entry into service):

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

Researcher Signature: Kylie

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (MA)	
From: 1904	To: 1912
(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: 2-305177722l6

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Search Rqst Sent 1/28/25

"25 FEB 18 PM 1:07:51

SCREENING NOTES

☐ Reviewed and Nothing Removed KW

☐ 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:

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

CMRS CASE #: _____.

Employee Name: Jordan, Charles W 1882 **DOB:** _____.

SOUNDEX: Jord ON 1904-1912
Died 1915

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: _____

Chas. H. Conrad

Charles St. Jordon

INACTIVE

STATE FROM WHICH APPOINTED
Mass.

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
2d. ak., Boston, Mass.	$ 475 pa	Light-House	Nov. 1-'04 eod
1st. ak., "	500 "	"	June 1-'05 eod
Keeper, Deer I., Mass.	600 "	"	Nov. 19-'06 eod
" " " "	720 "	"	Jan. 1, 1911
" Bird Isl. L.S. "	600	"	Oct. 16, 1912
Resigned close Oct. 31, 1912			

INACTIVE

11—1248

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

BED
File No. 7970.

28 October, 1904.

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 1- 1904
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the probationary appointment of Mr. Charles W. Jordan, as Second Assistant Keeper at Boston, Mass., Light-Station, to date from 1 Nov., 1904, with pay at the rate of $475. a year, in the place of Mr. Levi B. Clark, promoted. 11/1/04.

Mr. Jordon has passed the required Civil Service examination, and obtained a rating of 85 per cent in Class 4.

Respectfully,

C. F. Hutchins

Captain, U. S. N.,

Naval Secretary.

APPROVED
NOV 1 - 1904

Lawrence O. Murray
Acting Secretary

1st on list
Class 4. 2nd
Inspection Dist.

RECEIVED
NOV 1 - 1904
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
NOV 2- 1904
DEPT OF COMMERCE AND LABOR

prob card.

KEYED

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7970

November 1, 1904.

Mr. Charles W. Jordan, of ,

having been examined and found qualified, as shown by Certificate

No. of the Civil Service Commission, is hereby appointed

Second Assistant Keeper at Boston Light-Station, Massachusetts,

in the Light-House Service,

at a salary of Four Hundred and Seventy-Five dollars

per annum, this appointment to be for a probationary period of six

months, beginning November 1, 1904, ~~, 190 , or as soon thereafter~~

~~as oath of office is taken.~~ vice Mr. Levi B. Clark, promoted.

CHANGE REPORTED OCT 1904 U.S. COMMISSION

Acting Secretary.

Date of oath: , 190

The Light-House Board.

DIVISION OF APPOINTMENTS REPORTED NOV 3 - 1904 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

CARDED.

C 2.

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 1 20 1903 3,000.

OFFICE OF DISBURSING CLERK
RECEIVED
NOV 19 1904
DEPARTMENT OF COMMERCE AND LABOR

1970

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 18 1904
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

Prescribed by Section 1757, Revised Statutes.

I, Charles W. Jordan do solemnly swear 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.

Charles W. Jordan.

Sworn to and subscribed before me, this 11th day of November A. D. 1904

Oct. 1st, 1904.

James McBerlin Jr.
Justice of the Peace

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
2d asst Keeper	Boston	Wash. D.C.	Mass.

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

OFFICE OF THE CHIEF CLERK
FORWARDED
NOV 18 1904
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

KEYED,

CARDED.

DIVISION OF APPOINTMENTS
RECEIVED
NOV 19 1904
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

JL
File No. 7970.

16 May, 1905.

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 17 1905
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
MAY 17 1905
4 15 PM
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the promotion of Mr. Charles W. Jordon, from the position of Second Assistant Keeper at Boston, Mass., Light Station, with pay at the rate of $475 a year, to that of First Assistant Keeper at the same station, with pay at the rate of $500 a year, to date from 1 June, '05, or as soon thereafter as he enters on duty, in the place of Mr. Levi B. Clark, whose transfer has been asked.

Respectfully,

W. Sebree

Captain, U. S. N.,

Naval Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 17 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

KEYED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAY 18 1905
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7970

May 19, 1905.

Gentlemen:

Referring to the Board's request of May 16, 1905, for the promotion of Mr. Charles W. Jordon from the position of second assistant keeper to that of first assistant keeper at the Boston Light-Station, Massachusetts, the Board is requested to return Department letter of November 1, 1904, appointing Mr. Jordon under the name of Charles W. Jordan, in order that the necessary correction may be made.

Respectfully,

Assistant Secretary.

The Light-House Board.

GENERAL APPOINTMENT—ABSOLUTE DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7970

May 18, 1905.

Mr. Charles W. Jordon, of Massachusetts, is hereby appointed

First Assistant Keeper at Boston Light-Station, Massachusetts,

in the Light-House Service,

at a salary of Five Hundred dollars per annum,

this appointment to take effect June 1, 1905, or as soon thereafter as he enters on duty, vice Levi B. Clark.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By promotion from Second Assistant Keeper at Boston Light-Station, Massachusetts, at $475 per annum.)

CHANGE REPORTED
JUN — 1905
C. S. COMMISSION.

DIVISION OF APPOINTMENTS
REPORTED
MAY 20 1905
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Assistant Secretary.

Date of oath: , 190

The Light-House Board.

CARDED.

W/

7970

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
Form 111.—Ed. 2-2-1904—1,500

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 10 1905
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES.)

I, Charles W. Jordan.

do solemnly[a] swear 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.**

Charles W. Jordan.

