REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

26 MAR 24 PM12:16:28
Date: 03/20/2026

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
Marchant, John, M.		1882 VA

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: 1955 VA

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 (MD/VA)		
From: 1911	To: 1943	
(Agency & Location) Soundex = M625		
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-000717572

Attendant Signature:

CMRS Search Request Number(s): Submitted to Arc. search 3/24/26 SBM

Remarks:

26 APR 29 AM10:17:30

SCREENING NOTES

☑ Reviewed and Nothing Removed DL

☐ 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:

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 3713

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date January 10, 1941.

Name: Marchant, John M.

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No: 1232

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1680-2040)	Field (Range $1680-2040)
Salary	$1680 p.a. plus $60 p.a.Qtrs.	$1740 p.a. plus $60 p.a.Qtrs.
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Norfolk, Virginia
Post of Duty		Tue Marshes Lt. Sta., Va.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE January 16, 1941.

Remarks:

Justification:

No increase in pay since November 1, 1936.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

N. R. STILES,
Commander, U. S. Coast Guard,
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 12-5-1882

LEGAL RESIDENCE: Va.

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY: JAN 20 1941

INTERLEAVED—PATD. — PANTOGRAPH

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) John M Marchant Sex Male

Present address Hudgins Va Date of birth 1882

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
Sept 1934	oct 1939		Hudgins Va

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? No (Yes or no)

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I.
Apparently No Criminal Record.

Have you ever been fingerprinted? No Where?

When? If for the Civil Service, what position?

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

John M Marchant
Customary payroll signature of employee

U.S. COAST GUARD

Subscribed and sworn to before me this 6 day of October 1939.

R. D. Cooke, Deputy Clerk
~~Notary Public~~
Circuit Court of Mathews County, Va.

~~My commission expires~~

July 1, 1939. Lighthouse Districts No. Fifth

consolidated with Norfolk Coast Guard District,

Headquarters Norfolk, Virginia

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

John M Marchant — (Name)

Va — (Legal Residence)

STATUS

DATE OF BIRTH 12-8-1882 11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Asst Kpr	Prob.	480	L.H.-Tangier Sound L.S.Sta	Nov 10/11
"	Trans.	480	" Rappahannock River " "	Oct 1/13
2nd Asst Kpr	"	456	" Wolf Trap " "	Feb 1/16
	RESIGNED CLOSE OF	Sept 30, 1916.		
Asst. Kpr	Reinstated	576	L.H.-Windmill Pt. L.S.Sta	Jan 30/17
Keeper	Increase	720	" " " "	Nov 1/18
"	" "	780	" " " "	Jan 30/22
"	Trans	"	" Stingray Point, Va.	Oct 1/23
"	Red. pay	1020	" " " "	July 1/24
"	"	1260	" " " "	Feb 1/25
"	Incr. comp.	1320	" " " "	July 1/25
" INCREASE IN COMPENSATION		1380	" " " "	JAN 1 1927
" COMPENSATION Act. May 28, 1928.		1500	" " " "	JUL 1 1928
" INCREASE IN COMPENSATION		1560	" " " 5th Dist "	JAN 1 1931
"	Trans. & Promn.	1620	L.H. Maryland Pt. L.S. Md.	May 15, 1933
"	"	1680	" Pages Rock L.S.	1-1-36
"	Trans (73A)	1680	" The Marshes L.S.	6-1-38

Form 73 a

LL

REPORT OF TRANSFER OF APPOINTEE

LIGHTHOUSES
JUN 14 8 38 AM '38

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

DEPARTMENT OF COMMERCE
JUL. 2 1938
DIVISION OF PERSONNEL

Norfolk, Virginia, June 13, 19 38

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about June 1, 1938
(See instructions on reverse side)

Name, John M.Marchant

Position, Keeper

From Pages Rock Lt. Sta., Va.

To Tue Marshes Lt.Sta., Va.

Salary and range, $1680 ($1680-2040)

Salary and range, $1680 ($1680-2040)

Previous incumbent and pay, --Himself (LT. # 1232)

Services terminated, --

Reason, Switching personnel and positions of the two stations in accordance with Bureau letter 6/7/38.

N. C. Manyon,
Superintendent of Lighthouses.

LL

Norfolk, Va., June 13, , 19 38

The above-referred-to transfer became effective beginning with June 1, 1938
(Enter effective date in this space if transfer has been actually completed)

N. C. Manyon,
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

July 1, 1938

Submitted to the Secretary of Commerce for his information, attention being invited to the Department's approval on June 1 of the exchange in complements of the Tue Marshes and Pages Rock Light Stations, this form being submitted in the case of each employee, for record purposes.

CARDED

For the Commissioner:

Chief of Personnel Division.

11—11251 U. S. GOVERNMENT PRINTING OFFICE: 1934

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

June 10, 1937

DEPARTMENT OF COMMERCE
JUN 14 1937
DIVISION OF PERSONNEL
1937 JUN 12 PM 12 30
BUREAU OF LIGHTHOUSES
8 53 AM '37

Superintendent of Lighthouses: **Norfolk, Virginia**

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION **John M. Marchant, Keeper, $1680 Pages Rock**

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

Report effective date of entrance on duty authorized by Department notice of October 3, 1936.

For the Commissioner:

C. J. Ludwig, Jr.,
Chief Clerk
Chief of Personnel Division.

see

CARDED

LL

District **Fifth** Date **June 11, 1937**

Returned to Commissioner of Lighthouses:

Effective date requested above is November 1, 1936.

N. C. Manyon,
Superintendent of Lighthouses.

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date 6-12-37

BUREAU OF LIGHTHOUSES
WASHINGTON

June 12, 1937

Submitted to the Secretary of Commerce for information.

For the Commissioner:

13600

see

W. P. Harman
Administrative Assistant

Form A-38

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~

WASHINGTON

DIVISION OF PERSONNEL October 3, 1936.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective October 1, 1936, or 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,

EDW. J. GARDNER

OCT -7 1936

Chief, Division of Personnel.
~~Chief of Appointment Division.~~

From: $1620 per annum.

To: $1680 per annum.

Service and grade:

Appropriation (unit): Field.

APPOINTMENT CLERK
ENTERED
OCT 10 1936
SHEET NO. 520
DEPARTMENT OF COMMERCE

S
P

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
Ed. April, 1929

LL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
SEP 30 1936
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth District.

LIGHTHOUSES
SEP 18 8 33 AM '36

Norfolk, Virginia (City) September 16, 1936 (Date)

DEPARTMENT OF COMMERCE
OCT -3 1936
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and Promotion.

Name, John M. Marchant

Position, Keeper

Location, Pages Rock Light Station

Effective, October 1, 1936

Legal residence, Virginia

Proposed salary, $1680 p.a.

Proposed range, $1680-2040

Appropriation, Sal. Keepers of L. H.

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

Former position, Keeper

Location, Maryland Point Lt. Sta.

Former salary, $1620 p.a.

Former range, $1620-1980.

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

Previous incumbent, John F. Riley 1680 (Lt.#1232)

Reason, Transfer and Demotion - Reverts hereunto

Services terminated, Upon receipt of appt. as Keeper, Maryland Point Lt. Sta.

Members of family in Government service, None

Date of birth, Dec. 5, 1882

Remarks:

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

---
Secretary, Civil Service District.

L. M. Hopkins
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

September 29, 1936

Submitted to the Secretary of Commerce, approved, attention being invited to separate nomination of John F. Riley. - hereunto

Action O. K.
Chief Clerk

A. P. Harman
Acting Commissioner of Lighthouses

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

11—2314

LIGHTHOUSES
1933 MAY -20- AM 8:47

DEPARTMENT OF COMMERCE
Lighthouse Service

DEPARTMENT OF COMMERCE
MAY 22 1933
1933 MAY -22- PM 8:00

CHIEF CLERK

District Fifth

Date May 19, 1933.

CHANGE IN STATUS OF EMPLOYEES

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date JUN 12 1934

Name J. M. Marchant
Nature of Action Transfer & Promotion
Effective Date May 15, 1933.

	FROM	TO
Position	Asst. Keeper	Keeper
Pay	$1560.p.a.	$1620.p.a.
Station	Stingray Point Light Station, Va.	Maryland Point Light Station, Va.

CARDED

Remarks:

This change was made under authority of Department Form A-38, dated May 12, 1933.

MAY 22 1933
Submitted to Secretary of Commerce for his information.

For the Commissioner,
R. L. Faure
Chief, Personnel Division

For and in the absence of the Superintendent,
H. Keene
Signature. Chief Clerk.

NOTE: This form is to be used for both appointed and unappointed employees but only in reporting changes in status, such as salary promotions, changes in designation, etc. Separations in any manner (such as by resignation, death, retirement, etc.) should not be reported on this form but in such cases a certified copy of district Form 2806 should be forwarded to the Bureau in accordance with the instructions in Bureau Circular Letter No. 309 , dated November 30, 1931 .

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 12, 1933.

Mr. John M. Merchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective May 12, 1933, or 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 MAY 17 1933

Acting Chief of Appointment Division.

From: $1560 per annum.

To: $1620 per annum.

Service and grade: Field

Appropriation (unit):

5th
A

APPOINTMENT DIVISION
ENTERED ON JOURNAL
MAY 13 1933
SHEET NO. 4273
DEPARTMENT OF COMMERCE

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
Ed. April, 1929

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE APR 26 1933 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

Baltimore, Md. (City) April 18, (Date) 1933

DEPARTMENT OF COMMERCE APR 28 1933 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and Promotion — To fill pending Vacancy

Legal residence, Virginia

Name, John M. Marchant — Eob - Md.

Proposed salary, $1620.p.a.

Position, Keeper

Proposed range, $1620-1980.

Location, Maryland Point Light Station, Md.

Appropriation, Sal. Kprs. of L.H.

Effective, May 1, 1933

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

Former position, Asst. Keeper

Former salary, $1560.p.a.

Location, Stingray Point Light Station, Va.

Former range, $1380-1740.

