LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: Matela, John **DOB:** 1862

Records checked:

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive negative

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive negative

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive negative

AND

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive negative

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive negative

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: possible CG service Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

Pro. Rudolph

John Matela

STATE FROM WHICH APPOINTED

Oregon

INACTIVE

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
2d. ast. keeper Cape Sarichof, Ala.	$600 ps.	Light-House	Nov. 5, 1906 Eod
1st ast " " "	800 "	"	Aug. 4, 1908
2nd " Cape Meares—Oreg	540.	"	Sept 1. 1910
	Resigned close	March 31. 1914.	
TEMPORARY			
Addl. Asst. Kpr. (Reinstatement) not exc 2 mos. Tillamook Rock L. S. Oreg.	$540. Last day service	L. H. apr 30. 1915.)	Apr. 5, 1915.
4th Asst. Kpr. Tillamook Rock L.S. Oregon.	$540.	L. H.	May 1, 1915.
3rd " " " " "	$540	"	Aug. 27, 1915
" " " " "	$576	"	Jan. 1, 1916
	Resigned close	Dec 10. 1916	

INACTIVE

OFFICE OF THE CHIEF CLERK
RECEIVED
OCT 29 1906
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

DIVISION OF APPOINTMENTS
RECEIVED
OCT 29 1906
DEPT OF COMMERCE AND LABOR

TT.
File No. 10,104.

27 Oct. '06.

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the probationary appointment of Mr. John Matela of Oregon as Second Assistant Keeper at Cape Sarichef, Alaska, Light-Station, with pay at the rate of $600 a year, to date from 1 Nov. '06, or as soon thereafter as he enters on duty, in the place of Mr. Thomas Jones, promoted. Jan 11 '06

Mr. Matela has passed the required Civil Service examination, and obtained a rating of 86.80 percent in Class IV.

Respectfully,

Lt. Col., Corps of Engineers, U.S.A.,
Engineer Secretary.

10-29-06 No papers Yale

3½ on eligible list.

Considered with:
~~Sigvart G. Olsen~~ Anton Hoyr
and ~~Karl Lervik.~~ Michael F. Bergen

13½ Insp.

S. G. Olsen and Matela were nominated, effective the same date. Olsen's nomination was not received here until Matela's had been received, considered and carded. The receipt of Olsen's nomination necessitated recarding. J.A.D.

OFFICE OF THE CHIEF CLERK
FORWARDED
OCT 29 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
OCT 30 1906
DEPT OF COMMERCE AND LABOR

INDEXED.

PROBATIONARY APPOINTMENT—WITHOUT FIXED DATE

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

10104

October 30, 1906.

Mr. John Matela, of Oregon, having qualified under the civil-service regulations, is hereby appointed Second Assistant Keeper at Cape Sarichef Light-Station, Alaska, in the Light-House Service, with compensation at the rate of Six Hundred dollars per annum, for a probationary period of six months, effective beginning November 1, 1906, or as soon thereafter as he enters on duty, vice Thomas Jones.

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

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

DIVISION OF APPOINTMENTS REPORTED OCT 31 1906 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

CHANCE REPORTED NOV -- 1906 U. S. COMMISSION

CARDED.

11—1870

Assistant Secretary.

The Light-House Board.

W

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

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 10 1907
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES.)

I, John Matela

do solemnly[a] Swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

John Matela

Light House Board,
Entered upon duty.
Date 5 Nov. 1906
J B Johnson
Chief Clerk.

[b] Sworn and subscribed before me,
this 25th day of June, A. D. 1907

[c] Name: H. Gray
Official title: U.S. Commissioner

{Affix official seal.}

CARDED

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
2nd Asst Keeper	Cape Sarichef, Alaska	Finland	Oregon

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

In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

11—944

AUG 10 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED

DIVISION OF APPOINTMENTS
RECEIVED
AUG 12 1907
DEPT OF COMMERCE AND LABOR
G

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

February 1, 1906.

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 officer in immediate charge should review the information given by the appointee or employee, and if correct, should forward the form to the Chief of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Department.

DIVISION OF APPOINTMENTS
RECEIVED
AUG 7 1907
G
DEPT OF COMMERCE AND LABOR

V. H. Metcalf

Secretary.

CARDED

PART I.

(Part I should be executed 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 Matela

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

John Matela

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

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? Raahe Finland

6. When were you born? March. (Month.) 7. (Day.) 1863. (Year.)

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

8. 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.
No.				