[b] Sworn to and subscribed before me, this 2nd day of June, A. D. 1905

[c] Name: Frank H Duering

Official title: Notary Public

{Affix official seal.}

NOTARY PUBLIC
FOR THE COMMONWEALTH OF MASSACHUSETTS
U.S.A.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
1st Asst Keeper	Boston Light Station	Mass	Mass.

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

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.

DIVISION OF APPOINTMENTS
RECEIVED
JUN 10 1905
DEPT OF COMMERCE AND LABOR

Light House Board,
By [illegible] June 1, 1905.

11—911

Chief Clerk

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 10 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

CARDED

KEYED.

E.W.S.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

TT.
File No. 7970.
1 Enclosure.

31 May '05.

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 2 - 1905
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

Referring to Department letter of 19 May '05, the Board has the honor to return herewith Department letter of 1 Nov. '04, probationally appointing Mr. Charles W. Jordan as Second Assistant Keeper of Boston, Mass., Light-Station, so that his name may be corrected to read Charles W. Jordon.

Respectfully,

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

DIVISION OF APPOINTMENTS
RECEIVED
JUN 2 1905
FILE ROOM
DEPT OF COMMERCE AND LABOR

Amended
JUN 2 - 1905

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 2 - 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
KEYED

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7970

June 2, 1905

Gentlemen:

In accordance with the Board's request of May 31, 1905, Department letter of November 1, 1904, appointing Mr. Charles W. Jordan second assistant keeper at Boston Light-Station, Massachusetts, at a salary of $475 per annum, from November 1, 1904, is herewith returned amended so that the name of the appointee shall read Charles W. Jordan.

Respectfully,

Secretary.

The Light-House Board.

CARDED.

CHANGE REPORTED
JUN -- 1905
C. S. COMMISSION.

Inclosure No. 2246.
W.

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

, 190

M , of ,

having been examined and found qualified, as shown by Certificate

No. of the Civil Service Commission, is hereby appointed

,

in the ,

at a salary of dollars

per annum, this appointment to be for a probationary period of six

months, beginning , 190 , or as soon thereafter

as oath of office is taken.

Acting Secretary.

Date of oath: , 190

DIVISION OF APPOINTMENTS
REPORTED
JUN - 3 1905
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED.

1940

PERSONAL QUESTION SHEET

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

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

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

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

Geo. B. Cortelyou

CARDED *Secretary.*

PART I.

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

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

Mr. Charles Villian Jordon.

2. How do you write your name on the pay roll? Charles W. Jordon.

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

Boston (City or town.) Mass. (State or Territory.) Suffolk (County.) 9th (Congressional district.)

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

5. Where were you born? Washington D.C.

6. When were you born? October (Month.) 5th (Day.) 1882 (Year.)

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

11—1434

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
no.				

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

Appointed through examination Oct. 25th 1904 (Light-House Keep

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

no.

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

no.

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
no.			

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

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

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

fireman on the railroad.

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

7th grade in the Public school

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

no

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

Passed examination for asst. Keeper in Light House Service Oct 25th 1904

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

Yes

19. State the date upon which the above blanks were filled November 9th, 1904

Witness:

(Signature) Charles W. Jordon.

In case signature is by mark.

P. O. Address: Boston Light. Ft. Warren
City or town.

Number and street.

Mass.
State or Territory.

Reviewed, approved, and forwarded Nov 11, 1904

(Signature) C. W. Bartlett

(Official title) Commander USN. Inspector 2nd District

PART II.

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

1. State the Bureau or Service, place and district in which the person who answered the above questions is employed.

Light-House Service. Bureau or Service. Boston Light-Station Place (city, town, or station). Second District.

2. To what position has he been appointed? Second Assistant Keeper

3. State the date of appointment. November 1, 1904

4. State the date the appointee or employee entered on duty. November 1, 1904.

5. What is his salary? 475 per annum

6. From what appropriation is he paid? Salaries of Keepers of Light-Houses, 1905.

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

8. If classified, state the date of classification May 26, 1896

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

Appointed from eligible list

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

(Signature) C. W. Bartlett

Date: Nov. 11, 1904 (Official title) Commander USN. Inspector 2nd Dist.

11—1434

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

October 19, 1906.

Sir:

I have to acknowledge receipt of your letter of the 16th instant, inclosing newspaper clippings relative to the rescue in March and May, 1906, by Mr. Charles E. Jordon, first assistant keeper at Boston Light-Station, Massachusetts, of certain persons who were shipwrecked and in imminent danger of drowning, and to inform you that it has been forwarded to the Light-House Board in this city for its information.

Respectfully,

Assistant Secretary.

Mr. Charles W. Otis,
No. 50 I Street, N. W.,
Washington, D. C.

D-W

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7070

October 19, 1906.

Gentlemen:

Transmitted herewith, for the information of the Light-House Board, is a letter from Mr. Charles H. Otis, dated Washington, D. C., October 16, 1906, with newspaper clippings, in behalf of Mr. Charles W. Jordan, first assistant keeper at Boston Light-Station, Massachusetts. Mr. Otis has been informed of this action.

Respectfully,

Assistant Secretary.

The Light-House Board.

Inclosure No. 2936.
D-W/

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 23 1906
DEPT OF COMMERCE AND LABOR

J 1868.

ATJ.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

File No. 797C. 23 Nov., 1906.

DIVISION OF APPOINTMENTS
RECEIVED
NOV 23 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the transfer and promotion of Mr. Charles W. Jordon, of Massachusetts, from the position of First Assistant Keeper at Boston, Mass., Light-Station, with pay at the rate of $500 a year, to that of Keeper of Deer Island, Mass., Light-Station, with pay at the rate of $600 a year, to date from 19 Nov., '06, the date of his entrance on duty, in the place of Mr. Napoleon Guertin, temporary appointee. aut- Nov. 17, 1906

Respectfully,

U Sebree

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

a2 16.
11-24-06

C

OFFICE OF THE CHIEF CLERK
FORWARDED
NOV 23 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
NOV 24 1906
DEPT OF COMMERCE AND LABOR

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

7970

November 24, 1906.

