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

Date: 8/18/2025 25 AUG 27 AM 9:31:13

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
Kiffe, Godfred, C.		1903 LA

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: 1990 LA

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)
Name also listed as Kiff, Godfrey, C.

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	From:	To:
Lighthouse Service (LA)	1925	1948

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-0006147388

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Submitted to Arch Search 8/19/25 RAT
Soundex: K100

SCREENING NOTES

☐ Reviewed and Nothing Removed ☐ 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:

Form 2770
May 1939

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. SR:WO:IQ

August 13, 1940

mfs.

The Honorable

The Secretary of the Treasury

1940 AUG 14 PM 12 56

Sir:

Receipt is acknowledged of evidence

relative to the date of birth of Godfrey C. Kiff,

employed as keeper, Bureau of Lighthouses,

Eighth Lighthouse District, New Orleans, Louisiana,

who furnishes a baptismal certificate,

Church of the Sacred Heart, Morgan City, Louisiana,

showing that October 12, 1903 is the correct date of birth.

Notation accordingly is being made on the records of this office.

By direction of the Commission:

Very respectfully,

L. A. MOYER,
Executive Director and Chief Examiner.

GPO 16—5663

5

copy to Cor. Guard 8-15-40

July 17, 1940.

U. S. Civil Service Commission,

Washington, D. C.

Sirs:

Receipt is acknowledged of your letter of the 21st ultimo (your File SRS:IPC:JA - Audit), concerning date of birth of Mr. Godfrey C. Kiff.

We have found in our files a notarized copy of baptismal certificate issued by the Church of the Sacred Heart, Morgan City, Louisiana, setting forth that Mr. Godfrey Clarence Kiff was born on October 12, 1903, and are enclosing certificate herewith to establish in your records the correct date of birth.

Very truly yours,

(Signed) E. R. Ballinger

E. R. Ballinger,
Director of Personnel.

COMMISSIONERS
HARRY B. MITCHELL, PRESIDENT
LUCILLE FOSTER McMILLIN
SAMUEL H. ORDWAY, JR.
LAWSON A. MOYER, CHIEF EXAMINER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE SRS: IPC:JA
AND DATE OF THIS LETTER
Audit

June 21, 1940

The Honorable
The Secretary of Treasury

Sir:

The Commission wishes to call attention to the variance in the date of birth of the following employee of your organization:

Name: Godfrey C. Kiff
Examination Record: October 12, 1904
Reports of Changes: October 12, 1903 (Jr. Sheet 39-140)
Position and Service: Keeper, $1620 per annum, Bureau of Lighthouses, Eighth Lighthouse District, New Orleans, Louisiana.

In accordance with the provisions of the Retirement Act it is necessary that this Commission have a record of the correct date of birth of each employee. If this discrepancy is not due to a typographical error,*it is requested that evidence as outlined in the inclosed Form 2473 be obtained and forwarded to the Commission at an early date. If none of the forms of evidence mentioned in paragraphs 1 to 4, inclusive, is available, a statement to that effect should be made, and correspondence in support of such a statement should be submitted, the attached Form 2933 completed in detail and forwarded direct to The Director of the Census, Washington, D. C.

If, however, it develops that the record of your office agrees with that of the Commission, the discrepancy having occurred in typing the date of birth on the report of changes, it will not be necessary for proof to be submitted. The Commission should, however, be promptly advised to this effect by letter.

By direction of the Commission:

*or if this employee has not already established his date of birth

Very respectfully,

L. A. Moyer
Executive Director and Chief Examiner

Inclosure # 31569
Form 3415
March 1939

COMMISSIONERS
HARRY B. MITCHELL, PRESIDENT
LUCILLE FOSTER McMILLIN
SAMUEL H. ORDWAY, JR.
LAWSON A. MOYER, CHIEF EXAMINER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE SRS: IPC:JA
AND DATE OF THIS LETTER
Audit

June 21, 1940

The Honorable
The Secretary of Treasury

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The Commission wishes to call attention to the variance in the date of birth of the following employee of your organization:

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By direction of the Commission:

Very respectfully,

L. A. Moyer
Executive Director and Chief Examiner

*or if this employee has not already established his date of birth

Inclosure # 31569
Form 3415
March 1939

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Godfrey Clarence Kiff. Sex Male.

Present address 401--Seventh St., Date of birth Oct.12,1903.

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
May 5,1934	June 22,1939	511 Federal Ave.,	Morgan City, La.
June,22,1939	Oct.16,1939.	401-- Seventh St.,	Morgan City, La.

Give, in your own handwriting, the information requested below

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

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition
		None.			

NO ADDITIONAL RECORD FOUND AT F. B. I.

Have you ever been fingerprinted? No. Where? None.

When? None. If for the Civil Service, what position? None.

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

U. S. COAST GUARD

Godfrey C. Kiff
Customary payroll signature of employee

Subscribed and sworn to before me this 16 day of Oct. 1939. 19__.

John J. Bellows
Notary Public

My commission expires 8 ifo

INCLOSURE 3[illegible]69

U. S. CIVIL SERVICE COMMISSION

[illegible] 16—352

ES CIVIL SERVICE COMMISSION
ASHINGTON, D. C.

H IN CONNECTION WITH CIVIL SERVICE RECORD

nay be submitted to prove date of birth.

(1) Certified copy of public record, showing date of birth and also date of the presentation of the birth record for entry. The record must be based on information filed at the time of birth or shortly thereafter, and must be accompanied by identifying data if the child is not named or if a different name is shown. (See reverse.)

(2) Certified copy of baptismal, or other church record made at the time of the birth or shortly thereafter, showing age or date of birth.

