'26 JUL 14 AM10:15:23

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

Date: 07/24/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
McDorman, William, F.		1862 MD

MILITARY SERVICE

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

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

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

Date & Place of Death: 1925 MD

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	From:	To:
Lighthouse Service (MD/VA) 5th District	1913	1925
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0007792070

CMRS Search Request Number(s):

Attendant Signature:

Remarks: ARCH SEARCH REQ 7/15/2026-RL

'26 JUL 21 PM12:08

SCREENING NOTES

- ☒ Reviewed and Nothing Removed RH
- ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

McDORMAN, WILLIAM F.

McDORMAN, WILLIAM F.

Died 2/10/25

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE** May 2, 1913.

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

Selection is regular.

W. W. Fisher
District Secretary.

ESH-REGM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
April 29, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Temporary appointment for three months.**

Name, William F. McDorman — Legal residence, Maryland

Position, Assistant Keeper — Salary, $456.00 per annum

Location, Smith Point Lightstation, Va.

Effective May 7, 1913 — {[1] ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank in list of eligibles, 2 — Rating, "Asst.Kpr." Percentage, 93.2

Other eligibles considered, Benjamin G. O'Neal and Charles T. Collison

Letters of declination inclosed, None

Previous incumbent, **New position. — Services terminated, ~~May 7, 1913~~

Reason, ~~**Granted three months leave without pay.~~

Remarks: To be paid from the appropriation "Salaries, Keepers of Lighthouses." Mr. McDorman has a 2nd cousin in the Navy Department. This recommendation is made in accordance with Department authority of April 21, 1913.

Ruland.
E.S.H.

**Corrected in Bureau.

BUREAU OF LIGHTHOUSES APR 30 1913 DEP'T OF COMMERCE

CHIEF CLERK RECEIVED MAY 3 1913 DEP'T OF COMMERCE

FORWARDED TO MAY 3 1913 APPTS. DEP'T OF COMMERCE

APPOINTMENTS RECEIVED MAY 3 1913 COMMERCE

BUREAU OF LIGHTHOUSES MAY 5 1913 DEPT OF COMMERCE

McC.

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

WASHINGTON

May 6, 1913.

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

This position was authorized by Department letter of April 21, 1913, in view of the fact that William A. Crockett, the regular first assistant keeper of Smith Point Light Station, Virginia, was granted three months' leave without pay, effective May 1, 1913. Attention is invited to Department letter of May 3, 1913.

G
Acting Commissioner.

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

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

May 7, 1913.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Assistant Keeper of Smith Point Light Station, Virginia,

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

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

Your appointment will continue for a period not to exceed three months.

E.O.D. May 15, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

C
F

ACTING Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Maryland.

MAY 8 1913

11—3692

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

August 15, 1913.
Selection approved.
S H Crocket
District Secretary

RECM.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
Aug. 2, 1913

BUREAU OF LIGHTHOUSES ☆ AUG 18 1913 ☆ DEP'T OF COMMERCE

AUG 8 A.M.

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

**Extension of
Action proposed, Temporary appointment for three months.

Name, William F. McDorman
**Additional
Position, Assistant Keeper

Legal residence, Maryland

Salary, $456.00 per annum

Title of appropriation, "Salaries, Keepers of Lighthouses."

Location, Smith Point Lightstation, Va.

Effective August 15, 1913 {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper, temp. Former salary, $456.00 per annum

Location, Smith Point Lightstation, Va.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Wm. F. McDorman Services terminated, to Aug. 14, 1913

Reason, Expiration of temporary appointment in place of William A. Crockett on leave without pay.

Remarks: This recommendation is made in accordance with Department authority of April 21, 1913.

R L Bland
Inspector.
ESH.

*Changed in Bureau.

HRW-McC. Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

August 18, 1913.

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

Attention is invited to the fact that the delay in submitting this nomination was caused by the length of time it was held in the office of the Civil Service district secretary for the Fourth Civil Service District, where it was received on Aug. 8, 1913, and not released until August 15, 1913. It is recommended that the above position be extended fpr a period not to exceed three months from Aug. 15, 1913.

Acting Commissioner.

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce ~~and Labor~~
APPOINTMENT DIVISION
Washington

August 20, 1913.

Mr. William F. McDorman,

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, ~~Second Assistant Keeper~~ of Smith Point Light Station, Virginia, in the ~~Lighthouse Service~~ at a salary of ~~Four Hundred and Fifty-six~~ dollars per ~~annum~~, effective August 15, 1913.

Your appointment will continue for a period not to exceed three months.

E.O.D. Aug 15, 1913.

By direction of the Secretary:

Respectfully,

SIGNED) T. J. FITZGERALD

M C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Miles Hudgins (temporarily promoted to first assistant keeper).

Legal Residence: Maryland.

Last day of service Oct 8 1913

11—1393

Oct 7, 1913
Selection regular
Form 73 H. H. Baker
Dist. Sec'y.

REGM.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES OCT 8 1913 DEP'T OF COMMERCE

FOURTH CIVIL SERVICE DISTRICT OFFICE OF SEC'Y. ART

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Sep. 30, (Date.) OCT 6 1913

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment

Name, **William F. McDorman** Legal residence, **Maryland**

Position, **Second Assistant Keeper** Salary, **$456.00 per annum**

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

Effective **Oct. 10, 1913** { ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Former position, Second Asst. Keeper (temp.) Former salary, **$456.00 per annum**

Location, **Smith Point L. S., Va.**

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

Previous incumbent, Miles Hudgins Services terminated, **Oct. 9, 1913**

Reason, **Promoted**

Relatives in Government Service, None

Remarks: This recommendation is made in accordance with authority contained in letter of September 24, 1913 from the Secretary of the Fourth Civil Service District.

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

Secretary, Civil Service District. Ruland
Inspector
ESM.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. OCT 8 1913

Acting Commissioner

MCC

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

11—2314

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

(By selection from certificate No. - - - -, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

EOD. Oct. 9/1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

M
C

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Yourself.
Legal Residence: Maryland.

11—1894

OCT 10 1913.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REOM.

LIGHT NOV 191913 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Nov. 15, (Date.) 1913

THE COMMISSIONER OF LIGHTHOUSES:

LIGHT NOV 261913 HOUSES

Action recommended, Promotion

Name, William F. McDorman — Legal residence, Maryland

Position, 1st Asst. Keeper — Salary, $480.00 per annum

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

Effective Nov. 12, 1913 — {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, 2nd Asst. Keeper — Former salary, $456.00 per annum

Location, Smith Point L. S., Va.

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

Previous incumbent, James B. Williams — Services terminated, Nov. 11, 1913

Reason, Death of Mr. Williams

Relatives in Government Service,

Remarks: Mr. McDorman has been performing the duties of 1st Asst. Keeper since the death of Mr. Williams.

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

Secretary, Civil Service District.

Ruland.
Inspector
E.S.H.

McC.
One inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON

November 29, 1913.

Submitted to the Secretary of Commerce, approved.

Attention is invited to inclosed correspondence between this office and the Fifth Inspector. In view of the Inspector's remarks, it is recommended that McDorman be given an appointment as first assistant keeper in the Lighthouse Service effective beginning November 12, 1913.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 6, 1913.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

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

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

HOUSE
DEC 15 1913
LIGHT

(By promotion from second assistant keeper at $456 per annum.)

E.O. Dec 6, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James B. Williams.

Legal Residence: Maryland.

11—3692

DEC 12 1913

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 23 1914 HOUSES

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., March 21, 1914
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, William F. McDorman — Legal residence, Maryland

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

Location, Holland Island Bar L. S., Md. — Appropriation, Salaries, Keepers of Lighthouses.

Effective April 15, 1914 — {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, 1st Asst. Keeper — Former salary, $480. per annum

Location, Smith Point L. S., Va.

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

Previous incumbent, Henry T. McGrath — Services terminated to upon qualification of successor

Reason, To be transferred to asst. keeper, Sharkfin Shoal L.S., Md.

Relatives in Government Service, One cousin, asst. keeper, lighthouse service, this District.

Remarks: This transfer is recommended at the request of Mr. McDorman whose letter is attached. He was the only employee whose application for such transfer was on file in this Office.

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

Secretary, Civil Service District. — Inspector, 7th

1 Incl

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

MAR 27 1914

Acting Commissioner

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

11—2314

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

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

EOD April 13, 1914

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Henry T. McGrath.

Legal Residence: Maryland.

11—3902

MAR 31 1914

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 22 1915

HDK--RECM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Dec. 21, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay

Name, **William F. McDorman** Legal residence, **Md.**

Position, **Assistant Keeper** Salary, **$516. per an.**

Location, **Holland Island Bar L.S., Md.** Appropriation, **Salaries, Keepers of Lighthouses**

Effective **Jan. 1, 1916** {[1] ~~the date he assumes charge of duty~~, or as soon thereafter as he enters on duty.

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

Location, **Holland Island Bar L.S., Md.**

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

Previous incumbent, (New position) Services terminated,

Reason,

Members of family in Government Service, One cousin

Remarks: This recommendation in accordance with Bureau letter of Dec. 17, 1915 authorizing certain changes in the schedule of pay of keepers in this District. This employee considered deserving of increase in his pay.

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

Secretary, Civil Service District.

Lighthouse Inspector

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 22 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES DEC 24 1915

December 23, 1915.

Mr. William F. McDorman,
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, ~~Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $480 per annum.)

EOD Jan 1/1916 W

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R
M

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

11—1393

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

MAR 15 1918
HOUSES

Copy--REOM

FIFTH DISTRICT

Holland Island Bar
(Station, Depot, or Vessel)

March 3d, 1918

Lighthouse Inspector, Baltimore, Md.

