'26 SEP 14 AM 9:19

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

Date: 09/11/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Leonard, Samuel, E.		

MILITARY SERVICE

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

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

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

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (CT/NJ/NY) 3rd District	From: 1916	To: 1917
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000819 7065

Attendant Signature:

CMRS Search Request Number(s):

Remarks: L 563

'26 SEP 29 AM 9:24

SCREENING NOTES

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

Hold Requested: ☐ Yes ☐ No

Total Requests:

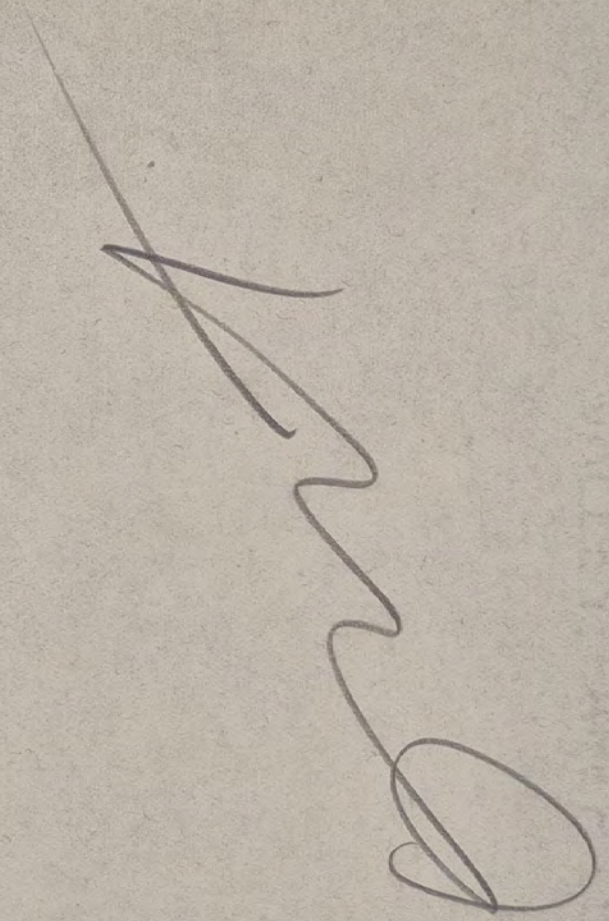
Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

SAMUEL E. LEONARD SAMUEL E.



SAMUEL E. LEONARD SAMUEL E.

Form 73 JWS

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 19 1917

Per

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., (City.) January 17,1917 (Date.), 191

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)

Action recommended, Probationary appointment.

Name, Samuel E. Leonard

Legal residence, New Jersey

Position, 2nd assistant keeper

Salary, $456.00 per annum

Location, New London Ledge Lt.Sta., Conn.

Appropriation, Salaries, Keepers of Lighthouses

Effective January 16,1917 { the actual date of entrance on duty, or ~~as hereinafter as he enters on duty.~~ **

Former position,

Former salary,

Location,

Rank on eligible list, 1 Rating, Keeper Percentage, 81.0, Other eligibles considered:
None

Previous incumbent, James N. Kelch

Services terminated, January 6,1917

Reason, Resigned

Assignment to duty on Jan.16,1917 was necessary for the reason that it was not practicable to permit this position to remain vacant until appointment certificate could be obtained.

Members of family in Government Service, None

Remarks: No employee of District desired transfer to this position. There are no quarters for families of keepers at this station. Nos. 1 to 4 on eligible list will not accept appointment except to certain specified stations. Nos.6,8 & 9 will only accept appointment to stations where family quarters are provided. Nos. 1 & 11 are not eligible for appointment to this station.

Selection regular, subject to the action of the U. S. Civil Service Commission. JAN 18 1917, 191

In the absence and by direction of Inspector.

Assistant Secretary, SECOND Civil Service District.

HASKELL
Superintendent

McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 19 1917

Submitted to the Secretary of Commerce, approved.

Attention is invited to Department letter of January 10, 1917, authorizing the assignment of Leonard to duty.

Acting Commissioner.

OK

1 Strike out the clause which does not apply.

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
JAN 23 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1917.

Mr. Samuel E. Leonard,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you entered upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. - - - -) issued by the ~~local Civil Service Board for the Third Lighthouse District.~~

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James N. Kelch.

Legal Residence: New Jersey.

(See reverse side.)

Ent'd on C. S. Com. Report.

Jan 23, 17

LIGHT
MAR 2 1917
HOUSES

March 1, 1917.

Sir:

The Department is in receipt of your resignation, dated February 16, 1917, as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of February 18, 1917.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Samuel E. Leonard,
Through the Commissioner of Lighthouses.

Ent'd on C. S. Com. Report.

L
C

MAR 2 - 1917

LEONARD SAMUEL E. LEONARD

LIGHT
JAN 11 1917
HOUSES

Hydrog.
Engr. Cons
Mar. Engr
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

January 10, 1917.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of this date, the Department hereby grants authority for the assignment of Samuel E. Leonard to duty as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, vice James N. Kelch, who, it is reported, has resigned. A formal appointment will be issued to Mr. Leonard upon receipt of nomination, approved by the local civil-service district secretary, and subsequent to the Department's action upon the resignation of Mr. Kelch.

SIGNED) E. F. SWEET

Acting Secretary.

Bureau of Lighthouses, Washington
JAN 18 1917

To Lighthouse Inspector, Tompkinsville NY
for his information, guidance, and files of office. See Bureau telegram of Jan 10, 1917.

Acting Commissioner.

L
C

(Copy)

1-10-17 Wired 3d

DEPARTMENT OF COMMERCE

SPECIAL

Telegram.

Tompkinsville S I N Y January 10 1917

Lighthouse Commissioner
Washington

Request authority assign Samuel E. Leonard to duty second assistant keeper New London Ledge January twelfth vice Kelch resigned No members family in service District secretary approves

(Signed) Yates

McC. Bureau of Lighthouses,
January 10, 1917.