Mr. Charles W. Jordon, of Massachusetts, is hereby appointed Keeper at Deer Island Light-Station, Massachusetts, in the Light-House Service, at a salary of Six Hundred dollars per annum, this appointment to be effective beginning November 19, 1906, he having entered upon duty on that date and since continuously served in the above-mentioned position, vice Napoleon Guertin.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By transfer from First Assistant Keeper at Boston Light-Station, Massachusetts, at $500 per annum.)

CARDED

NEW APPOINTMENTS E.D. NOV 26 1906 LAW ASSN

Assistant Secretary.

Date of oath: , 190

The Light-House Board.

CHANGE REPORTED NOV 1906 U. S. COMMISSION.

W

7970

DEPARTMENT OF COMMERCE AND LABOR

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 1 20 1903 3,000.

OFFICE OF THE CHIEF CLERK
RECEIVED
DEC 18 1906
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

Prescribed by Section 1757, Revised Statutes.

DIVISION OF APPOINTMENTS
RECEIVED
DEC 18 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

I, Charles William Jordon do solemnly swear 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.

Charles William Jordon

Sworn and subscribed before me, this 4 th day of December A. D. 1906

Calvin G Tinker

Notary Public

S.V.D.

Light House Board,
Entered upon duty.
Date Nov. 19/1906.

Chief Clerk.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Keeper of	Deer Island Lt Sta	Wash. D.C.	Mass.

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

CARDED

OFFICE OF THE CHIEF CLERK
FORWARDED
DEC 18 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED,

1

Department of Commerce and Labor
Office of the Secretary,
Washington.

April 10, 1908.

Charles W. Otis, Secretary, California State Association, writes in behalf of Charles W. Jordan, Keeper of Deer Island Light-Station.

Respectfully referred to the Light-House Board for remark and return.

Charles Earl

Acting Secretary.

INDEXED

Department of Commerce and Labor
Office of the Secretary,
Washington, D. C.

April 15, 1908.

Hon. W. M. Crane, Senator in Congress, requests that the application of Charles W. Jordan, keeper of Deer Island Light-Station, Massachusetts, for transfer to the position of keeper of the Boston Light-Station, Massachusetts, receive careful consideration.

Respectfully referred to the Light-House Board for remarks and return.

Acting Secretary.

D-Le

INDEXED

April 15, 1908.

Dear Sir:

Your letter of the 14th instant, asking that the application of Mr. Charles W. Jordan for transfer from the Deer Island Light-Station to the Boston Light-Station receive careful consideration, was forwarded to-day to the Light-House Board for remarks and return.

You will be advised further in the case upon the receipt of the Board's reply.

Yours very respectfully,

Acting Secretary.

Hon. W. M. Crane,
Senator in Congress,
Washington, D. C.

INDEXED

D-Le

J.R.

HRW

Department of Commerce and Labor

WLR
7970
Three enclosures.

LIGHT-HOUSE BOARD

Washington

April 18, 1908.

Charles W. Jordan,
keeper, Deer Island
Light-Station, Mass.,
promotion.

OFFICE OF THE CHIEF CLERK
RECEIVED
APR 20 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
DIVISION OF APPOINTMENTS

APR 20

The Honorable

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to return herewith Senator Crane's letter of April 14, 1908, and Mr. Charles W. Otis' letter of April 9, 1908, to the Department, relative to Mr. Charles W. Jordan, keeper of Deer Island Light-Station, Mass., who desires to be transferred to the position of keeper of Boston Light-Station, Mass.

The Board states that it referred this matter to the Inspector of the Second Light-House District, who replies that he has Mr. Jordan's application for this position on file, and has informed Mr. Jordan that his application will be duly considered should a vacancy occur at this light-station.

Respectfully,

J. M. Selfridge

Captain, U. S. N.,

Naval Secretary.

6

OFFICE OF THE CHIEF CLERK
FORWARDED
APR 20 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

OFFICE OF THE SECRETARY
RECEIVED
APR 15 1908
DEP'T OF COMMERCE AND LABOR

APR 16 1908
LIGHT HOUSE BOARD
19.70
Received.

dc 1954

UNITED STATES SENATE,
WASHINGTON.

April 14, 1908.

Ent'd APR 16 1908

APR 15

Hon. Oscar S. Straus,

Secretary of Commerce and Labor,

Washington.

OFFICE OF THE CHIEF CLERK
RECEIVED
APR 15 1908
DEP'T OF COMMERCE AND LABOR

S i r : -

Ex-Governor Bates of Massachusetts has written me in behalf of Mr. Charles W. Jordan, Keeper of the Deer Island Light, who wishes to be transferred to the position of Principal Keeper of the Boston Light Station. Mr. Jordan has a medal for heroic service in saving life from the sea. He has been employed for several years in the Light-House Service, a portion of the time at Boston Light. When a vacancy occurs, as I understand will be the case on May 1st, will you kindly give Mr. Jordan's application careful consideration.

600 pa

Effective June 1906
I O Good

Very respectfully,

W. M. Crane

4/15-08

DIVISION OF APPOINTMENTS
ACKNOWLEDGED
APR 15 1908
DEP'T OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
FORWARDED
APR 15 1908
TO APPOINTMENTS
DEP'T OF COMMERCE AND LABOR

April 21, 1908.