Sir:

I was thinking that you would not mind hearing of my experience that I went thro in time of the freeze seven weeks all alone and never saw a sail vessel of any description for six weeks and never saw a human soul until on the 6th of February I walked ashore on cakes of ice some of them as small as 20 feet. I walked to Holland Island, which is three miles from this station. My nerves give way and certainly thought the station would go. I left the station 9:30 A.M. I was one hour and a half getting to the shore. I put up to Mr. Carroll Todd's, who treated me very kind. I was from the station 9 days; I came on board the 15th and the light was out 9 nights. I secured every thing the best I could. I made a wooden collar to drop over the lens to come about 4 inches from the top and then braced it with four braces; the house would have gone before the lens could have been damaged. This station is in good shape; not a hair's breath can I see that the station is out of the way. Some little damage done to the platform. Some of it we can fix; and some we cant. I dont think the platform is trusty for the fuel if it should have to encounter the same another year. It is very shaky. I left the station because I got scared and good times were gone. The station labored so hard that the fire extinguisher that was hanging in place was discharged. Every thing that was moveable was thrown over. Our wood tumbled down but it fell inboard and we lost ¼ of a cord. Never lost any coal. It was all over the platform as if it had been placed side by side but I had nearly a ton on deck and wood according when I left the station. I left from the South steps and left the steps 4 feet or more above the ice. I suppose the ice bergs carried them away. I broke in

three times up to my shoulders in 9 feet of water. Several times both legs went in at once. I had a 14 foot oar with me; it served as a bridge many times; it saved my life. The keeper asked me not to report it I don't know why he did not want it to be reported but after I got home and after hearing of the tender spot you have in your heart for the lighthouse keepers I thought so well of your action that I appreciate it very much and thought I would not do any harm in letting you know it.

Respectfully,

Asst. Keeper W.F.McDorman.

P.S.

If you should make any reply to this, please let it come to Dames Quarter, Md.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT HOUSES MAR 15 1918

HDK--REOM.
Inclosure.

Keeper Chas C Tyler -
asst Wm F. McDorman -

3/18/18 Commended
copy Secy, Asst Dir, F R D Com,
E 5 Rochester, Office Bulletin
5th Insp

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Commissioner of Lighthouses, Washington, D.C. March 14, 1918

Subject: Commendation recommended, W.F.McDorman.

Herewith is forwarded copy of letter from the Assistant Keeper of Holland Island Bar Light Station. This letter explains the report that the light was not seen for a number of days and was subsequently relighted before it was possible to reach the station by tender or by boat from Crisfield.

It is recommended that a letter of commendation issue to Mr. W.F. McDorman for the faithful performance of duty under hazardous and arduous conditions involving grave risk of life.

Three unsuccessful attempts were made to reach this station by tender during the season of ice.

It is believed that no one fully conversant with the many cases of this kind, which have occurred during the past winter, would doubt the urgent necessity for a system of retirement for keepers of lighthouses. Duty of this character indicates no place for old or enfeebled men.

H. D. King
Lighthouse Inspector.

Hydrog.
~~Engr. Const.~~
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
~~Dep. Comm.~~
Comm'r.

Read OK for Comdn. Dept + Comr interested no doubt. HW Mar 15

3/14/18

Above Comm'r not favorable to the award of the medal

Recommend that under the circumstances the award was justified

Recd from Dept. F. Mar 15

Above Comm'r not favorable to the award of the medal

Above Comm'r not favorable to the award of the medal

Above Comm'r not favorable to the award of the medal

McC-HFC

LIGHT
APR 3 1918
HOUSES

APR – 2 1918

Sir:

Referring to report of the damage caused to light stations during the rigorous weather and ice conditions of the past winter, the Department commends you for your faithful performance of duty under the hazardous and arduous conditions which prevailed at the time.

This commendation will be noted on the records as part of your official history.

Respectfully,
E. F. SWEET
Acting Secretary.

Mr. W. F. McDorman,
Assistant Keeper, Holland Island Bar
Light Station, Md.
(Through Commissioner of Lighthouses).

LIGHTHOUSES--Bureau's files.

Exact copy as signed by E. F. SWEET
Mailed APR 2 1918 by

Bureau of Lighthouses, Washington

To Lighthouse Inspector Baltimore Md
for files of his office. By direction of the Commissioner: See your report of March 14, 1918.

Chief Clerk

1/31/18

Sir:

Referring to report of the assistance rendered by you on the night of December 13, 1918, during foggy weather, to three men who had been fishing for oysters in the vicinity of Great Shoals Light Station, Maryland, the Department commends you for the courteous service rendered on that occasion, which will be noted on the records as part of your official history.

Respectfully,

Secretary.

Mr. William McDorman,
Assistant Keeper, Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses)

Temporary

January 8, 1919.

Sir:

Referring to report of the assistance rendered by you on the night of December 13, 1918, during foggy weather, to three men who had been fishing for oysters in the vicinity of Great Shoals Light Station, Maryland, the Department commends you for the courteous service rendered on that occasion, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. William McDorman,
Assistant Keeper, Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Bureau's files.

WILLIAM C. REDFIELD

Exact copy as signed by ____

Mailed JAN 4 1919 by ____

Bureau of Lighthouses, Washington

To Superintendent of Lighthouses, Baltimore, Md

for files of his office. By direction of the Commissioner. See your report of Dec 18, 1918.

Chief Clerk.

SUPT. LIGHT HOUSES BALTIMORE, MD. DEC 18 1918

Princess Anne, Md., December 17th, 1918.

LIGHT DEC 19 1918 HOUSES

1/19 Commended
Copy Dept, Asst. Dir,
Fwd D. Collector, Balt.
5th Instr.

The Superintendent Of Light Houses.
Baltimore, Md.

Dear Sir:

DEC 19 1918 10 00 A

I am writing to you to express my appreciation for the help and courtesy extended to me last Friday evening by one of your men in this, Somerset County.

On the day mentioned I and two other men were oystering on Hall's Bar, abreast of Rock Creek; night came on and caught us before we could get home, and as it became very thick and foggy, we got lost. We were unable to see anything, and could hear only the Signal Bell of the Great Shoal Light House. We followed this sound and got to this Light House, and called for the keeper.

When we reached the House, the keeper, whom we recognized to be Mr. William Dorman, asked us where we were going and what we were doing out at a time like that. When we had explained to him, he told us not to go anyfurther, but invited us to spend the night with him. One of the crowd of us being wet, Mr. Dorman provided him with dry clothes, and then prepared for us a good supper, -he had long since finished his supper. We spent the night with him, and after a fine breakfast next morning, we departed for home.

I do not mean to consume your time with this long letter, but I want to show my appreciation for the fine treatment we were given on that occasion, and to let you know that you have one man, at leass, who is very much on the job, and kind and courteous to people he finds in distress.

Hydrog.
Engr. Comd.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Cashier.

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Co. Kpg.
File Clk.
Stenog.
Messenger
File

Yours very truly,

noted 12/19/18 J Bernard Thomas,
P. O. anne
Rec file wo action Route #2 Md
Mcc 12/24

HDK-ICA

Office of Superintendent of Lighthouses,
Baltimore, Md., December 18, 1918.

Dept concurred JCDec26

Forwarded to the Commissioner of Lighthouses recommending that a letter of commendation be issued to Mr. William McDorman, Asst. Keeper, Great Shoals Light Station.

Do not think Supt recommends justified under Regs 1418, par, 496. Recall Lim 20 HRST 12/26

H. D. King
Superintendent of Lighthouses. JCDR

McC-MAB

JUL 18 1919

LIGHT HOUSES

Sir:

Referring to report of the assistance rendered by you on June 25, 1919, in going to the rescue of the skiff ROBERT L. WEBSTER while a strong wind was blowing and mooring the skiff near the Great Shoals Light Station, Md., the Department commends you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

Secretary.

Mr. Wm. F. McDorman,
Assistant Keeper, Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Bureau's files

Exact copy as signed by.....

Mailed ..... by.....

See indorsement to Supt. 5th dist. on yellow of commendation same date to Gary C. Powell, Kpr. Great Shoals, Md.

Hmb 7/25

LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1920 OCT 26 AM 9 10

MEM

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

Hydro
Engr. Corps.
Mar. Engr.
[redacted]
Accounts.
Contracts.
Chf. Clk.
Dep. Comr.
Comr

10/30/20 Commended
copy to secty's files
" " Asst. Dir
" " L.K.D. Comm
" " 5th Supt.

October 25, 1920.

Commissioner of Lighthouses,
Washington, D.C.

Subject: Commendation, W.F.McDorman, Asst. Keeper.

1. It is just reported to this office that on October 6, about 4 o'clock in the afternoon, while a strong Northwest wind was blowing, a motor boat, attached to the schooner "Eddie", drifted away from the schooner which was anchored at Great Shoals Light Station waiting for the wind to slacken. The Captain of the schooner signalled for assistance and the Assistant Keeper of Great Shoals went to his aid in station boat, rescuing the motor boat . The Captain of the schooner then towed the Assistant Keeper, Mr. W.F.McDorman, back to the station, by means of rescued motor boat.

2. It is recommended that Mr. McDorman be commended for his action as above cited.

For and in the absence of the Superintendent.

F. C. Hingsburg

Assistant Superintendent.

JEB.DCH

OCT 30 1920

Sir:

Referring to report of assistance rendered by you on October 6, 1920, in rescuing a motor boat which had drifted away from the schooner EDDIE, the Department is pleased to commend you for the assistance rendered, which will be noted on the records as part of your official history.

Respectfully,

Acting Secretary of Commerce.

W. F. McDonnan, Asst. Keeper,
Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses.)

Bureau of Lighthouses, Washington

To Superintendent of Lighthouses, Baltimore, Md.

For files of his office. By direction of the Commissioner. See your report of Oct. 25, 1920.

Chief Clerk.

LIGHTHOUSES---Bureau's files.

Exact copy as signed by _____

Mailed _____ by _____

CJL-EK

October 30, 1922

Hon. J. I. France,
United States Senate,
Washington, D. C.

