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

Date: NOV 29 2024 PM01:49
11/25/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	
E-Mail Address:	**Phone Number:**
knfgbb@umsl.edu	217-440-1332

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
Muise, Joseph		1892 Nova Scotia

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: 1975 ME

State of Residence (upon entry into service):

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

Researcher Signature: Kylie

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (ME)		
From: 1927	To: 1951	
(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: 2-3030831427O

CMRS Search Request Number(s):

Attendant Signature:

'24 DEC 4 PM 1:50:34

Remarks: arch search Rqst sent 12/2/24 mg

SCREENING NOTES

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

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

CMRS CASE #: 2-30308314270 .

Employee Name: MUISE, JOSEPH . **DOB:** 1892 NOVA SCOTIA .

SOUNDEX:

[redacted]

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS:	Area:	positive	negative
ARCIS:	Area:	positive	negative

Notes: _____

QUESTIONNAIRE

1. Name Joseph Muise

2. Present Address Boothbay Harbor, Maine
Burnt Island Light Station

3. Phone Number none

4. Name and address of Person to be notified in case of emergency
Mrs. Annie Muise. Boothbay Harbor, Maine

5. Name and address of next of kin Mrs. Annie Muise
Boothbay Harbor, Maine

6. TO PERSONNEL ENTITLED TO THE BENEFITS OF THE CIVIL SERVICE RETIREMENT ACT: Have you filed Form 2806-1 "Designation, Change or Revocation of Beneficiary" with the U.S. Civil Service Commission, Washington 25, D. C.? YES _____ NO no.

If so, give date of filing, if possible._____

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Treasury Department U. S. Coast Guard

Burnt Island Light Station, Boothby Harbor, Maine
(Place of Employment)

I, Joseph Muise do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

Joseph Muise.
(Signature of Employee or Appointee)

Subscribed and sworn to before me this 10th day of October, 1946 at Boothbay Harbor State of Maine.

Nicholas B. Blake
(Signature of person authorized to administer oath)

Notary Public
(Title)

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States *** and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for any other provision of existing law."

A-5404

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 3562

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date January 8, 1941

Name: Muise, Joseph

From: U. S. Coast Guard
(BUREAU OR DIVISION)

Bureau No: 1374

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1320-1680)	Field (Range $1320-1680)
Salary	$1380 pa. plus $240 p.a. Qtrs.	$1440 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters		Boston, Mass.
Post of Duty		Burnt Island Lt. Sta., Me.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE January 16, 1941

Remarks:

Justification:

No increase in pay since February 1, 1937.

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

S. P. MEHLMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893

LEGAL RESIDENCE: Maine

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Joseph Muise Sex Male

Present address Boothbay Harbor, Maine. Date of birth 25 November, 1892

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
2 Dec, 1932	4 Oct, 1935		Jonesport, Maine.
5 Oct, 1935	31 Oct, 1936		Stonington, Maine.
1 Nov, 1936			Boothbay Harbor, Maine.

Give, in your own handwriting, the information requested below:

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

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition
		No Reply Received From F. B. I. Apparently No Criminal Record.			

Have you ever been fingerprinted? no. Where?

When? If for the Civil Service, what position

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

Joseph Muise
Customary payroll signature of employee.

U. S. COAST GUARD

Subscribed and sworn to before me this fourth day of March 19 40.

Nellie M. Stevens
Notary Public

My commission expires 6/5/43.