Dear Sir:

In further reference to your letter of the 14th instant, in behalf of Charles T. Jordon, keeper of Deer Island Light-Station, who desires to be transferred to the position of keeper of Boston Light-Station, I now have to advise you that advice from the Light-House Board is to the effect that the Inspector of the Second Light-House District, to whom the matter was referred, has stated that he has Mr. Jordon's application on file and that, in the event of the occurrence of a vacancy at the Boston Light Station, his case will be given due consideration.

Very truly yours,

Secretary.

Hon. W. M. Crane,
United States Senate,
Washington, D. C.

APR 18 1908 LIGHT HOUSE BOARD Received.

Deer Island Light Station
April 7th 1908 7970

Rec'd APR 18 1908

My Dear Sir,

I am a gain going to ask you help me for a promotion in the service, your last efforts were not without effect for shortly after you had tendered your letter to Mrs Metcalf I was promoted to the Keepership of this Station.

The Keeper of the Boston Light Station is going to resign the first day of May 1908 and as I have serviced on that Station as Asst Keeper and have a thorough knowledge of it's duties also understanding steam and machinery I see of no reason why I should not be appointed there.

At present I cant get much help in Boston as all my strenght lies in Isaac Emerson Guild who is lying in a critical condition, in fact I hardly dare hope for his recovery. But I will do my best here and if possable would like to have you help me what you can in Washington.

over

Boston Light pays $800. per annum with quarters provided for family. This Station pays only $600. per annum and no quarters provided for family

her health is very poor and her having to
live away from me does not improve it any
She is not long for this world I believe and I
would like to have her with me all I can and give her
all the comfort possible.

Give my love to Aunt Carrie with my
best wishes for hers and your health I am

Very Respectfully Your Nephew.

Charles W. Jordon
Keeper

Deer Island Light Station
Boston Harbor Mass

Mr. Charles W. Otis.
Washington D.C.

INDEXED

...HUE, PRESIDENT
...TIAN, FIRST VICE-PRESIDENT
MARIE SMITH, SECOND VICE-PRESIDENT

FOUNDED 1894

Received. Enclosure

California State Association

CHAS. W. OTIS, SECRETARY
C. T. VOGEL, TREASURER
A. J. BOYER, HISTORIAN

OBJECT:

TO CEMENT INTO A BOND OF CLOSER FRIENDSHIP
THOSE CALIFORNIANS RESIDENT IN WASHINGTON

APR 11 1908
LIGHT HOUSE BOARD
7970

50 Eye St. N.W.

WASHINGTON, D. C., Apr. 9 1908.

Ent'd APR 11 1908

Hon. Lawrence O. Murray,
Asst. Sec. Dept. Commerce and Labor.

My Dear Sir: Some time ago I wrote a letter to Mr. Metcalf, who was then Secretary of your Department, in behalf of Charles W. Jordon. That letter was answered by yourself.

Mr. Jordon now seeks further promotion. He is a manly little fellow and I understand he "has made good" in the Service.

If it is possible for you to bring his claims to the attention of the proper people I am sure you will be favoring a worthy young man.

I inclose you his letter to me, as he there states his case quite clearly.

Yours, truly,
Chas. W. Otis.

DIVISION OF APPOINTMENTS
ANSWERED
APR 21 1908
DEPT OF COMMERCE AND LABOR

INDEXED

ENDORSEMENT SLIP

982-CJB

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 2D DISTRICT

BOSTON, MASS.

April 16, , *1908*

1st *Endorsement*

SUBJECT: Application of Mr. Chas. W. Jordon, for position as keeper Boston Light-Station, Mass.

Respectfully returned to the Light-House Board.

Mr. Charles W. Jordon Keeper Deer Island Light has an application on file at this office for the position as keeper of the Boston Light-Station, and he has been informed that his application will be duly considered should a vacancy occur.

C. J. Boush

Commander U.S.N.,

Inspr. 2nd Dist.

INDORSEMENT SLIP

H.B.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

EAC.
7970.

Washington Apr. 13, 1908.

2d indorsement.

Respectfully referred to the Inspector of the Second Light-House District, for his information, report, and return to this Office.

W. B. Armbruster

Chief Clerk.

To be returned to the Light-House Board.

1

Department of Commerce and Labor,
Office of the Secretary,
Washington,

April 10, 1908.

Charles W. Otis, Secretary, California State Association, writes in behalf of Charles W. Jordon, keeper of Deer Island Light-Station.

Respectfully referred to the Light-House Board for remark and return.

Charles Earl
Acting Secretary.

Sh P

April 21, 1906.

Sir:

Receipt is acknowledged of your letter of the 9th instant, inclosing communication from Charles W. Jordon, keeper of Deer Island Light-Station, who desires to be transferred to the position of keeper of Boston Light Station.

In response I have to state that the matter of Mr. Jordon's desire for transfer was referred to the Light-House Board, and under date of the 16th instant the Board replies that the Inspector of the Second Light-House District has stated that he has Mr. Jordon's application on file and that he has informed Mr. Jordon that his case will receive due consideration should a vacancy occur at the Boston Light-Station.

Yours very respectfully,

Charles Earl
Acting Secretary

Mr. Charles W. Otis,
Secretary, California State Association,
50 I Street, Northeast,
Washington, D. C.