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

Previous incumbent, John E. Morgan; his pay: $1800.p.a. (Lt.#1217) / to be Services terminated, April 30, 1933.

Reason, Disability retirement. - Pending - effective may 1, 1933.

Members of family in Government service, None.

Date of birth, December 5, 1882.

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 14 1933 DEPARTMENT OF COMMERCE

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

Secretary, *Civil Service District.*

L. M. Hoptins
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

April 25, 1933

Submitted to the Secretary of Commerce, approved, justification being hereto attached. The resulting vacancy at Stingray Point will be filled by transfer without change in pay.

Pos. 634 approved 5/12/33

Action O. K.

Kerlin
Adm. Asst. to Secy

W P Harman
Acting Commissioner of Lighthouses

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

11—2314

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 31, 1930

Mr. J. M. Marchant

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective January 1, 1931.

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1800

To: $1560

Service and grade: Range $1380-1740

Appropriation (unit): Salaries, Keepers of Lighthouses.

5th District.

WHC

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JAN 10 1931
SHEET NO. 2922
DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. John M. Merchant.

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

CARDED

11—0564

L

APPOINTMENT DIVISION
ENTERED
JUL 2 1928

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

February 23, 1927.

OFFICE OF SUPT. 5th DISTRICT
Baltimore, md.

2-8-27

Commissioner of Lighthouses
Washington, D. C.

Subject: Transfers and promotions.

1. Below is report for month of JANUARY of transfers, promotions and demotions made in this district which do not require oaths, including transfers made by Form 73a, with necessary data required by the Department in connection thereto:

NAME	POSITION	SALARY	NATURE OF CHANGE	LETTER DATE	EFFEC DATE OF CHANGE
MARCHANT, J. M.	ASST. KEEPER	$1380	INCREASE	1/1/27	1/1/27

/s/ King
Superintendent of Lighthouses

SEE LETTER OF FEBRUARY 8? 1927. in file of STAUBLY, L.H.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. John H. Marchant,

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 10731

C
5

APPOINTMENT DIVISION ENTERED JAN 14 1927 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Marchant, John Jr. POSITION Keeper

BUREAU ~~BUREAU OF LIGHTHOUSES~~ STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates Is differential recommended	Amt. per annum to be Added	Subtracted
780	240	1020	CR	164.25	1184.25	LHS	2	1200	yes	60	

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

approved-1260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1260 TO $1500

16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:

Kind of equipment Uniform; annual cost, $ Est. $20.00

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

WATER STATION

1. Operating 5th order light and bell fog signal,
2. Keeping the station painted and clean,
3. Keeping the machinery and small boats in order,
4. Keeping station records and preparing reports,
5. Going for mail and provisions,
6. Observing aids to navigation and conditions of weather,
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked 1 do not apply to his family who must live ashore.

...ON BOARD FORM NO. 1
...accordance with detailed
...n sheet, Form No. 2)

Sheet No. 147
2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Merchant (Surname) John (Given name) M. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Distr. Lighthouse Dist.
   (b) Subdivision Windmill Point Lt. Sta.,
   (c) City or town ..... State Va.
6. Pay-roll title Light Keeper
7. Customary office title Ass't. Keeper

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (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 1/2 of time from sunset to sunrise. m. to ... 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 .... $ 780. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 780. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None.
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 $164.25 45 cents per diem commutation of rations.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ Est. $20.00
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

WATER STATION

1. Operating 5th order light and bell fog signal,
2. Keeping the station painted and clean,
3. Keeping the machinery and small boats in order,
4. Keeping station records and preparing reports,
5. Going for mail and provisions,
6. Observing aids to navigation and conditions of weather,
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked ☒ do not apply to his family who must live ashore.

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

Ass't. Keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

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

This employee ranks second at this station and he regularly has no employees under him.

21. How long have the employee's duties been substantially as described above? Since Jan. 30, 1917.

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

May 25, (Date), 1923. H. D. Long (Signature of Preparing Officer) Supt. of Lighthouses. (Title)

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

_____
(Signature of Employee)

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

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

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

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

Technical Education: If essential, kind and extent ------

Experience: If essential, kind and extent ----------

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 $ 1020. to $ 1260. exclusive of allowances mentioned in Question 15.

May 25, (Date), 1923. H. D. Long (Signature of head of field office or station) Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. John M. Marchant,

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,

EDW. J. GARDNER.
Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1260.

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

EK

5th

APPOINTMENT DIVISION ENTERED FEB 5 1925 DEPARTMENT OF COMMERCE

FEB 5 - 1925

CARDED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1260 per annum to $ 1320 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,

JUL 8 - 1925

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—8074

H
5th

CARDED

APPOINTMENT DIVISION ENTERED JUL 10 1925 ON JOURNAL DEPARTMENT OF COMMERCE.

(CROSS REFERENCE)

Marchand, John M. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1020, effective July 1, 1924.

For authorization see letter dated JUL 23 1924 File No. 1095/21.

Form 73a

ICA

REPORT OF TRANSFER OF APPOINTE[E] LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1923 OCT 1 AM 8 58

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

Baltimore, Maryland, September 29, 1923

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on October 1st, 1923.

5 CHIEF CLERK

1923 OCT 2 AM 11 21

Name, John M. Marchant Position, Keeper

From Windmill Point Light Station Va To Stingray Point Light Station Va

DEPARTMENT OF COMMERCE OCT 2 1923 APPOINTMENT DIVISION.

Previous incumbent, William T. Brooks

Services terminated, September 30, 1923 Reason, Retired

APPOINTMENT DIVISION ENTERED OCT 3 1923 ON JOURNAL DEPARTMENT OF COMMERCE

J. D. Kay

Superintendent of Lighthouses

, 19

The above-referred-to transfer became effective beginning with .....

10-3-23

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 1 - 1923

Submitted to the Secretary of Commerce for his information.

CARDED

J. S. CONWAY

Acting Commissioner of Lighthouses.

R9

Cross reference.

February 4, 1922, The Bureau of Lighthouses advises the Departmentnof the date of effect of the following change:

Name	Position	Salary	Nature of Change	Letter date	Effect. Date of Change
Marchant, John M.	Kpr. Windmill Pt.	$780	Incr. ti inc longv	1/21/22	1/30/22

See file Jesse M. Shockley.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 21, 1922.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 720 per annum to $ 780 per annum, effective January 30, 1922, (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED JAN 23 1922 DEPARTMENT OF COMMERCE

P
C
5m

U. S. REPORT DATA ENTERED

Form 73

MEM

NOMINATION

LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 JAN 20 AM 8 34

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md. (City.) January 19,1922 (Date.), 19

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

5

1922 JAN 20 PM 4 46

Action recommended, Increase to include longevity pay. (inc long)

Name, John M.Marchant — Legal residence, Va.

Position, Keeper — Salary, $780. p.a.

Location, Windmill Point L.S.,Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective January 30,1922 — {1 the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

DEPARTMENT OF COMMERCE JAN 21 1922 APPOINTMENT DIVISION.

Former position, Keeper — Former salary, $ 720. p.a.

Location, Windmill Point L.S.,Md.

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

Previous incumbent, himself — Services terminated, Close of Jan. 29,'22

Reason, Increase to begin Jan. 30

Members of family in Government Service, Cousin, L.H.Ser. Half bro., Kpr.,L.H.S.

Remarks: Marchant originally entered the Service Nov. 10,1911, resigned Sept. 30, 1916 and was reinstated Jan. 30,1917. He has had five years continuous service since his reinstatement, effective on date given above.

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

JAN 21 1922 DEPARTMENT OF COMMERCE

1/21/22.

Secretary, Civil Service District.

W. D. King

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON JAN 20 1922

EK

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

JUN 21 1919 8 36 AM

5

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

SUPT. OF LIGHTHOUSES JUN 18 1919 BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS JUN 21 1919

LIGHT JUN 21 1919 HOUSE

I, John M. Marchant

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.

CHIEF CLERK

So HELP ME GOD.

John M. Marchant
(Appointee signs here)

1919 JUN 21 AM 10 55

[2] Sworn (See below) and subscribed before me, this [3] 16" day of June, A. D. 1919

(Affix official seal here)

Notary

[4] (Name) C. B. Smith,

(Official title) Clerk of Courts

My commission expires

Official Title	Rate of Pay (base)	Name of Station, Vessel, or Place of Employment.
Present Keeper	$ 720. p.a.	Windmill Point L.S., Va.
Former [5] Asst. Keeper	516. " "	" " " " "

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

Office of Lighthouse ~~Inspector~~ Supt., 5th District

Baltimore, Md. (Address), June 20, 1919 (Date)

The above-named appointee entered upon duty on November 1, 1918 (Date)

For and in the absence of the Superintendent.

J. C. Hufford
(Signature, followed by title) Chief Clerk

CARDED

U. S. REPORT DATA ENTERED

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
File Clk.
Stenog.
Messenger
File

[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

November 14, 1918.

Mr. John M. Marchant,
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 Twenty dollars per annum, effective November 1, 1918.

By promotion from assistant keeper at $516 per annum.

By direction of the Secretary:

RECEIVED
APPOINTMENT DIVISION
NOV 15 1918

Respectfully,

R
Ho

(Signed) Clifford Hastings.
Chief of Appointment Division.

Appropriation:
Salaries, Keepers of Lighthouses.
Vice:
New position. (By increase in compensation.)
Legal Residence:
Virginia.

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
8—4789-2

LEAVE NO ENTRIES IN THIS COLUMN.

LIGHT
NOV 25 1916
HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)

Marchant, John M.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Second Assistant Keeper

5. Occupation (if not clearly shown by answer to question 4):

6. Annual earnings:

$470.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 456. PA

9. Initial rate of pay:

$ 480. p.a.

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—

Substitute— Years:	Substitute— Months:	Regular— Years:	Regular— Months:
		6	8

11. State, Territory, or foreign country of birth (do not give town):

Virginia

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: December

Year: 1882

15. Kinds of schools attended, years attended, and degrees taken:

#IX E14, H4.