July 1, 1939. Lighthouse Districts No. First and Second

consolidated with Boston Coast Guard District,

Headquarters Boston, Mass.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

Joseph Moore (Name)

Me (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	1st BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	1140	L.H. - At Large	Nov. 20. 1926.
"	Trans. & Prom.	1200	" Mt. Desert L.S.	Jan 1. 1927
"	COMPENSATION Act. May 28, 1928.	1320	" " " "	JUL 1 1928
"	Prom.	1560	" " " "	Nov. 1, 1928
Keeper	Trans.	1380	L.H. - Baker Id L.S.	May 14. 1930
"	"	1440	" Moose Peak L.S.	Dec. 1, 1932
"	Transfer (NTE 1 year)	1320	" Deer Island L.S.	Oct 1, 1935
"	To Perm Pos.	1320	" " "	May 1, 1936
"	Trans (73A)	1320	" Burnt Island L.S.	Nov. 2, 1936
"	INCREASE IN COMPENSATION	1380	" "	FEB -1 1937

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
259 HIGH STREET
SOUTH PORTLAND, MAINE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1633E-1

CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
SOUTH PORTLAND, MAINE

September 8, 1938

MUISE, Joseph, Keeper.

Mr. Muise was born in Canada November 25, 1893. He was issued certificate No. 1354552 by the State Court, Rockland, Maine on September 15, 1920.

Certified seen.

H M Ingalls

H M INGALLS
Superintendent of Lighthouses

See Muise file 1345/2

Form A-38

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~
Division of Personnel
WASHINGTON

February 1, 1937.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1937.

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
FEB -2 1937

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

From: $1320

To: $1380

CARDED

Service and grade:

Appropriation (unit) Field

FOR BASIS OF THIS ACTION SEE
LETTER DATED: DEC 23 1936
IN FILE 109311.

1
Q

APPOINTMENT DIVISION
FEB 13 1937
5325

GOVERNMENT PRINTING OFFICE 11—9061

Form 73 a
GFL:SWA

REPORT OF TRANSFER OF APPOINTE

Dept

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE NOV 5 1936 DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,
259 High St., South Portland, Maine
September 16 1936

LIGHTHOUSES NOV 4 8 33 AM '36

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about October 1, 1936.
(See instructions on reverse side)

Name, Joseph Ruise Position, Keeper

From Deer Island Thorofare Light Station, Me. $1320. p. a.
To Burnt Island Light Station, Me. $1320. p. a.

Salary and range, $1320.-$1680. (Quarters $240.)
Salary and range, $1320.-$1680. (Quarters $240.)

Previous incumbent and pay, Albert Staples $1500. (LT. #1374)

Services terminated, September 30, 1936 Reason, Recommended for disability retirement.

For and in the absence of the Superintendent:

Sampson
SAMPSON
Assistant Superintendent

CP South Portland, Maine, November 2, 1936. , 19

The above-referred-to transfer became effective beginning with November 2, 1936.
(Enter effective date in this space if transfer has been actually completed)

Brush
BRUSH
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV - 5 1936

Submitted to the Secretary of Commerce for his information.

CARDED

For the Commissioner:

Chief of Personnel Division.

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

Form 73 a

REPORT OF TRANSFER OF APPOINTEE

CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSES
JUN 16 1936
APPOINTMENT DIVISION

1936 JUN 16 AM 10 06

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

South Portland, Maine, June 11, 1936., 19

CHIEF CLERK

COMMISSIONER OF LIGHTHOUSES:

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

Name, Joseph Muise (Temporary) Position, Keeper

From Keeper (Additional) Deer Island Thorofare LH., Me. To Keeper, Deer Island Thorofare LH., Me.

Salary and range, $1320 ($1320-$1680) Salary and range, $1320 ($1320-$1680)

Previous incumbent and pay, Elmer E Conary, $1500 p.a. (LH 1381)

Services terminated, April 30, 1936 (close) Reason, Disability retirement after being granted one year's leave without pay from Sept. 27, 1935.

BRUSH, Superintendent
South Portland, Maine June 11, 1936., 19

The above-referred-to transfer became effective beginning with May 1, 1936.
(Enter effective date in this space if transfer has been actually completed)

P Brush
BRUSH
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 15 1936

Submitted to the Secretary of Commerce for his information.

CARDED

For the Commissioner:

R J Jones
Chief of Personnel Division.