INDEXED

Department of Commerce and Labor

LIGHT HOUSE BOARD
MAY 29 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Light-House Establishment. 2. Where employed Deer Island Light-Station, Mass.
3. Name Charles W. Jordon 4. Where born District of Columbia
5. Age 26 6. Position Keeper
7. Compensation $600 pa. 8. When appointed (a) November 1, 1904.
9. How appointed (b) Through Civil-Service Examination
10. Appointed from — State: Massachusetts; Congressional District: 9th; County: Suffolk — O. R.
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None
14. Duties (describe fully) Attending to light, responsible for neatness of tower, for operation of fog signal, etc.
15. Efficiency — Quantity of work (d): 10/10; Quality of work (e): Excellent; Interest manifested in work (f): Excellent
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

CAPTURED

CAPTAIN, U. S. N.
NAVAL SECRETARY

May 31st., 1909

Captain W S Cutler U. S. N.
Head of Bureau or Office.
Lt. House Inspector 2d Dist.

11—3005

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

Dec 13, 1910

The action proposed in the attached communication, if approved, will create 2 additional position Keeper & Asst. "

Salary, $ 720 / 510 } per annum

Chief of Appointment Division.

In lieu of present positions as Keeper at 600 p.a.
Asst. " " 480. "

HB-AH

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

Mess. Jordon and McCabe,-change in status

December 9, 1910.

OFFICE OF THE CHIEF CLERK
RECEIVED
DEC 12 1910
DEPT OF COMMERCE AND LABOR

APPOINTMENT DIVISION
RECEIVED
DEC 12 1910
DEPT OF COMMERCE AND LABOR.

The Honorable

The Secretary of Commerce and Labor.

Sir:

1. I have the honor to recommend that Deer Island light-station, Massachusetts, be changed from Class V to Class III of the report of the Committee on Equalization of Pay. The pay of the keeper and assistant keeper of this station is now $50 and $40 per month, respectively. The pay proposed in Class III is $720 and $510 per annum, respectively. This recommendation is made in view of the fact, that in addition to the light and fog-signal in the tower, these keepers have to attend two gas buoys, one of which is one and one-half miles distant; and Deer Island is the most disagreeable station in Boston Harbor, since it is only 150 feet from the opening of one of the main sewers of the city, and where the odors are most offensive and depressing. At times, with a strong wind in a certain direction, the spray from the discharge point of the sewer is carried over the tower, and has a bad effect on the health of the men.

2. It is further recommended that Charles H. Jordon, of Massachusetts, now keeper of Deer Island light-station, Massachusetts, at $600 per annum, be appointed keeper of the same station, at $720 per annum, effective beginning January 1, 1911, or as soon thereafter as he enters upon duty.

OFFICE OF THE CHIEF CLERK
FORWARDED
DEC 12 1910
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

3. It is further recommended that Joseph B. McCabe, of Massachusetts, now assistant keeper at Deer Island light-station, Massachusetts, at $40 per month, be appointed assistant keeper at the same station, at $510 per annum, effective beginning January 1, 1911, or as soon thereafter as he enters upon duty. 10/10 E of C

Respectfully,

L. E. Putnam

Commissioner.

KB

New positions

12-13-10

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
DEC 12, 1910
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

MEMORANDUM IN RE CHANGE OF DEER ISLAND LIGHT STATION, MASSACHUSETTS, FROM CLASS V TO CLASS III, OF THE REPORT OF THE COMMITTEE ON EQUALIZATION OF PAY.

****

The pay of the keeper and assistant keeper of this station is now $600 per annum and $40 per month, respectively. The pay fixed for Class III by the Report of the Committee on Equalization of Pay is $720 and $510 per annum for keeper and first assistant keeper, respectively, but the pay of the first assistant keeper, which in this instance is assistant keeper, cannot be divided by 12 and give a convenient quotient of even dollars. It is suggested therefore that the pay of the assistant keeper be fixed at $504 per annum which would make an even payment of $42 per month.

The Commissioner's recommendation for the change from Class V to Class III is made in view of the fact that in addition to the light and fog-signal in the tower, these keepers have to attend two gas buoys, one of which being 1½ miles distant, involves considerable physical exertion, and for another and more important reason that the light-station is only about 150 feet from the opening of one of the main sewers of the City of Boston. The odors from this sewer, the Commissioner states, are most offensive and depressing and at times, with a strong wind in a certain direction, the spray from the discharge point of the sewer is carried over the tower, the top of which is something over 50 feet above mean high water, with resulting bad effect on the health of the keepers.

In view of the conditions mentioned by the Commissioner, it is believed that his recommendation, as amended with respect to the as-

sistant keeper, should be approved.

R L Shelse

ACTING Chief of Appointment Division.

December 14, 1910.

I suppose this Light House was Established by Congress or other Competent authority & that we must keep it in operation. It's pretty low Compensation To pay a man for Endangering his Life

D-Le

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

December 19, 1910.

Mr. Charles W. Jordan,
Through the Commissioner of Light-Houses.

Sir:

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

Keeper of Deer Island Light-Station, Massachusetts,

in the Light-House Service,

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

effective beginning January 1, 1911, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(By change from Keeper at $600 per annum.)

CARDED

CHANGE REPORTED
JAN [illegible] 1911
U.S. COMMISSIONER

By direction of the Secretary:

Respectfully,

Acting Chief Clerk.

Le
D

APPOINTMENT DIVISION
REPORTED
DEC 20 1910
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Appropriation:

Vice: Himself.

Legal Residence: Massachusetts.

1—3694

WGY

Department of Commerce and Labor

LIGHT-HOUSE SERVICE

BUREAU OF LIGHT-HOUSES
JAN 4 1911
OFFICE OF INSPECTOR, 2D DISTRICT
19 CONGRESS STREET
BOSTON, MASS.
DEPT OF COMMERCE AND LABOR.

Charles W.Jordon,appointment
return for correction.

January 3, 1911

OFFICE OF THE CHIEF CLERK
RECEIVED
JAN 5 1911
DEPT OF COMMERCE AND LABOR

APPOINTMENT DIVISION
RECEIVED
JAN 5 1911
DEPT OF COMMERCE AND LABOR.