Submitted to Secretary of Commerce recommended for approval. The usual nomination will be submitted to the Department, when received, at which time formal appointment may be issued.

~~Appropriation: Salaries, Keepers of Lighthouses.~~

Acting Commissioner.

Tel was sent 1-10-17 as shown by ink notation at top this page, but can't locate file now

1883

1-10-17 Wrote Dept
1-10-17 Wired 3d

LIGHT
105
JAN 1019
HOUSES

DEPARTMENT OF COMMERCE

1-10-17 Wrote Dept

TELEGRAM

10wuhx 29 Govt

Tompkinsville S.I.NY.Jan 10,1917. 1207PM.

Lighthouse Commissioner,
Washington .

Request authority assign Samuel E. Leonard to duty second assistant keeper New London Ledge January twelfth vice Kelch resigned no members family in service . District secretary approves .

Yates.

1246PM.

Hydrog.
Engr. Cons
Mar. Engr
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

LIGHT-HOUSE INSPECTOR
2d DIST.
FEB
1917
RECEIVED
TOMPKINSVILLE, N.Y.

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

MARCH 5, 1913.

To the CHIEFS OF BUREAUS OF THE DEPARTMENT OF COMMERCE:

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

William C. Redfield
Secretary.

Samuel E. Leonard 1080

PART I.

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

1. What is your full name? (State whether Mr., Miss, or Mrs. and spell out names in full, including middle name or names. Example: Mr. John Richard Roe. If name itself is merely a letter, it should be so stated.)

Samuel Edward Leonard

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

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

Highlands	New Jersey	Monmouth	Middletown 3
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? New York City

6. When were you born? April 3 1864
Month. Day. Year.

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

Mrs Elvyo Jane Leonard
Name.

Highlands
City or town.

Number and street.

New Jersey
State or Territory.

8. Are there any members of your family, besides yourself, in the civil service of the United States? .....
(If answer is "Yes," give in blank spaces below the information called for by the headings.)

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: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

~~Doctor Jane Hoffman~~ Grad Civ Ser Exam Jan 7, 1917

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

Must Glasses to Read By Eyesight is poor

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Lattimer	Rec 3 Div	2 assist	455		

12. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

no

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
	no		

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
	no		

15. Are you the widow or orphan of an honorably discharged soldier or sailor? ..... (If answer is "yes," give the information called for by the blanks below.)

Relationship (widow or orphan) no

Name under which soldier or sailor rendered service .....

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

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

Samuel E Leonard
(Name.)

2. assistant
(Position.)

crew London Ledge
(Bureau, Office, or Service.)

11—3914

Date, Jan 30 1917

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

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

Light House Service

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

Written By me

21. State the date upon which the above blanks were filled. January 30, 1917

Witness: George E. Morgan
In case signature is by mark.

(Signature) Samuel E Leonard

P. O. Address: crew London
City or town.

Number and street.

Conn
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded Feb 3, 1917

(Signature)

11—1434

(Official title)

question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)

Brake man for Central Rail Road of New Jersey

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

Public School Education

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

non

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

Light House Service

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

Written By me

21. State the date upon which the above blanks were filled. January 30, 1917

Witness: George S. Morey
In case signature is by mark.

(Signature) Samuel E Leonard

P. O. Address: New London
City or town.

Number and street.

Conn
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded Feb 3, 1917

(Signature)

(Official title)

11—1434

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned or by some authorized official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
L N Dennis Manhasset Lodge L.S. Conn 3
Bureau or Service. Place (city, town, station, or vessel). District.

2. To what position has he been appointed? 2nd asst Keeper

3. State the date of appointment. January 22/17

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)
Date E.O.D.

5. State the date of the oath. January 31, 1917

6. State the date the employee entered on duty. January 16/17

7. What is his salary? 406 00 p.a.

8. From what appropriation is he paid? Salaries Keepers

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

10. If classified, state the date of classification. May 6, 1916

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)
Local Civ Ser Exam January 5, 1917

12. Is the employee required to give bond? Yes

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

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

Reviewed, approved, and forwarded to the Department. (Signature) .....

(Official title) .....

Date: ....., 191

11—1434

35523

Form 93 JHG

LETTER TRANSMITTING RESIGNATION

Leonard

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT, 16

Tompkinsville, N.Y., Feb. 26, 1917 , 191

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Samuel E. Leonard Position, 2nd Assistant Keeper

Legal residence, New Jersey Station, New London Ledge Light Sta., Conn.

Salary, $456.00 per annum

The acceptance of this resignation is recommended effective at the close of Feb. 18, 1917

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

Remarks:

ASPINWALL

BUTLER

J. T. YATES.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

COPY

Highlands, Feb. 16,1917

Capt.J. T. Yates,

Sir:-

Your letter of the 15th inst.Rec'd.

I would say please accept my resignation and please forward me my check for February for I do not care to go back on the Ledge. I have reasons I do not care to mention. Please send check to Highlands, N.J.

Yours Res'p

Samuel E. Leonard

Highlands, N. J.

TOMPKINSVILLE, N. Y. LIGHTHOUSE SERVICE

RECEIVED TOMPKINSVILLE

THIRD DISTRICT

New London Ledge
(Station, Depot, or Vessel)

Feb 23, 1917

Inspector:

Mr. Samuel E. Leonard was granted leave on the 12inst for 6 days.

Hansen
Keeper.

JHG

George E. Hansen, Keeper, Feb. 17,1917

New London Ledge Light Station,

New London, Conn.

Advise this office by return mail of the date on which Samuel E. Leonard, 2nd assistant keeper at New London Ledge left the station, and whether or not you had granted him leave of absence. If he was granted leave of absence, state for how many days.