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

appointed for asst keeper L. H. Gerawise September 16. 1906.

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

No

11. Have you ever held any 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.)

No

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

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

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

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

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

Seaman US Tender Heather. 1904. U. Heather & Manzanita 1905

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

Common public School

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

Seaman

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

(Examination for Asst Keeper, L.H. Service, 1 Sept 1906.)

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

Yes

19. State the date upon which the above blanks were filled. 20 June, 1907

Witness:

(Signature) John Matela

In case signature is by mark.

P. O. Address: Cape Sarichef
City or town.
Light Station
Number and street.
Alaska
State or Territory.

Reviewed, approved, and forwarded 29 July, 1907.

(Signature) J. F. Merrick
Commander, U. S. N.,

(Official title) Light-House Inspector.

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.

Light-House Service. (Bureau or Service.) Cape Sarichef, Alaska. (Place (city, town, or station).) Thirteenth. (District.)

2. To what position has he been appointed? Second Ass't Keeper.

3. State the date of appointment. 30 October, 1906.

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

5 November, 1906.

5. State the date of the oath. 25 June, 1907.

6. State the date the appointee or employee entered on duty. 5 November, 1906.

7. What is his salary? $600.00 per annum.

8. From what appropriation is he paid? SALARIES OF KEEPERS OF LIGHT-HOUSES.

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

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

11. In what manner did the appointee or 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.)

Appointed through examination for Ass't Keeper, Light-House Service, dated 1 September, 1906.

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

(Signature) J. F. Merrick

Date: 29 July, 1907.

(Official title) Commander, U. S. N.,
Light-House Inspector.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of the Inspector, 13th. L. H. Dist.,

Portland, Oregon

December 5, 1908.
(Date)

The Light-House Board,

Washington, D. C.

Sirs: I have the honor to recommend the (1) promotion
(Probationary appointment, transfer, promotion, etc.)

of (2) Mr. John Matela (Ef not reported) of (3) Oregon
(Name of person—letter for letter—as reported to Board) (State of legal residence)

from (4) Second Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Cape Sarichef Light Station, Alaska.
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $600.00 to (7) First Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) same station at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $ 800.00, effective beginning (10) 4 August, 1908 (the date
(Salary recommended)

of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~
(Strike out the clause not appropriate)

in the place of (11) Mr. Thomas Jones
(State name of *last* person holding position)

who (12) has resigned on (13) August 3, 1908
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

Mr. (14) stands No. (15) in list of eligibles,

Class (16), with an average of (17) per cent, and

was considered with (18)

(19) letters of declination of herewith.

Respectfully,

Mrs. F. Pond.

Commander, U. S. N., Inspector.

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN DEC 14 1908 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Dec. 12, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

OFFICE OF THE CHIEF CLERK FORWARDED DEC 14 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

H. T. Mayo

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

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos.

11—2914

GENERAL APPOINTMENT PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

10104

December 15, 1908.

Mr. John Matela, of Oregon, is hereby appointed First Assistant Keeper of Cape Sarichef Light-Station, Alaska, in the Light-House Service at a salary of Eight Hundred dollars per annum, this appointment to be effective beginning August 4, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (Vice Thomas Jones.)

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

(By promotion from Second Assistant Keeper at $600 per annum.)

CARDED.

Secretary.

Date of oath: , 190

The Light-House Board.

CHANCE REPORTING CO.
DEC — 1908
U.S. COMMISSIONER OF COMMERCE AND LABOR

DEC 15 1908
TO DISBURSING CLERK

Form 111

OFFICE OF THE CHIEF CLERK
RECEIVED
OCT 26 1909
DEPT OF COMMERCE AND LABOR

LIGHT HOUSE BOARD
OCT 23 1909
NO. 10104
Enclosure

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, John Matela

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

John Matela

[b] Sworn and subscribed before me, this 27th day of September, A. D. 1909

(Affix official seal here.)

[c] (Name:) J. L. Brown

(Official title:) Commissioner

Official Title.	Name of Station.	State or Country in which born.	State or Territory from which appointed.
1st Ass't Keeper. $800 per annum.	Cape Sarichef, Alaska.	Finland.	Oregon.

Office of the Inspector, 13th Light-House District,

Portland, Oregon, (Address.) October 18, 1909. (Date.)

OFFICE OF THE CHIEF CLERK
FORWARDED
OCT 26 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

The above-named appointee entered upon duty on August 4, 1908. (Date.)

