September 12, 1922.

EK
Inclosure.

Forms 73 to Dept
9/19/22

Subject: 3d Supt's.forms 73, Sept.5,1922, probationary appt. Harry B. Dean, and John Maudsley, Aprs.

Returned to Superintendent of Lighthouses, Staten Island, N. Y., for statement of the emergency which necessitated the assignment of Dean and Maudsley to duty on September 1, prior to receipt of Department authority (Regs. 1918, Art. 406). Be guided accordingly in future similar cases.

J. S. CONWAY

Acting Commissioner of Lighthouses.

(COPY)EK

Office of the Supt. of Lighthouses,
3rd Dist., Staten Island, N. Y.,
September 14th, 1922.

Returned to Commissioner:

The required statement having been inserted on the nomination forms.

For and in the absence of the Superintendent.

(Signed) F. W. Ockenfels
1st Asst. Supt.

Copy in Dean's file.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
TOMPKINSVILLE, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 25 AM 8 47

Hydro.
Engr. Cons.
Mar. Engr.
Accounts.
Contracts.
Chf. Clk.
Dep. Comr.
Comr.

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, TOMPKINSVILLE, N.Y.

FWO-JHG

Sept. 23,1922

Commissioner of Lighthouses;

SUBJECT: John Maudsley, Asst.Keeper, Falkner Is.L.S.,Conn.

1. The following correspondence re John Maudsley, assistant keeper of Falkner Island Light Station, Connecticut, is forwarded herewith for the information of the Bureau:-

A - Letter dated Sept.15th from Keeper Fuller.
B - Copy of letter dated Sept.15th to Keeper Fuller.
C - Letter dated Sept.22nd from Keeper Fuller.
D - Letter dated Sept.22nd from Asst.Keeper Maudsley.

2. In view of the fact that Mr.Maudsley is physically unable to properly perform the duties of assistant keeper of Falkner Island Light Station, as described in the attached correspondence, it is recommended that his services be discontinued, effective at the close of October 10,1922.

3. In this connection it may be stated that Mr.Maudsley was probationally appointed by Department letter of September 20,1922. He entered on duty September 1,1922, and his probationary period would expire on February 28,1923.

4. The approval of this recommendation will not be in violation of Section 2 of Civil Service Rule I.

5. Mr.Maudsley has not been granted leave in excess of the accrued rate.

J. T. Yates

FILE

Bureau of Lighthouses, Washington
SEP 26 1922

Inclosure

Submitted to Secretary of Commerce recommended for approval.

Copies not retained in Bureau.

Commissioner

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 30 AM 8 42

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

FWO-JHG

Sept. 29,1922

Commissioner of Lighthouses.

SUBJECT: John Maudsley, Asst.Keeper,Falkner Is.Lt.Sta.,Ct.
REFERENCE: Letter from this office dated Sept.23,1922.

1. Referring to letter from this office dated September 23,1922 transmitting correspondence re John Maudsley, assistant keeper of Falkner Island Light Station, Connecticut, and recommending that, on account of his physical condition, his services be discontinued effective at the close of October 10,1922.

2. The Bureau is advised that Mr.Maudsley left Falkner Island Light Station on September 23,1922, and has advised this office that he does not intend to return to the station. In view of this fact it is recommended that the effective date of the discontinuance of his services be made at the close of September 23,1922 instead of October 10,1922.

J. T. Yates

Hydro.
Engr. Cons.
Mar Engr.
Personnel.
Accounts.
Contracts.
Chf Clk.
Comr.

Rec to Dept for approval
9/29/22

LGJ Bureau of Lighthouses, Washington, D. C. October 2, 1922.

Submitted to the Secretary of Commerce recommended for approval. In this connection attention is invited to Bureau indorsement of September 26, 1922, transmitting letter of September 23 from the 3rd Superintendent, recommending the discontinuance of Maudsley's services.

WCB

J S. CONWAY

Acting Commissioner of Lighthouses.

Dept letter to Maudsley to 3rd 10/7/22

FILE

Jas. Maudsley.

John Maudsley.

LEGAL RESIDENCE
Massachusetts.