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 5 Virginia

County: Mathews

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

McC-JMT

FEB 2 1918

CHIEF CLERK
FEB 2 1918

5

Sir:

Referring to report of the keeper of Windmill Point Light Station, Virginia, that on his return, after an enforced absence of nearly 17 days, due to unfavorable weather and ice conditions, he found the station in good order and that you had remained at your post of duty during his absence, although you were in great danger from the floating ice and a tug had stopped at the station to carry you away.

The Department warmly commends you for your faithful devotion to duty under such adverse and hazardous conditions, and will note the fact on the records as part of your official history.

Respectfully,

A. L. THURMAN

Acting Secretary.

Mr. John M. Marchant, Assistant Keeper,
Windmill Point Light Station, Virginia,
(Through Commissioner of Lighthouses.)

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by A. L. THURMAN
Mailed FEB 2 - 1918 by [illegible]

File
Rwb

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR FEB 8 1917 BALTIMORE MD.
APPOINTMENT MAR 7 1917
LIGHT FEB 10 1917 HOUSES
CHIEF CLERK MAR 7 1917 5

I, John M. Marchant

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.

☞ John M Marchant
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 29th day of January, A. D. 1917

(Affix official seal here)

[4](Name) C. B. Smith

(Official title) Clerk Circuit Court

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Assistant Keeper	$516. p.a.	Windmill Point L.S., Va.
Former[5]	2nd asst.kpr.	456. p.a.	Wolf Trap L.S., Va.

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

No. of REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address), Feb. 9, 1917 (Date)

The above-named appointee entered upon duty on Jan. 30, 1917 (Date)

CARDED.

H. D. King
(Signature, followed by title)
Lighthouse Inspector

Inspector
Chief Clerk
Superintendent
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Foreman
Accounts
Hydrographer
Ordering
Personnel
Cost Keeping
File Clerk
Messenger
File

[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

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 19, 1917.

Mr. John H. Marchant,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Sixteen dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By reinstatement, in accordance with authority contained in the Civil Service Commission's certificate No. 10511.)

CARDED.

APPOINTMENT DIVISION ENTERED JAN 19 1917 ON JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward Davis.

Legal Residence: Virginia.

CHANGE REPORTED FEB 1917 U.S. COMMISSION.

14-3692

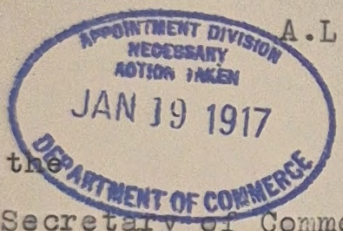
Form 1788 (First Sheet).
Jan., 1913.

No. 10511

CERTIFICATE AUTHORIZING REINSTATEMENT.

UNITED STATES CIVIL SERVICE COMMISSION,

6







A.L. Washington, D. C., January 18, 1917.

To the
Secretary of Commerce.

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

John M. Marchant, of

STATUS AUTHORIZED.	FORMER STATUS.
Commerce, (Department.)	Same, (Department.)
Lighthouse Service, (Bureau or office.)	Same, (Bureau or office.)
Assistant Keeper, $516 p.a., (Position and salary.)	Second Assistant Keeper, $456 p.a. (Position and salary.)
Field Service, (City in which to be employed.)	Same, (City in which formerly employed.)
January 17, 1917. (Date of request.)	September 30, 1916, resignation. (Date and manner of separation.)

Very respectfully,

John F. Doyle

6—3058

Secretary.

Form 381.
May, 1910.

REQUEST FOR REINSTATEMENT.

DEPARTMENT OF COMMERCE
[Department, Commission, or Office.]

Washington, D. C., January 17, 1917.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of John M. Marchant, a legal resident of the State (or Territory) of Virginia, to the position Assistant Keeper, now vacant (or to become vacant on), at a salary of $ 516 pa., in the Lighthouse Service, for which a certification of
[Bureau or Office.]
eligibles has not been requested.* Mr. Marchant was, without delinquency or misconduct on his part, separated by resignation on September 30, 1916, from the position of
[Removal or resignation.]
Second Assistant Keeper at a salary of $ 456 pa., in the Lighthouse Service.
[Bureau or Office.]

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

One; half brother, keeper of Wolf Trap Light Station, Virginia.
[State degree of relationship and where employed.]

MILITARY OR NAVAL RECORD.

Regiment ..... Company .....

Vessel ..... Date of honorable discharge .....

By direction of the Secretary: (SIGNED) W. J. FITZGERALD
Signature: .....

Official title: Acting Chief Clerk.

L
C

*If a certification has been requested, the date should be given. When a requisition has been made under section 1 of Rule VII for a certification of eligibles, and the Commission, at the request of the Department, has made public announcement of an examination to secure such eligibles, the vacancy shall not thereafter be filled by transfer, promotion, or reinstatement, without the consent of the Commission.

6—2530

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 16 1917

REOM APPOINTMENT DIVISION NECESSARY ACTION TAKEN JAN 17 1917 DEPARTMENT OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., Jan. 13, 1917
(City.) (Date.)

CHIEF CLERK JAN 17 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement

Name, John M. Marchant — Legal residence, Va.

Position, Assistant Keeper — Salary, $516. p.a.

Location, Windmill Point L.S., Va. — Appropriation, Salaries, Keepers of Lighthouses

Effective Jan. 22, 1917 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

APPROVED JAN 17 1917 10,

Former position, 2nd assistant keeper — Former salary, $456. p.a.

Location, Wolf Trap L.S., Va.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
John S. Hudgins, former temporary asst. kpr., Baltimore L.S., Md.

Previous incumbent, Edward Davis — Services terminated to, at close of date immediately preceding entry on duty in new position.

Reason, Recommended promoted to keeper, Windmill Point L.S., Va.

Members of family in Government Service, ½ brother, Wolf Trap L.S., Va. ~~asst.~~ kpr.

Remarks: Mr. Marchant had been in the lighthouse service of this district from 1908 to Sep. 30, 1916, when he was forced to resign on account of urgency of private affairs. He started as a cook on the lighthouse tender JUNIPER and his services have been uniformly satisfactory; also, continuous to date of his resignation. His letter requesting reinstatement is attached.

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

King
Lighthouse Inspector.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 16 1917

Submitted to the Secretary of Commerce, approved.

1-17-17

Acting Commissioner

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

11—2314

Norfolk. Co. Va

Dec 20 1916

L. H. INSPECTION
DEC 21 1916
BALTIMORE, MD.
LIGHT
JAN 16 1917
HOUSES

Light House Inspector
Baltimore Md

Sir
Please Send me a blank for
Light House service as i Would Like
to go back in the Sirver a gane
i am sorry i hade to Leave the Servier at the
time i did but i Was in trubble at the time
and i just didnt now What to doo at that time
hoping i will hear from the offier
In a Short time
I remane your respectufuly

John M Marchant
137 Liberty St
South Norfolk Co Va

Inspector
Chief Clerk
Superintendent
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Accounts
Hydrographer
Ordering
Personnel
Cost Keeping
File Clerk
When Ansd.

If good man & eligible for reinstatement
12/21/16 Consider for next vacancy

September 29, 1916.

Sir:

The Department is in receipt of your resignation, dated September 26, 1916, as second assistant keeper of Wolf Trap Light Station, Virginia, 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 September 30, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CHANGE REPORTED
SEP 1916
U. S. COMMISSION

Mr. John M. Marchant,
Through the Commissioner of Lighthouses.

CARDED

APPOINTMENT DIVISION ENTERED
SEP 29 1916
ON JOURNAL
DEPT. OF COMMERCE

C

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H.
INSPECTOR
SEP 28 1916
BALTIMORE,
MD.

FIFTH DISTRICT

Wolf Trap
(Station, Depot, or Vessel)

Sept. 26 1916

LIGHT
SEP 29 1916
HOUSES

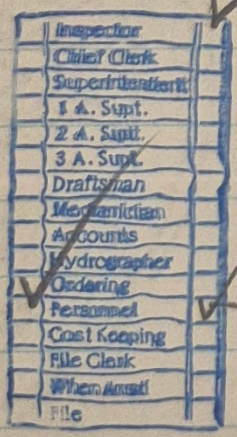
Lt Hous Inspector
Balto Md

Sir, Please accept my resignation to take effect Sept 30th 1916

Respectfully
J M Marchant
2d asst

Asst Keeper

Rec. accept.
now from last.



Anyone want this job R
No — OM

Form 93

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

REOM
One inclosure.

LIGHT SEP 29 1916 HOUSES

CHIEF CLERK SEP 29 1916

APPOINTMENT SEP 29 1916

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Md.,
Sept. 28, 1916

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, John M. Marchant Position, Second Assistant Keeper

Legal residence, Virginia Station, Wolf Trap Light Station, Va.

Salary, $456. per an.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 29 1916 DEPARTMENT OF COMMERCE

The acceptance of this resignation is recommended effective at the close of Sept. 30, 1916

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

Remarks:

Nomination of a successor will be forwarded in a few days.

9-29-16

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 29 1916

Submitted to the Secretary of Commerce, approved.

11—4623

Acting Commissioner

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR FEB 5 1916 BALTIMORE, MD.

APPOINTMENTS FEB 11 1916 2

LIGHT FEB 10 1916 HOUSES

CHIEF CLERK FEB 11 1916

I, John M. Marchant,

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.

☞ John M. Marchant
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 3rd. day of February, A. D. 1916

(Affix official seal here)

No Seal

[4] (Name) C. B. Smith

(Official title) Clerk Cir. Court

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Second Assistant Keeper	$456. p.a.	Wolf Trap L.S., Va.
Former[5] Assistant Keeper	$480. p.a.	Nansemond River L.S., Va.

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

Inspector
Chief Clerk
Superintendent
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Accounts
Hydrographer
Ordering
Personnel
Cost Keeping
File Clerk
When Issued
File

REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT

Baltimore, Md., (Address) Feb. 9, 1916 (Date)

The above-named appointee entered upon duty on Feb. 1, 1916 (Date)

In the absence and by direction of the Inspector,

CARDED.

Ray L Hankinson
(Signature, followed by title) Supt.