J. T. YATES.

Inspector

FWO/EJC.

2-17

Sam'l E. Leonard, 2d Asst. Keeper,
New London Ledge Light Station,
Highlands, New Jersey.

February 15th, 1917.

Your letter of February 14th, 1917, has been received and contents noted.

You are directed to either return to New London Ledge Light Station at the expiration of leave granted you or to submit your resignation, your attention in this connection being invited to Paragraph 46 of Instructions to Employees, which states that, "Any person who leaves the service without due notice, or offers his resignation and leaves the service without action thereon on such short notice as to cause embarassment to the service, shall be recommended for dismissal unless he can give satisfactory reasons for his action."

Please advise this office by return mail as to what action you propose to take in the matter.

J. T. YATES

Tompkinsville, N.Y., Feb. 15th, 1917.

Copy forwarded to Geo. E. Hansen, Keeper, New London Ledge Light Station, New London, Conn., for information contained.

Highlands Feb 14th 1917

Capt J S Yates.

Sir

I am on my vacation and now at the Highlands and do not wish to go back to the Ledge but do not wish to leave the Service and would ask you if you would send another man to the Ledge and let me stay home until there is a Vacancy for me at some other station please answer

LIGHT-HOUSE INSPECTOR 32 DIST. FEB 15 1917 RECEIVED TOMPKINSVILLE, N.Y.

February 26,1917

gning your position as
t Station, has been rec-
mmendation that same be
18,1917.

YATES.

tor

Highlands Feb 14 1917

Capt J S Watts.

Sir



I am on my vacation and now at the Highlands and do not wish to go back to the Ledge but do not wish to leave the Service and would ask you if you would send another man to the Ledge and let me stay home until there is a Vacancy for me at some other station Please answer

if you can do this or will I have to resign for I do not wish to go back on the Ledge Yours Respy.

Samuel E Leonard
Highlands
New Jersey.

2-19

FWO/EJC.

Sam'l E. Leonard,2d Asst.Keeper,
New London Ledge Light Station,
Highlands, New Jersey.

February 15th, 1917.

Your letter of February 14th, 1917, has been received and contents noted.

You are directed to either return to New London Ledge Light Station at the expiration of leave granted you or to submit your resignation, your attention in this connection being invited to Paragraph 46 of Instructions to Employees, which states that, "Any person who leaves the service without due notice,or offers his resignation and leaves the service without action thereon on such short notice as to cause embarassment to the service,shall be recommended for dismissal unless he can give satisfactory reasons for his action."

Please advise this office by return mail as to what action you propose to take in the matter.

J. T. YATES

Tompkinsville,N.Y., Feb. 15th, 1917.

Copy forwarded to Geo. E.Hansen, Keeper, New London Ledge Light Station, New London, Conn., for information contained.

JHG

Samuel E. Leonard, ,

Highlands,

N. J.

February 26,1917

Your letter dated February 16,1917 resigning your position as 2nd assistant keeper of New London Ledge Light Station, has been received and forwarded to Washington, with recommendation that same be accepted, effective at the close of February 18,1917.

J. T. YATES.
Inspector

LIGHT
MAR 2 1917
HOUSES

March 1, 1917.

Sir:

The Department is in receipt of your resignation, dated February 16, 1917, as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of February 18, 1917.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Mr. Samuel E. Leonard,
Through the Commissioner of Lighthouses.

L
C

46977

3-

JHG 73-

Samuel E. Leonard, 2nd Asst.Keeper, Feb. 8,1917

Through the Keeper,

New London Ledge Lt.Sta.,

New London, Conn.

Referring to your letter dated January 30,1917 requesting your transfer to some other light station where the work is not so heavy as at New London Ledge. A record has been made of your request for transfer and your name will be given due consideration for transfer to any vacancies that may occur at stations such as you desire.

J. T. YATES.

Inspector

COMPANSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

2-14

LIGHT-HOUSE INSPECTOR 32 DIST. FEB 1917 TOMPKINSVILLE, N.Y.

THIRD DISTRICT

New London Ledge
(Station, Depot, or Vessel)

Jan 30, 1917.

Inspector:

Sir

I am not Able to Handal The Fog Engine And Would ask you If you Could Apoint me To another Station Some Thing Like Latmer Reff the Engne & Stoft To Work in new London is To much for me So if you Hove any vacanty Pleare Let me know for I Can not Handle this one I dont wish to Leave the Seivice But I cannot Work at the Ledge

I am yours Respectfully
Samuel E Leonard 2nd asst Keeper
new London Ledge

Hansen
Keeper.

Department of Commerce
Lighthouse Service

Third District
New London Ledge
Jan 30,1917.

Inspector:

Sir

I am not able to handle the fog engine and would ask you if you could apoint me to another station some thing like Latmer Reef. the engine I haft to work in New London is to much for me so if you have any vacanty please let me know for I cannot handle this one. I dont wish to leave the Service but I cannot work at the Ledge

I am yours Respectfully

sgd Samuel E.Leonard
2nd Asst.Keeper
New London Ledge

sgd Hansen
Keeper

ADDRESS ALL COMMUNICATIONS
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

25

LIGHTHOUSE INSPECTOR 2D DIST. FEB 13 1917 RECEIVED TOMPKINSVILLE, N.Y.