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper 3rd Div Faulkner Isl - Conn	$720.	L.H.	Sept 1. 1922
SERVICES DISCONTINUED Close Sept 23. 1922.			
Keeper Prob Butler Flats L.S. Mass	720.	L.H.	June 1. 1923
RESIGNED CLOSE OF not wop May 7 1924			

11—1248

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 19 PM 3 49

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

1922 SEP 12 AM 8 33
U. S. CIVIL SERVICE DISTRICT
REC'D SEP 6, 1922

1922 SEP 15 AM 8 35
SUPERINTENDENT OF LIGHTHOUSES
SEP 13 1922
RECEIVED

Staten Island, N. Y., September 5, 1922 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

(Thru Secy.2nd C.S.District)
Action recommended, Probationary appointment.

Name, John Maudsley — Legal residence, Massachusetts

Position, Keeper — Salary, $720.00 p. a.

Location, Faulkner Island Light Station, Conn. — Appropriation, Salaries of Keepers of Lighthouses

Effective September 1st, 1922 — {the actual date of entrance on duty, or [illegible]

DEPARTMENT OF COMMERCE 1922 APPOINTMENT DIVISION.

Former position, — Former salary,

Location,

Rank on eligible list, 1 Rating Keeper Percentage, 84.8 , Other eligibles considered:
Thos. J. Burns C. Chester H. Murray C.

Previous incumbent, Robert H. Lyons — Services terminated, August 31, 1922

Reason, Resigned — Assignment to duty Sept. 1st, 1922 was necessary for the reason that it was not practicable to permit this position to remain vacant until appointment certificate could be obtained.

Members of family in Government Service, None.

Remarks: No employee of District desired transfer to this position.
Quarters are provided for families of Keepers at this station.

Selection regular, subject to the action of the
U. S. Civil Service Commission, September 11 , 19 22

Assistant Secretary, 2nd Civil Service District.

Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 19 1922

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

INSTRUCTIONS

The nominee's name (include full Christian name and middle initial or initials, if any) should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth in Regulations, 1918, article 465, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

If a license from the Steamboat Inspection Service is required for the position to which appointment is recommended, state grade, waters, and tonnage covered by the license, and whether or not the same is sufficient to cover the position.

When it is proposed to fill a new position, indicate the fact by inserting, after the words "Previous incumbent," the words "New position," and give the date of Department letter. Always ascertain that proper report or recommendation for the disposition of the services of the previous incumbent has been made before submitting recommendation for the appointment of a successor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary appointment, or reinstatement, states that he has two or more members of his family in the Government service, he should be directed to properly fill out civil service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" superintendents will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" superintendents will state whether the person recommended stands first, second or third, as the case may be, of the eligibles available for appointment to the position in question.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 20, 1922.

Mr. John Maudsley,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective on the date on which you entered (September 1, 1922) upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED SEP 20 1922 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

CLIFFORD HASTINGS
Chief of Appointment Division.

P
G

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Robert H. Lyons.

Legal Residence: Massachusetts.

(See reverse side.)

C. S. REPORT DATA ENTERED

3rd

11—5080

Form 511

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

PS. CHIEF CLERK 5

1922 OCT 30 PM 3 18

DEPARTMENT OF COMMERCE OCT 30 1922 APPOINTMENT DIVISION.

1922 OCT 30 AM 8 58

I, John Maudsley

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 Maudsley.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 26th day of October, A. D. 1922

(Affix official seal here)

[4] (Name) Alfred Fredette

(Official title) Notary Public

My commission expires May. 16th 1923

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper	$720 p.a.	Falkner Island Lt.Sta., Conn.
Former [5]		

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

U. S. REPORT DATE ENTERED CARDED

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT

Staten Island, N. Y. (Address), Oct. 28-1922 (Date)

The above-named appointee entered upon duty on Sept.1,1922 (Date)

For and in the absence of the Superintendent

1st Asst. Supt. of Lighthouses, 3rd Dist.

[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

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

SUPERINTENDENT OF LIGHT HOUSES
DEPARTMENT OF COMMERCE
OCT 1922 OCT 30 AM 8 58
APPOINTMENT DIVISION.

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

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

PART I.

1. Name of employee: John Maudsley
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: Third
4. Place of duty: Falkner Island Lt.Sta.,Conn. (City, town, station, or vessel.)
5. Salary: $720.00 per annum
6. Appropriation from which paid: Salaries, Keepers of Lighthouses
7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

From examination for keepers and assistant keepers Sept.1,1922.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

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

Mr. John Maudsley

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

John Maudsley.

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

Mass (State or Territory.) Bristol (County.) New Bedford (City or town.) 14th (Congressional district.)