(Signed:) [signature]

Commander, U.S.N.,
Light-House Inspector.

CARDED

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

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

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

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

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

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

11—944

L.

Ent'd OCT 25 1909

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 14 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Light-House Establishment. 2. Where employed Cape Sarichef Light-Station. Alaska
3. Name Matela, John 4. Where born Finland.
5. Age 46 6. Position First Assistant Keeper.
7. Compensation $800 P.A. 8. When appointed (a) November 5, 1906.
9. How appointed (b) Through Civil Service Examination.
10. Appointed from: State Oregon. Congressional District Second. County Clatsop. O.R.
11. Status under Civil Service Rules (c) Classified competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) First Assistant Keeper.
15. Efficiency: Quantity of work (d) 10/10 Quality of work (e) Excellent. Interest manifested in work (f) Excellent. VERIFIED
16. Is this employee fully earning the salary he is now receiving? Yes.
17. Remarks (g) (The Inspector has been requested to forward an oath of office for the appointment of December 15, 1908)

CAPTAIN, U. S. N.
NAVAL SECRETARY

Lt. Colonel, Corps of Engineers, U. S. A.
Inspector, 13th Light-House District.
Engineer Secretary.

Chas. J. Pruden
Head of Bureau or Office.

JUN 7 - 1909, 19

11—3005

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

DIVISION OF APPOINTMENTS RECEIVED SEP 14 1910 DEPT. OF COMMERCE & LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of the Inspector, 17th L. H. Dist.,

Portland, Oregon.

The Commissioner,
~~The Light-House Board~~,
Bureau of Light-Houses,
Washington, D. C.

September 6, 1910.
(Date)

Sirs: I have the honor to recommend the (1) transfer
(Probationary appointment, transfer, promotion, etc.)

of (2) John Matela of (3) Oregon
(Name of person—letter for letter—as reported to Board) (State of legal residence)

from (4) First Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Cape Sarichef Light-Station, Alaska,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $800 yearly to (7) Second Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Cape Meares Light-Station, Oregon, at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $540 yearly, effective beginning (10) Sept.1, 1910, (the date
(Salary recommended)

of his entrance on duty) (~~or as soon thereafter as he enters on duty~~)
(Strike out the clause not appropriate)

in the place of (11) Jacob Eriksen (at 550. Pa)
(State name of *last* person holding position)

who (12) was transferred on (13) Aug. 21, 1910.
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

No member of Mr. Matela's family is in the Government service.

Mr. (14) stands No. (15) in list of eligibles,

Class (16), with an average of (17) per cent, and

was considered with (18)

(19) letters of declination of herewith.

IN THE ABSENCE OF, AND BY DIRECTION OF THE INSPECTOR.

Respectfully,

Request of Mr. Matela for transfer to Cape Meares Lt-Staion herewith inclosed.

Chief Clerk.

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN SEP 14 1910 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

~~LIGHT-HOUSE BOARD~~

BUREAU OF LIGHT-HOUSES

SEP 13 1910, 190

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

G. R. Putnam

Commissioner

OFFICE OF THE CHIEF CLERK FORWARDED SEP 14 1910 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

9-14-10

11—2314

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 14 1910
DEPT OF COMMERCE AND LABOR

OFFICE OF U.S. L.H. INSPECTOR
RECEIVED
AUG 24 1910
PORTLAND, OREGON
13TH DISTRICT

Astoria, Oregon.
Aug 22nd 1910

Commander J. M. Ellicott, U. S. N.
Inspector 13th L. H. District,
Portland, Oregon.

Sir:

Understanding there will soon be a vacancy at Cape Meares Light Station. I respectfully request a transfer there as Second Assistant keeper, And am willing to accept the lower rate of pay of that position.

Yours respectfully
John Matelo
first assistant keeper at
Cape Sarichef Light Station

My present address is: 141 - 1st St.
Astoria, Oregon

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

September 14, 1910.

Sir:

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

Second Assistant Keeper of Cape Meares Light-Station, Oregon.

in the Light-House Service,

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

effective September 1, 1910., on and after which date

you have continuously served in the above-mentioned position.

(Vice Jacob Eriksen.)

(By transfer from First Assistant Keeper of Cape Serichef Light-Station, Alaska, at $600 per annum.)

CARDED

CHANGE REPORTED
SEP 11 1910
U. S. COMMISSION.