My dear Senator France:

1. Referring to your letter dated October 19, 1922, with reference to the time occupied by Messrs. Ulman Owens, William McDorman and Walter McDorman in the performance of their duties in the Lighthouse Service:

2. You are respectfully informed that this matter is under consideration and that you will be further advised in regard thereto at an early date.

Very truly yours,

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 NOV 9 AM 8 47

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

HDK-ND 13

Nov. 8th, 1922.

1. Returned to Commissioner of Lighthouses, with advices that from the records of this office it does not appear that Messrs. Owens, McDorman and McDorman do not spemd the required time in attendance at their stations. Moreover, recent inspection of these stations kept by these men show them all to be in satisfactory condition. The station records, moreover, do not appear to have shown evidence of irregularity in attendance.

2. However, this violation of leave regulations through excessive absence from stations has been felt to be a deep-seated and long established evil which it has been very difficult to entirely eliminate. Furthermore, it has been suspected that this locality, namely; Tangier Sound and tributaries, has been the seat of more trouble of this kind than most anywhere else. The keepers, however, in this section are very closely connected by marriage and other relationships and they stick together like brothers, therefore, although the three men mentioned have excellent records as to efficiency in the care of their stations, this office will be most pleased to receive from the Bureau's correspondent definite and unqualified proof of such irregularities as are alleged, upon the receipt of which immediate recommendation will be made to the Department for the removal from the Service of any keepers against whom such charges are proven. I shall be genuinely gratified to receive satisfactory proof and believe that the enforcement of leave regulations throgghout the District will be materially benefited thereby. I have personally been suspicious of irregularities in this locality for sometime past but must confess an inability up to this time to get definite proof.

3. It is suggested that the Bureau's correspondent be advised that the regulations permit a total absence from station of not to exceed 96 days per annum, not over 8 days of which may be taken at one time unless a substitute is provided.

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

H. D. King
Superintendent of Lighthouses.

JOSEPH IRWIN FRANCE
MARYLAND

CABLE ADDRESS
"FRANCE, WASHINGTON"

United States Senate,

WASHINGTON, D. C.

COMMITTEES:
AUDIT AND CONTROL THE CONTINGENT EXPENSES OF THE SENATE
NAVAL AFFAIRS
POST OFFICES AND POST ROADS
PUBLIC BUILDINGS AND GROUNDS

1922 NOV 9 AM 8
OCT 31 1922 47 BALTIMORE

October 19, 1922.

10/30/22 acked.

11/13/22 acked copy to 5th

Hydra.
Engr. Cons.
Mar Engr.
Accounts.
Contracts.
Chf Clk.
Insp. Const.
Comm.
1922 OCT 28 AM 10 09

Mr. George R. Putnam,
Commissioner of Lighthouses,
Department of Commerce,
Washington, D. C.

Re ack'd 5th 10/30 OK MC Oct 30

My dear Mr. Putnam:

I am writing to you with reference to certain persons, who are holding light house positions on the Eastern Shore of Maryland. I have been informed that the persons to whom I refer, Messrs. Ulman Owens, William McDorman, and Walter McDorman, do not spend the required time in attendance at their stations, and I believe that this matter should be investigated. If this condition does exist, and these men are not satisfactorily performing their duties, then they should be removed.

I appreciate very much the interest you have taken in previous matters to which I have called your attention, and how promptly and courteously you have always acted upon any suggestions of mine, and I want to thank you for giving this matter your very careful consideration and attention.

Most sincerely yours,

Joseph France

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

F/K

Bureau of Lighthouses, Washington
OCT 30 1922

To Superintendent of Lighthouses, Baltimore, Md.
for report and return.

F/h.

J. S. CONWAY
Acting Commissioner.

CJL-L6J

November 15, 1922.

Hon. J. I. France,
United States Senate,
Washington, D. C.

My dear Senator France:

1. Referring again to your letter dated October 19, 1922, with reference to the time occupied by Messrs. Wilman Owens, William McDorman and Walter McDorman in the performance of their duties in the Lighthouse Service:

2. You are respectfully informed, after careful investigation, that recent inspection of the stations kept by these men shows them all to be in satisfactory condition and that the station records do not indicate any evidence of irregularity in attendance by the keepers. It may be stated, that the Regulations of the Lighthouse Service permit a total absence of these men from their station not to exceed 96 days per annum, inclusive of Sundays and holidays, 6 days of which may be taken at any time without providing a substitute. The three employees mentioned have excellent records as to efficiency in the care of their stations. This office will be pleased to receive any definite evidence of any irregularities as are alleged, and upon the receipt of same the Bureau will be pleased to give the matter further consideration and, if necessary, take such disciplinary action as the circumstances may warrant.

Very truly yours,

Commissioner of Lighthouses.

Bureau of Lighthouses, Wash., Copy to 5th Dist. Supt.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.
HDK-ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES
1923 MAR 1 AM 9 13

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

February 28, 1923

1. Returned to the Commissioner of Lighthouses, Washington, D. C., with advices that this office knows of no reason for making the exchange of positions requested which could be stated as being for the good of the Service and in accordance with Civil Service rules. Mr. William McDorman has been in the Lighthouse Service for ten years, Mr. Bertie Ford four years. This office has on file repeated requests from Mr. Ford for transfer to some Tangier Sound station such as Great Shoals, but no such request is on file from Mr. McDorman and I am well satisfied that such transfer would be objectionable to him.

2. Mr. Ford is now on leave without pay for a period of three months ending April 16, 1923.

King

Superintendent of Lighthouses.

see Senator Weller's letter of 2/22/23
and Bureau reply thereto of 3/3/23
in file of Bertie Ford re above

BELL PHONE

NOTARY PUBLIC

George R. Ralston

Real Estate, Conveyancing and Insurance

404 W. MARSHALL STREET

NORRISTOWN, PA.

October 9, 1923.

CHIEF
1923 OCT 17 PM 12 12
LIGHTHOUSES
1923 OCT 18 AM 11 14

Secretary of Commerce,

Washington, D. C.

Dear Sir:-

On August 18th, last I in company with a gentleman and another lady had the pleasure of visiting the Great Shoal Light House situate in the mouth of the Wicomico River, Maryland. The Light House is kept by Mr. William McDorman and was in a very fine condition. Everything about the place was clean, the lamps all polished, the floors were immaculately clean. We did not see a particle of dust or dirt anywhere around the place.

Mr. McDorman was very courteous, showing us the Search Light, the medicine case and the Chart of Rules to Visitors and explained everything about the place. He also explained the working of the machinery in ringing the bell in detail.

Everything seemed to indicate efficiency and was a credit to the Keeper as well as the Government.

I remain,

Very truly yours,

Florence K. Ansley.

507 Cherry St.

Norristown, Pa.

LGJ

October 19, 1923.

Miss Florence K. Onsley,
507 Cherry Street,
Norristown, Pa.

Dear Madam:

1. Referring to your letter of October 9, 1923, with reference to your visit last August to Great Shoal Light Station, Maryland:

2. The Bureau is gratified to receive this favorable report regarding the keeper.

Respectfully,

J. S. CONWAY

Acting Commissioner of Lighthouses.

Inclosure:

Bureau of Lighthouses, Wash., Copy to 5th Dist. Inclosed is copy of Miss Onsley's letter of October 9, 1923.

PC
11 October 1950

Mrs. Ada Simpkins
13910 Chesley Avenue
Baltimore 6, Maryland

Dear Madam:

At the request of Mr. Gary E. Powell the employment record of your father, Mr. William F. McDorman, in the U. S. Lighthouse Service has been examined to ascertain whether your mother is eligible for a widow's pension under the provisions of Public Law 719, 81st Congress.

You are advised that under Public Law 719, an employee must have completed at least 15 years of service before his widow is eligible for a pension. Since your father actually served less than 12 years, from April 29, 1913, through the date of his death February 10, 1925, we regret to inform you that your mother is not eligible for a pension.

By direction of the Commandant:

Very truly yours,

G. R. LANSDALE
Acting Chief, Civilian Personnel Division

Higgins:mmb
Return to: 3-2 JJH

Mailed: 10-11-50 JJH

Wm. F. McDonnan — age - date of death

died. Asst. Keeper - 2-10-25

Mem. - 163
Sec 4071 - 6496 - 4084

Mem. L.K. Ser. Assoc.
G.E. Powell
Tel. Fr. 7339
301 So Car. ave.

5205

William F. McDorman

LEGAL RESIDENCE.
Maryland.

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY. (not exc 3 mos) Addtl. Asst. Kpr., Smith Point L.S. Va.	$456.	L. H.	May 15, 1913
TEMPORARY. (not exc 3 mos.) 2nd Asst Kpr. " " " "	456	"	Aug. 15. 1913.
Last day served Oct. 8. 1913.			
2nd Asst. Kpr. Smith Point L.S. Va. (Prob)	$456.	"	Oct 9, 1913
1st " " " " " "	$480	"	Dec. 6, 1913.
Asst. Kpr., Stallers Isl. Bar L.S. Md.	$480	"	Apr. 13, 1914.
" " " " " " "	$516.	"	Jan 1. 1916
Keeper, Great Shoals L.S. Md.	480	"	Sept 16, 1918.
" Increase "	780	"	Nov 4, 1918.
" " " "	900	"	Nov 23, 1921
" TEMPORARY (not exc 4 mos) " "	1320.	"	Feb 1, 1924
" Extended June 1 to Aug 25/24 "	"	"	June 1, 1924
" " Ready for Duty for further status	1320 1440 1380	"	JUL 1 1924 August 11, 1924
" " Readjustment of pay Act, Dec. 6, 1924 "	Died - Feb 10, 1925		FEB 1 1925

INACTIVE

11—1248

8

May 5, 1913.

Commissioner of Lighthouses:

Transmitted herewith is recommendation dated the 29th ultimo from the Fifth Inspector for the temporary appointment of William F. McDorman as assistant keeper of Smith Point Light Station, Virginia, the same apparently having been sent direct to the Department by the district secretary.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER,

Enclosure 904.
F-C

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE** May 2, 1913.