CANCELED

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

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

11—6922

6. Where were you born? Fall River Mass.

7. When were you born? May (Month.) 25th (Day.) 1897 (Year.)

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

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

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

William Maudsley (Name.) 91 Clifford st. (Number and street.)

New Bedford mass. (City or town.) mass. (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

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

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

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Batt a 3rd Batt	aug 26 1918	Jan 10 1919	armistice

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Court guard up	Dec 8, 1920	Dec 8 1921	enlistments

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

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

11—6022

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

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

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

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Batt a 3rd Batt	aug 26 1918	Jan 10 1919	armistice

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Coast guard up	Dec 8, 1920	Dec 8 1921	enlistments

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

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

11—6022

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

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

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

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Loom mechanic

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

public school 7 grade

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

Mechanical

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

Keepers - 9/1/22

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

Date, Oct 26, 1922.

Witness (in case signature is by mark):

(Signature) John Maudsley.

(Present address) 91 Clifford st
(Number and street.)
New Bedford (City or town.) mass. (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded Oct 28, 1922.

For and in the Absence of the Supt.

(Signature) [illegible]

(Official title) 1st Asst. Supt. of Lighthouses, 3rd Dist.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 25 AM 8 47

FWO-JHG

CHIEF CLERK

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, TOMPKINSVILLE, N. Y.

5

1922 SEP 29 PM 4 41

Commissioner of Lighthouses; Sept. 23,1922

SUBJECT: John Maudsley, (Asst.) Keeper, Falkner Is.L.S.,Conn.

1. The following correspondence re John Maudsley, (assistant) keeper of Falkner Island Light Station, Connecticut, is forwarded herewith for the information of the Bureau:-

A - Letter dated Sept.15th from Keeper Fuller.
B - Copy of letter dated Sept.15th to Keeper Fuller.
C - Letter dated Sept.22nd from Keeper Fuller.
D - Letter dated Sept.22nd from Asst.Keeper Maudsley.

2. In view of the fact that Mr.Maudsley is physically unable to properly perform the duties of assistant keeper of Falkner Island Light Station, as described in the attached correspondence, it is recommended that his services be discontinued, effective at the close of October 10,1922.

3. In this connection it may be stated that Mr.Maudsley was probationally appointed by Department letter of September 20,1922. He entered on duty September 1,1922, and his probationary period would expire on February 28,1923.

4. The approval of this recommendation will not be in violation of Section 2 of Civil Service Rule I.

5. Mr.Maudsley has not been granted leave in excess of the accrued rate.

J. T. Yates

J.

Inclosure

Bureau of Lighthouses, Washington
SEP 26 1922

Submitted to Secretary of Commerce recommended for approval.

G. R. Putnam
Commissioner

S. W. Stratton
ACTING SECRETARY OF COMMERCE

9-27A

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
TOMPKINSVILLE, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 25 AM 8 47

THIRD DISTRICT

Faulkner Is Lt, Sta.
(Station, Depot, or Vessel)

Sept 15, 1922

Pers
Let me see his appl.
Ole

Supt Sir

I wish to report to you that the asst that I have here Is to light for these engines and he cant start them he hasent got the weight to crank them - Sir I wish you would see to this at ~~[illegible]~~ early as possible be cause I have to cook for the working party and I cant cook and work in engine room to

Leonard Fuller
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 25 AM 8 47

B

COPY

FWO-JHG

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

Leonard Fuller, Keeper,
Falkner Island Light Station,
Guilford, Connecticut

Sept.20,1922

SUBJECT: Assistant Keeper Maudsley.
REFERENCE: Your letter Sept.15,1922.

1. Your letter of Sept.15th states that the Assistant Keeper is too light and unable to start the engines. Please advise if the assistant keeper has been fully instructed in regard to the care and operation of the engines as well as the other duties of his position. If the assistant keeper is unable to perate and care for the engines or is otherwise unable to perform the duties of his position after having been given reasonable opportunity to learn the duties of his position, steps will be taken toward his separation from the service. Upon receipt of your reply such action will be taken as the circumstances may warrant.

J. T. YATES
Superintendent

By: W. J. Lawton,
Chief Clerk

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
TOMPKINSVILLE, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 25 AM 8 47

SUPERINTENDENT OF LIGHTHOUSES
SEP 23 1922
TOMPKINSVILLE, N.Y.