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

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
South PORTLAND, ME.
CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
OCT 14
APPOINTMENT DIVISION

OCT 11 AM 8 8404O

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, ME.

October 9, 1935

Commissioner of Lighthouses:

Referring to Department Form A-38, dated September 19, 1935, in the case of Joseph Muise, Keeper, this district, whereby he was transferred from the position of Keeper, Moose Peak Lighthouse, Maine, at a salary of $1440 per annum, to the position of Keeper (Temporary-additional), Deer Island Thorofare Lighthouse, Maine, at a salary of $1320 per annum:

The effective date of the above change is October 1, 1935.

BRUSH
Superintendent

1935 OCT 14 AM 10:25

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date 10/31/35

OCT 11 1935

Submitted to Secretary of Commerce for his information.

For the Commissioner.

Chief Personnel Division

CARDED

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

September 19, 1935.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty, and to continue for a period not to exceed one year (change of station and duties).

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,

4858

EARL B. GARDNER

SEP 30 1935

Chief of Appointment Division.

From: $1440 per annum.

To: $1320 per annum.

Service and grade:

Appropriation (unit): Field.

1
B

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

GFL:CP

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE SEP 16 1935 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

South Portland, Maine (City) September 11 (Date) 1935

COMMISSIONER OF LIGHTHOUSES:

Action recommended, * TRANSFER INVOLVING REDUCTION IN SALARY

By request of employee

Legal residence, Maine

Name, Joseph Muise

Proposed salary, $1320 per annum (plus quarters $240. p.a.)

Position, Keeper (Temporary-additional)

Proposed range, $1320-$1680 p.a.

Some change as regular established position at this L.H. station

Location, Deer Island Thorofare LH., Me.

Appropriation, Sals., Kprs., etc.

This is a one-Keeper station

Effective, September 21, 1935 [1] ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Keeper

Former salary, $1440 per annum (plus quarters $240 p.a.)

Location, Moose Peak LH., Me.

Former range, $1440-$1800 p.a.

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

New Position (LT.#3778) — 1 yr.

Previous incumbent and his pay, ~~Elmer E Conary,~~ Services terminated ~~about close Sept. 20, 1935.~~

Reason, To be granted l. w. o. p. for one year due to illness.

Members of family in Government service, --

* Two actions involved - see Bureau recom. below asking authority for this new addl position for one year.

Date of birth, --

Remarks: Letter of September 2, 1935 from Mr. Muise expressing agreement to this transfer is herewith. ~~Request for authorization of a temporary-additional position is being forwarded concurrently.~~

Selection regular, subject to the action of the U. S. Civil Service Commission, 19---- For and in the absence of the Superintendent:

9-16-35

(DIRECT)
Secretary, *Civil Service District.*

SAMPSON
Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

September 13, 1935

THIS IS A CIVIL SERVICE POSITION

Submitted to the Secretary of Commerce, approved, and recommending the authorization of a temporary additional position for one year from date of entrance on duty of the incumbent. This position is necessary to provide a keeper for the station in the absence of the regular keeper who has been granted leave without pay for one year on account of illness.

Action O. K.

ACTION TAKEN SEP 30 1935 DEPARTMENT OF COMMERCE

Adm. Asst. to Secy.

Acting Commissioner of Lighthouses

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

11—2314

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

T.S. for action as we hear from the 2nd District mean. eds

OK/B

HOLD

SUPT. OF LIGHTHOUSES
1ST DISTRICT
SEP 4 - 1935
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Moore peak Light
(STATION, DEPOT, OR VESSEL)

September 2, 1935.

SEP 5 1935 SUPT. OF LIGHTHOUSES
SEP 13 PM 29

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: In reply to your letter of August 31, if I would care to be transfered to the position of Keeper at Deer Island thoroafare Light Station, I will except the transfer. I have a small motor boat, will you kindly inform me if I could keep it there through the winter months.

OK Respectfully, J. Meise, Keeper.