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

Selection is regular.
D W Fisher
District Secretary.

ESH-REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.
Baltimore, Maryland,
April 29, 1913

SPECIAL

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENT WRITTEN MAY 1913 DEP'T OF COMMERCE

The following recommendation is submitted:

BUREAU OF LIGHTHOUSES APR 30 1913 DEP'T OF COMMERCE

Action proposed, Temporary appointment for three months.**

Name, William F. McDorman

Legal residence, Maryland

Position, Asst. Assistant Keeper

Salary, $456.00 per annum

CHIEF CLERK RECEIVED MAY 3 1913 DEP'T OF COMMERCE

Location, Smith Point Lightstation, Va.

Effective May ~~5~~ **7, 1913

{ ~~the date of his oath of office~~, or as soon thereafter as he enters on duty.

CHIEF CLERK FORWARDED TO MAY 3 1913 APPTS. DEP'T OF COMMERCE

Former position,

Former salary,

Location,

Rank in list of eligibles, 2

Rating, "Asst.Kpr."

Percentage, 93.2

APPOINTMENTS RECEIVED MAY 3 1913 DEPARTMENT OF COMMERCE

Other eligibles considered, Benjamin G. O'Neal and Charles T. Collison

Letters of declination inclosed, None

BUREAU OF LIGHTHOUSES MAY 5 1913 DEP'T OF COMMERCE

Previous incumbent, **New position. ~~Wm. A. Crockett~~

Services terminated ~~May 4, 1913~~ to

CHIEF CLERK RECEIVED MAY 7 1913 DEPARTMENT OF COMMERCE

Reason, **~~Granted three months leave without pay.~~

Remarks: To be paid from the appropriation "Salaries, Keepers of Lighthouses." Mr. McDorman has a 2nd cousin in the Navy Department. This recommendation is made in accordance with Department authority of April 21, 1913.

CHIEF CLERK FORWARDED TO MAY 7 1913 APPTS. DEP'T OF COMMERCE

Rulaver
E.S.H.

**Corrected in Bureau.

McC.

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

WASHINGTON

APPOINTMENTS RECEIVED MAY 7 1913 COMMERCE

May 6, 1913.

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

This position was authorized by Department letter of April 21, 1913, in view of the fact that William A. Crockett, the regular first assistant keeper of Smith Point Light Station, Virginia, was granted three months' leave without pay, effective May 1, 1913. **Attention is invited to Department letter of May 3, 1913.**

E C Gillette
Acting Commissioner.

1 Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

May 7, 1913.

Mr. William F. McDermott,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Assistant Keeper of
Smith Point Light Station, Virginia,

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

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

Your appointment will continue for a period not to exceed three months.

CARD

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

C
P

ACTING Chief of Appointment Division.

CHANGE REPORTED
MAY 1913
O. S. COMMISSION.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Maryland.

APPOINTMENT DIVISION.
REPORTED
MAY 7 - 1913
TO DISBURSING CLERK

11—3602

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and ~~Labor~~

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES ☆ MAY 29 1913 ☆ DEP'T OF COMMERCE

CHIEF CLERK MAY 2 1913

APPOINTMENTS JUN 3 1913

I, W. F. McDorman

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.

☞ W. F. McDorman
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 26th day of May, A. D. 1913

(Affix official seal here)

[4] (Name) S. Gordan Blendon

(Official title) Notary Public with Seal.

E.S.H.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Addl.Asst.Kpr.	$456.per an.	Smith Point Lightstation, Va.
Former[5]		

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

REOM.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address), (Date)

CARDED.

The above-named appointee entered upon duty on May 15, 1913 (Date)

E. L. Ruland.
(Signature, followed by title) Inspector

E.S.H.

[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

PERSONAL QUESTION SHEET

BUREAU OF LIGHTHOUSES
MAY 19 1913
DEP'T OF COMMERCE

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

October 18, 1912.

CHIEF CL
MAY 19 1913
5

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

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

APPOINTMENTS
MAY 20 1913

Charles Nagel
Secretary.

CARDED.

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)

Mr William Franklin Mc Donnell

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

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

Dames Quarter Md (City or town; State or Territory.) Somerset (County.) 1st (Congressional district.)

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

5. Where were you born? Dames Quarter Md

6. When were you born? 2 Nov (Month.) 19th (Day.) 1862 (Year.)

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

Lettie McDonnan (Name) ..... (Number and street.)

Dames Quarter (City or town.) ..... Md (State or Territory.)

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.)

Asst Kpr May 22 - 1912

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

None

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No					

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

No

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

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

Name under which service was rendered: No

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

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

Farmer

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

Common School

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

Farming & Boating

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

Asst Kpr May 22 1912

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

Yes

21. State the date upon which the above blanks were filled. May 13th 1913, 19

(Signature) W. H. McDonald

Witness:

P. O. Address: Davies Quarter
City or town.

In case signature is by mark.

Number and street.

Maryland
State or Territory.

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

REOM

Reviewed, approved, and forwarded May 17, 19 13

(Signature) E. L. Ruland

(Official title) Inspector

E.S.H.

11—1434

PART II.

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

REOM.

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

Lighthouse (Bureau or Service.) | Smith Point Light, Va. (Place (city, town, station, or vessel.)) | 5th (District.)

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

3. State the date of appointment. May 7, 1913

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

the date of entrance on duty

5. State the date of the oath. May 13, 1913

6. State the date the employee entered on duty. May 15, 1913

7. What is his salary? $456.00 per annum

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

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

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

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

through Asst.Kpr examination

12. Is the employee required to give bond? No

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) E. de Ruland

(Official title) Inspector

Date: May 17, 19 13

ESH.

11—1434

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

August 15, 1913.
Selection approved.
S. H. Fisher
District Secretary

Department of Commerce and Labor
LIGHTHOUSE SERVICE

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT
Baltimore, Maryland,
Aug. 2, 1913

APPOINTMENT DIVISION AUG 20 1913 DEPT OF COMMERCE

AUG 8 A.M.

BUREAU OF LIGHTHOUSES AUG 18 1913 DEP'T OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, **Extension of Temporary appointment for three months.

Name, William F. McDorman

Legal residence, Maryland

**Additional
Position, Assistant Keeper

Salary, $456.00 per annum

Title of appropriation, "Salaries, Keepers of Lighthouses."

CHIEF CLERK AUG 19 1913 5

APPOINTMENTS AUG 19 1913 922

Location, Smith Point Lightstation, Va.

Effective August 15, 1913 {~~the actual date of entrance on duty, or as soon thereafter as he enters on duty.~~}

Former position, Assistant Keeper, temp. Former salary, $456.00 per annum

Location, Smith Point Lightstation, Va.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Miles Hodgins, - Temp promoted to 2nd Clk. Aug. 1, 1913

Previous incumbent, ~~Wm. F. McDorman~~ Services terminated to Aug. 14, 1913

Reason, Expiration of temporary appointment in place of William A. Crockett on leave without pay.

Remarks: This recommendation is made in accordance with Department authority of April 21, 1913.

Ruland
Inspector.
E.S.H.

*Changed in Bureau.

8/19/13 MCG

HRW-McC.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

August 18, 1913.

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

Attention is invited to the fact that the delay in submitting this nomination was caused by the length of time it was held in the office of the Civil Service district secretary for the Fourth Civil Service District, where it was received on Aug. 8, 1913, and not released until August 15, 1913. It is recommended that the above position be extended for a period not to exceed three months from Aug. 15, 1913.

August 19, 1913.
APPROVED (prior date):
E. F. Dow
Acting Secretary.

Acting Commissioner.

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

11—2314

M
C

DEPARTMENT OF COMMERCE

August 19, 1913.

MEMORANDUM.

Mr. Fisher stated over the phone that the nomination for McDorman's appointment was delayed in his office owing to the fact that according to his records there was an apparent lapse of 10 days between the first appointment and the extension and that he had corresponded with the Lighthouse Inspector in regard thereto.

8/19/13.

There was no lapse. This was one when he visited the district secretary.

No. 203
Ed. 2-10-13—500,000

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce ~~and Labor~~
APPOINTMENT DIVISION
Washington

August 20, 1913.

Mr. William F. McDorman,

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, ~~Second Assistant Keeper~~ of Smith Point Light Station, Virginia, in the ~~Lighthouse Service~~ at a salary of ~~Four Hundred and Fifty-six~~ dollars per ~~annum~~, effective August 15, 1913.

Your appointment will continue for a period not to exceed three months.

CARDED.

APPOINTMENT DIVISION. REPORTED AUG 20 1913 TO DISBURSING CLERK DEPT OF COMMERCE

CHANGE REPORTED AUG [illegible] 1913 O. S. COMMISSION.

By direction of the Secretary:

Respectfully,

SIGNED) T. J. FITZGERALD

M
C

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Miles Hudgins (temporarily promoted to first assistant keeper).

Legal Residence: Maryland.

11—1393

Form 111

Per

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES SEP 3 1913 DEP'T OF COMMERCE

CHIEF CLERK SEP 12 1913

5

I, William F. mc Dorman

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.

William mc Dorman

(Appointee signs here)

APPOINTMENTS Sep 12 1913

[2] Sworn (See below) and subscribed before me, this[3] 29 day of

Aug, A. D. 1913

(Affix official seal here)

[4](Name) Geo W Reed

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
2d Asst Kpr Temporary	$456.00	Smith Point

Formerly Temp. Asst. Kpr., $456. per an. Smith Point Light, Va.

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

RECOM.

CARDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., Sept. 2, 1913

(Address) (Date)

The above-named appointee entered upon duty on Aug. 15, 1913.

(Date)

Ed Ruland

(Signature, followed by title) Inspector

E.S.H.

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

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

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

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

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

11—944

Ent. d

Oct 7, 1913
Selection regular

Form 78 Dist. Sec'y.