Resigned Feb. 1917

crew London Ledge
(Station, Depot, or Vessel)

Feb 8, 1917

Inspector

Sir

thes are the Stations with i can and will Except

X Barnegat 2 assistent-Keeper
X Bergan Point- 1 assistent-Keeper
X Chapell Hill Keeper
X Conover Beacon Keeper
X Coney Island 2 assistent-Keeper
X Cold Spring Harbor Keeper or assistent-Keeper
X Elm Tree Keeper
X Fort-Wadsworth Keeper
X Governors Island Keeper or assistent-Keeper
X Hogs Island 2 assistent-Keeper
X Hudson city Keeper or assistent-Keeper
X Horsford Inlet- Keeper or assistent-Keeper
X Ludlum Beach 2 assistent- Palmer Reef. 1 assistent Keeper
X Lloyd Harbor 1 assistent-Keeper
X Mussel Bed Shoal Keeper
X crane Sunk 3 assistent-Keeper
+ old orchard Sholes 1 assistent-Keeper
X Point Comfort Keeper
X crew Haven 2 assistent-Keeper

Samuel E Leonard
CREW London Ledge
Conn

Hansen
Keeper

ESS ALL COMMUNICATIONS TO
IGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

LIGHT-HOUSE INSPECTOR
3D DIST.
FEB
2 3
1917
RECEIVED
TOMPKINSVILLE, N.Y.

CrEw London Ledge
(Station, Depot, or Vessel)

Feb 8, 1917

Inspector

Sir

thes ar the Stations that i Cru and will Except
Plum Beach 1 assistant - Keeper
Pecks Ledge 1 assistant - Keeper
Penfield Reef 1 assistant - Keeper
Rockland Lake 1 assistant - Keeper
Slaten Island Keeper an assistant Keeper
Robbins Reef Keeper
Rondout Keeper
Seagate Keeper an assistant Keeper
Sakonnet Keeper as assistant Keeper
Sandy Hook Keeper
Stamford Harbor 1 assistant - Keeper
Southwest Ledge 1 assistant - Keepir
Stoney Point Keeper
Tucker Beach Keeper
West Point Keeper
Walch Hice 1 assistant Keeper Samuel E Leonard
West Bank 1 assistant Keeper CrEw London Ledge

Yours
Keeper

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



THIRD DISTRICT

crew London Ledge
(Station, Depot, or Vessel)

Feb 8, 1917

Inspector Sir

These are the Statoins with 1 Com and Wife Except

Plum Beach 1 assistant-Keeper
Plecks Ledge 1 assistant-Keeper
Penfield Reef 1 assistant-Keeper
Rockland Lake 1 assistant-Keeper
Slaten Island Keeper or Assistant Keeper
Robbins Reef Keeper
Rondout- Keeper
Seagate Keeper or assistant-Keeper
Sakonnet- Keeper or assistant Keeper
Sandy Hook Keeper
Stamford Harbor 1 assistant-Keeper
South west-Ledge 1 assistant-Keeper
Stony Point- Keeper
Tucker Beach Keeper
West Point- Keeper
Watch Hill 1 assistant-Keeper
West-Bank 1 assistant-Keeper

Samuel E Leonard
crew London Ledge
Conn

Samuel E Leonard
Keeper

ADDRESS ALL COMMUNICATIONS
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT-HOUSE INSPECTOR 2d DIST. FEB 2 1917 RECEIVED TOMPKINSVILLE, N.Y.

THIRD DISTRICT

crew London Ledge
(Station, Depot, or Vessel)

Feb 8, 1917

Inspector

Sir

these are the Stations which I can and will Except
Barnegat .2. assistant-Keeper
Bergan Point- 1 assistent-Keeper
Chapel Hill Keeper
Conover Beacon Keeper
Conely Island .2. assistant-Keeper
Cold Spring Harbor Keeper an assistent-Keeper
Elm Tree Keeper
Fort-wadsworth Keeper
Governors Island Keeper or assistent-Keeper
Hog Island 2. assistent-Keeper
Hudson city Keeper an assistent-Keeper
Horsford Inlet- Keeper an assistent-Keeper
Ludlum Beach 2 assistent-Keeper
Lloyd Harbor 1 assistent Keeper Lolmer Reef 1 assistent Keeper
Mussel Bed Shoal Keeper
cranesmuk 3 assistent-Keeper Samuel E Leonard
Point-Comfort- Keeper old orchard Shoal 1 assistent Keeper crew London Ledge
crew Haven 2 assistent-Keeper Hanson Conn
Keeper

4643

JHG

Mr. Samuel E. Leonard,
Miller Street,
Highlands, N. J.

Dec. 22,1916

Sir:-

Advise this office by return mail whether or not you would like to be considered for the position of 2nd assistant keeper of New London Ledge Lt. Stat. located off shore in Long Island Sound, or for the position of 2nd assistant keeper of Stratford Shoal Lt.Sta., located off shore in Long Island Sound. The salary of each position is $456.00 per annum. Quarters are provided for keepers, but not for families of keepers. Family quarters can probably be rented in nearby cities. There is a fuel allowance of 11 tons of coal and 1 cord of wood per year for 3 keepers at New London, and of 10 tons of coal and 1 cord of wood per year for 3 keepers at Stratford Shoal, and in addition a ration allowance of 30 cents per day.

White it is understood you stated in your application form you would only accept appointment to a station with family quarters, you are requested to advise this office whether or not you would accept the positions mentioned above, although family quarters are not provided. In view of the fact that we have a large list of eligibles who desire employment only at stations with family quarters, and as appointment to such a position is very remote since such positions are in practically all cases filled by the transfer of men already in the service who have been employed at less desirable stations where quarters for families are not provided, it was thought that perhaps you might wish to be considered for this position.

Respectfully,

J. T. YATES.

Inspector

Highlands Dec 23 1916

Mr J. T Gallo Inspector

Sir

I will wish to be considered for new London Lt Station and will be oblige to you I am

Yours Respectfully

Samuel E Leonard

Mail Street Highlands

Monmouth Co

N. J.

LIGHT-HOUSE INSPECTOR 3d DIST. DEC 26 1916 RECEIVED TOMPKINSVILLE N.Y.

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

January 10, 1917.

LIGHT-HOUSE INSPECTOR 3d DIST. JAN 19 1917 RECEIVED TOMPKINSVILLE N.Y.