THIRD DISTRICT

Faulkner Island
(Station, Depot, or Vessel)

Sept 22, 1922

Supt Sir

Subject asst Keeper John Mandsley
Reference your letter Sept 20-1922

I have instructed the asst in regard to care and operation of the engines and his duties he can take care of engine after they have been started but he cant start then I did all I can to help him and instructed him Just how to handle the fly wheel

Leonard Fuller
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
TOMPKINSVILLE, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

22 SEP 25 AM 8 47

SUPERINTENDENT OF LIGHTHOUSES
SEP 1922
RECEIVED
N.Y.

THIRD DISTRICT

Gaffners island
(Station, Depot, or Vessel)

Sept. 22, 1922.

Supt Sir.

I wish to inform you that i have tested these engines to the best of my power and can not start them. because i am to light. and wish to be tranfired to the following stations as first or second asst keeper.

John Maudsley.
asst keeper.

Execution Rock light station.
Greans ledge light station Leonard Fuller
Hog island shoals light station. Keeper
Latimer reef light station.
Mussel bed Shoals light station.
old orchard shoal light station.
Pechs legde light station.
Penfeild reef light station.
Sakonnet light Station.
South west Bank light station.
West Bank light station.
whale Rock light station.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

DEPARTMEN OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1922 OCT 2 PM 4 40

1922 SEP 30 AM 8 42

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

FWO-JHG

Commissioner of Lighthouses.

Sept. 29,1922

SUBJECT: John Maudsley, (Asst.)Keeper,Falkner [illegible]
REFERENCE: Letter from this office dated Sept.23,1922. #720.

1. Referring to letter from this office dated September 23,1922 transmitting correspondence re John Maudsley, assistant keeper of Falkner Island Light Station, Connecticut, and recommending that, on account of his physical condition, his services be discontinued effective at the close of October 10,1922.

2. The Bureau is advised that Mr.Maudsley left Falkner Island Light Station on September 23,1922, and has advised this office that he does not intend to return to the station. In view of this fact it is recommended that the effective date of the discontinuance of his services be made at the close of September 23,1922 instead of October 10,1922.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
OCT 6 1922
DEPARTMENT OF COMMERCE

J. A. Yates

LGJ Bureau of Lighthouses, Washington, D. C. October 2, 1922.

Submitted to the Secretary of Commerce recommended for approval. In this connection attention is invited to Bureau indorsement of September 26, 1922, transmitting letter of September 23 from the 3rd Superintendent, recommending the discontinuance of Maudsley's services.

J. S. CONWAY
Acting Commissioner of Lighthouses.

10-3-22

APPROVED:
ACTING SECRETARY OF COMMERCE

October 6, 1922.

Sir:

In view of a report to the effect that you are physically unable to satisfactorily perform the duties of the position occupied by you, the Department upon recommendation of the Commissioner of Lighthouses, and in accordance with the provisions of Paragraph (c) of section 1 of the civil-service rule VII, has discontinued your services as keeper at $720 per annum of Falkner Island Light Station, Connecticut, effective at the close of September 23, 1922.

By direction of the Secretary:

Respectfully,

EDW. J. GAR[illegible]

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED OCT 7 1922 DEPARTMENT OF COMMERCE

Mr. John Maudsley,
Through the Commissioner of Lighthouses.

A
G
3d

CARDED

C. S. REPORT DATE ENTERED

Form 73

LIGHTHOUSES

NOMINATION

CHIEF CLERK

5

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GEE-SE 1923 MAY 18 AM 11 44

1923 MAY 18 PM 4 17

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass. (City.), May 16 (Date.), 19 23

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, John Maudsley (Outs

Legal residence, Massachusetts

Position, Keeper

Salary, $720. per annum

Location, Butler Flats Light Station, Mass.

Appropriation, Salaries of Keepers of Lighthouses

Effective June 1, 1923, [1] ~~[illegible]~~, or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE MAY 19 1923 APPOINTMENT

Former position, --

Former salary, --

Location, --

Rank on eligible list, 4 Rating, Asst. Lighthouse Keeper Percentage, 89. , Other eligibles considered:

Harry B. Dobbins, C - Eli G. Allen, C.

APPOINTMENT DIVISION NOMINATION ACTION TAKEN MAY 21 1923 DEPARTMENT OF COMMERCE

Previous incumbent, Merrill B. King

Services terminated, May 31, 1923.

Reason, Transfer and promotion.

Members of family in Government Service, None.