If neither of the above-described forms of evidence is available, a statement to that effect should be made and correspondence received in reply to inquiries regarding them should be submitted to the Commission. The following evidence may then be submitted:

(3) Family record (such as family Bible, baby book, diaries) made at the time of birth or shortly thereafter. Whenever possible, the original record should be transmitted to the Commission. It will be returned when it has served its purpose. If it is impracticable to forward the original record, a photostat or certified copy may be submitted. Such copies, however, must be accompanied by the affidavit of a notary public who has inspected the original record, stating over his seal whether it shows interlineation or signs of alteration, the date of the book containing the record, if ascertainable, and whether from the general appearance of the original record (faded and discolored ink and paper in keeping with purported age, etc.), the certifying officer believes that the record is acceptable and adequate as evidence of date of birth.

(4) Hospital record or statement of a practicing physician, certifying that he attended the birth and that he has a record in his possession showing the date on which it occurred.

(5) Report of the Census Bureau showing the earliest record of age or birth available. Request for such information should be addressed to the Director of the Census, Washington, D. C. In making such request, definite information must be furnished the Census Bureau as to the place of residence on June 1, 1860, 1870, 1880, and 1900; April 15, 1910; January 1, 1920; and April 1, 1930, (records for 1890 are not available), giving the name of the street and the number of the house, or the names of the cross streets between which the house was located if residing in a city; or the name of the town, township, precinct, magisterial district, militia district, beat or election district, if residing in the country; also the names of parents, or the names of other persons with whom residing on the dates specified; maiden name if married.

(6) If none of the above-mentioned forms of evidence is available, a statement to that effect should be made and correspondence in support of such a statement should be submitted. Two or more of the following may then be submitted for consideration: school records, naturalization papers, newspaper clippings properly identified as to date, immigration records, passports, genealogies, insurance policies, military discharge papers, affidavits of parents or relatives or other persons who have knowledge of the facts, or other forms of documentary evidence. (Note: It is unlawful to make copies of naturalization certificates.)

In a case where a person in the Government service requests information from the Census Bureau (see par. 5), the department concerned should, if possible, check the request before it is sent to the Census Bureau in order to insure that data necessary for proper search are presented. Any evidence as to date of birth should be reviewed by the department before it is presented to the Commission. Original documents and other evidence should be furnished, accompanied by a statement regarding discrepant dates of birth given at various times by the employee concerned.

[OVER]

Listed below are State custodians of records of vital statistics. This is not a complete list of offices from which birth certificates may be secured, but is confined to such offices established by State governments. In many States, birth records are maintained also by county clerks, clerks of county courts, and/or city clerks or town clerks. If a State record is not available, inquiry should be made of the county, city or town clerk. The year below at the right indicates the date of the earliest available record.

Alabama	State Registrar, Bu. of Vital Statistics, Montgomery, Ala.	1908
Alaska	Auditor of Alaska, Juneau, Alaska.	1913
Arizona	State Registrar of Vital Statistics, Phoenix, Ariz.	1909
Arkansas	State Registrar, (State Health Officer), Little Rock, Ark.	1914
California	State Registrar of Vital Statistics, Sacramento, Calif.	1905
Canal Zone	Chief, Bu. Statistics, Panama Canal, Balboa Heights, C.Z.	1904
Colorado	Secretary, State Board of Health, Denver, Colo.	1900
Connecticut	State Commr. Health, State Dept. Health, Hartford, Conn.	1897
Delaware	State Registrar, State Board of Health, Dover, Del.	1861
Dist. Columbia	Health Officer, District of Columbia, Washington, D. C.	1872
Florida	Director, Bu. Vital Statistics, Bd. Health, Jacksonville, Fla.	*1865
Georgia	Registrar, State Bd. Health, Bu. Vital Statistics, Atlanta, Ga.	1919
Hawaii	Registrar General, Bu. Vital Statistics, Honolulu, T. H.	**1896
Idaho	Department of Public Welfare, Boise, Idaho	1911
Illinois	Director, Dept. Public Health, Springfield, Ill.	1916
Indiana	State Health Commissioner, Indianapolis, Ind.	1907
Iowa	Secretary, State Board of Health, Des Moines, Iowa.	1880
Kansas	State Registrar, Topeka, Kansas.	1911
Kentucky	State Registrar of Vital Statistics, Louisville, Ky.	1911
Louisiana	State Registrar, Bu. Vital Statistics, New Orleans, La.	1898
Maine	State Health Commissioner, Augusta, Maine.	1892
Maryland	State Registrar of Vital Statistics, Baltimore, Md.	1898
Massachusetts	State Registrar of Vital Statistics, State House, Boston, Mass.	1841
Michigan	State Department of Health, Lansing, Mich.	1867
Minnesota	State Board of Health, St. Paul, Minn.	1900
Mississippi	Director, Bureau of Vital Statistics, Jackson, Miss.	1913
Missouri	State Bd. Health, Dept. Vital Statistics, Jefferson City, Mo.	1910
Montana	Secretary, State Bd. of Health, Helena, Mont.	1907
Nebraska	Chief, Bureau of Health, Lincoln, Nebr.	1905
Nevada	Secretary, State Board of Health, Carson City, Nev.	1911
New Hampshire	State Registrar, Dept. Vital Statistics, Concord, N. H.	1640
New Jersey	Registrar, Bureau of Vital Statistics, Trenton, N. J.	1848
New Mexico	State Director, Bu. of Pub. Health, Santa Fe, New Mexico.	1919
New York	State Dept. of Health, Div. of Vital Statistics, Albany, N.Y.	***1880
North Carolina	State Registrar of Vital Statistics, Raleigh, N. C.	1913
North Dakota	State Health Officer, Bismarck, N. D.	1907
Ohio	Director, Dept. Health, Columbus, Ohio.	1908
Oklahoma	Commissioner of Health, Oklahoma City, Okla.	1907
Oregon	State Board of Health, Portland, Ore.	1903
Pennsylvania	State Registrar, Harrisburg, Pa.	1906
Rhode Island	State Registrar and Director, Pub. Health Comm., Providence, R.I.	1853
South Carolina	Secretary, State Board of Health, Columbia, S. C.	1915
South Dakota	Director of Vital Statistics, Dept. Health, Waubay, S. D.	1905
Tennessee	Registrar of Vital Statistics, Dept. Pub. Health, Nashville, Tenn.	1914
Texas	Registrar of Vital Statistics, State Bd. Health, Austin, Texas.	1903
Utah	Sec'y, State Bd. of Health, Salt Lake City, Utah	1906
Vermont	Secretary of State, Montpelier, Vt.	1787
Virginia	State Registrar, Richmond, Va.	****
Washington	Director of Health, Alaska Building, Seattle, Wash.	1907
West Virginia	State Commissioner of Health, Charleston, W. Va.	1917
Wisconsin	State Health Officer, Madison, Wis.	1860
Wyoming	Secretary, State Board of Health, Cheyenne, Wyo.	1909

*The State records are incomplete prior to January 1, 1917.
**Some records are available prior to this date.
***For records of births occurring in New York City, address respective borough departments of health. The main office address of the New York City Department of Health is 138 Center Street, New York City.
****Records are available from 1853 to 1896, and from 1912 to date.