REOM.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES OCT 8 1913 DEP'T OF COMMERCE

CIVIL SERVICE DISTRICT OFFICE OF SECRETARY

APPOINTMENT DIVISION APPOINTMENT WRITTEN OCT - 8 1913 DEP'T OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Sep. 30 (Date.) OCT 6 1913

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment

Name, William F. McDorman — Legal residence, Maryland

Position, Second Assistant Keeper — Salary, $456.00 per annum

Location, Smith Point L. S., Va. — Appropriation, Salaries, ~~XXXXXX~~ Keepers of Lighthouses

Effective Oct. 10, 1913 { ~~this date~~ or as soon thereafter as he enters on duty.

CLERK OCT 8 1913

APPOINTMENTS OCT 8 1913

Former position, Second Asst. Keeper (temp.) Former salary, $456.00 per annum

Location, Smith Point L. S., Va.

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

himself - Temporary

Previous incumbent, ~~Miles Hudgins~~ Services terminated ~~to~~, ~~Oct. 9, 1913~~

Reason, Promoted

Relatives in Government Service, None

Remarks: This recommendation is made in accordance with authority contained in letter of September 24, 1913 from the Secretary of the Fourth Civil Service District.

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

Secretary, Civil Service District.

Ruland.
Inspector
ESH.

10/8/13 MLF

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

OCT 8 1913

Acting Commissioner

See nomination of April 29, 1913, for rank on eligibles register - MLF

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

11—2314

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

October 9, 1913.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. - - - -, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

CARDED.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION. REPORTED OCT 9-1913 TO DISBURSING CLERK DEPT OF COMMERCE

M
C

(SIGNED) GEO. W. LEADLEY
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Yourself.
Legal Residence: Maryland.

CHANGE REPORTED
OCT 1913
11—1394
U. S. COMMISSION.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHTHOUSES
OCT 20 1913
DEP'T OF COMMERCE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK
OCT 31 1913

I, William F. McDorman

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.

APPOINTMENTS
NOV 1 1913

☞ William F. McDorman
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 16 day of Oct., A. D. 1913

(Affix official seal here)

[4] (Name) D. C. Jett

My Commission Expires June 12th, 1915. (Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd asst.kpr.	$456.00 p/a	Smith Point L.S., Va.
Former [5] " " "(tem)	$456.00 p/a	" " " " "

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

REOM.

Office of Lighthouse Inspector, 5th District

Balto., Md., (Address), Oct. 1913 (Date)

CARDED

The above-named appointee entered upon duty on Oct. 9, 1913 (Date)

Ray L Hankinson
Superintendent, LHS.,
E.S.H.
In the absence and by direction of the Inspector
(Signature, followed by title)

[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

Form 918 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

Ber

BUREAU OF LIGHTHOUSES AUG 15 1913 DEP'T OF COMMERCE

BUREAU OF LIGHTHOUSES OCT 13 1913 DEP'T OF COMMERCE

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

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 OCT 14 1913

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.~~ See Bureau circular of October 1, 1910.

APPOINTMENTS OCT 14 1913 3 PM

Name of employee William F. McDorman Legal residence Md.

Designation Additional Asst.Keeper Compensation $456 pa.

APPOINTMENT DIVISION. REPORTED OCT 15 1913 TO DISBURSING CLERK DEPT OF COMMERCE

Place of employment Smith Point L.S., Va.

Date of appointment May 7,1913.-date of entrance on duty.-3 mos. E.O.D.May 15,1913. Aug. 20-15, 1913.- not to exceed 3 mos.

Last day of service under this appointment October 8, 1913

CANCELED.

State if services will be required beyond the period authorized No

If services are required, nomination should be made on the proper form.

Bureau of Lighthouses, Washington

OCT 13 1913

Submitted to Secretary of Commerce for his information

Prof' Ellicott

(Signature.)

Inspector

(Title.)

acting Commissioner.

October 11, 1913

(Date.)

CHANGE REPORTED OCT 1913 U. S. COMMISSION.

Department of Commerce ~~and Labor~~

APPOINTMENT DIVISION

Washington

CHIEF CLERK
DEC 8 1913
37

December 3, 1913.

Memorandum for Mr. Fitzgerald:

In re promotion of William F. McDorman, second assistant keeper at a prior date.

It seems to me that the situation in this case calls for an understanding as to what should be done with respect to the promotion or appointment of employees to vacancies caused by the death of an employee at the same station. My own opinion in the matter is as follows:

(1) That when there is but a single keeper at a station and said keeper dies, the inspector should immediately place a man at work and that when the case reaches the Department the appointment should be antedated.

(2) Where there is more than one keeper at a station, and where the information on file shows that it is possible for the work to be performed by the remaining force at the station, the promotion or appointment should not be antedated. In the present case it appears that the first assistant keeper was on shore leave when he died, and that the keeper and second assistant keeper were doing the work during his absence. If they were able to do this while he was on shore leave alive, they certainly should do it while he was on shore dead, and it is my opinion that they should have been required to do it until the usual promotion and original appointment were made in the regular way.

(3) In any event I do not favor the appointment to take effect on the date the nomination might, could, would, or should have reached the Department.

Geo. W. Leadley



Dr. Leadley:

The point I raised referred principally to the above mentioned paragraph (3). It seems to me there is no justification for making an appointment effective on a prior date based upon the date the nomination would have reached the Department.

My understanding was that in a case analogous to this you expressed the opinion that the appointment should be made effective on the date succeeding that on which the man died. You will probably recall the case if I refer to that it was the one which was brought by Mr. Conway to your office and discussed by Mr. Conway. The appointment in that case was later amended and made effective on a prior date.

L-H

I doubt very much whether the special regulation relative to prior dated appointments in the Lighthouse Service was ever intended to be applied to cases similar to the one under consideration when there was no immediate emergency requiring the assignment of a person to duty. J. T. Fitzgerald

ment of Commerce and Labor
APPOINTMENT DIVISION
Washington

December 2, 1913.

Mr. Hastings:
Don't you think this should either be Nov. 12 or current date?
Seems to me practically the same as the case which I have amended to read prior date.

eceipt of a nomination from the In-
ouse District for the promotion of
assistant keeper of Smith Point Light
per annum, to the position of first assist-
ion, at $480 per annum, effective November
12, 1913, or as soon thereafter as he enters on duty, it being noted thereon that this recommendation is made on account of the death of the first assistant keeper on November 11, 1913. This nomination was forwarded by the Bureau of Lighthouses with the recommendation that it be approved.

In this connection your attention is invited to a similar case, that of Anders Gjertsen, keeper of Willapa Bay Light Station, Washington, which was at first disapproved, but which upon reconsideration was approved, in view of the fact that he performed the full duties of the station, upon the death of the keeper, in good faith, and in view of his long and efficient service.

In the case under consideration, however, it will be noted that the keeper and second assistant keeper were performing the duties of the station while the first assistant keeper was on shore leave, at which time his death occurred. Hence the death of the first assistant keeper did not make any increase in the immediate duties of Mr. McDorman,

December 2, 1913.

The Assistant Secretary.

The Department is in receipt of a nomination from the Inspector of the Fifth Lighthouse District for the promotion of William F. McDorman, second assistant keeper of Smith Point Light Station, Virginia, at $456 per annum, to the position of first assistant keeper of the same station, at $480 per annum, effective November 12, 1913, or as soon thereafter as he enters on duty, it being noted thereon that this recommendation is made on account of the death of the first assistant keeper on November 11, 1913. This nomination was forwarded by the Bureau of Lighthouses with the recommendation that it be approved.

In this connection your attention is invited to a similar case, that of Anders Gjertsen, keeper of Willapa Bay Light Station, Washington, which was at first disapproved, but which upon reconsideration was approved, in view of the fact that he performed the full duties of the station, upon the death of the keeper, in good faith, and in view of his long and efficient service.

In the case under consideration, however, it will be noted that the keeper and second assistant keeper were performing the duties of the station while the first assistant keeper was on shore leave, at which time his death occurred. Hence the death of the first assistant keeper did not make any increase in the immediate duties of Mr. McDorman,

and the element of necessity which should be present to justify the prior date appointment does not appear in this case.

The nomination was first forwarded to the Bureau under date of November 15, 1913, but was returned to the Inspector on November 20 with a request that the Bureau be more fully advised of the circumstances. Under date of November 25, 1913, the Inspector returned the nomination, which was forwarded to the Department by the Bureau on November 29, 1913. From this it will be seen that had the Inspector's nomination been forwarded to the Department as soon as received by the Bureau, it would have reached here not later than November 19 or 20.

It is therefore suggested that Mr. McDorman's appointment be made effective November 20, 1913, as it is not thought to be quite fair to him to keep him out of the position during the time consumed by the correspondence between the Inspector and the Bureau.

Your instructions are respectfully requested.

Clifford Harding

Acting Chief of Appointment Division.

CH
M-H

47

Department of Commerce ~~and Labor~~

APPOINTMENT DIVISION

Washington

December 6, 1913.

WROTE BUREAU
DEC 9 1913

The Assistant Secretary:

Attached hereto is nomination from the Inspector of the Fifth Lighthouse District for the promotion of William F. McDorman from the position of second assistant keeper of Smith Point Light Station, at $456 per annum, to that of first assistant keeper of the same station, at $480 per annum, forwarded by the Bureau on the 29th ultimo with the recommendation that Mr. McDorman's promotion be made effective November 12, 1913, (prior date).

In this connection, attention is invited to the following regulation contained in the Civil Service Regulations for the Lighthouse Service, adopted January 28, 1913, in regard to making appointments effective on a date prior to that on which actually authorized:

> "With the exception of the emergency cases indicated in the following paragraph, no appointments of employees in the field service who are assigned to duty before formal authority is received from the Department will be made effective prior to the date on which actually authorized.
>
> "Where, however, by reason of isolation of place of employment, death, sickness, or other circumstances which in the judgment of the inspector create an emergency demanding the immediate assignment of a person to duty, lighthouse inspectors are authorized to assign a suitable person to duty in accordance with the provisions of the civil-service act and rules and the regulations governing such cases, the date of entrance on duty and the circumstances creating the emergency to be promptly reported by mail to the Bureau on the nomination, or by separate letter."