JAN 1917 HOUSES

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of this date, the Department hereby grants authority for the assignment of Samuel E. Leonard to duty as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, vice James N. Kelch, who, it is reported, has resigned. A formal appointment will be issued to Mr. Leonard upon receipt of nomination, approved by the local civil-service district secretary, and subsequent to the Department's action upon the resignation of Mr. Kelch.

E. F. Sweet
Acting Secretary.

Bureau of Lighthouses, Washington.
JAN 18 1917

To Lighthouse Inspector, Tompkinsville N.Y. telegram
for his information, guidance, and files of office. See Bureau
of Jan 19/1917.

Conway
Acting Commissioner.

L
C

JHG

Mr. Samuel E. Leonard,

Miller Street,

Highlands, N. J.

January 10,1917

Sir:-

Referring to your letter dated December 23,1916 stating you are willing to accept the position of 2nd assistant keeper of New London Ledge Light Station,Conn.

You are informed that you have to-day been nominated for appointment to this position, and in accordance therewith are hereby directed to hold yourself in readiness to report for duty at that station as soon as definite orders are sent you. Should you be appointed to this position your services will probably be required about January 12,1917, and all transportation charges will be at your own expense. The name and address of the Keeper of New London Ledge Light Station, are George E. Hansen, New London, Conn.

Respectfully,

J T YATES

Inspector

Tompkinsville, N.Y.,
Jan.10,1917

Copy forwarded to Keeper of New London Ledge Lt.Sta.,for his information.

Be on the lookout for Leonard at New London on January 12, or the next few days if he does not arrive on the 12th, so as to take him to the station. Report to this office promptly by mail the date on which he reports for duty.

J. T. YATES.

Inspector

OFFICE OF LIGHTHOUSE INSPECTOR, 3rd DISTRICT.

Tompkinsville, N. Y., January, 1917
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)

Action recommended, Probationary appointment.

Name, Samuel E. Leonard

Legal residence, New Jersey

Position, 2nd assistant keeper

Salary, $456. per annum

Location, New London Ledge Lt.Sta., Conn.

Appropriation, Salaries, Keepers of Lighthouses

Effective January 1917 {'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, 1 Rating, Keeper Percentage, 81.0, Other eligibles considered:

None

Previous incumbent, James M. Kelch

Services terminated, Jan.6,1917

Reason, Resigned

Assignment to duty on Jan. 1917, was necessary for the reason that it was not practicable to permit this position to remain vacant until appointment certificate could be obtained.

Members of family in Government Service, None.

Remarks: No employee of District desired transfer to this position. There are no quarters for families of keepers at this station. Nos. 1 to 4 on eligible list will only accept appointment to stations where there are certain specified quarters are provided. Nos. 6,8 & 9 will only accept appointment to stations where family quarters are provided. Nos.1 & 11 are not eligible for appointment to this station.

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

(Sgd.) J T YATES

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

---

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

11—2314

Mr. Samuel E. Leonard,

Miller Street,

January 11,1917

Form 56

TELEGRAM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

NDW

IDENTIFICATION CARD NO.



RECEIVER'S No.	TIME FILED	CHECK
		PAID, GOVERNMENT RATE

OFFICIAL BUSINESS

Washington D C January 10 1917, 191
(Place and date)

SEND TO Lighthouse Inspector Saint George New York

~~Assignment~~ Cranmer assistant keeper Penfield ~~Reef four ninety two annum effective as recommended yours ninth~~ Leonard second assistant new London as recommended yours ninth tenth

PUTNAM

- -

CONFIRMATION

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.
APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST:

(Name)

Commissioner.
(Title)

11—4649

J. T. YATES,

Inspector

JHG

Mr. Samuel E. Leonard, January 11,1917

Miller Street,

Highlands, N. J.

Sir:-

Confirming telegram sent you this date, you are informed that you have been appointed to the position of second assistant keeper of New London Ledge Light Station, Connecticut, and in accordance therewith are hereby directed to report at that station for duty at the earliest possible date. Transportation will be at your own expense. Show this letter to the keeper, which will be his authority for assigning you to duty. The keeper's name and address are George E. Hansen, New London, Conn.

Respectfully,

J T YATES

Inspector

Tompkinsville, N.Y.,
Jan.11,1917
Copy forwarded to keeper of New London Ledge Lt.Sta., for his information.
Report to this office promptly by mail the date on which Leonard reports for duty.

J. T. YATES,

Inspector

OFFICIAL BUSINESS

CHECK
PAID, GOVERNMENT RATE

SEND TO Samuel E Leonard

Miller Street

Highlands N J

Tompkinsville, N Y January 11, 1917
(Place and date)

Report to New London Ledge Light Station for duty assistant keeper earliest possible date.

Lighthouse Inspector

J T YATES

Inspector 3rd L.H. District
Tompkinsville N Y

(Name)

(Title)

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.
APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST:

11—4649

11—4649

(Title)

A copy of the proposed nomination, with date of entry on duty omitted, is

Form 56

TELEGRAM

Department of Commerce and Labor

LIGHTHOUSE SERVICE

IDENTIFICATION CARD NO. .....

RECEIVER'S No.	TIME FILED	CHECK
		PAID, GOVERNMENT RATE

OFFICIAL BUSINESS

Tompkinsville, N. Y. January 10, 1917, 191
(Place and date)

SEND TO Lighthouse Commissioner

Washington

Request authority assign Samuel E Leonard to duty second assistant keeper New London Ledge January twelfth vice Kelch resigned no members family in service District Secretary approves

YATES

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.
APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST: J. T. YATES
Inspector 3rd Lighthouse District
Tompkinsville N Y
(Name)
(Title)

11—4649

is received as to his entrance on duty nomination [illegible]

A copy of the proposed nomination, with date of entry on duty omitted, is attached hereto for your information.

Respectfully,

J. T. YATES.

Inspector

JHG

Secretary, 2nd Civil Service District, January 12,1917

Custom House,

New York, N. Y.