DEPARTMENT OF COMMERCE

Description of duties of field position

- -

Name Joseph Muise Bureau Lt.# 3728

Bureau: Lighthouses

Salary $1320 per annum Salary Range: $1320-1680

Position: Keeper (temporary additional)

Station: Deer Island Thorofare LH, Maine,
1st Lighthouse District.

Description of duties:

Same as those of the regular position at this station, which is occupied by Elmer E. Conary, Lt.#1381.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CP
DEPARTMENT OF COMMERCE
1932 DEC - 6 AM 9:51
CHIEF CLERK

LIGHTHOUSES
1932 DEC - 5 - AM 10:13

DEPARTMENT OF COMMERCE
DEC - 6 193
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

To Dept

December 3, 1932

Commissioner of Lighthouses: Baker Island

1. Referring to Department's Notice of Change in Salary, dated November 3, 1932, in the case of Joseph Muise, Keeper, this district, whereby his salary was changed from $1380 to $1440 per annum:

2. The effective date of the above change is December 1, 1932.

ENTERED ON COMPLETION
OF PERSONNEL JOURNAL
DEC 16 1932

C. E. SHERMAN
Superintendent

Bureau of Lighthouses, Washington
DEC 5 1932

Submitted to Secretary of Commerce for his information

For the Commissioner:

Chief, Personnel Division

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

November 3, 1932.

M. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of station).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER. NOV - 9 1932

Chief of Appointment Division.

From: $1380 per annum.

To: $1440 per annum.

Service and grade: Field.

Appropriation (unit):

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
NOV 12 1932
SHEET NO. 4174
DEPARTMENT OF COMMERCE

1/2

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

CP
Enclosure

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine, September 15, 1932. 19
(City) (Date)

DEPARTMENT OF COMMERCE
1932 OCT 13 AM 10:08
DEPARTMENT OF COMMERCE
OCT 12 1932
APPOINTMENT DIVISION
DEPARTMENT OF COMMERCE
OCT 17 1932
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING INCREASE IN SALARY

Name, Joseph Muise (mutual)

Position, Keeper

Location, Moose Peak LH., Me.

Effective, October 1, 1932

Legal residence, Maine

Proposed salary, $1440 per annum (quarterly)

Proposed range, $1440-$1800 p.a.

Appropriation, Sals., Kprs., etc.

[1] the ~~date of confirmation of appointment~~ or as soon thereafter as he enters on duty.

Former position, same

Location, Baker Island LH., Me.

Former salary, $1380 per annum (quarterly)

Former range, $1380-$1740 pa.

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

Previous incumbent and his pay, F Faulkingham (Lt.#1422) / $1560 p.a. Services terminated, September 30, 1932

Reason, Recommended for transfer, Keeper, Baker Island LH.,Me. this date.

Members of family in Government service, ---

Date of birth, ---

Remarks: This transfer is recommended because of a mutual desire of the employees affected for an exchange of positions. Mr. Muise's request is attached. See accompanying nomination to cover Mr. Faulkingham's transfer. It is not understood that these transfers will involve a vacancy the filling of which would require Executive approval, nor circumvent the inhibition against administrative promotions contained in section 202 of the Economy Act, as there will be no added salary cost to the Government due to the transfer (Compt. Dec. A-43568).

(DIRECT)

Selection from ~~Civil Service Commission~~ Register, subject to the action of the Civil Service Commission.[10]

Civil Service District.

C. E. SHERMAN
Superintendent

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
NOV 7 1932
DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES
WASHINGTON

October 13, 1932

Submitted to the Secretary of Commerce, approved, attention being invited to separate recommendation for demotion of Frank Faulkingham from $1560 to $1500 per annum. The increase of $60 per annum in the pay of Muise is offset by a decrease of that amount in the pay of Faulkingham, so that the total cost to the appropriation will not be changed by the action proposed, in view of which it is understood Executive authority will not be required and therefore justification form is not submitted.