SR:IPC:JA
Audit

Form 2933 (C.S.C.)
July, 1936

Date _____

The Director of the Census,

Washington, D. C.

Sir:

I am endeavoring to establish the correct date of my birth for civil service purposes. It is accordingly requested that a copy of the earliest available census record, showing my age, be forwarded to the United States Civil Service Commission, Washington, D. C., as soon as practicable. In order to facilitate a search of the records, I am submitting the following information regarding myself:

Name in full _____

Maiden name (if a woman) _____

Date and place of birth _____

Full name of father _____

Full name of mother _____

Name of husband or wife _____

Exact place of residence noted below:

Address:	Town, city, township, precinct, beat, etc.	County	State	With whom living
June 1, 1850				
June 1, 1860				
June 1, 1870				
June 1, 1880				
* June 1, 1900				
April 15, 1910				
January 1, 1920				
April 1, 1930				

* (It is understood that the 1890 enumeration is not available for search).

(To be signed by applicant) Name _____

Address _____

_____

July 1, 1939. Lighthouse Districts No. Eighth

consolidated with New Orleans Coast Guard District,

Headquarters New Orleans, La.

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

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

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Godfrey C. Kiff
~~Godfred C. Kiffe~~
(Name)

La.
(Legal Residence)



STATUS

DATE OF BIRTH 10-12-1903

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	TEMPORARY Pend. Cert.	$780	Lighthouses - Ship Shoal S. & La.	July 29, 1920.
	LAST DAY OF SERVICE		Jan. 3, 1922.	
Keeper	Prob.	780	Lighthouses - "	Mar. 16, 1923.
"	Prom.	840	" "	Apr. 1, 1923.
"	Read. of pay.	1080	"	July 1, 1924.
"	" Oct 12/6/24	1320	"	Feb. 1, 1925
"	INCREASE IN COMPENSATION	1380	"	July 1, 1925
"	"	1440	"	Jan. 1, 1926.
"	Trans	1320	" Pt. Au Fer L.S. La.	Nov. 16, 1926.
"	INCREASE IN COMPENSATION	1380	" " "	JAN 1 1927
"	COMPENSATION Act May 28, 1928.	1500	" " "	JUL 1 1928
"	Transfer	1560	L.H. - Oyster Bayou L.S.	Aug. 16, 1931
	Name amended		to Godfrey C. Kiff	10-24-36
"	INCREASE IN COMPENSATION	1620	" "	JUN 16 1939

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. Godfrey C. Kiff

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

JUL 13 1939

OLIVER C. SHORT
Director of Personnel.

CARDED

From: $1560

To: $1620

Service and grade:

Appropriation (unit): Field

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 24 1939
SHEET NO. 39-140
DEPARTMENT OF COMMERCE

S
C

FOR BASIS OF THIS ACTION SEE
LETTER DATED 6/15/39
IN FILE F 2418

October 24, 1936.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of October 21, the Department has amended its records in the case of Godfred C. Kiffe to show the correct spelling of his name as Godfrey C. Kiff. The Bureau is authorized to change its records accordingly.

A new appointment certificate will not be issued as a result of this change, nor will an oath of office be required.

By direction of the Secretary:

H. A. DELONG

NOV -2 1936

Chief, Division of Personnel.

CARDED

APPOINTMENT DIVISION
NOV 14 1936
SHEET NO. 5731
DEPARTMENT OF COMMERCE

B

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

LEC
Incl.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
OCT 24 1936
OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

1936 OCT 23 PM 2 08

LIGHTHOUSES
CHIEF CLERK
OCT 21 9 03 AM '36

October 19, 1936

Commissioner of Lighthouses:

Godfrey C. Kiff, Second Assistant Keeper, Oyster Bayou, Ship Shoal, etc. Light Stations, La., correct spelling of name

1. Inclosed herewith is letter of September 10, 1936, from Godfred C. Kiffe, Second Assistant Keeper, Oyster Bayou, Ship Shoal, etc. Light Stations, La. It will be noted that Mr. Kiffe advises that his name has been misspelled, and he is desirous of having same corrected as stated in his letter.

2. The records of this office have been corrected to show his name as Godfrey C. Kiff, and it is requested that Department and Bureau records also be corrected.

E. S. LANPHIER
Superintendent of Lighthouses

- - - - - - - -

Bureau of Lighthouses
Washington October 21, 1936

Submitted to the Secretary of Commerce together with letter from this employee dated September 10. It will be noted that this employee has been in the Service for several years, but it does not appear that anything has come up previously about the incorrectness of the spelling of his name.

Under the circumstances, the Bureau will appreciate information as to whether or not it is authorized to make the correction requested by this employee.

R
10/24/36

For the Commissioner:

A P Harman
Administrative Assistant

Amend name to Godfrey C. Kiff.

Enclosure
HLM

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
SEP 12 1936

(Through the Keeper)
LIGHTHOUSES
OCT 21 9 03 AM '36

EIGHTH DISTRICT

Oyster Bayou
(Station, Depot, or Vessel)

September 10, 1936

Superintendent of Lighthouses
New Orleans, La.

Sir.