[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

Ends

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1916.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

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

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 enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $480 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED JAN 22 1916 DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Rufus T. Hunley.

Legal Residence: Virginia.

CHANGE REPORTED

FEB 1916

COMMISSION

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

L. H. INSPECTOR JAN 19 1916 BALTIMORE, MD.

LIGHT JAN 20 1916 HOUSES

FIFTH DISTRICT

Nansemond River Light STATION Va

January 15 1916

Light House Inspector

Baltimore Md.

(Thru Keper)

Sir

I hearby ask the priviledge to exchange positions in the Light House Servis With Mr Rufus. J. Hunley 2nd asst Keper of the Wolf Trap Light Station Va and I Respectly ask you to make this change so doing you Will greatly oblidge Me respectly. John. M. Marchant asst Keper

Inspector
Chief Clerk
Superintendent
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Accounts
Hydrographer
Ordering
Personnel
Cost Keeping
File Clerk
When Insp'd
File

Exchange approved K

To Light House Inspector Balto Md.

Sir This is to Certify that it is Satisfactory with Me for Mr John. M. Marchant and Mr Rufus. J. Hunley to Exchange Positions in the Light House Servis.) Respectfully Temple Ripley Keeper

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 21 1916

HDK--REOM

APPOINTMENT DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN JAN 22 1916 DEPT OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Jan. 19, (Date.) 191 6

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK JAN 22 1916

Action recommended, Transfer involving reduction in pay.

Name, John M. Marchant — Legal residence, Va.

Position, 2nd Asst. Keeper — Salary, $456. per an.

Location, Wolf Trap L.S., Va. — Appropriation, Salaries, Keepers of Lighthouses.

Effective Feb. 1, 1916 — {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

APPOINTMENTS JAN 22 1916

Former position, Assistant Keeper — Former salary, $480. per an.

Location, Nansemond River L.S., Va.

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

Previous incumbent, Rufus T. Hunley — Services terminated at the close of Jan. 31, 1916.

Reason, Transfer to assistant keeper at $480. per an., Nansemond River L.S., Va. effective Feb. 1, 1916 recommended.

Relatives in Government Service, Cousin and ½ brother in Lighthouse Service.

Remarks: This recommendation in accordance with request of Mr. Marchant attached. Exchange of positions is approved of by the keepers of stations involved. Approval of action recommended will not be in violation of Sec. 2 of Rule 1 of the Civ. Ser. Rules.

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

King

Secretary, Civil Service District. Lighthouse Inspector.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 21 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

L. H. INSPECTOR
5th Dist.
RECEIVED
SEP 19 1913

FIFTH DISTRICT

Tangier Sound LJ
(Station, Depot, or Vessel.)

Sep 18, 1913

Light House Inspector
Baltimore Md

Sir

In reply to your Letter of Sep 18.st
asking me Word i desire to be transferred
to nansemond river Lightstation
as assistant Kupri
I Will ~~Ass~~ except ~~this~~ Transfer as
assistant Kuper

Respectly
J M Marchant
asst Kupr Tangier Light

Form 73a.

REOM.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES SEP 20 1913 DEP'T OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Maryland,
Sept. 19, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on October 1, 1913.

CHIEF CLERK SEP 29 1913

Name, John M. Marchant — Position, Assistant Keeper $480

From Tangier Sound L. S., Va. — To Nansemond River L. S., Va.

APPOINTMENTS SEP 29 1913 1020

Previous incumbent, Robert G. Hudgins

Services to be terminated, At the close of Sept. 30, 1913 — Reason, Resignation

CARDED.

Rutland
Inspector
ESH.

, 191

The above-referred-to transfer became effective beginning with .....

APPOINTMENT DIVISION. REPORTED SEP 29 1913 TO DISBURSING CLERK DEPT OF COMMERCE

11—4598

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 26 1913

Submitted to the Secretary of Commerce for his information.

E. C. Gillette
Acting Commissioner.

9-29-13

OFFICE OF THE CHIEF CLERK
RECEIVED
MAR 15 1912
DEPT OF COMMERCE AND LABOR

AJP

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

Washington

APPOINTMENT DIVISION
RECEIVED
MAR 16 1912
3.45
DEPT OF COMMERCE AND LABOR

John M. Marchant,
date of entrance
upon duty -

March 14, 1912.

SECRETARY OF COMMERCE AND LABOR:

Referring to the oath of office taken by John M. Marchant, assistant keeper of Tangier Sound Light Station, Virginia, which shows the date of his entrance upon duty as November 10, 1911.

The Fifth Inspector now states that this date was given in error, as the actual date of entrance upon duty of this employee is October 29, 1911, and the Department is requested to amend its records accordingly.

Conover

Acting Commissioner.

CARDED.
File.
Seb

OFFICE OF THE CHIEF CLERK
RECEIVED
MAR 15 1912
APPOINTMENT DIVISION
DEPT OF COMMERCE AND LABOR

PERSONAL QUESTION SHEET

BUREAU OF LIGHT-HOUSES
NOV 28 1911
DEPT OF COMMERCE AND LABOR.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 15, 1909.

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

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.

Charles Nagel
Secretary.

CARDED.

DIVISION OF APPOINTMENTS
RECEIVED
NOV 28 1911
G
DEPT OF COMMERCE AND LABOR

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? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Mr John Martin Marchant

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

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

Richard	Virginia	Mathews	1st Dist
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? Middlesex co Va

6. When were you born?

Dec	5	1882
Month.	Day.	Year.

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

11—1434

Entd 10/27/11

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

John W Marchant
Name.

Crickett Hill
City or town.

VA
Number and street.
State or Territory.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
Levi D Marchant	cousin	Lt house		keeper

10. 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.)

~~John W Marchant Dec 19.10~~ Dec 19.10

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

no

12. 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.
Lt house	Lh Tender Juniper cook		35	1908	1910

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

no

14. 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.) no

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

15. 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.

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

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 12, 13, 14, and 15.)

Sailing

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.)

ordinary Public school Education
grammar grade

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").

none

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

one, Dec 1910.

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.)

yes

21. State the date upon which the above blanks were filled. Oct 25th, 1911

Witness:

(Signature) John M Marchant

P. O. Address: Redart

City or town.

Number and street.

Virginia

State or Territory.

In case signature is by mark.

(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 NOV 27 1911, 19

(Signature) H. Lamb Stone

Commander, U. S. N., Retired,

(Official title) Inspector, 5th L.-H. District.

11—1434

PART II.

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

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

Lighthouse Service. (Bureau or Service.) Tangier Sound L't-St'n, Va. (Place (city, town, station, or vessel.)) Fifth (District.)

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

3. State the date of appointment. October 16, 1911.

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

Date of entry on duty. (Nov. 10, 1911)

5. State the date of the oath. Nov. 10, 1911.

6. State the date the employee entered on duty. Nov. 10, 1911.

7. What is his salary? $480 per annum.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

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

10. If classified, state the date of classification. May 6, 1896.

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.)

By non-educational examination.

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) H. Lamdin

Commander, U. S. N., Retired,

(Official title) Inspector, 5th L.-H. District.

Date: NOV 27 1911, 19

11—1434

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHT-HOUSES NOV 28 1911 DEPT. OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, John M Marchant

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.

John M Marchant
(Appointee signs here.)

[2] Sworn To (See below.) and subscribed before me, this[3] 10th day of November, A. D. 1911

(Affix Official seal here.) no Fee

[4](Name) Sands Smith,

(Official title) Clerk of the Circuit Court of Mathews County, Va.

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
Assistant Keeper	$480 per an.	Tangier Sound Light-Station, Va.

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

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT

CARDED.

DIVISION OF APPOINTMENTS RECEIVED DEC 16 1911 DEPT OF COMMERCE AND LABOR

Baltimore, Md., (Address.) Nov. 27, 1911. (Date.)

The above-named appointee entered upon duty on ~~Nov. 10, 1911.~~ (Date.) Oct. 29, 1911.

N. Farnsworth
(Signature. Official.)

Commander, U. S. N., Retired,
Inspector, 5th L.-H. District.

[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.

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

DEC 16 1911

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

October 16, 1911.

Mr. John E. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, Assistant Keeper of Tangier Sound Light Station, Virginia, in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, for a probationary period of six months, effective beginning October 16, 1911, or as soon thereafter as you enter upon duty. Retention in the service after the expiration of your probationary period shall be equivalent to absolute appointment.

(Civil-service certificate No. ——— .)

CHANGE REPORTED
OCT -- 1911
C. S. COMMISSION.

APPOINTMENT DIVISION.
REPORTED
OCT 18 1911
TO ISSUING CLERK
DEPT OF COMMERCE AND LABOR.

CARDED.

By direction of the Secretary.

Respectfully,

Acting Chief Clerk

F
D

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Edward L. Thomas.
Legal Residence: Virginia.

11—1391

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

BUREAU OF LIGHT-HOUSES OCT 13 1911 LCH DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

(1 Inclosure)

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT.

APPOINTMENT DIVISION RECEIVED OCT 14 1911 DEPT OF COMMERCE AND LABOR

Baltimore, Md., October 12, 1911.

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Probationary appointment.

Name, John M. Marchant. Legal residence, Virginia.

Position, Assistant Keeper. Salary, $480 per annum. Was 40.

Location, Tangier Sound Light-Station, Va.

Effective on the actual date of entrance on duty.

Former position, Former salary,

Location, 3 of those available

Rank in list of eligibles, Fourth. Rating, Percentage, 91.40.

Other eligibles considered, John Betz and Adam A. Butterfield.

Letters ~~of declination~~ inclosed, addressed to John Betz, returned undelivered. Oct 1. 11

Previous incumbent, Edward L. Thomas. Services terminated, Sept. 30, 1911.

Reason, Promoted.

Remarks:

Appropriation: Salaries, Keepers of Lighthouses.

* no papers asked

H. C. Saunstone

Commander, U. S. N., Retired,
Inspector, 5th L.-H. District.

10-14-11

Department of Commerce and Labor

ONE inclosure BUREAU OF LIGHTHOUSES OCTOBER 13, 1911.