Action O. K. W

Justification necessary (Compt.) Pre. 290 approved 11/3
E. 10p0

Chief Clerk

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

11—2314

Acting Commissioner of Lighthouses

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt.
Asst.
Insp. Engr.
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L.D. 1st Dept.

SUPT. OF LIGHTHOUSES
AUG 31 1932
1ST DIST.

FIRST DISTRICT

Baker Island Light.
(Station, ~~Depot, or Vessel~~)

Aug. 29th, 1932.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

I am writing you to find out if I could exchange lights with Keeper Faulkingham at Moose peak you know my boy was drowned here at the shore and I cannot content my self here. I would like to move from here. if there is any possible way I could move from here I would like to. please inform me at the first earlest date.

Respectfully,
J. Emiss.
Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

GFL:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

July 8, 1932

Joseph Muise, Keeper, Baker Island LH., Me.

Sir:

I am pleased to learn of the assistance rendered the occupants of the power boat "Cora Belle" on July 1, 1932, as reported in your letter of July 4th, and to commend you therefor.

C. E. SHERMAN
Superintendent of Lighthouses.

TWO COPIES TO BUREAU AND COPY OF MUISE'S LETTER, HEREWITH.

CARDED

Bureau of Lighthouses, Washington
JUL 15 1932
Submitted to Secretary of Commerce for information

For the Commissioner:

Chief, Personnel Division.

DEPARTMENT OF COMMERCE
1932 JUL -18 AM 11:38
CHIEF CLERK

COPY - CP

DEPARTMENT OF COMMERCE
Lighthouse Service

1932 JUL - 11 - PM 3 : 48

First District

Baker Island Light

July 4, 1932.

Superintendent of Lighthouses,

Portland, Maine.

Sir:

July 1st at 11 P.M. power boat "Cora Belle" No. 2500, ran aground on the southwest side of Baker Island. It was foggy when they ran ashore, but they saw the light a half hour before they ran ashore.

There were three men in the crew. They came up to the light, I took them in, gave them dry clothing, and made them as comfortable as possible. I notified Cranberry Island Coast Guard Station as soon as I found what had happened.

The boat was hauled off the island July 4th at 11.15 A.M.

Respectfully,

(SGD) J MUISE
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Hydro
Radio M
Engr. Constrn
Mar. Engr.
Personnel
Finance
Law & Prop.
Chief Clerk
Adm. Assist.
Dep. Commr.
Commissioner

DEPARTMENT OF COMMERCE
MAY 19 1930
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

CP

LIGHTHOUSES

1930 MAY 15 PM 3 47

CHIEF CLERK

May 14, 1930

1930 MAY 19 PM 12 01

Commissioner of Lighthouses:

1. Referring to Department's Notice of Change in Salary, dated May 3, 1930, in the case of Joseph Muise, Keeper, this district, whereby his salary was changed from $1560 to $1380 per annum:

2. The effective date of the above change is May 14, 1930.

Sherman

SHERMAN
Superintendent

C. S. REPORT DATA ENTERED

CARDED

Bureau of Lighthouses, Washington

MAY 17 1930

Submitted to Secretary of Commerce for his information

C. P. Sherman

Acting Commissioner of Lighthouses

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 3, 1930.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective May 14, 1930, or as soon thereafter as you enter on duty.(change of station).

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

By direction of the Secretary.

Respectfully,

F. A. DELONG
MAY 8 1930

Acting Chief of Appointment Division.

From: $1560 per annum.

To: $1380 per annum.

Service and grade:

Appropriation (unit): Field.

CARDED

H
/

APPOINTMENT DIVISION
ENTERED
MAY 10 1930
2676
ON JOURNAL
DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

NOMINATION

JCW:CP
Enclosure

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, April 28, 1930.
(City) (Date)

SPECIAL
TELEGRAPHIC REPLY IS DESIRED
DEPARTMENT OF COMMERCE MAY 3 1930 APPOINTMENT DIVISION
1930 MAY 5 CHIEF CLERK
DEPARTMENT OF COMMERCE MAY 6 1930 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING REDUCTION IN SALARY

Name, Joseph Muise — Request

Position, Keeper

Location, Baker Island LH, Me.