Remarks: Quarters are not provided for families of keepers at this station. Mr. Maudsley has had no previous Government Civil Service. He served in the U.S. Army from August 26, 1918, to January 19, 1919, and in the Coast Guard Service from December 8, 1920, to December 8, 1921. He was not required to appear at this office owing to distance, but his vouchers showed clear record in previous employment. Mr. Maudsley was born May 25, 1897.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission,~~ MAY 17 1923, 19

5/21/23

B L Fahrer
Secretary, First Civil Service District.

Eaton
Superintendent

First Civil Service District OFFICE OF SECRETARY

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 18 1923

Submitted to the Secretary of Commerce, approved.

MAY 17 1923

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

INSTRUCTIONS

The nominee's name (include full Christian name and middle initial or initials, if any) should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth in Regulations, 1918, article 465, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

If a license from the Steamboat Inspection Service is required for the position to which appointment is recommended, state grade, waters, and tonnage covered by the license, and whether or not the same is sufficient to cover the position.

When it is proposed to fill a new position, indicate the fact by inserting, after the words "Previous incumbent," the words "New position," and give the date of Department letter. Always ascertain that proper report or recommendation for the disposition of the services of the previous incumbent has been made before submitting recommendation for the appointment of a successor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary appointment, or reinstatement, states that he has two or more members of his family in the Government service, he should be directed to properly fill out civil service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" superintendents will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" superintendents will state whether the person recommended stands first, second or third, as the case may be, of the eligibles available for appointment to the position in question.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 21, 1923.

rM John Maudsley,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED MAY 20 1923 ON JOURNAL DEPARTMENT OF COMMERCE

MAY 2 31

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

2nd.
G
G

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Merrill B. King.

Legal Residence: Massachusetts.

(See reverse side.)

CARDED

S. S. REPORT DATE ENTERED

11—5980

Paragraph (*c*) of section 1 of civil-service rule VII reads as follows:

(*c*) The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment shall be a probationary period; but the commission and the department concerned may, by regulation, fix the probationary period at one year for any specified positions. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

11—5980

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES

DEPARTMENT OF COMMERCE
JUN 12 1923
APPOINTMENT DIVISION.

1923 JUN 11 PM 3 43

59

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, John Maudsley

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 Maudsley
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 1st day of June, A. D. 1923
(Affix official seal here)

[4](Name) J. Alfred Fredette
(Official title) Notary Public
My commission expires May 2d 1930

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$720. per annum	Butler Flats Light Station, Mass.
Former[5] ---	---	----

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

Office of Superintendent of Lighthouses, Second District

Boston, Mass., (Address), June 8, 1923. (Date)

The above-named appointee entered upon duty on June 1, 1923. (Date)

[signature]
(Signature followed by title)
Superintendent, 2nd 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 on or after the effective date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a superintendent of lighthouses or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

5

1923 JUN 11 PM 3 43

LIGHTHOUSES

1923 JUN 11 PM

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE JUN 11 1923 APPOINTMENT SECTION

PERSONAL QUESTION SHEET

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

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

File Duplicate

PART I.

1. Name of employee: Mr. John Maudsley
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: Second
4. Place of duty: Butler Flats Light Station, Mass. (City, town, station, or vessel.)
5. Salary: $720. per annum
6. Appropriation from which paid: Salaries of Keepers of Lighthouses
7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ——, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ——," stating Department, Bureau or Service, position, and salary, if known).

From Assistant Lighthouse Keeper examination, May 11, 1923.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

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

Mr John Maudsley.

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

John Maudsley.

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

Mass. (State or Territory.) Bristol (County.) New Bedford (City or town.) 16 (Congressional district.)

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

91 Clifford st New Bedford Mass.

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

11—0922

6. Where were you born? Fall River Mass.

7. When were you born? May 25, 1897. (Month.) (Day.) (Year.)

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

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

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

Mr A Williams Mandsley (Name.) 91 Clifford St (Number and street.)

New Bedford mass. (City or town.) mass. (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") none If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

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

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

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Battery D 151 Depot Brigade	Aug 26, 1918	10 Jan. 1919	enlistment expired

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U S Coast Guard	Dec 9. 1920	Dec 9, 1924	expiration full term.

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

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

11—6972

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

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

11—0922

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

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

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

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Room Mechanic

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

Public school 8 grade.

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

~~mach~~ mechanical.

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

Assistant Light House May 11, 1923.