This regulation is intended to cover only cases of emergency and the Bureau has previously been instructed to make a detailed statement of the circumstances which necessitate the immediate assignment of a person to duty and the Department reserves the right to decide in each instance whether or not the case comes within the purview of the regulation quoted above.

In Mr. McDorman's case, however, it appears that the first assistant keeper died on November 11, 1913, and that the keeper and second assistant keeper have since been performing the duties at the station without the assistance of a third keeper and must necessarily do so until Mr. McDorman is promoted and another second assistant keeper appointed.

The Inspector stated in a separate communication that it was therefore considered that Mr. McDorman was entitled to the slight increase of $2.00 per month in salary from the date that the first assistant keeper died, hence it was recommended that his promotion be made effective November 12, 1913.

In this case it appears that the first assistant keeper was on shore leave when he died and that the keeper and second assistant keeper were doing the work during his absence. If they were able to do his work while he was on shore leave alive, they could do it while he was on shore dead, and it is my opinion that they should have been required to do it until the usual promotion and original appointment were made in the regular way.

It is not believed, therefore, that in this case the death of

the first assistant keeper created an emergency demanding the immediate filling of the vacancy, and it is suggested that Mr. McDorman's promotion be made effective December 6 or as soon thereafter as he enters on duty, instead of November 12, 1913, (fixed date), as recommended by the Bureau.

Geo. W. Kearney

APPROVED:

E. F. Sweet
Assistant Secretary.

√C-M

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 191913 HOUSES

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Nov. 15, (Date.) 1913

Memo DEC 2 1913

Memo DEC 6 1913

WROTE BUREAU DEC 8 1913

CHIEF DEC 1 1913

5

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, William F. McDorman — Legal residence, Maryland

Position, 1st Asst. Keeper — Salary, $480.00 per annum

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

Effective Nov. 12, 1913 — {~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

APPOINTMENTS DEC 2 1913

9.11

Former position, 2nd Asst. Keeper — Former salary, $456.00 per annum

APPOINTMENT DIVISION DEPARTMENT RECEIVED DEC 6 1913 DEPT OF COMMERCE

Location, Smith Point L. S., Va.

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

Previous incumbent, James B. Williams — Services terminated, Nov. 11, 1913

Reason, Death of Mr. Williams

Relatives in Government Service,

Remarks: Mr. McDorman has been performing the duties of 1st Asst. Keeper since the death of Mr. Williams.

U.S. CIVIL SERVICE DISTRICT

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

NOV 17 1913

Secretary, Civil Service District.

Rutland.
Inspector
E.S.H.

McC.
One inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON

November 29, 1913.

Submitted to the Secretary of Commerce, approved.

Attention is invited to inclosed correspondence between this office and the Fifth Inspector. In view of the Inspector's remarks, it is recommended that McDorman be given an appointment as first assistant keeper in the Lighthouse Service effective beginning November 12, 1913.

12-2-13
17

Conway
Acting Commissioner

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

11—2314

L. H. INSPECTOR
5th Dist.
RECEIVED
NOV 24 1913

McC.

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

Washington.

November 20, 1913.

LIGHT
NOV 26 1913
HOUSES

SUBJECT: Wm.F.McDorman, 1st Asst. Keeper, Smith Point L.S.

Returned to Fifth Inspector, inviting attention to Bureau circular letter No. 371, dated November 8, 1913, which provides that"in recommending appointments to take effect on a prior date the Department be fully advised of the circumstances in each case in order that it (the Department) may be better able to judge whether the same is in compliance with the regulations."

Make full statement of the facts which necessitated the assumption by McDorman on November 12, 1913, of the duties of First Assistant Keeper at Smith Point Light Station, as required by above circular.

Sup. Corps,
Hydrog.
Engr. Corps
Mar. Engr.
R. C. G.
Examiner
Personnel
Accounts
Contracts
Chf. Clk.
Comms.

for rec pe 11/26

Acting Commissioner.

ESH--REOM. Office of the Inspector, 5th L-H Dist., Balto., Md., Nov. 25, 1913

Returned to the Commissioner of Lighthouses with statement that, as reported in letter from this Office of Nov. 15, Mr. Jas. B. Williams, 1st Asst. Keeper of Smith Point Lightstation, Va., died while ashore on leave.

In consequence of Mr. Williams' death, as stated in the remarks on the attached nomination, the keeper of Smith Point Lightstation, Mr. Miles Hudgins, and the 2nd Asst. Keeper, Mr. William F. McDorman, have been performing the duties at the station without the assistance of a third keeper and will be compelled to do so until Mr. McDorman is promoted and another 2nd assistant keeper appointed. It was, therefore, considered that Mr. McDorman was entitled to the slight increase of $2.00 per month in salary from the date that Mr. Williams died and the letter reporting the death of Mr. Williams and the statement under REMARKS on the nomination was thought would furnish the information the Department required under Circular Letter No. 371 and would show that the nomination was in accordance with the Regulations.

Inspector.

ESH.

December 9, 1913.

Commissioner of Lighthouses:

Receipt is acknowledged of the Fifth Inspector's nomination of the 15th ultimo for the promotion of William F. McDorman from the position of second assistant keeper of Smith Point Light Station, Virginia, at $456 per annum, to that of first assistant keeper of the same station, at $480 per annum, forwarded by the Bureau on the 29th ultimo with the recommendation that Mr. McDorman's appointment be made effective November 12, 1913.

From the correspondence in the case it would appear that the keeper and second assistant keeper had been performing all the necessary duties of the station during the absence of the first assistant keeper. Such conditions could be continued after his death until his successor could have been appointed. The Department does not favor a prior date appointment unless the element of necessity is present in the case. There does not appear to have been any absolute necessity for immediately assigning Mr. McDorman to the position of first assistant keeper and the Department is therefore of the opinion that a prior date appointment in this case is not justified, and Mr. McDorman has accordingly been appointed effective December 6, 1913, or as soon thereafter as he

INDEXED

enters on duty, instead of November 12, 1913, as recommended by the Bureau.

(SIGNED) E. F. SWEET
Assistant Secretary.

INDEXED

CH
C-M

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 6, 1913.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

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

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

(By promotion from second assistant keeper at $456 per annum.)

APPOINTMENT DIVISION, REPORTED DEC 10 1913 DISBURSING CLERK

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James B. Williams.

Legal Residence: Maryland.

CHANGE REPORTED DEC 1913 U. S. COMMISSION.

Form 111

Best

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT DEC 17 1913 HOUSES

CHIEF CLERK DEC 24 1913

I, William F. McDorman

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.

☞ William F McDorman
(Appointee signs here)

My Commission Expires June 12th, 1915.

[2] Sworn to (See below) and subscribed before me, this [3] 15 day of December, A. D. 191 3

APPOINTMENTS DEC 24 1913

(Affix official seal here)

[4] (Name) F. L. Ellis

(Official title) Notary Public

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	1st Asst. Kpr.	$480.p.a.	Smith Point L.S., Va.
Former [5]	2nd " "	456.p.a.	" " " " "

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

REOM.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address), Dec. 16, 1913 (Date)

The above-named appointee entered upon duty on Dec. 6 1913 (Date)

CARDED

E. E. Rutland.
(Signature, followed by title) Inspector

E.S.H.

[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

Enld 12/23/13

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 23 1914 HOUSES

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) March 21, (Date.) 1914

CHIEF CLERK MAR 28 1914 5

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, William F. McDorman — Legal residence, Maryland

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

Location, Holland Island Bar L. S., Md. — Appropriation, Salaries, Keepers of Lighthouses.

APPOINTMENT DIVISION APPOINTMENT WRITTEN MAR 30 1914 DEPT. OF COMMERCE

Effective April 15, 1914 — {the date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, 1st Asst. Keeper — Former salary, $480. per annum

Location, Smith Point L. S., Va.

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

Previous incumbent, Henry T. McGrath — Services terminated, to upon qualification of successor

Reason, To be transferred, ~~to~~ aroud to asst. keeper, Sharkfin Shoal L.S., Md.

Relatives in Government Service, One cousin, asst. keeper, lighthouse service, this District.

Remarks: This transfer is recommended at the request of Mr. McDorman, whose letter is attached. He was the only employee whose application for such transfer was on file in this Office.

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

Secretary, Civil Service District.

Rutland
Inspector.

1 Incl

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 27 1914

Submitted to the Secretary of Commerce, approved.

3-28-14

E. C. Gillette
Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR
5th Dist.
RECEIVED
MAR 21 1914
LIGHT HOUSES
MAR 23 1914

FIFTH DISTRICT

Smith Point Va
(Station, Depot, or Vessel.)

March 17, 1914

Light House Inspector Baltimore md

Sir

In Reply to your Letter of march the 13th 1914
I Would Like to be Transferred To
Hollands Island Bar Light Station asst kpr
If there is a Vacancy

Respectfully
W. F. McDorman 1st asst kpr
Miles Hudgins
Keeper.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 30, 1914.

Mr. William F. McDorman,
Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

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

CARDED.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED MAR 30 1914 ON JOURNAL DEPT. OF COMMERCE

(SIGNED) GEO. W. LEADLEY.

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses. CHANGE REPORTED

Vice: Henry T. McGrath. APR 1914

Legal Residence: Maryland. U. S. COMMISSION.

18-33692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

L. H. INSPECTOR 5th Dist. RECEIVED APR 22 1914

APR 9 1914

CHIEF CLERK MAY 1 1914

5

I, William F. McDorman

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.

DEPARTMENTS MAY 1 1914

☞ Wm F McDorman

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 8 day of April, A. D. 1914

(Affix official seal here)

[4] (Name) D O [illegible]

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst. Kpr.	$480. p.a.	Holland Island Bar L.S., Md.
Former [5] 1st Asst. Kpr.	480. " "	Smith Point L.S., Va.