I have recently been visited by my Father and it has been a long time since I saw him. and while he was here he infarmed me that my Name has been mist spell. the letter E. in Kiffe should be omitted. and also in My given Name Godfred. the last letter D. should be change to letter Y. my carrect Name is GODFREY C. KIFF.

advise

Forward.
Leo L. Guidry.
Keeper.

Respectfully.

G. C. Kiffe
2nd asst. Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
SEP - 2 1931
APPOINTMENT DIVISION

To Dept

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA
August 18, 1931

G. C. Kiffe, Effective
date of change in pay

LIGHTHOUSE
1931 AUG 20 AM 9:12

CHIEF CLERK
1931 SEP 2

Commissioner of Lighthouses:

1. Referring to Department letter of August 5, 1931, in the case of Godfred C. Kiffe, who was transferred from the position of Assistant Keeper at Point Au Fer Reef Light Station, La., with pay at the rate of $1500 per annum, to the position of Second Assistant Keeper at Oyster Bayou Light Station, La., with pay at the rate of $1560 per annum, effective upon entrance on duty:

2. The Bureau is advised that the effective date of this change in pay is August 16, 1931.

E. S. LANPHIER
Superintendent of Lighthouses

CARDED
C. S REPORT DATA
ENTERED

Bureau of Lighthouses, Washington
Sept. 2, 1931

Submitted to Secretary of Commerce for his information
For the Commissioner:

R J Groos
Chief, Personnel Division.

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

August 5, 1931.

Mr Godfred C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of station).

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,

F. A. DELONG AUG - 6 1931

Acting Chief of Appointment Division.

From: $1500 per annum.

To: $1560 per annum.

Service and grade: Field.

Appropriation (unit):

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
AUG 15 1931
SHEET NO. 305
DEPARTMENT OF COMMERCE

S

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
Ed. April, 1929
LEC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) July 21 (Date), 1931

DEPARTMENT OF COMMERCE JUL 24 1931 APPOINTMENT DIVISION

CHIEF CLERK

1931 JUL 24 AM 11 09

DEPARTMENT OF COMMERCE AUG -5 1931 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Legal residence, Louisiana

Name, Godfred C. Kiffe

Proposed salary, $1560 p.a.

Position, Keeper in the Lighthouse Service

Proposed range, $1440-$1800

Location, Oyster Bayou Light Station, La.

Appropriation, Sals.L.H.Keepers

Effective, August 1, 1931

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

Former position, Keeper in the Lighthouse Service

Former salary, $1500 p.a.

Location, Point Au Fer Reef Light Station, La.

Former range, $1380-$1740

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

Previous incumbent, Lee Otis Price (Lt.#2201) Services to be terminated, about July 31, 1931

Reason, To be transferred to Point Au Fer Reef Light Station, La.

Members of family in Government service, NONE

Date of birth, October 12, 1903

Remarks:

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

Secretary, *Civil Service District.*

E. T. Kaufhier
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

July 23, 1931

Submitted to the Secretary of Commerce, approved, attention being invited to the nomination of Lee Otis Price, separately submitted this date, the action recommended involving an exchange of positions for these employees. While the salary of each is affected, the decrease of $60 in Mr. Price's case offsets the increase of a similar amount for Mr. Kiffe, so that the total salary payment is not affected.

Action O. K.

Chief Clerk

APPOINTMENT DIVISION NECESSARY ACTION TAKEN AUG 6 1931 DEPARTMENT OF COMMERCE

W. P. Harman
Acting Commissioner of Lighthouses

Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Godfred C. Kiffe,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1380

To: $1500

RDED

11—9564

8

APPOINTMENT DIVISION
JUL 2 - 1928
DEPARTMENT OF COMMERCE

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Godfred C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

JAN 12 1927

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1320 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

APPROVED BY THE ACTING SECRETARY 1/11/27

FILE 1093/1

H

8

APPOINTMENT DIVISION ENTERED JAN 15 1927 ON JOURNAL DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEC 7 AM 10 27

G. C. Kiffe, Effective
date of change in pay.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
December 4, 1926

LIGHTHOUSES
1926 DEC 6 AM 9 49

Commissioner of Lighthouses:

1. Referring to Department Notice of Change in Salary, dated November 9, 1926, in the case of G. C. Kiffe, Keeper in the Lighthouse Service, whose salary was changed from $1440 per annum to $1320 per annum, by reason of his transfer from the position of First Assistant Keeper at Ship Shoal Light Station, La., to that of Assistant Keeper at Point Au Fer Reef Light Station, La.:

2. The Bureau is advised that the above change in pay became effective November 16, 1926.

E. S. LANPHIER
Superintendent of Lighthouses

CARDED

Bureau of Lighthouses, Washington
DEC 6 - 1926

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses.

eff date

C. S. REPORT DATA
ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 9, 1926.

Mr. Godfred C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1440 per annum to $1320 per annum, effective

November 16, 1926, or as soon thereafter as you enter on duty. No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

NOV 12 1926

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—8074

CARDED

H
8

APPOINTMENT DIVISION ENTERED NOV 13 1926 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73
LEC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1926 NOV 6 PM 12 20

1926 NOV 8 PM 3 30

CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT

DEPARTMENT OF COMMERCE NOV 10 1926 APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE NOV 8 1926 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES: New Orleans, La. (City.) November 4 (Date.) 1926

Action recommended, Transfer

Name, Godfred C. Kiffe — Legal residence, Louisiana

Position, Keeper (in the Lighthouse Service) — Salary $1320 p.a. (Rge: $1260-$1500 p.a.) same step as old range.

Location, Point Au Fer Reef Light Station, La. — Appropriation, ~~Sala. Kprs. of L.H.~~

Effective November 16, 1926 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse Service — Former salary, $1440 p.a. (Rge: $1380-$1620 p.a.)

Location, Ship Shoal Light Station, La.

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

Previous incumbent, Peter Duay 1440 — Services terminated about October 31, 1926

Reason, Promoted to Keepership

Members of family in Government Service,
DATE OF BIRTH: October 12, 1903

Remarks:
Letter from Keeper Kiffe, dated October 28, 1926, accepting the above transfer at a reduction in pay attached hereto.