By direction of the Secretary,

Respectfully,

APPOINTMENT DIVISION
REPORTED
SEP 15 1910
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Gordon Cummings
Acting Chief Clerk.

Mr. John Matola,

Through the Commissioner of Light-Houses.

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

DIVISION OF APPOINTMENTS
RECEIVED
OCT 8 - 1910
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, JOHN MATELA

do solemnly [a] 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 Matela
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 26th day of September, A. D. 1910.

(Affix official seal here.)

[c] (Name:) Edwin Hanson

(Official title:) Notary Public for Oregon

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
Second Ass't Keeper.	$540 per yr.	Cape Meares Lt-Station, Oregon	Finland.	Oregon.

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

Office of the Inspector, 17th Light-House District,

CARDEL

PORTLAND, OREGON. (Address.), SEP 28 1910 (Date.)

The above-named appointee entered upon duty on September 1, 1910. (Date.)

(Signed:) [signature]

Commander U. S. N.,
INSPECTOR, 17th LIGHT-HOUSE DISTRICT

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

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

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

NOTE CAREFULLY.

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

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

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

Rec'd OCT 7 - 1910

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

OFFICE OF INSPECTOR
JUL 18 1911
17th LIGHTHOUSE DISTRICT

EFFICIENCY REPORT

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

1. Name Mateka, John 2. Age 49 (Last birthday.)

3. Bureau Lighthouse 4. Position 2nd Asst Keeper

5. Compensation $540.00 6. Where employed Cape Meares Light Station

7. When appointed (*a*) Nov 1, 1906 8. How appointed (*b*) Through C. S. Exam

9. Status under Civil Service Rules (*c*) Class. Comp.

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

11. Does the employee receive a pension? - If so, state the amount -

12. Other Government service None

13. Duties (describe fully) Usual duties of position

14. Has the employee special qualifications? Yes If so, state them Previous experience on tenders.

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	1000
Average percentage			100

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

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

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

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

No. Works overtime.

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

Fair equivalent.

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

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

20. Remarks: (e)

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

R. E. Clark Chief Clerk

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

Henry L. Beck Inspector

G. R. Putnam

Chief of Bureau or Office.

11—4259

T5C

COPY AJL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Office of Inspector, 17th District
Portland, Oreg.

November 11, 1913.

Mr. W. P. Ford, Keeper Cape Mears Light Station, Bayocean, Oreg.

Assistant Superintendent C. W. Leick has advised me of the good work done by you, 1st Assistant Keeper Gust Jansen and 2nd Assistant Keeper John Matala during the past summer. He states that a great deal of intelligent labor has been expended on the lighthouse road, 5 miles long, and that he found it in excellent condition throughout its length. Furthermore during the progress of general repairs at the station, munder his direction, all of the Keepers willingly furnished assistance whenever they could do so. This testimony that you have not confined your official activities to your regular station duties, the latter not being neglected, however, is evidence ofefficiency which the Inspector is pleased to commend.

A copy of this letter will be given to each of your Assistants and the Commissioner of Lighthouses will be advised of its contents.

(signed) Beck

Inspector.

Copy for the information of the Commissioner of Lighthouses as requested in Circular No. 87.

CROSS REFERENCE

1096

Form 93

LETTER TRANSMITTING RESIGNATION

RCH/GG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 17th DISTRICT,

Portland, Oregon, February 26, 1914.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, John Matela — Position, 2nd Assistant Keeper.

Legal residence, Oregon — Station, Cape Meares, U.S. Oreg.

Salary, $540.00 per annum.

The acceptance of this resignation is recommended effective at the close of March 31, 1914.

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

Remarks:

Inc.

Beck
Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 3 1914

Submitted to the Secretary of Commerce, approved.

11—4623

Bowerman
Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, OREG.

Department of Commerce and Labor
LIGHTHOUSE SERVICE





SEVENTEENTH DISTRICT

Cape Meares
(Depot, Station, or Vessel)

February 24, 1914

Light-house Inspector 17th District
Portland, Ore.

Sir:

I hereby resign the position of 2nd Asst. Keeper at this Station, to take effect April 1st 1914.

Please hold my March pay check and I will call for it at the Office.

Respectfully,
John Matela.
2nd Assistant.

Respectfully forwarded,
H. P. Ford Keeper.

March 4, 1914.

Sir:

Having tendered your resignation as second assistant keeper of Cape Meares Light Station, Oregon, at $540 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of March 31, 1914.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

CHANGE REPORTED
MAR 1914
O. S. COMMISSION.