Sir:-

Referring to Memorandum of Changes in Eligible List of Keepers and Assistant Keepers, sent you January 10,1917, giving the names of Harry R. Parmelee and Samuel E. Leonard.

You are advised that in accordance with authority of the Bureau of Lighthouses ~~was~~ Leonard was selected for the position of second assistant keeper of New London Ledge Light Station, and by letter of January 10 was directed to report for duty at that station. As soon as information is received as to his entrance on duty nomination form will be sent you. A copy of the proposed nomination, with date of entry on duty omitted, is attached hereto for your information.

Respectfully,

J. T. YATES.

Inspector

THIRD DISTRICT

New London Ledge
(Station, Depot, or Vessel)

Jan 16, 1917

Inspector:

Mr. Lamord reported for duty today.

Hansen
Keeper.

E O D Jan 16-1917

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., January 17, 1917
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)
Action recommended, Probationary appointment.

Name, Samuel E. Leonard — Legal residence, New Jersey

Position, 2nd assistant keeper — Salary, $456.00 per annum

Location, New London Ledge Lt.Sta., Conn. — Appropriation, Salaries, Keepers of Lighthouses

Effective January 16, 1917 — {1 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, 1 — Rating, Keeper — Percentage, 81.0 — Other eligibles considered: None

Previous incumbent, James W. Kelch — Services terminated, January 5, 1917

Reason, Resigned

Members of family in Government Service, None

Remarks: Assignment to duty on Jan.16,1917 was necessary for the reason that it was not practicable to permit this position to remain vacant until appointment certificate could be obtained. No employee of District desired transfer to this position. There are no quarters for families of keepers at this station. Nos. 1 to 4 on eligible list will not accept appointment except to certain specified stations. Nos.6,8 & 9 will only accept appointment to stations where family quarters are provided. Nos. 1 & 11 are not eligible for appointment to this station.

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

In the absence and by direction of Inspector.

ASPINWALL

BUTLER Secretary,

SKELL

Samuel E. Leonard,
2nd Asst. Keeper,
New London Ledge Light Sta.,
New London, Conn.

Submitted to the Secretary

1 Strike out the clause which does not apply.

CERTIFICATE OF PROBATIONARY APPOINTMENT.

LIGHT
JAN 23 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1917.

Mr. Samuel E. Leonard,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you entered upon duty in the above-mentioned position.

By selection from certificate of eligibles (No.- - -) issued by the local Civil Service Board for the Third Lighthouse District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

L
C

Appropriation Salaries, Keepers of Lighthouses.

Vice James N. Kelch.

Legal Residence: New Jersey.

(See reverse side.)

Samuel E. Leonard.

Samuel E. Leonard

STATE FROM WHICH APPOINTED
N.J.

INACTIVE

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
Asst Keeper	$420	Light-House.	Nov. 11, 1902
3 Dist Insp	pa.		
Resigned March 1, 1903.			
2nd Asst Kpr. New London Ledge L H Conn	$456.	L. H.	Jan. 16, 1917
Resigned close Feb 15. 1917.			

INACTIVE

B.

COMMUNICATIONS SHOULD BE ADDRESSED TO THE LIGHT-HOUSE BOARD. IN WRITING UPON THE SUBJECT OF THIS LETTER QUOTE THE FOLLOWING FILE NUMBER:

FILE NO. 5384

TREASURY DEPARTMENT,

OFFICE OF THE LIGHT-HOUSE BOARD,

Washington, October 24, 1902.

Three Enclosures.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the probationary appointment of Mr. Samuel E. Leonard as Assistant Keeper at Latimer Reef, N.Y., light-station, with pay at the rate of $420. a year, in the place of Mr. William J. Mendel, transferred.

Mr. Leonard has passed the required civil service examination and obtained a rating of 82 per cent. in Class 3.

The Inspector of the 3rd Light-House District states that the position was offered to those persons whose names were on the eligible list with a higher rating than that of Mr. Leonard, as follows:

Mr. Herbert L. Perry, declined. His letter of declination is enclosed. also serving on Supply Steamer "Armeria"

Mr. James C. Corcoran was offered the position but no reply was received. Second offer

Mr. William G. Thordsen was offered the position but no reply was received. Second offer

Mr. James B. Murdock declined. His letter of decli-

nation is enclosed. is Labor at Rembrandt Peale's

Mr. Ezra L. Kelsey was offered the position but declined. A copy of a telegram received from him, is enclosed.

Respectfully,

W. Maynard

Captain, U. S. N.,

Naval Secretary.

C

DIVISION OF APPOINTMENTS.
Form No. 247.—Ed. 9 23 1902 1,000.

Treasury Department,

OFFICE OF THE SECRETARY

Washington, D. C., November 11, 1902.

Mr Samuel E. Leonard,

Care of the Chairman

of the Light-House Board.

Sir:

Having been certified as eligible by the United States Civil Service Commission, you are hereby appointed Assistant KEEPER of the Latimer Reef Light Station, New York, with compensation at the rate of four hundred and twenty dollars ($420.00) per annum for a *probationary period of six months,* from date of entering on duty, subject to taking the required oath of office.

Respectfully,

(Signed) H. A. Taylor.

Acting Secretary.

DIVISION OF APPOINTMENTS.
Form 68-3.—Ed. 9 27 1900 2,000.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., November 11, 1902.

The Chairman of the
Light-House Board,
Washington, D.C.

Sir:

In order that the Department may comply with the requirements of Section 3, Rule VIII, Civil Service Rules, you will report to this office in writing near the end of the probationary term, viz: May 11, 1903,

of Mr. Samuel E. Leonard,

appointed Assistant Keeper, Latimer Reef Light-Station, New York,

on November 11, 1902, *to serve under your direction, whether* his *conduct and capacity have been satisfactory during said term, and whether you recommend* his *absolute appointment.*

If his *conduct and capacity have not been satisfactory, you will state specifically the reasons why they have not been.*

Respectfully,

(Signed) H. A. Taylor.