APPOINTMENT DIVISION RECEIVED NOV 1926 ACTION TAKEN NOV 1926 DEPARTMENT OF COMMERCE

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

E. S. Lamphier.
Superintendent of Lighthouses

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 8 - 1926

Inclosure

8/11-9-26

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 29 1926
NEW ORLEANS.

1926 NOV 6 PM 12 29

EIGHTH DISTRICT

Ship Shoal Lt
(Station, [redacted])

October 28, 1926

Superintendent Of Light Houses.
New Orleans La.

Sir.

I accept the position of asst Keeper at ~~Point au fer~~ Reef Light Station.
Advise whether to return to Ship Shoal are not.

Respectfully
G. C. Kiff 1st asst

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FEB 8 1926
APPOINTMENT

WJB.

Godfred C.Kiffe,
eff.date of change in pay.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

February 4, 1926.

LIGHTHOUSES
1926 FEB 6 PM 12 02
CHIEF CLERK
1926 FEB 8 PM 3 5

The Commissioner of Lighthouses:

1. Referring to Department Notice of Change in Salary, dated December 14, 1925, in the case of Godfred C. Kiffe, Keeper in the Lighthouse Service, who was promoted from 2nd Asst.Keeper, at $1380 p.a., to 1st Asst.Keeper, at $1440 p.a., at Ship Shoal Light Station:

2. The Bureau is informed that the above change in salary became effective beginning January 1, 1926.

E. S. Lanphier.
Superintendent of Lighthouses.

CARDED

Bureau of Lighthouses, Washington
FEB 6 1926

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner of Lighthouses.

C. S. REPORT DATA
ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. Godfred C. Kiffe, December 14, 1925.

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1440 per annum, effective January 1, 1926, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

11—8074

DEC 16 1925

mfc

8

APPOINTMENT DIVISION
ENTERED
DEC 16 1925
ON JOURNAL
DEPARTMENT OF COMMERCE

CARDED

Form 73

WJB.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES 1925 DEC 14 AM 9 12

CHIEF CLERK 1925 DEC 14 AM 11 46

DEPARTMENT OF COMMERCE DEC 14 1925 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., (City.) December 11th (Date.), 1925.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion & appointment.

Name, Godfred C. Kiffe — Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service. — Salary, $1440 .p.a. ($Rge: $1380-1620)

Location, Ship Shoal Light Station, La. — Appropriation, Sals., Kprs. of L.H.

Effective January 1, 1926. — [1] ~~the actual date of entrance on duty;~~ or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse Service — Former salary, $1380 pa. (Rge; $1320-1560)

Location, Ship Shoal Light Station, La.

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

- - - - - - - - - - -

Previous incumbent, Peter Duay — Services to be terminated, Dec. 31st, 1925.

Reason, Transferred to Point Au Fer Reef Light Station, La. not rec'd.

Members of family in Government Service, None.
DATE OF BIRTH: Oct. 12, 1903.
Remarks:

APPOINTMENT DIVISION SECRETARY ACTION TAKEN DEC 15 1925 DEPARTMENT OF COMMERCE

Selection regular, subject to the action of the For and in the absence of the Superintendent
U. S. Civil Service Commission, , 19

S. Pitton
Chief Clerk.

Secretary, Civil Service District.

P 12-14-25

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 14 1925

Submitted to the Secretary of Commerce, approved.

H. B. Bowerman
Acting Commissioner of Lighthouses.

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

11—2314

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Kiffe, Godfred C. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 8th Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
840	240	1080	CR	164.25	1244.25	LHS	2	1260	yes	120	

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

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM 1320 TO 1560

approved 320

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

Sheet No. 79

2—12758

1. Kiffe (Surname) Godfred (Given name) G. (Initial)

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Ship Shoal Light Station
   (b) Subdivision Eighth Lighthouse District
   (c) City or town _____ State Louisiana
6. Pay-roll title Keeper
7. Customary office title 2nd Assistant Keeper

8. (a) Number of regular working hours of the position, per day 24; per week 168
   (b) If this is not a full-time position, state percentage of time employed per day - - -; or per week - - -
   (c) If night work, wholly or in part, state the hours: From 1/4 the night m. to alternating periods m.
9. If this is not an all-year-round position, state approximate number of days employed each year - - -
   During what months - - -
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation - - -
11. Present rate of pay, exclusive of bonus $240 per annum; bonus, $240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $240 per annum; bonus, $240 per annum.
13. If the employee receives overtime pay, state the rate - - -
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☐ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    Subsistence, cash $164.25 per annum.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment - - -; annual cost, $ - - -
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name _____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind _____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind _____; number of lessons _____; number completed _____

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

	Percentage of total time given to each task
1. Assistant custodian of property.	5%
2. Assists with reports and correspondence.	10%
3. Assists in maintenance of 2nd order flashing oil light from tower, which includes cleaning of lamp, lens, lantern, etc.; stands watch three hours each night.	10%
4. Assists in maintenance and operation of fog signal operated by machinery	5%
5. Assists in boating 60 miles from station to Morgan City, La. for mail and supplies; operates motor boat.	10%
6. Assists in cleaning and maintenance of tower, quarters, and painting of structures.	60%

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

Under immediate supervision of the keeper.

20. Do the duties involve direction or supervision of the work of other employees? No.
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

21. How long have the employee's duties been substantially as described above? April 1, 1923.

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

JUN 7 - 1923, 1923.
(Date)

E. S. LAMPHIER
(Signature of Preparing Officer)

SUPERINTENDENT OF LIGHTHOUSES
(Title)

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

Signature not secured owing to inaccessibility of employee.