WASHINGTON

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

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN OCT 16 1911 DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK FORWARDED TO OCT 14 1911 APPOINTMENTS DEPT OF COMMERCE AND LABOR

C. Alexander

ACTING COMMISSIONER.

WB

Form 201

LETTER TO ELIGIBLES

LCH

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of the Inspector 5th *Light-House District,*

Mr. John Betz,
13th and Poplar Sts.,
Phila., Pa.

Baltimore, Md., October 2, 1911.
(Place.) (Date.)

SIR: You are hereby informed that you are being considered for the position of

Assistant Keeper in class I

at Tangier Sound Light-Station, Va.,

This station is a screw-pile lighthouse at the lower end of Tangier Sound, Va.
(Here state whether station is ashore or afloat.)

The salary is $480 per annum.

There are no quarters for the families of keepers at the station.
(Here state whether or not quarters are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Fuel for domestic purposes. Rations: Allowance of 30c. a day.
(Here state allowance of fuel and rations, if any.)

This position is also offered to other eligibles, any one of whom may be selected, although all may indicate willingness to accept this position.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

H. Ramsdell

Commander, U. S. N., Retired
Inspector, 5th *Light-House District.*

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you, or do you decline?

Do you wish your name restored to the register at this time?

Are you willing to accept the next appointment offered?

Do you wish your name restored to the register at some future time? If so, give date.

My reasons for declining the position tendered are as follows:

(*Signature:*)

(*Post-office address:*)

Date,

11—749

3-F Fil 75 JEM

16 September 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc- 2873766. Inclosed is a letter of Mr. John M. Marchant, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period November 1, 1943 to June 30, 1947. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Standard Form 50 (9 Part), describing this retirement. This form shows correct computation of retired pay to be $1339.88 per annum, whereas, for the period November 1, 1943 to June 30, 1947, Mr. Marchant was paid at the rate of $1294.88 per annum - an underpayment of $45.00 per year, or $3.75 per month.

Computation of the amount due and appropriations chargeable are as follow:

2041255 - Retired Pay, Former Lighthouse Service, Coast Guard,	1944 -	$ 30.00
2051255 - " " " " " " "	1945 -	$ 45.00
2061255 - " " " " " " "	1946 -	$ 45.00
2071255 - " " " " " " "	1947 -	$ 45.00
	TOTAL	$ 165.00

For tax withholding purposes, the records of this office show that Mr. Marchant claims 3 exemptions.

Mr. Marchant's mailing address is Hudgins, Virginia, and his claim will be forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

Incls:
1. Claimant's ltr dtd 12/23/47
2. Standard Form 50 (9 Part)

CC: Claimant
Budget Division, Sta. 6-3

JEMuzik:RB
9/15/48 6-7 JEM COG MS

February 7, 1948

Misc-2873520-OJMcN
2873694
2873766

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

Milton A. Duffield — Box 109, R.D.3, Salem N. J.

Charles Carlson — 103 Howland Ave., Racine Wisc.

John Martin Marchant — Hudgins, Wx Virginia

- - - - - -

P E Sours

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Marchant, John H. (Mr.)	12-5-1882	17	9-7-48

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
AMENDMENT Retirement (Disability)	Close 10-31-43	

FROM		TO	
Keeper	8. POSITION TITLE		
Range $1680-2040) Plus $1800 per annum) $60 pa Qtrs	9. SERVICE, GRADE, SALARY		
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS		
Norfolk, Va. Tue Marshes Lt. Sta., Va.	11. HEADQUARTERS		
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL	

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-22-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1294.88 to $1339.88, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 24 years, 1 month, 9 days.

Computation: ($1786.50 x 30.0000 ÷ 40) = $1339.88

H. L. Morgan
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE							16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT DISAB.	10 POINT WIFE	10 POINT WIDOW	WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
X											

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: Civilian Employees, CG TO:	XX LR 3-4-25		Virginia

☆U.S. GOVERNMENT PRINTING OFFICE: 1947 — 705869

4. PERSONNEL FOLDER COPY

SEP 9 1948

3-20

UNITED STATES COAST GUARD

WASHINGTON

FILE
I.K.Z.

ADDRESS REPLY TO
THE COMMANDANT
REFER TO FILE: (PCP)
CC-75

8 November, 1943

To: DCGO, 5th Naval District

Subj: Retirement of John M. Marchant, Keeper at Tue Marshes Light Station, Virginia (Disability)

11-1-43

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

CC: Lt. Herndon

Mailing Address:

John M. Marchant
Hudgins, Virginia

4085

(PCP)

CG-75

Mr. John M. Marchant
Hudgins, Virginia

Dear Mr. Marchant:

My attention has been called to the fact that you retired from the Coast Guard at the close of 31 October, 1943, after rendering more than thirty-four years of honorable service in the former Lighthouse Service and the Coast Guard.

While I regret to note that your retirement is on account of disability, I wish to express to you at this time my sincere appreciation of your long service, and also the hope that your relief from active duty will result in an improvement in your health.

Very truly yours,

R. R. WAESCHE
Vice Admiral, USCG
Commandant

L. T. CHALKER,
REAR ADMIRAL, U. S. COAST GUARD,
ACTING.

U.S. COAST GUARD (5)
NOV 16 1943

CC: DCGO, 5th Naval District

RUBIN
Return to 3-2

1943 NOV 17 - DH 26



UNITED STATES COAST GUARD
POST OFFICE BOX 540
NORFOLK 1, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT (pcp)
REFER TO FILE: 75

File LP

16 November, 1943

To: The Commandant (PCP)

Subj: Retirement of John M. Marchant, Keeper at Tue Marshes Light Station, Virginia (Disability)

1. In connection with Headquarters' letter of 8 November, 1943, file CG-75, on above subject, Headquarters is informed that Mr. Marchant was last paid on D. O. Voucher No. 2544 in the November accounts of Lawrence Maher, S.D.A., U.S.N., Symbol 55-116-O. This payment which was in the amount of $153.55 was for the period 1 - 31 October, 1943.

2. Mr. Marchant's total taxable income for the current calendar year to and including the last day for which carried for active duty pay amounts to $1727.50 plus $50.00, which represents the quarters allowance.

C. C. PADEN
By direction

Copy to Lt. Herndon 6-1

(PCP)

CG-75

8 November, 1943

To: DC30, 5th Naval District

Subj: Retirement of John M. Marchant, Keeper at Tue Marshes Light Station, Virginia (Disability)

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick

CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

CC: Lt. Herndon

Mailing Address:

John M. Marchant
Hudgins, Virginia

4085

BR

3-2

CG-FAD14-75

FILE
I.K.Z.

10 November, 1943.

From: Commandant.
To: John H. Marchant, Keeper, Retired,
Hudgins, Virginia.

Subject: Retired pay; payment of.

Reference: (a) Navy Department letter, 5 November, 1943.

Inclosures: (A) Form N.C.G. 9671-B.
(B) Standard Form 1099 - Signature Card.
(C) Form W-4.

1. Having been transferred to the retired list of the Lighthouse Service, Coast Guard, effective, 1 November, 1943, your pay accounts will henceforth be carried at Headquarters.

2. Checks in settlement of your retired pay will be forwarded to you after the close of each month upon the receipt of dated and signed Form 9671-B, one of which is inclosed for use at the end of the current month. Since this form is submitted as evidence of your existence and right to retired pay, it must not be signed prior to the last day of the month and should not be predated. If address is changed, the new address for mailing your pay check should be submitted on this card at the end of the month in which the change occurs.

3. Inclosure (B) must be signed in the space provided therefor and returned to the Allotment Disbursing Officer for transmittal to the General Accounting Office. The name appearing on your pay checks will be identical to that appearing in the upper left corner of this card. The card must be signed in the same manner, using first name and middle initial.

C. L. HERNDON,
By direction.

3097

NOV 9 1943

S.G. IKZ

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared: November 5, 1943

Name: Marchent, John E.

From: U. S. Coast Guard

Bureau No.: 1232

Retirement (Disability)

Effective: Close October 31, 1943

	FROM 7449	TO
Position	Keeper	
Grade	Range (1620-1740)	
Salary	$1800 p.a. plus $60 p.a. Clrs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions	Jan. 15 1932 July 1 1938 Nov. 10 1933 Sept. 30 1942 Jan. 30 1934 Oct. 31 1943	
Headquarters	Norfolk, Va.	
Post of Duty	The Hatteras Lt. Sta., N.C.	
Appropriation	Civilian Employees, U. S. C.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retirement pay is $1296.00.

Justification:

Total service: 34 years, 1 month, and 9 days.
Computation: ($1728.50 x 30 ÷ 40) $1296.00.

E. L. KANCAS, Admin. Asst.
Civilian Personnel Division

XXXXXXXX
NAVY
BUREAU OR DIVISION PERSONNEL FILES

DATE APPROVED BY THE SECRETARY

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 13-5-1882

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE? No

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-4-25

DATE OF OATH

Name MARCHANT, John M. Date of birth 5 December, 1882

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment L. H., Navy and Coast Guard	Jan.	15	1908	July	1	1910	
	Nov.	10	1911	Sept.	30	1916	
	Jan.	30	1917	Oct.	31	1943	
Total service	34 Years, 1 Month, 9 Days ✓						

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim:

Amended to include gtrs. as result Comp. Gen. Dec. B-70029 dated 10-23-47

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	Nov.	1	1938	Oct.	31	1943	5 yrs.	total	$8632.50 ✓
Quarters	"	"	"	"	"	"	"	60.00	300.00 ✓
									$8932.50 ✓

Total compensation for last five years of active service $8932.50 ✓

Average compensation for last five years of active service $1786.50 ✓

Annual rate of retired pay ($1786.50 ✓ × years 30 ✓ ÷ 40) = $1339.88 ✓

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

FEL
JH

Does applicant receive or has he applied for ...

number of claim: .....

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received: .....