The Commissioner,

Bureau of Light-Houses.

Washington,D.C.

Sir:

I have the honor to return herewith the appointment,in duplicate, of Mr.Charles W.Jordan,Keeper of Deer Island Light-Station, Mass., for correction in the spelling of his surname, which is Jordon.

Respectfully,

W W Buchanan

Commander, U.S.N.

Inspector 2d District

OFFICE OF THE CHIEF CLERK
FORWARDED
JAN 5 1911
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR.

WROTE BUREAU
1-5-11

Department of Commerce and Labor
Bureau of Light-Houses
Washington
JAN 4 1911
Respectfully submitted to the Honorable the Secretary of Commerce and Labor recommended for approval.

A R Lee

Acting Commissioner.

January 5, 1911.

Sir:

The Department has amended its order of the 19th ultimo appointing Charles W. Jordon keeper of Deer Island Light-Station, Massachusetts, at $720 per annum, so that the name of the appointee will read Jordon instead of Jordan.

Returned herewith is notice of appointment issued to Mr. Jordon on the 19th ultimo, the same having been amended on its face as indicated above.

By direction of the Secretary:

Respectfully,

H Gordon Cumming

Acting Chief Clerk.

CARDED

The Commissioner of Light-Houses.

CHANGE REPORTED
JAN 7 1911
COMMISS.

APPOINTMENT DIVISION
REPORTED
JAN 6 1911
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Inclosure No. 3046.
Le
D

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

October 28, 1910.

M[illegible]rdon, *

Through [illegible]

Sir:

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

keeper of Deer Island Light-Station, Massachusetts,

in the Light-House Service,

at a salary of Seven hundred and Twenty dollars per annum,

effective beginning January 1, 1911, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(By change from keeper at $600 per annum.)

* amended Service

CHANGE REPORTED
JAN 2 - 1911
COMMISS

By direction of the Secretary:

Respectfully,

Acting Chief Clerk

APPOINTMENT DIVISION
REPORTED
JAN 6 1911
RECORDING CLERK
DEPT. OF COMMERCE AND LABOR

Appropriation:

Vice [illegible]

Legal Residence [illegible]

11—3026

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Charles W. Jordon,

do solemnly [a] (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.

Charles W. Jordon.
(Appointee signs here.)

[b] Sworn (See below.) and subscribed before me, this 13th day of January, A. D. 1911

(Affix official seal here.)

[c](Name:) Harry E. Eldridge

(Official title:) Notary Public

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
Keeper	$720 per annum	Dees Island Light Station	U. S.	Massachusetts

(The above should be filled in by the district officer.)

Office of the Inspector, Second Light-House District,

Boston, Mass., (Address.) January 13, 1911. (Date.)

The above-named appointee entered upon duty on January 1, 1911. (Date.)

(Signed:) W W Buchanan
Commander, U.S.N.
Inspector, 2d District

CARDED

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

The oath may be taken any time prior to the payment of compensation, but no compensation should be paid until the oath is executed in proper form.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

RECEIVED JAN 26 1911

Ent'd JAN 25 1911

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

May 8, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Charles W. Jordon 2. Age 28 (Last birthday.)

3. Bureau Lighthouses 4. Position Keeper

5. Compensation $720 p.a. 6. Where employed Deer Island L.S., Mass.

7. When appointed (*a*) Nov.1.1904. 8. How appointed (*b*) Through C.S. Examination

9. Status under Civil Service Rules (*c*) Classified Competitive

10. Is the employee an honorably discharged soldier or sailor? No

11. Does the employee receive a pension? No If so, state the amount

12. Other Government service None

13. Duties (describe fully) Attending to light, responsible for neatness of tower, for operation of fog signal, etc.

14. Has the employee special qualifications? no If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	1,000
Average percentage			100

DIVISION OF APPOINTMENTS RECEIVED MAY 25 1911 DEPT. OF COMMERCE AND LABOR

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.
9	0	0	14	0	0	15	0	0

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) routine work only

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) fair equivalent

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be. fair equivalent

19. Is this employee superannuated? no If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

W W Buchanan

Captain, U.S.N., Inspector 2nd Dist.

The official who approves the statements thus submitted will sign here—

G. R. Putnam

Chief of Bureau or Office.

11—4259

TSC

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

WGY

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHT-HOUSES OCT 17 1912 DEPT OF COMMERCE AND LABOR

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., October 16, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

RECEIVED OCT 17 1912 CHIEF CLERK FORWARDED TO APPTS. DEPT OF COMMERCE AND LABOR

Action proposed, Transfer

Name, Charles W. Jordon $100. Legal residence, Massachusetts

Position, Keeper Salary, $600 per annum.

Location, Bird Island Light Station, Mass.

Effective October 16, 1912, {[1]the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

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

Location, Deer Island Light Station, Mass.

APPOINTMENT DIVISION RECEIVED OCT 18 1912 DEPT OF COMMERCE AND LABOR

Rank in list of eligibles, qual'd Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Zimri T. Robinson Services terminated, October 15, 1912.

Reason, Transfer. Eon Eod

Remarks: Appropriation; Salaries of Keepers of Lighthouses, 1913. The sudden resignation of WmP. Howard, Keeper, Ned Point Light Station, on account of dangerous illness, did not admit of securing appointments for resulting changes prior to the entrance on duty of the appointees. Application of Mr. Jordon for transfer involving reduction in pay, is enclosed.

Inspector, 2d District

Oct. 15, 12

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 17 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

October 18, 1912.

10-18-12

APPOINTMENT DIVISION APPOINTMENT WRITTEN OCT 18 1912 DEPT OF COMMERCE AND LABOR

Approved:

Acting Secretary.