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

Date, June 1, 1923

Witness (in case signature is by mark):

(Signature) John Maudsley.

(Present address) 91 Clifford St.
(Number and street.)

New Bedford. Mass
(City or town.) (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded June 8, 1923

(Signature) [signature]

(Official title) Superintendent.

11—0922

Form 93

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., May 17, 1924.

COMMISSIONER OF LIGHTHOUSES:

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

Name, John Maudsley Position, Keeper

Legal residence, Massachusetts Station, Butler Flats Light Station, Mass.

Salary, $720 per annum.

The acceptance of this resignation is recommended effective at the close of May 7, 1924.

This employee has taken leave in excess of the accrued rate.

Remarks: It is recommended that Mr. Maudsley's resignation be accepted at the close of May 7, 1924, the date he went ashore, "Not without prejudice", inasmuch as he left the Service without due notice being given, thereby causing embarrassment to the Service.

Mr. Maudsley has taken four days' leave in excess of the accrued rate, which will be deducted from his May check.

5/21/24.

Fro E Eaton

Superintendent.

Inclosure

BUREAU OF LIGHTHOUSES

WASHINGTON

MAY 20 1924

Submitted to the Secretary of Commerce, approved.

11—4623

APPROVED:

ACTING ASSISTANT SECRETARY

H. B. Bowerman

Acting Commissioner of Lighthouses.

INSTRUCTIONS

State on the face of this form whether or not the employee has taken leave in excess of the accrued rate.

In case the employee has taken leave in excess of the amount which will have accrued up to and including the effective date of his resignation, state under "Remarks" the amount taken and the amount in excess and submit appropriate recommendation. See Regulations, 1918, Article 488, 2d par.

Change the wording of this form to meet requirements when used to report notice of death.

11—4623



New Bedford Mass

May 12, 1924.

Dear Sir.

I John Mandaley asst keeper at Butlers Flats Light Sta. I wish to reign immediatly on my own account as i have a better job in the city which pays me more money than i am getting now.

Yours truly

John Mandaley
477 North St
New Bedford Mass.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 21, 1924.

Mr. John Maudsley,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on May 7, 1924, but not without prejudice in view of your failure to give sufficient notice of your intention to resign, thereby causing embarrassment to the service.

Bureau..... Lighthouse Service.

Station..... Butler Flats Light Station, Massachusetts.

Position..... Keeper.

Salary..... $720 per annum.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

MAY 23 1924

CARDED

U. S. REPORT DATA ENTERED

C
2d

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Mandsley, John

POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES

STATION 2nd Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
720	240	960	CR	164.25	1124.25	L+S	2	1200	Yes	60	

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

approv-$260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1260 TO $1500

PERSONNEL CLASSIFICATION BOARD FORM NO. 4.
(To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

DUPLICATE

To Accompany Report of ☒ New Appointments / ☐ Changes in Duties for June, 192

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Maudsley (Surname.) John (Given name.) - (Initial.)
   (a) Previous incumbent Merrill B. King
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Second Lighthouse District
   (b) Subdivision Butler Flats Light Station
   (c) City or town New Bedford State Mass.
6. Pay-roll title Keeper
7. Customary office title Asst. Keeper

8. (a) Number of regular working hours of the position, per day 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day or week ---
   (c) If night work, wholly or in part, state the hours: From ½ 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 $720 per annum; bonus, $240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $None per ---; bonus, $--- per annum.
13. If the employee receives overtime pay, state the rate ---
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum 45 cents per diem commutation of rations, $164.25
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, $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.) 2—12065

	Percentage of total time given to each task
1. Operating the light every night from sunset to sunrise; operating fog signal during thick or foggy weather.	50
2. Cleaning and caring for tower and light and fog signal apparatus.	25
3. Painting tower and making minor repairs as necessary.	15
4. Preparing meals and going for mail and supplies.	10

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.) Name the employee's *immediate* or closest superior. If not a civilian, give the superior's title and rank.

Works under the immediate supervision of the Keeper, and follows detailed instructions in regard to his work. The employee's immediate superior is the Keeper.

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

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

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

September 6, 192 3. (Date) — (Signature of Preparing Officer) — Superintendent. (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 $900 to $1140

September 6, 192 3. (Date) — (Signature of head of field office or station) — Superintendent. (Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. 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, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $ to $

(Date), 192 — (Signature of chief of bureau) — (Title)

GOVERNMENT PRINTING OFFICE 2—12965