E. S. LAMPHIER
SUPERINTENDENT OF LIGHTHOUSES.
(Signature of Employee)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

	High Degree	Average	Not Essential
Judgment	X		
Accuracy			
Initiative (originality and resourcefulness)			
Trustworthiness (dependability)	X		
Speed (quickness)			
Physical Qualities (strength and endurance)	X		

EDUCATIONAL TRAINING		
	Essential	Desirable But Not Essential
College		
High School		
Common School	X	

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent
Boating - one year.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ to $

JUN 7 - 1923, 1923.
(Date)

E. S. LAMPHIER
(Signature of Head of field office or station)

SUPERINTENDENT OF LIGHTHOUSES.
(Title)

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

M
F. Godfred C. Kiffe,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1520 per annum to $1380 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully, WM. J. GARDNER,

JUL 8 -1925

Acting Chief of Appointment Division.

11—8074

CARDED

APPOINTMENT DIVISION
JUL 18 1925
JOURNAL
DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Godfred C. Kiffe,

Through the Commissioner of Lighthouses,

Sir:

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

By direction of the Secretary:

Respectfully,

Acting Chief of Appointment Division.

FEB 6 - 1925

Position: Keeper.

Salary: $1320

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

8th

JSJ

CARDED

APPOINTMENT DIVISION ENTERED FEB 5 1925 ON JOURNAL DEPARTMENT OF COMMERCE

LGJ

(COPY)

February 13, 1925.

DEPARTMENT OF COMMERCE
FEB 16 1925
APPOINTMENT DIVISION

Godfred A. Kiffe, 2nd Assistant Keeper,
Ship Shoal Light Station, La.
(Through Superintendent of Lighthouses, New Orleans, La.)

The Bureau is in receipt of report from the keeper dated February 7, 1925 forwarded from the Superintendent, regarding the assistance you rendered on February 6 to the yacht "Hero" which was in distress with a broken propeller shaft. The Bureau is pleased to commend you for the assistance rendered on this occasion, a record of which will be included in your official history.

(Signed)

Commissioner of Lighthouses.

LIGHTHOUSES---Appointment Division Files
Exact copy as signed by.....
Mailed..... by.....

(CROSS REFERENCE)

Kipp, Godfred C. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1080, effective July 1, 1924.

For authorization see letter dated JUL 24 1924 File No. 1095/21.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

WJB.
Godfred C. Kiffe.

1923 JUN 2 AM 11 58

G. [illegible] Kiffe

5

1923 JUN 4 PM 4 !

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

May 31st, 1923.

DEPARTMENT OF COMMERCE
JUN 6 1923
APPOINTMENT DIVISION

The Commissioner of Lighthouses:

1. Referring to Bureau endorsement of March 20,1923, on Department letter of March 19th,1923, relative to the age of Godfred C. Kiffe, Assistant Keeper at Ship Shoal Light Station, La.

2. Transmitted herewith is a certified copy of Mr.Kiffe's Baptismal Certificate, executed before a Notary Public, showing his correct date of birth to be October 12th, 1903.

E. J. Langlois.
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
JUN 4 - 1923

Inclosure
Submitted to Secretary of Commerce for his information

J. S. CONWAY
Acting Commissioner

Sent Corrected

CHIEF CLERK
SUPERINTENDENT OF LIGHTHOUSES
MAR 6 1923
1923 MAR 12 PM 3
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
MAR 10 1923
APPOINTMENT DIVISION.

LIGHTHOUSES

1923 MAR 12 AM 9 32

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

PART I.

1. Name of employee. Godfred C. Kiffe,

2. Position to which appointed. Keeper in the Lighthouse Service.

3. Bureau or Service Lighthouse, District 8th

4. Place of duty Ship Shoal Light Station, La.
(City, town, station, or vessel.)

5. Salary $780 per annum.

6. Appropriation from which paid. Salaries, Keepers of Lighthouses.

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

From Examination for Asst.L.H.Keepers - 12/1/22.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, 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, so state.)

Godfred Clarence Kiffe

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

G. C. Kiffe

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

La. (State or Territory.) St Mary (County.) Berwick (City or town.) 3d (Congressional district.) x

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

My P.O. adress now is morgan City.

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

11—6922

CARDED

6. Where were you born? Berwick La

7. When were you born? Oct (Month.) 12 (Day.) 1904 (Year.) 1903 BJ 6/14/13

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

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single

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

Forest Kiffe (Name.) [redacted] (Number and street.)

Berwick (City or town.) La (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") No If so, state 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		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.) no defective

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

15. 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.

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

11—6922

[redacted] [redacted]

[redacted] [redacted]

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") no If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

18. What was your occupation prior to entering the United States 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 13, 14, 15, and 16.)

I work as Substute Keeper at Ship Shoal light house. from June 1920 to March 1922. an traped

19. What education have you received? (State the grades of schools you have attended, and, if 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., 1910; Columbia University, LL. B., 1913.)

public School. 3rd grade

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

none

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

I passed a Civil Service Examination during 1922 for asst Keeper

Asst. Lighthouse Keeper Exam. 12/1/22.

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") yes If not, state the name and address of the person who wrote them for you.

Date, March 5, 1923

Witness (in case signature is by mark):

(Signature) G. C. Kiffe

(Present address) Berwick (Number and street.)

Berwick (City or town.) La. (State or Territory.)

WJB.

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded March 9th, 1923.

(Signature) E. S. Lanphier.

(Official title) Superintendent of Lighthouses.

11—4922

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1923 APR 12 PM 12 04

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

April 10th, 1923.

WJB.

G. C. Kiffe,
effective date of
promotion.

CHIEF CLERK
1923 APR 13 PM 3 49

The Commissioner of Lighthouses:

1. Referring to Department Notice of Change in Salary, dated March 22, 1923, in the case of Godfred C. Kiffe, who was promoted from the position of 3rd Asst. Keeper at Ship Shoal Light Station, La., to that of 2nd Asst. Keeper at the same station, and whose pay was changed from $780 p.a. to $840 p.a.

DEPARTMENT OF COMMERCE
APR 13 1923
APPOINTMENT DIVISION.

2. The Bureau is informed that the above change in salary became effective beginning April 1st, 1923.

E. S. Lanphier.
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
APR 13 1923

Submitted to Secretary of Commerce for his information

H. B. BOWERMAN
Acting Commissioner

CARDED

REPORT DATE ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON March 22, 1923.