Effective, May 14, 1930

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

Legal residence, Maine

Proposed salary, $1380 per annum

Proposed range, $1380-$1680 p.a.

Appropriation, Sals., Kprs., etc.

Former position, same

Location, Mount Desert LH, Me.

Former salary, $1560 per annum

Former range, $1560-$1860 p.a.

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

Previous incumbent, Vurney L King (Lt. #1365) Services terminated, May 13, 1930

Reason, Transfer — Pending

Members of family in Government service, ----

Date of birth, ---

Remarks: Mr. Muise's request for this transfer is herewith.

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

(DIRECT)
Secretary, *Civil Service District.*

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

Submitted to the Secretary of Commerce, approved.

Let it be O. K.

Chief Clerk

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY - 8 1930 DEPARTMENT OF COMMERCE
MAY 2 - 1930

Acting Commissioner of Lighthouses

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

11—2314

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk W
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Ret. to be sub. in dup.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
AUG 20 1929
PORTLAND, MAINE.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
AUG 3 1929
PORTLAND, MAINE.

FIRST DISTRICT

Mount Desert Light.
(Station, Depot, or Vessel)

July 31, 1929

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Please cancel my list of Light Stations of 1928.

And am forwarding a new list of Light Stations. which I would except as Keeper.

✓ Baker Island.
Cuckolds.
Heron Neck.
Moosepeak
~~Mark Island~~ Deer Isl. Thorofare.
Nash Island.

Respectfully,
J. Muise
Keeper

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

Bureau No. Lt. [redacted]25 Sheet No. 1(b)-63

CP

Space reserved for the use of the Board

1. Day, Stacy Hanley C. Joseph
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Mount Desert Light Station
(b) Subdivision First District
(c) City or town Manset State Maine

6. Pay roll title Light Keeper
7. Customary office title Second Assistant Keeper
8. Present administrative allocation $1320-$1620 1560
9. Present gross rate of pay $ 240
10. Deduction for allowances $ 17.20
11. Net rate paid in cash $

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

13. Describe any other allowance, privilege, or perquisite of value None Uniform; its cost depending upon the quality of material selected by employee, estimate $20 p.a.

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost not yet fixed

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

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

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

(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.
None

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By the principal keeper in all duties pertaining to the operation of the station and similarly by the first assistant keeper in the absence of the principal keeper

20. What is the name, official position, and sheet number of the employee's immediate superior? Ernest A. Record, Keeper, Sheet No. A(b)-61.

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

Elementary								High				Normal				College				Postgraduate or professional				
1	2	X 3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Fourteen seasons in handling coal and carboats in all kinds of weather

10—1856

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

Percentage of working time	
Eight hour watch	Position 2nd Asst. Keeper. My watch requires most of my time which is eight hours per day. I have to light the light and thick weather stay by fog signal, then when the weather clears the engine has to be all cleaned and the brass polished.
Four hours for station work	My general station work is painting on buildings and minor repairs and cleaning paint through the tower and polishing brass, whitewashing when required. I also have my quarters which is six rooms to keep repaired and painted inside.

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

(SGD) JOSEPH MUISE, 2nd Asst. Keeper
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Care and operation of a 4th order incandescent oil vapor light and lens revolving clock
Care and operation of a compressed air fog signal
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since January 1, 1927

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

OCT 10 1928, 1928 (Date) — JAMES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620.