S. Conway

Acting Commissioner

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

11—2314

Deer Island Light Station

Oct. 14th 1912



Light house Inspector.

I desire to make application for the position of Keeper of Bird Island Light Station. I am prepaired to take up the position at once

Jordon,
Keeper.

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

October 18, 1912.

Mr. Charles W. Jordon.

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 Six Hundred dollars per annum, effective October 16, 1912.

(By transfer from keeper at $720 per annum.)

CHANGE REPORTED
OCT - - 1912
C. S. COMMISSION

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

F
D

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Zimri T. Robinson.

Legal Residence: Massachusetts.

11—1393

Carded in the Disbursing Office

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHT HOUSES NOV 4 1912 DEPT OF COMMERCE AND LABOR

OFFICE OF DISBURSING CLERK RECEIVED NOV 5 1912 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Charles 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.

Charles M. Jordan.
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this[3] 31 day of October, A. D. 1912

(Affix official seal here)

[4] (Name) Martin O'Shaughnessy

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper	Per annum $600	Bird Island Light Station, Mass.
Former[5] Keeper	$720	Deer Island " " "

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

Office of Lighthouse Inspector, Second District

Boston, Mass., October 31, 1912
(Address) (Date)

CARDED.

The above-named appointee entered upon duty on October 16, 1912
(Date)

APPOINTMENT DIVISION RECEIVED NOV 18 1912 DEPT OF COMMERCE AND LABOR

G. Guccard
(Signature, followed by title)
Inspector

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

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

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

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

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

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

11—944

Form 93 Per

LETTER TRANSMITTING RESIGNATION

BUREAU OF LIGHT-HOUSES OCT 25 1912 DEPT OF COMMERCE AND LABOR

CHIEF CLERK RECEIVED OCT 26 1912 COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

Boston, Mass., October 24, 1912

THE COMMISSIONER OF LIGHTHOUSES:

There is transmitted herewith the resignation of the following-named employee:

Name, Charles W. Jordon — Position, Keeper

Legal residence, Massachusetts — Station, Bird Island Light Station, Mass.

Salary, $600 per annum.

CHIEF CLERK FORWARDED TO OCT 26 1912 APPTS. COMMERCE AND LABOR

The acceptance of this resignation is recommended effective at the close of October 31, 1912.

Remarks: Mr. Jordon has not been granted annual leave in excess of the accrued rate.

MEN'S DIVISION RECEIVED OCT 26 1912 DEPT OF COMMERCE AND LABOR 10:08

Leave 0 1C

10-26-12

Goddard

Inspector

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 25 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved. 11—4623

DIVISION OF APPOINTMENTS Resignation Accepted OCT 26 1912 DEPT OF COMMERCE AND LABOR

J. Conway

Acting Commissioner

HRW

RECEIVED
OCT 23 1912
LIGHTHOUSE INSPECTOR
Second District

BUREAU OF LIGHT-HOUSES
OCT 23 1912
DEPT OF COMMERCE AND LABOR

Bird Island Light Station
Oct. 23rd 1912

The Lighthouse Inspector

I hereby tender my resignation as Keeper of Bird Island Light Station the same to take effect November 1st 1912 or as soon there after as it is possible to be relieved

Jordon
Keeper.

October 26, 1912.

Sir:

Having tendered your resignation as keeper of Bird Island Light Station, Massachusetts, at $600 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner, effective at the close of October 31, 1912.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.

Chief of Appointment Division.

Mr. Charles W. Jordon,
Through the Commissioner of Lighthouses.

CARDED.

CHANGE REPORTED
OCT - - 1912
C. S. COMMISSION.

APPOINTMENT DIVISION
RECEIVED
OCT 26 1912

F
D

Charles H Jordon

See Bureau's letter Dec 9 1910 to Dept in folder of DEER ISLAND LS, Mass., regard nomination for position keeper of same station at $720 pa, by reason of recommendation that this station be changed from Class V to Class III.

1/4/10 apptmt rcvd to dept for change in surname to Jordon.

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

December 19, 1910.

Mr. Charles W. Jordon,

Through the Commissioner of Light-Houses.

Sir:

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

Keeper of Deer Island Light-Station, Massachusetts,

in the Light-House Service,

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

effective beginning January 1, 1911, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(By change from Keeper at $600 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) A. GORDON-CUMMING

Le
D

Acting Chief Clerk.

Appropriation:

Vice: Himself.

Legal Residence: Massachusetts.

11—3692

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

BUREAU OF LIGHT-HOUSES
JAN 7 1911
DEPT. OF COMMERCE AND LABOR.

January 5, 1911.

Sir:

The Department has amended its order of the 19th ultimo appointing Charles W. Jordon keeper of Deer Island Light-Station, Massachusetts, at $720 per annum, so that the name of the appointee will read Jordon instead of Jordan.

Returned herewith is notice of appointment issued to Mr. Jordon on the 19th ultimo, the same having been amended on its face as indicated above.

By direction of the Secretary:

Respectfully,

Acting Chief Clerk.

The Commissioner of Light-Houses.

Inclosure No. 3846.
Le
D

113

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

IN REPLY REFER TO
File No. [redacted]

WGY-LIH

OFFICE OF INSPECTOR, 2D DISTRICT
19 CONGRESS STREET
BOSTON, MASS.

Deer Island L.S.
Keeper.

OK
JC 6/21

BUREAU OF LIGHT-HOUSES
JUN 21 1912
DEPT OF COMMERCE AND LABOR

June 19, 1912.