Mr. Godfrey C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 840 per annum, effective April 1, 1923, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

MAR 22

Respectfully,

Chief of Appointment Division.

11—8074

CARDED

8th
C

APPOINTMENT DIVISION ENTERED MAR 22 1923 ON JOURNAL DEPARTMENT OF COMMERCE

RETURN DATA ENTERED

March 19, 1923.

Commissioner of Lighthouses :

The Department is in receipt of the personal question sheet executed by Godfred C. Kiffe, under his probationary appointment as Keeper in the Lighthouse Service at $780 per annum, and notes that he gives the date of his birth as October 12, 1904. In view of the fact that the accepted records of the Department show 1901 as date of birth, he must submit documentary evidence to establish 1904 as the correct date.

By direction of the Secretary:

(SIGNED) CLIFFORD HASTINGS
MAR 19 s'd

Chief of Appointment Division.

C

Form 73

WJB

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., March 19, 1923.
(City.) (Date.)

1923 MAR 21 AM 11 48

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

Action recommended, Promotion and appointment.

Name, Godfred C. Kiffe, Legal residence, Louisiana

1923 MAR 21 PM 4 25

Position, Keeper in the Lighthouse Service Salary, $840 per annum.

Location, Ship Shoal Light Station, La. Appropriation, Sals.,Kprs.Mdf L. H.

Effective April 1, 1923, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse Service. Former salary, $780 per annum.

Location, Ship Shoal Light Station, La.

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

- - - - - - - - - - - - - -

Previous incumbent, Peter Duay to be Services/terminated, about March 31, 1923.

Reason, Promoted to 1st Asst. Keeper, Ship Shoal L.S.,La.

Members of family in Government Service, None.

Remarks:

MAR 22 1923

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

3/22/23.

Secretary, Civil Service District.

E. S. Lamphier.
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 21 1923

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK 4

1923 MAR 26 PM 4 13

LIGHTHOUSES

1923 MAR 26 AM 9 07

Carded in Disbursing Office

I, Godfred C. Kiffe,

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.

Godfred C Kiffe
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 20th day of March, A. D. 19 23.

(Affix official seal here)

[4] (Name) Walter J. Gilmore

(Official title) Notary Public.

My commission expires July 9/1927.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Keeper in the Light-house Service.	$780 p. a.	Ship Shoal Light Station, La.
Former [5]: PROBATIONARY APPOINTMENT.		

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

WJB.

Office of Superintendent of Lighthouses, 8th District

New Orleans, La., March 23, 1923.
(Address) (Date)

The above-named appointee entered upon duty on March 16th, 1923.
(Date)

For and in the absence of the Superintendent,

A. A. Mutt

First Assistant Superintendent.

CARDED

T.F. REPORT DATA ENTERED

[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 on or after the effective 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, deputy clerk in the office of a superintendent of lighthouses 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 superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

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

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

11—944

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 6, 1925.

Mr. Godfred C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No.) issued by the Secretary, Tenth Civil Service District.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED MAR 6 - 1923 ON JOURNAL DEPARTMENT OF COMMERCE

MAR 6 -

(SIGNED) CLIFFORD HASTINGS

8th

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

C. S. REPORT DATA ENTERED

Vice: Peter Duay.

Legal Residence: Louisiana.

(See reverse side.)

CARDED

11—5080

Form 73

WJB.

SPECIAL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
SPECIAL 5
1923 MAR 5 PM 3 38
Tenth District Station
Civil Service District
RECEIVED 1923
MAR 1 1923
NEW ORLEANS, LA.

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th 1923 MAR DISTRICT 12 10

New Orleans, La. (City.) March 1st (Date.) 1923.

DEPARTMENT OF COMMERCE MAR 6 1923 APPOINTMENT

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment (Outs)

Name, Godfred C. Kiffe, Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service Salary, $780 per annum.

Location, Ship Shoal Light Station, La. Appropriation, Salaries of Keepers of Lighthouses.

Effective March 10th, 1923. ~~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, 3rd Rating, Asst.L.H. Keeper. Percentage, 80.6%, Other eligibles considered:

Neal Patton, Boothville, La., C.
Edw. Carr, Pilot Town, La., C.

Previous incumbent, Peter Duay to be Services terminated, about March 9, 1923.

Reason, Promoted to 2nd Asst.Keeper, Ship Shoal L.S., La.

Members of family in Government Service, None.

Remarks: Ship Shoal is a very isolated station and there are no keepers in the service desiring transfer to the above position. Mr.Kiffe has previously served on several occasions as temporary keeper at Ship Shoal and is familiar with the work at that station. He was born Oct.12,1904.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission,~~ MAR 2 - 1923, 19

3/6/23.

E. H. JENNINGS
Secretary, [illegible] Civil Service District.

E. S. Lanphier.
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. MAR 5 - 1923

J. S. CONWAY
Acting Commissioner of Lighthouses.

TRX HMD

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

11—2314

February 14, 1922.

Commissioner of Lighthouses:

In accordance with the Eighth Superintendent's recommendation of January 9, forwarded by the Bureau on January 18, the Department has approved the retention of the services of Godfred C. Kiffe as Keeper of Ship Shoal Light Station, Louisiana, at $780 per annum from December 30, 1921 to January 3, 1922, inclusive, it being noted that it was impracticable for Mr. Kiffe to leave the station until the latter date.

By direction of the Secretary:

(SIGNED) H. M. CROSS

Acting Chief of Appointment Division.

C-P

CARDED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1922 JAN 11 PM 3 59

SUPERINTENDENT OF LIGHTHOUSES
JAN 5 1922
NEW ORLEANS.

EIGHTH DISTRICT
1922 FEB 10 PM 12 08

(Station, Depot, or Vessel)

Morgan City La Jan 4th, 1922

Superintendent of Lt House
New Orleans La.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Cut. Clk.
Dep. Comm.
Comm.