Acting *Secretary.*

T

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 1 4 1900 1,500.

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

I, Samuel E Leonard 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.

Samuel E Leonard

E. O. d. Nov. 18, 1902

Sworn and subscribed before me, this 18 day of November A. D. 1902

Charles T Mason

Notary Public

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Asst. Lt. H. Keeper	Katama Reef Light-House	New York City	New Jersey

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.*

DIVISION OF
APPOINTMENTS.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,
Washington, November 12, 1902.

J.A.D.

The U.S. Civil Service Commission,
Washington, D.C.

Gentlemen:-

Referring to the probationary appointment of Mr. Samuel E. Leonard to be Assistant Keeper at the Latimer Reef Light-Station, New York, issued on November 11, 1902, I have to inform you that the position was offered to the following-named persons who were rated higher on the eligible list than Mr. Leonard:

Mr. Herbert L. Perry, who is serving on the supply steamer "Armeria,"--declined;

Mr. James C. Corcoran and Mr. William G. Thordsen, from whom no replies were received;

Mr. James B. Murdock, who is Laborer at the Rondout Post Light, New York; and

Mr. Ezra L. Kelsey, who declined.

Respectfully,

(Signed) H. A. Taylor.

Acting Secretary.

R. b.l.

T

Latimer Reef Light Station Feb 16 1903
Stonington Conn

Captain Wm M Folger USN
Light House Inspector 3 District
Thompkinsville N Y

Sir

I Am Wishing to Remain at Latimer Reef Light Station any Longer than the first of march i would ask you to Except my Resignation to Take afect the first of march 1903 Hoping this will meet your Pleasure i am very Respectfully

Samuel E Leonard
Asst Keeper Latimer Reef Light Station
Stonington Conn

#420

Charles E. P. Hayes
Keeper

DIVISION OF
APPOINTMENTS.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, March 2, 1903.

J. A. D.

Mr. Samuel E. Leonard,

Care of the Chairman

of the Light-House Board.

Sir:-

Your resignation as Assistant Keeper of the Latimer Reef Light-Station, New York, is received and hereby accepted, to take effect from March 1, 1903.

Respectfully,

(Signed) O. L. Spaulding

Acting Secretary.

T

(Copy)

CHIEF CLERK JAN 10 1917

DEPARTMENT OF COMMERCE

SPECIAL

Telegram.

Tompkinsville S I N Y January 10 1917

APPOINTMENT JAN 10 1917 3.

Lighthouse Commissioner
Washington

Request authority assign Samuel E. Leonard to duty second assistant keeper New London Ledge U.S. January twelfth vice Kelch resigned No members family in service District secretary approves

(Signed) Yates

$ 456. Jan.
Vice-Wm. J. Mulvey
Resigned Dec 9/16

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JAN 10 1917 DEPARTMENT OF COMMERCE McC.

Bureau of Lighthouses,
January 10, 1917.

Submitted to Secretary of Commerce recommended for approval. The usual nomination will be submitted to the Department, when received, at which time formal appointment may be issued.

Appropriation Salaries, Keepers of Lighthouses.

J Conway
Acting Commissioner.

1-10-17

January 10, 1917.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of this date, the Department hereby grants authority for the assignment of Samuel E. Leonard to duty as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, vice James N. Kelch, who, it is reported, has resigned. A formal appointment will be issued to Mr. Leonard upon receipt of nomination, approved by the local civil-service district secretary, and subsequent to the Department's action upon the resignation of Mr. Kelch.

CARDED.

SIGNED) E. F. SWEET

Acting Secretary.

L
C

Form 73 JHG

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND U.S. CIVIL SERVICE DISTRICT RECD JAN 18 1917

LIGHT HOUSES JAN 19 1917

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., (City.) January 17,1917 (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)
Action recommended, Probationary appointment.

CHIEF CLERK JAN 22 1917

Name, Samuel E. Leonard — Legal residence, New Jersey

Position, 2nd assistant keeper — Salary, $456.00 per annum

Location, New London Ledge Lt.Sta., Conn. — Appropriation, Salaries, Keepers of Lighthouses

Effective January 16,1917 — {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

APPOINTMENTS JAN 22 1917

Former position, — Former salary,

Location,

JAN 22 1917 DEPARTMENT OF COMMERCE

Rank on eligible list, 1 Rating, Keeper Percentage, 81.0 , Other eligibles considered:

Previous incumbent, James N. Kelch — Services terminated, January 6,1917

Reason, Resigned

Assignment to duty on Jan.16,1917 was necessary for the reason that it was not practicable to permit this position to remain vacant until appointment certificate could be obtained.

Members of family in Government Service, None

Remarks: No employee of District desired transfer to this position. There are no quarters for families of keepers at this station. Nos. 1 to 4 on eligible list will not accept appointment except to certain specified stations. Nos.6,8 & 9 will only accept appointment to stations where family quarters are provided. Nos. 1 & 11 are not eligible for appointment to this station.

Selection regular, subject to the action of the U. S. Civil Service Commission. JAN 18 1917 , 191

In the absence and by direction of Inspector.

H Parker
Assistant Secretary, SECOND Civil Service District.

Superintendent

McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 19 1917

Submitted to the Secretary of Commerce, approved.

Attention is invited to Department letter of January 10, 1917, authorizing the assignment of Leonard to duty.

1-22-17

Acting Commissioner.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1917.

Mr. Samuel E. Leonard,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you entered upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. - - - -) issued by the local Civil Service Board for the Third Lighthouse District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASEB
Chief of Appointment Division.

CHANGE REPORTED
JAN 23 1917
COMMISSION.