The Commissioner of Lighthouses:

In reply to the Bureau's letter of the 14th inst, it is recommended that Charles W. Jordan, Keeper, Deer Island Light Station, be given a letter of censure on account of the condition of his station and the lack of interest shown in his work, and that he be warned that a failure to promptly improve in all respects will result in his reduction in rank and compensation.

Gillette
Inspector.

June 29, 1912 - Keeper warned.

W-JL

Warning.

June 28, 1912.

Mr. Charles W. Jordon,
Keeper, Deer Island Light Station, Mass.,
Through the Lighthouse Inspector,
Boston, Mass.

Referring to report of recent inspection of Deer Island Light Station, by the Inspector of the Second Lighthouse District.

The Bureau regrets to learn that the condition of your station is not up to the required standard of cleanliness and order; that it shows lack of proper interest in your work, and consequently great neglect in upkeep.

You are warned that a failure to promptly improve in all respects will result in your reduction in rank and compensation. The Inspector has been directed to submit proper report and recommendation in your case at an early date.

The fact that you have been thus warned will be noted on the records of this office and on those of the Inspector as a part of your official history.

Commissioner.

Copy for Second Inspector,
For the files of his office.
Make report and recommendation
in this case at proper time.

Acting Commissioner.

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE**

WGY

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHT-HOUSES OCT 17 1912 DEPT OF COMMERCE AND LABOR

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., October 16, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Transfer

Name, Charles W. Jordon — Legal residence, Massachusetts

Position, Keeper — Salary, $600 per annum.

Location, Bird Island Light Station, Mass.

Effective October 16, 1912, {[1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

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

Location, Deer Island Light Station, Mass.

Rank in list of eligibles, — Rating, — Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Zimri T. Robinson — Services terminated, October 15, 1912.

Reason, Transfer.

Remarks: Appropriation; Salaries of Keepers of Lighthouses, 1913. The sudden resignation of WmP. Howard, Keeper, Ned Point Light Station, on account of dangerous illness, did not admit of securing appointments for resulting changes prior to the entrance on duty of the appointees. Application of Mr. Jordon for transfer involving reduction in pay, is enclosed.

Howard

Inspector, 2d District

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 17 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

October 18, 1912.

Mr. Charles W. Jordon.

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 Six Hundred dollars per annum, effective October 16, 1912.

(By transfer from keeper at $720 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

F
D

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Zimri T. Robinson.

Legal Residence: Massachusetts.

11—1393

October 26, 1912.

Sir:

Having tendered your resignation as keeper of Bird Island Light Station, Massachusetts, at $600 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner, effective at the close of October 31, 1912.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Mr. Charles W. Jordon,
Through the Commissioner of Lighthouses.

F
D

WGY-LIH

Department of Commerce and Labor

LIGHTHOUSE SERVICE

IN REPLY REFER TO

File No.

Charles W. Jordon,
efficiency.

Dep. Commr.
Hydrog.
Engr. Corps.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 2D DISTRICT
19 CONGRESS STREET
BOSTON, MASS.

October 30, 1912.

BUREAU OF LIGHT-HOUSES
NOV 1 1912
DEPT. OF COMMERCE AND LABOR

The Commissioner of Lighthouses:

Bureau's letter of June 28, 1912, with indorsement to inspector.

Mr. Jordon was transferred to Bird Island Light Station at his own request, and subsequently resigned, effective November 1, 1912.

In view of these facts, it is recommended that no further action be taken in his case.

The tender has been busy delivering annual supplies, coal, and wood, and, it being considered desirable that this work be finished before cold weather set in, inspection duty has been postponed where practicable. Among the stations not yet inspected, is Deer Island. However, Mr. Jordon stated verbally that he and the assistant keeper were making earnest efforts to get the station in good condition.

Goddard
Inspector.

Bureau of Lighthouses
Nobemver 4, 1912.
Returned to SECOND INSPECTOR approved.

~~Acting Commissioner.~~

Department of Commerce and Labor

LIGHT HOUSE BOARD
MAY 29 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Light-House Establishment. 2. Where employed Deer Island Light-Station, Mass.
3. Name Charles W. Jordon 4. Where born District of Columbia
5. Age 26 6. Position Keeper
7. Compensation $600 pa. 8. When appointed (a) November 1, 1904.
9. How appointed (b) Through Civil-Service Examination
10. Appointed from — State: Massachusetts; Congressional District: 9th; County: Suffolk
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None
14. Duties (describe fully) Attending to light, responsible for neatness of tower, for operation of fog signal, etc.
15. Efficiency — Quantity of work (d): 10/10; Quality of work (e): Excellent; Interest manifested in work (f): Excellent
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

Captain W S Cutler U. S. N.
Head of Bureau or Office.
Lt. House Inspector 2d Dist.

May 31st., 1909

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

May 8, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Charles W. Jordon 2. Age 28 (Last birthday.)

3. Bureau Lighthouses 4. Position Keeper

5. Compensation $720 p.a. 6. Where employed Deer Island L.S., Mass.

7. When appointed (*a*) Nov.1,1904. 8. How appointed (*b*) Through C.S. Examination

9. Status under Civil Service Rules (*c*) Classified Competitive

10. Is the employee an honorably discharged soldier or sailor? No

11. Does the employee receive a pension? No If so, state the amount .

12. Other Government service None

13. Duties (describe fully) Attending to light, responsible for neatness of tower, for operation of fog signal, etc.

14. Has the employee special qualifications? no If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	1,000
Average percentage			100

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.
9	0	0	14	0	0	15	0	0

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) routine work only

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) fair equivalent

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be. fair equivalent

19. Is this employee superannuated? no If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

W W Buchanan

Captain, U.S.N., Inspector 2nd Dist.

The official who approves the statements thus submitted will sign here—

Chief of Bureau or Office.