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

REOM

CARDED

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) April 21, 1914 (Date)

The above-named appointee entered upon duty on April 13, 1914 (Date)

Ed Rulaugh

(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

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
DEC 23 1915
DEPT OF COMMERCE

LIGHT
DEC 22 1915
HOUSES

HDK--REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., Dec. 21, 1915
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK
DEC 23 1915

Action recommended, Increase in pay

Name, William F. McDorman — Legal residence, Md.

Position, Assistant Keeper — Salary, $516. per an.

Location, Holland Island Bar L.S., Md. — Appropriation, Salaries, Keepers of Lighthouses

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

APPOINTMENTS
DEC 23 1915

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

Location, Holland Island Bar L.S., Md.

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

Previous incumbent, (New position) Services terminated,

Reason, *D.Z. DEC 16 1915 Authority

Members of family in Government Service, One cousin

Remarks: This recommendation in accordance with Bureau letter of Dec. 17, 1915 authorizing certain changes in the schedule of pay of keepers in this District. This employee considered deserving of increase in his pay.

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

King
Lighthouse Inspector

Secretary, Civil Service District.

12-23-15

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 22 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 23, 1915.

Mr. William F. McDorman,
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, ~~Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $480 per annum.)

APPOINTMENT DIVISION ENTERED DEC 23 1915 ☆ ON JOURNAL DEPT. OF COMMERCE

RDED.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

CHANGE REPORTED JAN 1916 COMMISSION.

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

RECEIVED JAN 18 1916 BALTIMORE, MD.
APPOINTMENTS JAN 19 1916
CHIEF CLERK JAN 19 1916

I, William F. McDermott

do solemnly [1] swear (or affirm) 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.

(Signature when sworn)

[2] Sworn to (or affirmed) and subscribed before me, this [3] 18th day of January, A. D. 1916

(This official seal here)

[4] (Name) Arthur Gerhardt

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst. Kpr.	$516.00	Gallard Island Md.
Former [5] do.	480. " "	" " " " " "

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

ROOM CARDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md. (Address) Jan. 8, (Date) 1916

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

W. D. King

(Signature, rank and title)

Lighthouse 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.

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT
OCT 31 1916
HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

McDorman, William F.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Assistant Keeper

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

6. Annual earnings:

$498.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 516. PA

9. Initial rate of pay:

$ 456. p.a.

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

Substitute— Years:	Substitute— Months:	Regular— Years:	Regular— Months:
		3	2

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

Maryland

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: November

Year: 1862

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

E7

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 1 Maryland

County: Somerset

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

McC-HFC

5

APPOINTMENTS

APR - 2 1918

1918 APR 3 AM 8 52

Sir:

Referring to report of the damage caused to light stations during the rigorous weather and ice conditions of the past winter, the Department commends you for your faithful performance of duty under the hazardous and arduous conditions which prevailed at the time.

This commendation will be noted on the records as part of your official history.

Respectfully,

E. F. SWEET

Acting Secretary.

Mr. W. F. McDorman,
Assistant Keeper, Holland Island Bar
Light Station, Md.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by E. F. SWEET

Mailed APR 2 1918 by

Form 73

MEM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt. of Lighthouses
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, 5th DISTRICT,

5

LIGHT AUG 6 191 HOUSES

Baltimore, Md., August 5, 1918
(City.) (Date.)

CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer involving reduction in pay.

Name, Wm. F. McDorman

1918 AUG 9 PM 2 51

Legal residence, Maryland

Position, Assistant Keeper

Salary, $ 480. per annum (base)

Location, Great Shoal Light Station

Appropriation, Salaries, Kprs of Lighthouses

Effective August 16, 1918

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

Former position, Assistant Keeper

Former salary, $ 516. p.a. (base)

Location, Holland Island Bar Light Station, Va.

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

1918 AUG 9 PM 3 30

Previous incumbent, Gary E. Powell

Services terminated, With close of August 15, 1918

Reason, Promotion

Members of family in Government Service, One cousin

Remarks: Approval of this action would not be in violation of Section 2, Rule 1, Civil Service Rules. This nomination at the request of Mr. ~~XXXXX~~ McDorman in letter of Mch 16, 1918 replying to Dist. Circular letter No. 83. Further in accordance with Bu. Circular letter No. 58 of April 13, 1915 transfer being in probationary period.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 191

8/9/18 ctx

Secretary, *Civil Service District.*

Supt. of Lighthouses JRR.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 8 - 1918

Submitted to the Secretary of Commerce, approved.

1918 AUG 8 PM 4 00

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 10, 1918.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

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

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

(By transfer from Assistant Keeper at $516. per annum.)

APPOINTMENT DIVISION ENTERED AUG 12 1918 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

CARDED

R
Ho

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Gary E. Powell,

Legal Residence: Maryland.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT HOUSES NOV 4 1918

L. H. INSPECTOR AUG 27 1918 BALTIMORE MD.

NOV 4 1918 9 16 AM

NOV 1918 PM 2 49

I, William F. McDorman

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.

William F McDorman
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 26th day of August, A. D. 1918

(Affix official seal here)

[4] (Name) Arthur Andrews

(Official title) Notary Public

My commission expires May 1920

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Asst. Keeper	$ 480. p.a.	Great Shoals Light Station, Md.
Former [5] Asst. Keeper	516. p.a.	Holland Island Bar Light Station, Md.

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

Supt. of Lighthouses
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, 5th DISTRICT

Baltimore, Md., November 1, 1918.
(Address) (Date)

The above-named appointee entered upon duty on August 23, 1918. (Date) Aug 23

W. D. Lung
(Signature followed by title)

Superintendent of Lighthouses

Inspector
Supt.
Chief Clk.
1 A Supt.
2 A Supt.
3 A Supt.
Draftsman
Foreman
Mech.
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
File Clk.
Messenger
File

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 13, 1918.

r. William F. McDorman,
M

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper of the Lighthouse Service has been changed from 480 to 780 per annum, (The above rate of pay includes longevity pay of $60.) effective November 1, 1918.

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION
NOV 15 1918

IN REPLY REFER TO THIS ACTION GIVE
LETTER DATED 10/7/18
IN FILE OF 109575

F
Ho

January 3, 1919

Sir:

Referring to report of the assistance rendered by you on the night of December 18, 1918, during foggy weather, to three men who had been fishing for oysters in the vicinity of Great Shoals Light Station, Maryland, the Department commends you for the courteous service rendered on that occasion, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Willisa McDorman,
Assistant Keeper, Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by WILLIAM C. REDFIELD

Mailed JAN 4 1919 by

McC-MaB

JUL 18 1919 5

APPOINTMENTS

Sir:

1919 JUL 18 PM 2 39

Referring to report of the assistance rendered by you on June 25, 1919, in going to the rescue of the skiff ROBERT L. WEBSTER while a strong wind was blowing and mooring the skiff near the Great Shoals Light Station, Md., the Department commends you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Wm. F. McDorman,
Assistant Keeper, Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

WILLIAM C. REDFIELD

Exact copy as signed by----------

Mailed JUL 18 1919 by Bur of Light Hse

JEH:LON

(COPY)

LIGHTHOUSES
OCT 30 1920
1920 NOV 1 PM 3 10

Sir:

Referring to report of assistance rendered by you on October 6, 1920, in rescuing a motor boat which had drifted away from the schooner EDDIE, the Department is pleased to commend you for the assistance rendered, which will be noted on the records as part of your official history.

Respectfully,

(Signed) E. F. Sweet

Acting Secretary of Commerce.

W. F. McDorman, Asst. Keeper,
Great Shoals Light Station, Md.
(Through Commissioner of Lighthouses.)

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by_____

Mailed_____by_____

Form 73

MEM

NOMINATION

LIGHTHOUSES SPECIAL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

21 NOV 19 AM 8 33

Supt.
OFFICE OF LIGHTHOUSE ~~INSPECTOR~~, 5th DISTRICT,

Baltimore, Md. (City.), November 18,1921 (Date.), 191

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay

Name, William F.McDorman — Legal residence, Md.

Position, Keeper — Salary, $ 900. p.a. (incl. longv.)

Location, Great Shoals Light Station, Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective November ~~18~~,1921 — the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

Former position, Keeper — Former salary, $ 780. p.a. (incl. longv.)

Location, Great Shoals L.S.,Md.

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

Previous incumbent, (New Position himself) — Services terminated, Close of Nov. 16,1921

Reason, Still in position but at new recommended pay a/c additional minor lights. See under "Remarks".

Members of family in Government Service, ~~XXXX

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

M

November 23, 1921.

r. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 900 per annum, effective November 23, 1921, (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

P
C
5th

U. S. REPORT DATA ENTERED

APPOINTMENT DIVISION ENTERED NOV 26 1921 ON JOURNAL DEPARTMENT OF COMMERCE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1921 DEC 17 AM 8 31

MEM

Hydrog.
Engr. Corps
Mar. Engr
Engineer
Accounts.
Contracts
Chf. Clk.
Dep. Comm.
Commr.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
DEC 20 1921
APPOINTMENT DIVISION.

December 15, 1921

1921 DEC 20 AM 8 58

Commissioner of Lighthouses,
Washington, D.C.

Below is report for the month of November of transfers and promotions made in this district which do not require oaths, excluding transfers made by Forms 73A, with the necessary data required by the Department in connection thereto.

NAME	POSITION	SALARY	Nature of Change	Letter Date	Effective Date of Chg
McDorman, Wm.F.	Kpr.,	Great Shoals, Md.	$ 900.p.a.	Increase	11/23/21	11/23/21
Tyler, Chas.C.	"	" " "	1080." "	"	" " "	" " "
Simpson, JamesW.	"	Old Plantation Flats	960.	Transfer	" 7/21	" 7/21
Willis, T.G.	Lt.Attdt.	Beaufort Hbr.Lts.	1200.	Increase	" 11/21	" 11/21
~~MrWilliams,Arthur~~	~~Kpr~~	~~Cornfield Pt.Depot~~	~~$3x30xdx~~			

The last named person, T.G.Willis was issued new contract of employment, increasing his pay $60. p.a. on account of care of two additional lights.