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Number Days in Pay Status (C. D. or P. R. Personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	Nov.	1	1938	June	30	1939		$1680 pa	$1120.00 ✓
	July	1	1939	June	30	1940		1680 pa	1680.00 ✓
	July	1	1940	Jan.	15	1941		1680 pa	910.00 ✓
	Jan.	16	1941	June	30	1941		1740 pa	797.50 ✓
	July	1	1941	June	30	1942		1740 pa	1740.00 ✓
	July	1	1942	Sept.	30	1942		1740 pa	435.00 ✓
	Oct.	1	1942	June	30	1943		1800 pa	1350.00 ✓
	July	1	1943	Oct.	31	1943		1800 pa	600.00 ✓

Total compensation for last five years of active service ..... $8632.50 ✓

Average compensation for last five years of active service ..... $1726.50 ✓

Annual rate of retired pay ($ 1726.50 × years 30 (Not exceeding 30) ÷ 40) = $1294.88 ✓ K. LF

U. S. GOVERNMENT PRINTING OFFICE 16—20301

COPYMATE II

District Coast Guard Officer,
~~Commander~~, Fifth Naval *District*,

Norfolk, Virginia
(City)

Date 27 October, 1943

I hereby apply for retirement from active duty effective close of 31 October, 1943 on the basis of service shown hereon.

John M. Marchant
Hudgins
Virginia

John M. Marchant
(Name)

Keeper
(Designation)

Office of the District Coast Guard Officer
~~OFFICE OF THE DISTRICT COMMANDER~~
Fifth Naval District

City Norfolk, Virginia *Date* 29 October, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1294.87 per annum, effective at the close of 31 October, 1943

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office, and that all Government service shown has been verified.

C. C. PADEN
By direction

COAST GUARD HEADQUARTERS, *Washington, D. C.*,

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT John Marchant DESIGNATION Keeper, Tue Marshes Light Station, Virginia.

Height 5' 2" Weight 155 pounds. Complexion Pale

Color of eyes ..... Color of hair .....

Here give a complete personal description, together with permanent marks and scars other than thos described below in physical examination: .....

Scar on 4th finger, left hand

Description of duties of position (to be filled in by district commander): .....

Employed on maintenance and upkeep of a lighthouse situated on a marine site.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: Patient claims disability due to climbing involved in his job.

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/20 L. E. 20/60

With correction in spectacles: R. E. 20/70 L. E. 20/50

Accommodation: Reads Jaeger No. Right 8, Left 6 at 13 inches, without correction.

Reads Jaeger No. ..... at 13 inches, with correction.

Central color vision (binocular) Normal (Name method used) Ishihara

Inspection Normal

Pupils Normal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 3 ft. ft., L. E. at 6 inches ft.

Appearance of right drum Scarred, but normal, left drum Normal

Is there any disease of the middle or internal ear or mastoid? No If so, specify .....

Except nerve deafness is present.

[OVER]

16—17606

MEMORANDUM FOR - Chief of Personnel Officer

Subj: MARCHANT, John, Lighthouse Keeper; retirement, recommendation

The medical evidence contained in Form 2523 (Certificate of Medical Examination, Disability Retirement, Civilian Personnel), dated 22 October, 1943, has been reviewed and found satisfactory. It is recommended that subject man be retired by reason of physical disability.

Bones, joints, muscles, including atrophies Neg.

Respiratory system Neg. (Express limitation of motion, if any, in degrees and joint involved)

Cardiovascular system:

(a) Heart Sounds are soft. First sound accentuated in pulmonic area (see below)

(1) Murmurs Neg. (2) Arrhythmias Neg.

(b) Pulse rate: (1) Sitting ..... (2) After exercise ..... (3) 2 minutes after exercise .....

(c) Blood pressure: (1) Sitting—Syst. 150 Diast. 100 (2) After ex.—Syst. ..... Diast. .....

(d) Condition of blood vessels Neg.

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia None

Genito-urinary system:

Urinalysis—Sp. gr. 1.006 Reaction Acid Albumin Neg. Sugar Neg.

Sediment microscopic (required when albumin or sugar is found) No casts. Few blood.

Reflexes, motor disturbances, etc.:

(a) Station Neg. (e) Gait Neg.

(b) Tremor Neg. (f) Coordination Neg.

(c) Patellar reflexes Neg. (g) Peripheral circulation Neg.

(d) Other motor disturbances Neg.

Alcohol Neg. Drugs Neg. Syphilis Neg. Epilepsy Neg.

Other neurological findings None

General impression Coronary occlusion

Here describe fully nature of disability:

On admission patient had a posterior coronary occlusion and electrocardiographic evidence also. Condition improved with hospitalization.

Is disability to perform duty of a permanent character? Yes

Is it indicated that applicant may recover from disability and be fit for restoration to active duty? No Do you recommend reexamination with this in view? No

I HEREBY CERTIFY that upon examination I find the above-named claimant to be disabled for useful and efficient service by reason of the disability above described, which is not due to vicious habits, intemperance, or willful misconduct on his part.

The examining physician must be in the Federal Service

U.S. Marine Hosp. Norfolk, Va (Place of examination)

F. L. Eagan (Examining surgeon)

10-22-43 (Date)

Act Surg. U.S.P.H.S. (Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

COAST GUARD HEADQUARTERS

MEMORANDUM FOR: Chief Personnel Officer

DATE: 2 November, 1943

Subj: MARCHANT, John, Lighthouse Keeper; retirement, recommendation

The medical evidence contained in Form 2523 (Certificate of Medical Examination, Disability Retirement, Civilian Personnel), dated 22 October, 1943, has been reviewed and found satisfactory. It is recommended that subject-named man be retired by reason of physical disability.

CARL MICHEL
Medical Director

POST OFFICE BOX 540
NORFOLK 1, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT (pcp)
REFER TO FILE: 75

3-2

29 October, 1943

To: The Commandant

Subj: Marchant, John M., Keeper, Tue Marshes Light Station; application for disability retirement

1. There is transmitted herewith application in the case of John M. Marchant, Keeper, Tue Marshes Light Station, for retirement on account of disability.

2. His last day of actual service was 23 September, 1943. However, he has accrued 1 day sick leave and 42 days annual leave (including leave on leave) which will carry him in a pay status to the close of 5 November, 1943. His retirement has been recommended to take effect at the close of 31 October, 1943.

C. C. PADEN
By direction

Incl
Form 2521 for John M. Marchant
with Form 2523 attached

To Medical 11/1/43

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Marchant, John H.

From: U. S. Coast Guard

Bureau No.: 1232

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1680-2040)	Field (Range $1680-2040)
Salary	$1740 p.a. plus $60 p.a. temp.	$1800 p.a. plus $60 p.a. temp.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Norfolk, Virginia
Appropriation		Tug Marshes Lt. Sta., Va.
Allotment		Civilian Employees, U. S.

FIELD ☐ DEPRTMTL ☐ FIELD ☐ DEPRTMTL ☐

Remarks:

The action herein represents an administrative increase in salary effective as indicated above.

Justification:

Mr. Marchant was last promoted January 16, 1941 in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Good.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Regular

DATE OF BIRTH
12-5-83

LEGAL RESIDENCE
Virginia

SEX

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT?
Lighthouse Act
6-23-19

DATE OF OATH

CHARLES POZET

DATE APPROVED BY THE SECRETARY
10.1.42

BUREAU OR DIVISION PERSONNEL FILES

OCT 10 1942

75-531

75

U. S. COAST GUARD
REC'D MAY 22 1941

20 May, 1941.

From: Commander, Norfolk District.
To : John M. Marchant - Keeper, Tue Marshes Light Station.

Subject: Orders; temporary duty; travel.

1. You are directed to proceed to the Norfolk District Office, Norfolk, Virginia, on official business of the Coast Guard. Upon completion of this temporary duty, return to Tue Marshes Light Station and resume your regular status.

2. You will be allowed per diem in lieu of subsistence as follows: $3.50 including time on commercial vessels where price of passage includes subsistence, subject to the provisions of the Standardized Travel Regulations and Headquarters' letter, 1 September, 1940 (File - PR-75-531). Travel by own automobile at a rate of four cents per mile being more economical and advantageous to the United States is allowed.

3. Travel necessary to the execution of this order is required by the public interests.

4. The expense incident to the travel herein authorized is chargeable to Norfolk District's travel allowance, Symbol No. 03.

C. J. SULLIVAN,
By direction.

Copy to: Headquarters.

DEPT. STOCK FORM 2259
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared January 10, 1941.

Name: Marchant, John M.

From: U. S. Coast Guard

Bureau No: 1232

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1620-2040)	Field (Range $1620-2040)
Salary	$1680 p.a. plus $60 p.a.Qtrs.	$1740 p.a. plus $60 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		Norfolk, Virginia
Appropriation		Tue Marshes Lt. Sta., Va.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE January 16, 1941.
Remarks:

Justification:

No increase in pay since November 1, 1936.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 12-5-1882

LEGAL RESIDENCE: Va.

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-16

DATE OF OATH

1641

BUREAU OR DIVISION PERSONNEL FILES

FEB 7 1941

Form 73 a

LL

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

JUN 14 8 39 AM '38

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Norfolk, Virginia, June 13, 1938

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about June 1, 1938
(See instructions on reverse side)

Name, John M.Marchant

From Pages Rock Lt. Sta., Va.

Salary and range, $1680 ($1680-2040)

Previous incumbent and pay, --Himself (LT #1232)

Services terminated, --

Position, Keeper

To Tue Marshes Lt.Sta., Va.

Salary and range, $1680 ($1680-2040)

Reason, Switching personnel and positions of the two stations in accordance with Bureau letter 6/7/38.

N. C. Manyon,
Superintendent of Lighthouses.

LT

Norfolk, Va., June 13, 1938

The above-referred-to transfer became effective beginning with June 1, 1938
(Enter effective date in this space if transfer has been actually completed)

N. C. Manyon,
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

July 1, 1938

Submitted to the Secretary of Commerce for his information, attention being invited to the Department's approval on June 1 of the exchange in complements of the Tue Marshes and Pages Rock Light Stations; this form being submitted in the case of each employee, for record purposes.