Sir:-

Arrived at Morgan City last Night at 10 30 Am from Ship Shoal, Lt Station with 3rd Tempt G. C. Keffe and 3rd asst Thomas Bronson, with reports and for Supplise.

Mr Keffs's last day of Service ends on 3rd Inst. it was impossible to leave Station on 1st Inst as was intended owing to Strong S.E. wind causing heavy cross Sea's.

Respectfully,
Leo L. Guidry
Keeper,

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1922 JAN 11 PM 3 59

EP-WJB.

G. C. Kiffe.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

January 9th, 1922.

1922 JAN 18 PM 3 23

The Commissioner of Lighthouses:

1. Referring to the probationary appointments of Thos. J. Dybchal and Thomas Broxson as 2nd and 3rd Assistant Keepers at Ship Shoal Light Station, La.

2. The Bureau is informed that these men entered on duty at Ship Shoal on December 31st. Owing to unfavorable weather conditions, as stated in the Keeper's letter of January 4th, 1922, which is attached, it was impracticable for Mr. Kiffe, the temporary assistant keeper, 780 pa to leave the station and make the trip from Ship Shoal to Morgan City until January 3rd.

3. Therefore it is recommended that authority be granted for the payment of Godfred C. Kiffe's salary up to the close of January 3rd, 1922.

~~Report as last day of service~~

E. S. LANPHIER
Superintendent of Lighthouses.

- - - - - - - - - - -

JEH-EK
Inclosure.

Bureau of Lighthouses, Washington, D. C.
January 18, 1922.

Submitted to the Secretary of Commerce recommended for approval. Appropriation, Salaries, Keepers of Lighthouses.

1/19/22

J. S. CONWAY
Acting Commissioner of Lighthouses

APPROVED: [signature]
Acting Secretary of Commerce.

WJB.

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.)

LIGHTHOUSES

1922 JAN 11 PM 3 59

CHIEF CLERK

Name of employee Godfred C. Kiffe,

Designation Keeper in the Lighthouse Service *Compensation* $780 p.a.

1922 JAN 12 PM 3 2:

Place of employment Ship Shoal Light Station, La.

Date of appointment Aug.31,1920, effective July 29,1920, for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appt.

Last day served January 3rd, 1922.

APPOINTMENT DIVISION ENTERED JAN 19 1922 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

E. S. Lauphear

Superintendent of Lighthouses.

(Official title.)

Lighthouse Service.

(Bureau or service.)

Date January 9th, 1922.

11—2876

C. S. REPORT DATA ENTERED

DEPARTMENT OF COMMERCE

SEP 8 1920 LIGHTHOUSES

PERSONAL QUESTION SHEET

1920 SEP 7 AM 8 54

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

CHIEF CLERK

PART I.

1. Name of employee Godfred C. Keiffe 1920 SEP 8 AM 9 11

2. Position to which appointed Keeper in the Lighthouse Service

3. Bureau or Service Lighthouse, District 8th

4. Place of duty Ship Shoal Light Station, La.
(City, town, station, or vessel.)

5. Salary $780 per annum.

6. Appropriation from which paid Salaries, Keepers of Lighthouses

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

Without examination—temporary appointment.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, 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 an letter, so state.)

Mr. Godfred Clarence Keiffe

CARDED

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

Godfred C. Keiffe

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

Berwick (State or Territory.) Louisiana (County.) (City or town.) 3rd (Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

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

REPORT NUMBER 1

11—6927

6. Where were you born? Berwick La

7. When were you born? October (Month.) 12th (Day.) 1901 (Year.)

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

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single

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

Forest Keffe (Name.) (Number and street.)

Berwick (City or town.) La (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") No If so, state 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		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.) Good

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

15. 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.

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

18. What was your occupation prior to entering the United States 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 13, 14, 15, and 16.)

Fishing

19. What education have you received? (State the grades of schools you have attended, and, if 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., 1910; Columbia University, LL. B., 1913.)

Grammer school

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

None

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

None

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") No If not, state the name and address of the person who wrote them for you.

Jos J Dwyer Keeper Ship Shoal Light

Date, 7/29, 1920

Witness (in case signature is by mark):

(Signature) Godfred C. Kiffe

(Present address) Berwick (Number and street.) La (City or town.) (State or Territory.)

MCC

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded September 4, 1920.

(Signature) E. S. Lamphier.

(Official title) Superintendent of Lighthouses.

11—9227

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS LIGHTHOUSES SEP 16 1920

I, Godfred C. Kiffe, 1920 SEP 15 PM 3 54

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.

Godfred C. Kiffe 1920 SEP 16 AM 10 42

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 10th day of September, A. D. 1920.

(Affix official seal here)

[4] (Name) S. W. Peacock

(Official title) Notary Public

My commission expires June 1924

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Lighthouse Service	$780 p.a.	Ship Shoal Light Station, Louisiana.
Former Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment in above-mentioned position.		

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

Office of Superintendent of Lighthouses, 8th District

MCC

New Orleans, La., September 13, 1920.

(Address) (Date)

CARDED

C. S. REPORT DATA ENTERED

The above-named appointee entered upon duty on July 29, 1920. (Date)

Lanphier

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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 31, 1920.

Mr. Godfred C. Kiffe,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

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

effective July 29, 1920.

CARDED

Your appointment will continue for a period not to exceed thirty days from date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

By direction of the Secretary:

Respectfully,

(SIGNED) H. M. CRUSE

M Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edville Plessala.

Legal Residence: Louisiana.
Eighth

11—1393

Form 73
MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Eighth DISTRICT,

New Orleans, La., August 25, 1920.
(City.) (Date.)

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 probational appointment.

Name, Godfred C. Kiffe — Legal residence, Louisiana

Position, Keeper in the Lighthouse Service — Salary, $780 per annum

Location, Ship Shoal Light Station, Louisiana — Appropriation, Salaries, Keepers of Lighthouses

Effective July 29, 1920, (the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~)

1920 AUG 31 AM 9 06

Former position, - - - - - - - - - - - - - - - - - - Former salary, - - - - - - - - -

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