Mr. John Matela,
Through the Commissioner of Lighthouses.

CARDED.

APPOINTMENT DIVISION ENTERED
MAR4 1914
ON JOURNAL DEPT OF COMMERCE

M
C

March 25, 1915.

The Assistant Secretary:

In the attached communication from the Commissioner of Lighthouses, the Bureau recommends that a temporary additional position of assistant keeper of Tillamook Rock Light Station, Oregon, at $540 per annum, be authorized for a period not to exceed two months, pending the disposition of charges which have been preferred against Andrew P. McWilliams, the third assistant keeper at that station. Mr. McWilliams was suspended from duty and pay for a period not to exceed 90 days, beginning February 1, 1915.

The Bureau also requests that John Matela be reinstated in the Lighthouse Service for assignment to duty in the temporary additional position referred to above, with the understanding that he may be recommended for appointment to the position of third assistant keeper of Tillamook Rock Light Station, Oregon, in the event Mr. McWilliams is later dismissed from the service.

(SIGNED) GEO. W. LEADLEY,

3/25/15 GWL

APPROVED:

(Sgd) E. F. Sweet

Assistant Secretary.

C-R

Form 381.
May, 1910.

REQUEST FOR REINSTATEMENT.

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

Washington, D. C., March 26, 1915.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of John Matela, a legal resident of the State (or Territory) of Oregon, to the position Additional Assistant Keeper of Tillamook Rock Light Station, Oregon, now vacant (or to become vacant on), at a salary of $ 540 per annum in the Lighthouse Service, for which a certification of eligibles has not been requested.* Mr. Matela was, without delinquency or misconduct on his part, separated by resignation on March 31, 1914, from the position of Second Assistant Keeper of Capes Meares Light Station, Oregon, at a salary of $540 per annum in the Lighthouse Service.
[Removal or resignation.] [Bureau or Office.] [Bureau or Office.]

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:
Mr. Matela's reinstatement, if authorized, will be made upon the condition that there are not two or more members of his family in the classified service.
[State degree of relationship and where employed.]

It is requested that action in the matter be expedited.

MILITARY OR NAVAL RECORD.

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

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

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

R
C

Official title: Acting Chief Clerk.

*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

(Give Reference)
For basis of this action see letter dated 3-25-15 in file of 646

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAR 29 19
DEPT OF COMMERCE

March 26, 1915.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 25th instant, the Department has authorized the temporary additional position of assistant keeper of Tillamook Rock Light Station, Oregon, at $540 per annum, for a period not to exceed two months, pending the disposition of charges which have been preferred against Andrew P. McWilliams, the third assistant keeper at that station.

The Department has requested the Civil Service Commission to authorize the reinstatement of John Matela, as recommended by the Bureau, for assignment to duty in the above-mentioned position, it being noted that he may be nominated for appointment as third assistant keeper in the event Mr. McWilliams is later dismissed from the service.

By direction of the Secretary:

* 646

(Signed) T. J. FITZGERALD

Acting Chief Clerk.

R
C

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

No. 8045

CERTIFICATE AUTHORIZING REINSTATEMENT.

UNITED STATES CIVIL SERVICE COMMISSION,

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAR 29 1915
DEPT OF COMMERCE

CHIEF CLERK
MAR 29 1915
5

A.L. Washington, D. C., March 27, 1915.

APPOINTMENTS
MAR 29 1915
10

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 Matela of

STATUS AUTHORIZED.	FORMER STATUS.
Commerce, (Department.)	Same, (Department.)
Lighthouse Service, (Bureau or office.)	Same, (Bureau or office.)
Additional Assistant Keeper $540, (Position and salary.)	Second Assistant Keeper, $540, (Position and salary.)
Tillamook Rock Light Station, Ore. (City in which to be employed.)	Cape Meares Light Station, Oregon, (City in which formerly employed.)
March 26, 1915. (Date of request.)	March 31, 1914, resignation. (Date and manner of separation.)

Issued subject to condition that there are not already two or more members of his family in grades covered by the Civil Service Act.

Very respectfully,

John T. Doyle

Secretary.

6—3058

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 29, 1915.

Mr. John Matela,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Assistant Keeper of Tillamook Rock Light Station, Oregon,

in the Lighthouse Service

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

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

The position to which you have been appointed has been authorized for a period not to exceed two months.