6

For the Commissioner:

R. J. GROSS
Chief of Personnel Division.

11—11251 U.S. GOVERNMENT PRINTING OFFICE: 1934

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

June 10, 1937

Superintendent of Lighthouses: **Norfolk, Virginia**

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION **John M. Marchant, Keeper, $1680**
Pages Rock

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

Report effective date of entrance on duty authorized by Department notice of October 3, 1936.

For the Commissioner:

C. J. Ludwig, Jr.,
~~Bookkeeper~~ **Chief Clerk**
~~Chief of Personnel Division~~

see

District 5th Date 6/11/37

Returned to Commissioner of Lighthouses:

Effective date requested above is Nov. 1, 1936

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

June 12, 1937

Submitted to the Secretary of Commerce for information.

For the Commissioner:

13600

see

W. P. Harman,
Administrative Assistant

Form A-38

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~

WASHINGTON

DIVISION OF PERSONNEL October 3, 1936.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective October 1, 1936, or 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,

EDW. J. GARDNER

Chief, Division of Personnel.
~~Chief of Appointment Division.~~

From: $1620 per annum.

To: $1680 per annum.

Service and grade:

Appropriation (unit): Field.

5
P

OCT 1 1936

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
Ed. April, 1929

LL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Norfolk, Virginia (City) September 16, (Date) 1936

COMMISSIONER OF LIGHTHOUSES:

SEP 18 8 33 AM '36 LIGHTHOUSES

Action recommended, Transfer and Promotion

Name, John M. Marchant

Position, Keeper

Location, Pages Rock Light Station

Effective, October 1, 1936

Legal residence, Virginia

Proposed salary, $1680 p.a.

Proposed range, $1680-2040 $60 Jrs

Appropriation, Sal. Keepers of L. H.

{if the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper

Location, Maryland Point Lt. Sta.

Former salary, $1620 p.a.

Former range, $1620-1980. $60 Jrs.

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

Previous incumbent, John F. Riley (Lt.#1232)

Reason, Transfer and Demotion

Services terminated, Upon receipt of appt. as Keeper, Maryland Point Lt. Sta.

Members of family in Government service, None

Date of birth, Dec. 5, 1882

Remarks:

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

L. M. HOPKINS

Secretary, Civil Service District. Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

September 29, 1936

Submitted to the Secretary of Commerce, approved, attention being invited to separate nomination of John F. Riley.

W. P. HARMAN

Acting Commissioner of Lighthouses

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

11—2314

LIGHTHOUSES

1933 MAY -20- AM 8:47

DEPARTMENT OF COMMERCE
Lighthouse Service

District Fifth

Date May 19, 1933.

CHANGE IN STATUS OF EMPLOYEES

Name J. M. Marchant
Nature of Action Transfer & Promotion
Effective Date May 15, 1933.

	FROM	TO
Position	Asst. Keeper	Keeper
Pay	$1560.p.a.	$1620.p.a.
Station	Stingray Point Light Station, Va.	Maryland Point Light Station, Va.

Remarks:

This change was made under authority of Department Form A-38, dated May 12, 1933.

MAY 22 1933

Submitted to Secretary of Commerce for his information.

For and in the absence of the Superintendent,

H. K. Beebe

For the Commissioner,

Signature. Chief Clerk.

Chief, Personnel Division

NOTE: This form is to be used for both appointed and unappointed employees but only in reporting changes in status, such as salary promotions, changes in designation, etc. Separations in any manner (such as by resignation, death, retirement, etc.) should not be reported on this form but in such cases a certified copy of district Form 2806 should be forwarded to the Bureau in accordance with the instructions in Bureau Circular Letter No. 309 , dated November 30, 1931 .

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

1933 MAY 18 AM 10:05

May 12, 1933.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective May 12, 1933, or 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

Acting Chief of Appointment Division.

From: $1560 per annum.

To: $1620 per annum.

Service and grade: Field

Appropriation (unit):

5th
A

MAY 18 1933

GOVERNMENT PRINTING OFFICE 11—9051

Position No. 5

DEPARTMENT OF COMMERCE

Justification for Filling Vacancy under Authority of the Act Approved June 30, 1932.

Bureau or Office: Lighthouses, 5th District, Baltimore, Md.

Position: Keeper

Compensation: $1620 (1620-1980) per annum

Location: Maryland Point Lightstation, Md.

Appropriation: Salaries, Keepers of Lighthouses

Date of Vacancy: Beginning May 1, 1933

Justification: This vacancy will result from the retirement on account of disability of the present incumbent.

The complement necessary for the operation of this station is two keepers, and the filling of this vacancy is necessary in order to maintain the complement at a minimum strength. This position requires the performance of duties directly concerned with the maintenance and/or operation of aids to navigation which must be either in actual operation or ready for immediate service at all times. In order that this service may continue without interruption, it is absolutely essential that the position be filled. The nonfilling of the position would interfere with the functioning of the aids and add to the hazards of navigation, thereby producing conditions endangering life and property.

It is proposed to fill this vacancy by the promotion of an assistant keeper with increase in pay from $1560 to $1620 per annum, the minimum of the salary range. The resulting vacancy of assistant keeper will be filled by transfer within the Service without increase in pay.

Approved:

Secretary of Commerce.

Recommended by:

W. P. HARMAN

(Head of Bureau or Office)
Acting Commissioner of Lighthouses

APR 25 1933

Form 73
Ed. April, 1929

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Baltimore, Md. (City) April 18, (Date) 19 33

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and Promotion

Name, John M. Marchant

Position, Keeper

Location, Maryland Point Light Station, Md.

Effective, May 1, 1933

Legal residence, Virginia

Proposed salary, $1620.p.a.

Proposed range, $1620-1980.

Appropriation, Sal. Kprs. of L.H.

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

Former position, Asst. Keeper

Location, Stingray Point Light Station, Va.

Former salary, $1560.p.a.

Former range, $1380-1740.

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

Previous incumbent, John E. Morgan; his pay: $1800.p.a. (Lt.#1217) / to be

Services terminated, April 30, 1933.

Reason, Disability retirement.

Members of family in Government service, None.

Date of birth, December 5, 1882.

Remarks:

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

L. M. HOPKINS

Secretary, Civil Service District. Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

April 25, 1933

Submitted to the Secretary of Commerce, approved. justification being hereto attached. The resulting vacancy at Stingray Point will be filled by transfer without change in pay.

W. P. HARMAN

Acting Commissioner of Lighthouses

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

11—2314

PERSONNEL CLASSIFICATION BOARD FORM [illegible]—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 936 Sheet No. 5(b)-123

Space reserved for the use of the Board

1. Merchant (Surname) John (Given name) E. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Stingray Point Light Station
(b) Subdivision
(c) City or town State

6. Pay roll title Light Keeper
7. Customary office title Assistant Keeper
8. Present administrative allocation $1300-1600
9. Present gross rate of pay $ 1500.
10. Deduction for allowances $ None
11. Net rate paid in cash $ 1500.

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☐ Light ☒ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform, approximately $15.00

15. (a) Regular hours of work: From Sunset m. to Sunrise m. (b) How many hours per week excluding unusual or irregular overtime work? 56
Summer 56 Winter 56 (c) If not a full time and all-the-year-round position, state number of hours per day ;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to call at all times

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)

(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
As Assistant Keeper [illegible] he works side by side or watch and watch. He is instructed by example and supervised by direct personal contact with the Principal Keeper and by periodic inspections or visitations by District Superintendent or his representative.

20. What is the name, official position, and sheet number of the employee's immediate superior? A.J. Jarvis, Keeper 5(b)123

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	X	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): Private School

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Seaman on Steamboat

10—1856

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
12 hours	Attending to the light and attending to the up-keep of the station. I have to clean the lamp and watch the lamp all night to see that it is burning and does not smoke or get out of order. Run bell in fog.
6 hours	Painting and cleaning the house and other house work. I keep the paint clean and when needed paint the house and trimmings. Keep floors clean, furniture and etc.
6 hours	I sleep when I have time and between the work mentioned above.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

J M Marchant
(Signature of Employee)

Answer to Question 25, P.C.B.Form No.14

The duties of this employee are to share the watches with principal keeper in care of light and fog signal and the labor of keeping same in state of perfect cleanliness and efficiency, and in cleaning, painting and minor repairs of the entire station, which is a 2-story frame house on interbraced iron piles on a submarine foundation, surmounted by a glazed lantern in which is mounted a fresnel lens for display of light, which may be either a kerosene wick lamp or incandescent oil vapor light. The fog signal is a bell operated by clockwork machinery. Communication with shore is by motor launch. Each of two keepers is allowed 6 days ashore per month and during absence of principal keeper, the assistant is in full charge of station.

I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1440 to $ 1740

September 27, 1928 (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680

OCT [illegible] 1928, 1928 (Date) — J. S. CONWAY (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1926

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
I2 hours	Attending to the light and attending to the up-keep of the station. I have to clean the lamp and watch the lamp all night to see that it is burning and does not smoke or get out of order. Run bell in fog.
6 hours	Painting and cleaning the house and other house work. I keep the paint clean and when needed paint the house and trimmings. Keep floors clean, furniture and etc.
6 hours	I sleep when I have time and between the work mentioned above.

I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

J M Marchant
(Signature of Employee)

Answer to Question 25. P.C.B.Form No.14

duties of this employee are to share the

January 30,1917

26. How long have the employee's duties been substantially as described above?

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

September 27, 1928 — H. D. King — Supt. of Lighthouses
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1440 to $ 1740

September 27, 1928 — H. D. King — Supt. of Lighthouses
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380, to $ 1680

OCT [illegible] 1928, 1928 — J. S. CONWAY — Acting Commissioner of Lighthouses,
(Date) (Signature of head of bureau or his representative) (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

10—1856

SEE 5th Supt's. letter of January 15, 1927, re excess leave of keepers Wm. T. Donald, John Marchant, Barney Thomas, Arthur M. Midgett, and R. R. Lewis, and Bureau indorsement to Dept. of January 20, 1927, in file of Wm. T. Donald.