L
C

CARDED

APPOINTMENT DIVISION ENTERED JAN 22 1917 DEPARTMENT OF COMMERCE

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James N. Kelch.

Legal Residence: New Jersey.

(See reverse side.)

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

APPOINTMENTS MAR 7 1917
LIGHT HOUSES FEB 5 1917
CHIEF CLERK MAR 7 1917

I, Samuel E. Leonard

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.

☞ Samuel E Leonard
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 31 st. day of January, A. D. 191 7

(Affix official seal here)

[4](Name) George E. Simpson
Samuel E Leonard

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Asst. Keeper	$456.00 p.a.	New London Ledge Lt. Sta., Conn.
Former[5]		

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

Office of Lighthouse Inspector, Third District

Tompkinsville, N. Y. (Address) Feby 3, 1917 (Date)

The above-named appointee entered upon duty on January 16, 1917 (Date)

CARDED.

J. T. Yates
(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

MAR 7 - 1917

LIGHT-HOUSE INSPECTOR 2d DIST. FEB 31 1917 RECEIVED TOMPKINSVILLE, N.Y.
LIGHT FEB 5 1917 HOUSES
CHIEF CLERK FEB 6 1917
APPOINTMENT FEB 6 1917

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

MARCH 5, 1913.

To the CHIEFS OF BUREAUS OF THE DEPARTMENT OF COMMERCE:

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

William C. Redfield
Secretary.

PART I.

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

CARDED.

1. What is your full name? (State whether Mr., Miss, or Mrs. and spell out names in full, including middle name or names. Example: Mr. John Richard Roe. If name itself is merely a letter, it should be so stated.)
Samuel Edward Leonard

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.)
Highlands (City or town.) monmouth (State or Territory.) cunty (County.) new Jersey (State or Territory.) 3 (Congressional district.)

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

5. Where were you born? new york city

6. When were you born? april (Month.) 3 (Day.) 1864 (Year.)

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

Mrs Eliza Jane Leonard (Name.) Hicksville (Number and street.)

(City or town.) New Jersey (State or Territory.)

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

(If answer is "Yes," give in blank spaces below the information called for by the headings.)

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

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

~~Doctor Jas Hoffmann~~ Local Civ Service January 5, 1917

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

Wear Glasses to Read By. Eyes are fair

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Lattiman Reef 3 dist		2. asst	435		

12. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

no

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
		no	

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
		no	

15. Are you the widow or orphan of an honorably discharged soldier or sailor? ..... (If answer is "yes," give the information called for by the blanks below.)

Relationship (widow or orphan) .....

Name under which soldier or sailor rendered service .....

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

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

Switch man for Central Rail Road Co of N J

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

a Fair Public School Education

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

non

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

Light House Service New London Ledge June 16 1917

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

they were written By me

21. State the date upon which the above blanks were filled. January 30th, 1917

Witness:

George C. Worpey

In case signature is by mark.

(Signature) Samuel E Leonard

P. O. Address: New London Ledge

City or town.

Number and street.

Connecticut

State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded Feby 3, 1917

(Signature) J. O. Yates

(Official title)

11—1434

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned or by some authorized official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed: L.H. Pierce / New London Ledge / L.S. Coast / 3d
   Bureau or Service. / Place (city, town, station, or vessel). / District.
2. To what position has he been appointed? 2d Asst Keeper
3. State the date of appointment. Jany 22, 1917
4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.) Date E.O.D.
5. State the date of the oath. Jany 21, 1917
6. State the date the employee entered on duty Jany 16, 1917
7. What is his salary? 456 per a.
8. From what appropriation is he paid? Salaries Keepers
9. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive
10. If classified, state the date of classification. May 6, 1916
11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.) Final Civ Service Exam Jany 5, 1917
12. Is the employee required to give bond? No
13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained. ✓
14. If foreign born, state when and where naturalization papers were taken out. ✓

Reviewed, approved, and forwarded to the Department. (Signature) J. Hayes

(Official title)

Date: ——, 191

11—1434

Form 93 JHG

Dept Notified

Per

LETTER TRANSMITTING RESIGNATION

LIGHT FEB 27 1917 HOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK MAR 1 1917

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., Feb. 26, 1917

THE COMMISSIONER OF LIGHTHOUSES:

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

APPOINTMENT MAR 1 1917

Name, Samuel E. Leonard Position, 2nd Assistant Keeper

Legal residence, New Jersey Station, New London Ledge Light Sta., Conn.

Salary, $456.00 per annum

The acceptance of this resignation is recommended effective at the close of Feb. 18, 1917

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

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 1 - 1917 DEPARTMENT OF COMMERCE

3-1-17

J. F. Yates

BUREAU OF LIGHTHOUSES

WASHINGTON

FEB 28 1917

Submitted to the Secretary of Commerce, approved.

11—4623

S. Conway

Acting Commissioner

WB

Highlands Feb 16th 1917

Capt J Yatts

Sir

Your letter
Date 15th. Recd
I would
say please except my
resignation and please
forward me my check
for February for I do not
care to go back on the Ledge
I have reasons I do not care
to mention please send check
to Highlands New Jersey.

LIGHT-HOUSE INSPECTOR 2ND DIST. FEB 17 1917 RECEIVED TOMPKINSVILLE, N.Y.
LIGHT FEB 27 1917 HOUSES

Yours Respy.

Samuel E. Leonard

Highlands

New Jersey.

March 1, 1917.

Sir:

The Department is in receipt of your resignation, dated February 16, 1917, as second assistant keeper of New London Ledge Light Station, Connecticut, at $456 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of February 18, 1917.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Samuel E. Leonard,
Through the Commissioner of Lighthouses.

CARDED

APPOINTMENT DIVISION RECEIVED MAR 1 - 1917 DEPT OF COMMERCE

CHANGE REPORTED FEB 1917 U.S. COMMISSION

L
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