(By reinstatement in accordance with authority contained in Civil Service Certificate No. 8045, provided there is not more than one member of your family, if any, already in the classified service.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. A. LORIMER
Chief of Appointment Division.

R
C

CHANGE REPORTED APR 1915 U. S. COMMISSION.

CARDED.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Oregon.

APPOINTMENT DIVISION ENTERED MAR 29 1915 ON JOURNAL DEPT OF COMMERCE

11—3692

Form 111

OFFICE OF INSPECTOR
APR 3 - 1915
17th LIGHTHOUSE DISTRICT

LIGHT HOUSES
APR 1915

APPOINTMENTS
APR 20 1915

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, JOHN MATELA

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 Matela
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 2nd day of April, A. D. 1915.

(Affix official seal here)

[4](Name) O. M. Richardson

(Official title) Notary Public in and for the State of Oregon.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Additional Ass't Keeper, L.H. Service.	$540 per annum	Tillamook Rock Light Station, Oregon.
Former[5] New temporary position.		

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

CARDED.

Office of Lighthouse Inspector, 17th District

Portland, Oregon, (Address), APR 6 1915 (Date)

The above-named appointee entered upon duty on APR 5 1915 (Date)

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR.

(Signature, followed by title) Chief Clerk.

[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

Encl

Form 73

NOMINATION

RCH/LJR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES APR 22 1915

OFFICE OF LIGHTHOUSE INSPECTOR, 17th DISTRICT.

Portland, Oregon, April 16, 1915.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK APR 23 1915

DIV. OF APPOINTMENTS APR 23 1915 DEPT OF COMMERCE

Action recommended, Appointment.

Name, John Matela. 9 100 Legal residence, Oregon.

Position, Fourth Ass't Keeper, L.H. Service. Salary, $540 per annum.

Location, Tillamook Rock Light Station, Ore. Appropriation, Salaries, Keepers of Lighthouses.

Effective May 1, 1915, {[1] ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

APPOINTMENTS APR 23 1915 10:30

Former position, Additional Ass't Keeper Former salary, $540 per annum.

Location, Tillamook Rock Light Station, Oregon.

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

Previous incumbent, Axel E. Andresen. Services terminated, April 30, 1915.

Reason, Promotion. (9 on end 2 3rd cl.)

Relatives in Government Service, None.

Remarks: Reinstated in accordance with authority contained in Civil Service Certificate No. 8045.
There no quarters provided for the families of Keepers at this station.

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

Warnack

Secretary, Civil Service District **Inspector.**

HRW-JEL

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 22 1915

Submitted to the Secretary of Commerce, approved.

H-23-16

Attention is invited to the 17th Inspector's form 73, of April 16, 1915, recommending the promotion of Axel E. Andresen from 4th Assistant Keeper to 3rd Assistant Keeper of Tillamook Rock Light Station, submitted to the Department by the Bureau on April 21, 1915, necessitating the recommendation for the appointment of Matela as fourth assistant keeper instead of third asssistant keeper as referred to in Department letter of March 26, 1915.

Commissioner

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 23, 1915.

Mr. John Matela,
Through the Commissioner of Lighthouses.

Sir:

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

Fourth Assistant Keeper

in the Lighthouse Service

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

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

(By change from additional assistant keeper of Tillamook Rock Light Station, Oregon, at $540 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED APR 23 1915 ON JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

R
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Axel E. Andresen.

Legal Residence: Oregon.

CHANGE REPORTED MAY 1915 U. S. COMMISSION.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

OFFICE OF INSPECTOR
MAY 13 1915
17th LIGHTHOUSE DISTRICT

CHIEF CLERK
MAY 22 1915

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, JOHN MATELA

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 matela
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] twelfth day of May, A. D. 1915.

(Affix official seal here)

[4] (Name) Chas. A. Richardson

(Official title) Notary Public, in and for the State of Oregon.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 4th Ass't Keeper, L.H. Service.	$540 per an.	Tillamook Rock Light Station, Ore.
Former Additional Ass't Keeper.	$540 per an.	do do

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

Office of Lighthouse Inspector, 17th District

Portland, Oregon, (Address), May 13, 1915. (Date)

CARDED.

The above-named appointee entered upon duty on May 1, 1915. (Date)

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR.

(Signature, followed by title)
Chief Clerk.