McC-JMT

FEB 2 1918

LIGHT FEB 2 1918 HOUSES

Sir:

Referring to report of the keeper of Windmill Point Light Station, Virginia, that on his return, after an enforced absence of nearly 17 days, due to unfavorable weather and ice conditions, he found the station in good order and that you had remained at your post of duty during his absence, although you were in great danger from the floating ice and a tug had stopped at the station to carry you away.

The Department warmly commends you for your faithful devotion to duty under such adverse and hazardous conditions, and will note the fact on the records as part of your official history.

Respectfully,

A. L. THURMAN

Acting Secretary.

Mr. John M. Marchant, Assistant Keeper,
Windmill Point Light Station, Virginia,
(Through Commissioner of Lighthouses.)

Bureau of Lighthouses, Washington
January 30, 1918.

FEB 2 1918

To Lighthouse Inspector .....Baltimore, Md.,.....
for files of his office. By direction of the Commissioner: See your report of January 23, 1918.

Chief Clerk

LIGHTHOUSES---Bureau's files

Exact copy as signed by A. L. THURMAN

Mailed FEB 2 1918 by

McC

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

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

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Jan. 23, 1918

1-18 Marchant Commended
REOM. copy secy + appt
Div. files
Office Bulletin
F + D Corr
5th Inspector

Rec Dept Returned

Commissioner of Lighthouses, Washington, D.C.

Subject: Commendation, John M. Marchant.

Reference: Letter dated Jan. 14, 1918 from Keeper Davis, Windmill Point L.S., Va.

The keeper of Windmill Point Light Station, Va. informs this Office that on his return to station after an absence of nearly 17 days enforced by unfavorable weather conditions he found the station in good condition and that the assistant keeper, Mr. John M. Marchant, had remained at the station during the severe weather conditions although a tug had stopped at the station to take him off. The keeper further states the ice was piled 17 feet high around the station and that the assistant was in great danger while it was passing.

I think the assistant keeper's devotion to duty in this instance worthy of all praise and recommend his commendation in accordance with Bureau Circular Letter No. 19 of Dec. 12, 1914.

H. D. King

Lighthouse Inspector.

McC.

John M. Marchant,
reinstatement.

January 29, 1917.

SPECIAL

Lighthouse Inspector, Baltimore, Md.

Referring to your nomination dated January 13, 1917, for the reinstatement of John M. Marchant as assistant keeper in the Lighthouse Service at $516 per annum, for assignment to duty at the Windmill Point LightnStation, Va.

I have to advise you that the reinstatement of Marchant has been approved, effective as recommended in your said nomination. The appointment will follow at a later date.

Acting Commissioner.

on today's Journal ✓

ok

✓

mcc
1/13

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JAN 22 1917
HOUSES

January 19, 1917.

Mr. John H. Marchant,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Sixteen dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By reinstatement, in accordance with authority contained in the Civil Service Commission's certificate No. 10511.)

By direction of the Secretary:

Respectfully,

Ent'd Jan 30

(SIGNED) CLIFFORD HASTINGS

L
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward Davis.

Legal Residence: Virginia.

11—3692

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

JAN 22 1917

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 16 1917

RECM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Jan. 13, (Date.) 191 7

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement

Name, **John M. Marchant** Legal residence, **Va.**

Position, **Assistant Keeper** Salary, **$516. p.a.**

Location, **Windmill Point L.S., Va.** Appropriation, **Salaries, Keepers of Lighthouses**

Effective **Jan. 22, 1917** {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, 2nd assistant keeper Former salary, **$456. p.a.**

Location, **Wolf Trap L.S., Va.**

Rank on eligible list, Rating, , Percentage, , Other eligibles considered:
John S. Hudgins, former temporary asst. kpr., Baltimore L.S., Md.

Previous incumbent, ✓ **Edward Davis** Services terminated **to** at close of date immediately preceding entry on duty in new position.

Reason, **Recommended promoted to keeper, Windmill Point L.S., Va.**

Members of family in Government Service, **brother, Wolf Trap L.S., Va. ~~asst. kpr.~~**

Remarks: **Mr. Marchant had been in the lighthouse service of this district from 1906 to Sep. 30, 1916, when he was forced to resign on account of urgency of private affairs. He started as a cook on the lighthouse tender JUNIPER and his services have been uniformly satisfactory; also, continuous to date of his resignation. His letter requesting reinstatement is attached.**

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

H. D. King.

Secretary, Civil Service District. **Lighthouse Inspector.**

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 16 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner ✓

Cut

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

11—2314 116

LIGHT
SEP 30 1916
HOUSES

September 29, 1916.

Sir:

The Department is in receipt of your resignation, dated September 26, 1916, as second assistant keeper of Wolf Trap Light Station, Virginia, 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 September 30, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. John M. Marchant,
Through the Commissioner of Lighthouses.

C

SEP 30 1916

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1916.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

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

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 enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $480 per annum.)

E D Feb. 1, 1916.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings
Chief of Appointment Division.

R
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Rufus T. Hunley.

Legal Residence: Virginia.

11—3692

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK--RWOK

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

LIGHT HOUSES JAN 21 1916

Baltimore, Md., (City.) Jan. 19, (Date.) 191 6

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer involving reduction in pay.

Name, **John M. Marchant** Legal residence, **Va.**

Position, **2nd Asst. Keeper** Salary, **$456. per an.**

Location, **Wolf Trap L.S., Va.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **Feb. 1, 1916** {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper Former salary, **$480. per an.**

Location, **Nansemond River L.S., Va.**

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

Previous incumbent, Rufus T. Hunley Services terminated to **at the close of Jan.31, 1916.**

Reason, **Transfer to assistant keeper at $480. per an., Nansemond River L.S., Va. effective Feb. 1, 1916 recommended.**

Relatives in Government Service, Cousin and ½ brother in Lighthouse Service.

Remarks: This recommendation in accordance with request of Mr. Marchant attached. Exchange of positions is approved of by the keepers of stations involved. Approval of action recommended will not be in violation of Sec. 2 of Rule 1 of the Civ. Ser. Rules.

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

Secretary, Civil Service District.

Lighthouse Inspector.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 21 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 14 1913
HOUSES

REOM.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Nov. 13, 1913

Returned to the Commissioner of Lighthouses for change as to the name of the person to be commended. It appears that the assistance was rendered on the date a change took place in the assistant keepership of the station and that Mr. William A. Crockett was the assistant keeper whom the keeper of the station referred to in his letter of October 6 to this Office, and not Mr. Marchant. It is, therefore, requested that the letter of commendation be addressed to Mr. William A. Crockett, Asst. Keeper, Tangier Sound Lightstation, Va., instead of to Mr. J. M. Marchant, now assistant keeper of Nansemond River Lightstation, Va.

Rulond.
Inspector.
E.S.H.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Maryland,
Sept. 19, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on October 1, 1913.

Name, John M. Marchant Position, Assistant Keeper

From Tangier Sound L. S., Va. To Nansemond River L. S., Va.

Previous incumbent, Robert G. Hudgins

Services to be terminated, At the close of Sept. 30, 1913 Reason, Resignation

Inspector

Oct. 13, 1913

The above-referred-to transfer became effective beginning with Oct. 6, 1913

Ruland.

Inspector

ESH.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

RECM.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES OCT 14 1913 DEP'T OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Maryland,

Sept. 19, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on October 1, 1913.

Name, John M. Marchant Position, Assistant Keeper

From Tangier Sound L. S., Va. To Nansemond River L. S., Va.

Previous incumbent, Robert G. Hudgins

Services to be terminated, At the close of Sept. 30, 1913 Reason, Resignation

Inspector

Oct. 13, 1913

The above-referred-to transfer became effective beginning with Oct. 6, 1913

Inspector

E.S.H.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTE

REOM.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES SEP 20 1913 DEPT. OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Maryland, Sept. 19, 191 3

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on October 1, 1913.

Name, John M. Marchant Position, Assistant Keeper 480

From Tangier Sound L. S., Va. To Nansemond River L. S., Va.

Previous incumbent, Robert G. Hudgins ✓ 480

Services to be terminated, At the close of Sept. 30, 1913 ✓ Reason, Resignation ✓

Rutland.

Inspector

E.S.H.

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

1 inclosure (Marchant's request)

BUREAU OF LIGHTHOUSES WASHINGTON SEP 26 1913

Submitted to the Secretary of Commerce for his information.

G

Acting Commissioner.

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

October 16, 1911.

Mr. John M. Marchant,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, Assistant Keeper of Tangier Sound Light Station, Virginia, in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, for a probationary period of six months, effective beginning October 16, 1911, or as soon thereafter as you enter upon duty. Retention in the service after the expiration of your probationary period shall be equivalent to absolute appointment.

(Civil-service certificate No. ------.)

By direction of the Secretary:

Respectfully,

P
D

(Signed) A. GORDON-CUMMING
Acting Chief Clerk.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Edward L. Thomas.
Legal Residence: Virginia.

11—1394

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

BUREAU OF LIGHT-HOUSES LCH OCT 13 1911 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

(1 Inclosure)

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,

Baltimore, Md., October 12, 1911.

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Probationary appointment.

Name, John M. Marchant. Legal residence, Virginia.

Position, Assistant Keeper. Salary, $480 per annum.

Location, Tangier Sound Light-Station, Va.

Effective on the actual date of entrance on duty.

Former position, Former salary,

Location,

Rank in list of eligibles, Fourth. Rating, Percentage, 91.40.

Other eligibles considered, John Betz and Adam A. Butterfield.

Letters of declination inclosed, addressed to John Betz, returned undelivered.

Previous incumbent, Edward L. Thomas. Services terminated, Sept. 30, 1911.

Reason, Promoted.

Remarks:

Appropriation: Salaries, Keepers of Lighthouses.

H. Lamotte

Commander, U. S. N., Retired,
Inspector, 5th L.-H. District.

Department of Commerce and Labor

ONE inclosure BUREAU OF LIGHTHOUSES OCTOBER 13, 1911.

WASHINGTON

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

11—2314

C. A. Loomer

ACTING COMMISSIONER.