OCT 11 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1320, to $ 1620

OCT 22 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CP LIGHTHOUSES

1928 NOV 16 AM 8 54

DEPARTMENT OF COMMERCE NOV 19 1928 APPOINTMENT DIVISION

1928 NOV 19 CHIEF

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

November 14, 1928

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Coastal
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Asstt.
Dep. Commr.
Commissioner

Commissioner of Lighthouses:

1. Referring to Department's Notice of Change in Salary, dated October 6, 1928, in the case of Joseph Muise, Keeper, this district, whereby his salary was changed from $1320 to $1560 per annum:

2. The effective date of the above change is November 1, 1928.

CARDED

Sherman

SHERMAN
Superintendent
Bureau of Lighthouses, Washington

NOV 16 1928

C. S. REPORT DATA ENTERED

Submitted to Secretary of Commerce for his information

H. B. Bowerman

Acting Commissioner of Lighthouses.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

October 6, 1928.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective November 1, 1928, or as soon thereafter as you enter on duty (by change of duties).

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, NOV 9 1928

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1320 per annum.

To: $1560 per annum.

Service and grade:

Appropriation (unit): Field.

CARDED

TC

1

APPOINTMENT DIVISION NOV 17 1928 DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

JCW:CP

LIGHTHOUSES 1928 SEP 29 AM 9 02

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1928 OCT 6 AM 10 36

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland (City), Maine, September 27, 1928 (Date), 19

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE OCT 9 1928 APPOINTMENT DIVISION

Action recommended, PROMOTION ✓ To fill vacancy

Name, Joseph Muise ✓ — Legal residence, Maine ✓

Position, Keeper ✓ (1st c) — Proposed salary, $1560 per annum ✓

Location, Mount Desert LH, Me. ✓ — Proposed range, $1560-$1860 p.a. ✓

Appropriation, Sals., Kprs., etc. ✓

Effective, November 1, 1928 ✓ — [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty. ✓

Former position, 2nd Asst. Keeper ✓ — Former salary, $1320 per annum ✓

Location, same ✓ — Former range, $1320-$1620 p.a. ✓

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

Previous incumbent, Ruel W Powers ✓ 1560 — Services terminated, October 31, 1928. ✓

Reason, Transferred ✓ (Reduc)

Members of family in Government service, ----

Date of birth, ----

Remarks:

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

(DIRECT) ✓

Secretary, Civil Service District.

C. E. Sherman

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 8 1928

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 8 1928 DEPARTMENT OF COMMERCE

Action O. K.

Chief Clerk

Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Joseph Muise,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1200

To: $1320

11—0564

1

APPOINTMENT DIVISION
JUL 2
DEPARTMENT OF COMMERCE

Standard Form No. 17
Approved by the President, March 26, 1926

DEPARTMENT OF COMMERCE APPROVED APPOINTMENT DIVISION

REPORT ON PROBATIONARY APPOINTEE

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

DEPARTMENT OF COMMERCE
(Department)

Office of Superintendent of Lighthouses, 1st District, Portland, Maine, April 20, 1927
(Bureau or office) (Place and date)

To Secretary of Commerce
(Via Commissioner of Lighthouses)
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on April 19, 1927.

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) (~~xxx~~) is considered qualified for absolute appointment.

Name Joseph Muise

Position 2nd Asst. Keeper

Salary $1200 per annum

Appropriation Sals., Kprs., etc.

Station Mount Desert Lighthouse, Maine

Date of entrance on duty November 20, 1926

Remarks:

C. E. Sherman
C. E. SHERMAN
(Signature of immediate superior)
Superintendent

Submitted: APR 22 1927

H. B. Bowerman
Acting Commissioner of Lighthouses
(Head of bureau or office)

GOVERNMENT PRINTING OFFICE 10—1731

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CP

LIGHTHOUSES

1927 JAN 4 PM 3 45

DEPARTMENT OF COMMERCE
JAN 6 1927
APPOINTMENT DIVISION

1927 JAN 6 AM

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

January 3, 1927

Commissioner of Lighthouses:

1. Referring to Department's "Notice of Change in Salary", dated December 7, 1926, in the case of Joseph Muise, Keeper, this district, whereby his salary was changed from $1140 to $1200 per annum:

2. Effective date of above change in salary is January 1, 1927.

For and in the absence of the Supt:

LUTHER
1st Asst Supt

CARDED

off date

Bureau of Lighthouses, Washington
JAN 5 1927

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses.