H. D. Lining
Superintendent of Lighthouses

CARDED

Bureau of Lighthouses, Washington
DEC 17 1921

EK

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

REPORT DATA ENTERED

Form 73

CA

LIGHTHOUSES

CHIEF CLERK

1924 FEB 1 PM 2 25

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1924 JAN 1 AM 8 37

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Baltimore, Md., (City.) January 31, 1924 (Date.)

DEPARTMENT OF COMMERCE FEB 1 1924 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary promotion (not to exceed four months)

Name, William F. McDorman — Legal residence, Maryland

Position, (Temporary Additional) Keeper — Salary, $1260. p.a. plus $60. longv. (without bonus)

Location, Great Shoals Light Station, Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective February 1, 1924. — {the actual date of entrance on duty, or ~~the date of the entrance on duty~~

Former position, Keeper — Former salary, $840. p.a. plus $60. longevity

Location, Great Shoals Light Station, Md.

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

New Position 1/24/24

Previous incumbent, C. C. Tyler — Services terminated, On leave without pay

Reason, Mr. Tyler has been on leave without pay since Aug. 26, 1923, on account of illness. It is thought he might be able to return in 3 or 4 months

Members of family in Government Service,

Date of birth, November 19, 1862.

Remarks: This additional position was authorized in Department letter of January 26, 1924.

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

2/1/24

Secretary, Civil Service District.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 1 - 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

11 W,

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 1, 1924.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 900 per annum to $ 1320 per annum, effective February 1, 1924 (including $60 per annum longevity pay), for a period not to exceed four months.

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

By direction of the Secretary:

Respectfully,

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

11—8674

C
G
5th

U. S. REPORT BLANK
ENTERED
CARDED

(CROSS REFERENCE)

March 6, 1924. Bureau of Lighthouses advises the Department of the following change in the personnel of the 5th Lighthouse district:

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
McDorman, W.F	Keeper	$1320	Increase	2/1/24	2/1/24

See file of A. B. Muse.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

Baltimore, Md., May 9, 1924.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:
~~Thru Secty. 4th Civil Service Dist., Wash. D. C.~~
Action recommended, Extension of temporary appointment promotion.

Name, Wm. F. McDorman — Legal residence, Maryland

Position, Keeper — Salary, ($1260. plus $60. longv.) 1320 without bonus

Location, Great Shoals Light Station, Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective June 1, 1924 { the actual date of entrance on duty, or as soon thereafter as he enters on duty. ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~

Former position, Keeper — Former salary, ($1260. plus $60. long) 1320

Location, Great Shoals Light Station, Md.

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

Previous incumbent, Himself — Services terminated, May 31, 1924.

Reason, Extended until return of former keeper or not later than August 25, 1924.

Members of family in Government Service, None

Date of birth, November 19, 1862.

Remarks: Mr. McDorman has been serving as temporary keeper since Feb. 1, 1924, on account of illness of Keeper Tyler who is on leave without pay. This appointment is not to exceed August 25, 1924, or the return of Mr. Tyler to duty.

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

Secretary, Civil Service District.

Superintendent of Lighthouses.

J

BUREAU OF LIGHTHOUSES
WASHINGTON

May 22, 1924.

Submitted to the Secretary of Commerce, approved. It is recommended that the temporary additional position of keeper at Great Shoals Light Station at $1260 per annum, without bonus, authorized by Department letter of January 26, 1924 for a period not to exceed 4 months, effective February 1, 1924, be extended for a further period from June 1 to August 25, 1924, inclusive, for the reasons stated by the Superintendent above.

APPROVED: 5/23/24

H. B. Bowerman
Acting Commissioner of Lighthouses.

Acting Assistant

(Strike out the clause which does not apply.)

11—2314

May 27, 1924.

Mr. William F. McDorman,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your temporary promotion as keeper from $900 to $1320 per annum in the Lighthouse Service at Great Shoals Light Station, Maryland, has been extended for a further period from June 1, 1924, to August 25, 1924, inclusive. No new appointment will be issued to you as a result of this extension, and an oath of office will not be required.

MAY 29 1924

By direction of the Secretary:

Respectfully, J. GARDINER.

Acting Chief of Appointment Division.

APPOINTMENT DIVISION
ENTERED
MAY 29 1924
DEPARTMENT OF COMMERCE
U. S. REPORT DATA
ENTERED

CARDED

A

5th

(CROSS REFERENCE)

McDonnell, Ann F. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1350, effective July 1, 1924.

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

Form 78

ICA

NOMINATION

SPECIAL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES 1924 AUG 6 AM 8 39

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Baltimore, Md., (City.) August 5, 1924 (Date.) 19

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

1924 AUG 6 PM 4 15

Action recommended, Demotion and decrease in pay.

Name, Wm. F. McDorman — Legal residence, Maryland

Position, Keeper — Salary, $1140. p.a. incl. $60. longv.

Location, Great Shoals L. S., Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective August 11, 1924 — {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1320. p.a. incl. $60. longevity

Location, Great Shoals L. S., Md.

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

AUG 11 1924

Previous incumbent, (himself Wm. F. McDorman) Services terminated, Jan. 31, 1924

Reason, Made temporary xxditi keeper February 1, 1924, in place of regular keeper C. C. Tyler who was on leave without pay. Has been serving in this capacity since that date. Mr. Tyler died in July and his place is being filled by keeper of longer standing than McDorman.

Members of family in Government Service,

Date of birth, November 19, 1862

Remarks: The new keeper has been nominated to enter on duty on or after August 11th and for this reason it is necessary to make this nomination on that date.

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

8/7/24

Secretary, Civil Service District.

H. D. Lang

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 6 - 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

E. C. Gillette

Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 7, 1924.

Mr. William F. McDorman,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1140 per annum, effective August 11, 1924, or as soon thereafter as you enter on duty (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED AUG 11 1924 ON JOURNAL DEPARTMENT OF COMMERCE

Chief of Appointment Division.

11—8074

C
5th

CARDED

(CROSS REFERENCE)

Bureau Endorsement of Sept.10/24. relative to transfers, promotions and deductions for the month of August.

Wm. F. McLorman

Effective Date

8/11/24

See file of Francis M. Eastman

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. William P. McDorman,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED FEB 5 1925 OF JOURNAL DEPARTMENT OF COMMERCE

Position: Keeper.

Salary: $1380.

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

FEB 5 - 1925

EK

5th

CARDED

Form 93
ICA

NOTICE OF RESIGNATION OR DEATH

LIGHTHOUSES 1925 FEB 13 AM 8 52

CHIEF CLERK 1925 FEB 14 AM 5

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Baltimore, Md., February 12, 1925, 19

DEPARTMENT OF COMMERCE FEB 14 1925 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Herewith is ~~transmitted the resignation~~ reported the death of the following-named employee:

Name, William F. McDorman Position, Keeper

Legal residence, Maryland Station, Great Shoals LH, Md.

Salary, $ 1380. per annum

~~The acceptance of this resignation is recommended effective at the close of~~ Died February 10, 1925

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

Remarks:

CANCELED

APPOINTMENT DIVISION ENTERED FEB 14 1925 ON JOURNAL DEPARTMENT OF COMMERCE

H. D. King
Superintendent of Lighthouses

2-16-25

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 13 1925

for his information.

Submitted to the Secretary of Commerce, ~~approved~~.

11—4623

J. Conway
Acting Commissioner of Lighthouses

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Mc Dormas, Wm. F. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be Added	Subtracted
900	240	1140	CR	164.25	1304.25	LHS	2	1320	yes	120	

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

Approv-$1320

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1320 TO 1560

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

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

17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)

(a) Elementary school; years ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☒7 ☐8

(b) High school; years ☐1 ☐2 ☐3 ☐4

(c) Business school; years ☐½ ☐1 ☐1½ ☐2 ☐2½ ☐3

(d) College: Name ; years ☐1 ☐2 ☐3 ☐4

(e) Post graduate work: Kind ; years ☐1 ☐2 ☐3

(f) Correspondence courses: Kind ; number of lessons ; number completed

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

Percentage of total time given to each task

Water Station

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

The keepers of this station also have charge of three minor lights.

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

...SSIFICATION BOARD FORM NO. 1
...d out in accordance with detailed
...struction sheet, Form No. 2)

Sheet No. 50
2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. McDorman (Surname) William (Given name) F. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse Service
5. (a) Field Station Fifth Lighthouse Dist.
   (b) Subdivision Great Shoals Lt. Sta., Md.
   (c) City or town ..... State Md.
6. Pay-roll title Light Keeper
7. Customary office title Ass't. Keeper

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day .....; or per week .....
   (c) If night work, wholly or in part, state the hours: From 1/2 of time from sunset to sunrise. m.
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 ..... $ 900. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 900. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None.
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
* 15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum $164.25 45 cents per diem commutation of rations.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ Est. $20.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name .....; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind .....; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind .....; number of lessons .....; number completed .....

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

	Percentage of total time given to each task
Water Station 1. Operating fifth order light and bell fog signal, 2. Keeping the station painted and clean, 3. Keeping the machinery and small boats in order, 4. Keeping station records and preparing reports, 5. Going for mail and provisions, 6. Observing aids to navigation and conditions of weather, 7. Preparing meals and keeping rooms clean. The keepers of this station also have charge of three minor lights.	

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

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

Asst. Keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

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

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

21. How long have the employee's duties been substantially as described above? Since Aug. 23, 1918.

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

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

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

.....
(Signature of Employee)

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

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

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

Educational Training	Essential	Desirable But Not Essential
College		
High School		X
Common School	X	

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

.....

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

.....

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1140. to $ 1500. exclusive of allowances mentioned in question 15.

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

GOVERNMENT PRINTING OFFICE 2—12758