[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

Encl'd

Form 213 B

OFFICE OF INSPECTOR
APR 5 - 1915
17th LIGHTHOUSE DISTRICT

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

LIGHT HOUSES MAY 10 1915

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

CHIEF CLERK MAY 18 1915

APPOINTMENTS MAY 18 1915 9.22

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. This should be done whether or not further employment has been authorized by the Department.

APPOINTMENT DIVISION ENTERED MAY 18 1915 ON JOURNAL DEPT OF COMMERCE

Name of employee John Matela Legal residence Oreg.

Designation Additional Assistant Keeper Compensation $540 pa.

Place of employment Tillamook Rock L.S., Oreg.

Date of appointment March 29, 1915.-date entrance on duty.-4/5/15 -2 mos.

Last day of service under this appointment April 30, 1915. CARDED

State if services will be required beyond the period authorized Yes. He has been regularly appointed. See Department letter April 23, 1915.
If services are required, nomination should be made on the proper form.

Bureau of Lighthouses, Washington

MAY 13 1915

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR.

R. C. Clark
(Signature.)

Chief Clerk.
(Title.)

Submitted to Secretary of Commerce recommended for approval.

H. B. Bowerman
Acting Commissioner.

May 4, 1915.
(Date.)

Not to be reported to C.S.C.

Form 73

NOMINATION

RW/LJR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT AUG 14 1915 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 17th DISTRICT,

Portland, Oregon, (City.) August 9, (Date.), 1915.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion.

Name, **John Matela.** 100%

Legal residence, **Oregon.**

APPOINTMENT DIVISION APPOINTMENT CLERK AUG 16 1915 DEPT OF COMMERCE

CHIEF CLERK AUG 16 1915

Position, **Third Assistant Keeper, L.H.Service.**

Salary, **$540 per annum.**

Location, **Tillamook Rock Light Station, Ore.**

Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **August 16, 1915,** {[1]xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx or as soon thereafter as he enters on duty.

APPOINTMENTS AUG 16 1915

Former position, Fourth Assistant Keeper, L.H.S.

Former salary, **$540 per annum.**

Location, **Tillamook Rock Light Station, Oregon.**

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

Previous incumbent, Axel E. Andresen.

Services terminated, **August 15, 1915.**

Reason, **Transfer and promotion.** recommended

Aug 8.16.15 Mail

Relatives in Government Service, None.

Remarks: Telegraphic advice is requested.

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

Warnock

Secretary, Civil Service District

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 14 1915

8/16/15 MBL

Submitted to the Secretary of Commerce, approved.

E. C. Gillette

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 16, 1915.

Mr. John Matela,

Through the Commissioner of Lighthouses.

Sir:

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

Third Assistant Keeper

in the Lighthouse Service

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

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

(By promotion from fourth assistant keeper at $540 per annum.)

GARDEN

By direction of the Secretary:

Respectfully,
(SIGNED) CLIFFORD HASTINGS

Acting Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Axel E. Andresen.

Legal Residence: Oregon.

CHANGE REPORTED
SEP 1915
U. S. COMMISSION

APPOINTMENT DIVISION
ENTERED
AUG 16 1915

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT SEP 7 1915 HOUSE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK SEP 23 1915

I, JOHN MATELA,

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 Matela (Appointee signs here)

[2] Sworn (See below) and subscribed before me, this[3] 30th day of August, A. D. 1915

(Affix official seal here)

[4] (Name) Chas Kurkkala

(Official title) Notary Public

My Commission Expires Feby. 11, 1916

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Third Asst. Keeper	$540 per annum	Tillamook Rock Light Station, Ore.
Former[5] Fourth " "	$540 "	" do

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

Office of Lighthouse Inspector, 17th District

Portland, Oregon (Address), August 31, 1915 (Date)

The above-named appointee entered upon duty on August 27, 1915 (Date)

CARDEL.

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR.

(Signature, followed by title) Chief Clerk.

[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

SEP 23 1915

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 17th DISTRICT,

Portland, Ore. (City.), December 21 (Date.), 1915.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, John Matela — Legal residence, Oregon.

Position, Third Assistant Keeper, L.H.Service. Salary, $576 per annum.

Location, Tillamook Rock Light Station, Ore. Appropriation, Salaries, Keepers of Lighthouses.

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

Former position, Same. Former salary, $540 per annum.

Location, Same.

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

Previous incumbent, Same. Services terminated, December 31, 1915.

Reason, See remarks.

Members of family in Government Service, None.

Remarks: The above change in pay is one of a general revision of Keepers salaries as per Bureau circular No.142 and specifically authorized by Bureau telegram of December 17, 1915.

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

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR.

Secretary, *Civil Service District.*

CHIEF CLERK
~~Inspector.~~

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 27 1915

Submitted to the Secretary of Commerce, approved.

S. Conway
Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 30, 1915.

Mr. John Matela,
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, ~~Third Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Seventy-six~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $540 per annum.)

APPOINTMENT DIVISION ENTERED DEC 30 1915 ON JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

~~R~~

CHANGE REPORTED JAN 1916

Appropriation: Salaries, Keepers of Lighthouses.
Vice:
Legal Residence: Oregon.

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

OFFICE OF INSPECTOR
JAN 31 1916
17th LIGHTHOUSE DISTRICT

LIGHT HOUSES
FEB 5 1916

APPOINTMENTS
FEB 11 1916
2

CLERK
FEB 11 1916

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, John Matela

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 Matela
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 29th day of January, A. D. 191 6

(Affix official seal here)

[4] (Name) C. W. Richardson

MY COMMISSION EXPIRES MARCH 7, 1916

(Official title) Notary Public, in and for the state of Oregon.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 3d Asst. Keeper, LHS.	$576 per an.	Tillamook Rock Light Station, Ore.
Former[5] Same	$540 " "	Same.

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

Office of Lighthouse Inspector, 17th District

PORTLAND OREGON (Address), JAN 31 1916 (Date)

The above-named appointee entered upon duty on JAN 1 - 1916 (Date)

CARDED

Robert Warnack
(Signature, followed by title) INSPECTOR

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

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

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

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

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

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

11—944

Entd

Form 93

RW/LJR

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT DEC 9 1916 HOUSES

CHIEF CLERK DEC 9 1916

OFFICE OF LIGHTHOUSE INSPECTOR, 17th DISTRICT, 5

Portland, Oregon, December 4 1916.

APPOINTMENTS DEC 9 1916

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, John Matela — Position, Third Assistant Keeper, L.H.Service.

Legal residence, Oregon. — Station, Tillamook Rock Light Station, Oregon.

Salary, $576 per annum.

The acceptance of this resignation is recommended effective at the close of Deceber 10, 1916.

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

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 11 1916 DEPARTMENT OF COMMERCE

Remarks:

12-9-16

Warnack

Inspector.

BUREAU OF LIGHTHOUSES

WASHINGTON

DEC 9 - 1916

Submitted to the Secretary of Commerce, approved.

11—4623

Conway

Acting Commissioner

705

OFFICE OF INSPECTOR
DEC 4 - 1916
17th LIGHTHOUSE DISTRICT
LIGHT
DEC 9 1916
HOUSES

ASTORIA, OREGON. December 2, 1916.

Lighthouse Inspector,
17th District,
Portland, Oregon.

Sir,

I hereby respectfully request that my resignation as Third Assistant of Tillamook Rock Light Station will be accepted, and to take effect immediately.

Very respectfully,

John Matela

Third Asst.

ADDRESS: John Matela,
246 Taylor Avenue,
Astoria, Oregon.

JM'B

December 11, 1916.

Sir:

The Department is in receipt of your resignation, dated December 2, 1916, as third assistant keeper of Tillamook Rock Light Station, Oregon, at $576 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 December 10, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED DEC 11 1916 DEPT OF COMMERCE JOURNAL

Mr. John Matela,
Through the Commissioner of Lighthouses.

CHANGE REPORTED
DEC 1916
U. S. COMMISSION

L
C

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

LIGHT
NOV 10 1916
HOUSES

MAKE NO ENTRIES IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Matela, John

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service.

4. Designation of position:

Third Ass't Keeper, Lighthouse Service

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

6. Annual earnings:

$558

7. Kind of appropriation:

~~Stat.~~ LS

8. Present rate of pay:

$ ~~756 pa.~~ 576

9. Initial rate of pay:

$ 600 pa.

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—		Regular—	
Years:	Months:	Years:	Months:
		8	8

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

Finland

12. Race:

W.

13. Sex:

M.

14. Date of birth—

Month: March

Year: 1863

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

Eg.

16. Marital condition:

S

17. War veteran?

No.

18. Appointed from—

Congressional district and State: 1 Oregon

County: Clatsop

19. Civil service status:

C.

20. Method by which classified status was obtained:

CE.

21. Place of employment—

City: Tillamook Rock Lt.Sta.

State: Oregon

DO NOT FOLD THIS CARD.

11—5869