C. S. REPORT DATA
ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 7, 1926.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 per annum, effective December 16, 1926, or as soon thereafter as you enter on duty.

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,

DEC 10 1926

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

CARDED

F
1

APPOINTMENT DIVISION
ENTERED
DEC 10 1926

Form 73

LIGHTHOUSES 1926 DEC 6 AM 9 59

CHIEF CLERK 26 DEC 6 PM 2 49

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine, December 3, 1926, 19
(City.) (Date.)

DEPARTMENT OF COMMERCE DEC 8 1926 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER AND PROMOTION

DEPARTMENT OF COMMERCE DEC 7 1926 APPOINTMENT DIVISION

Name, Joseph Muise Prob

Position, (2nd Asst.) Keeper

Location, Mount Desert LH., Me.

Effective December 16, 1926

Legal residence, Maine

Salary, $1200 p.a. (Salary Range: $1200-$1560 p.a.)

Appropriation, ~~Sals., Kprs., etc.~~ Such

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

Former position, (Additional) Keeper

Location, General Duty, 1st LH District

Former salary, $1140 p.a. (Salary Range: $1140-$1500 p.a.)

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

Previous incumbent, Arthur R. Stevens 1200 Services terminated, December 10, 1926

Reason, Transferred and promoted To Hog Island Rock.

Members of family in Government Service, ---

Date of birth, November 25, 1893

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 10 1926 DEPARTMENT OF COMMERCE

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

DIRECT
Secretary,

SHERMAN
Superintendent
Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 6 - 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:
ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
NOV 19 1926
PORTLAND, MAINE.

PERSONAL HISTORY

LIGHTHOUSES

(Statement to be prepared by appointee in his own handwriting)

1926 NOV 25 AM 9 00

5

DEPARTMENT OF COMMERCE
NOV 27 1926
APPOINTMENT DIVISION

Bureau, division, or office DEPARTMENT OF COMMERCE - LIGHTHOUSE SERVICE

1. Name in full Joseph Muise

2. Legal (voting) residence Rockland 2 Maine
(State and Congressional District) (County) (City or town)

3. Where born? Nora Scotia Bellulle When born? Mar 25 1893
(State or foreign country) (City or town) (Date)

4. If foreign, state whether naturalized or alien Naturalized

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male	Female	Single	Married	Divorced	Widowed	White	Colored
√			√			√	

6. A complete record of your past civil service for the United States Government: None

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge: No

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....

Organization .....

Enlisted ..... Discharged .....

Organization .....

8.

EDUCATION (Circle number of years)	Common school	High school	College	Degrees, if any
	1 2 (3) 4 5 6 7 8	1 2 3 4	1 2 3 4	—

9. State special qualifications Expert Boatman and Familiar with Engines

CARDED

10. Name, relationship, and address of person to be notified in case of emergency:

Mrs Joseph Muise (Name) Wife (Relationship)

21 Clarendon St. Rockland Maine
(Post office address)

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

Joseph Muise
(Name as usually written and which will be used as official signature)

Noneber 18. 1926
(Date)

Present address 21 Clarendon St. Rockland me

10—1659

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 NOV 25 AM 9 00

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
NOV 19 1926
PORTLAND, MAINE.

DEPARTMENT OF COMMERCE
NOV 27 1926
APPOINTMENT DIVISION

CHIEF CLERK
1926 NOV 26 PM 3 37

I, JOSEPH MUISE

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.

Joseph Muise
(Appointee signs here)

[2] sworn (See below) and subscribed before me, this [3] 17th day of November, A. D. 1926

(Affix official seal here)

[4] (Name) H. W. Shrundike.

(Official title) Notary Public

My commission expires July 1, 1930.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Additional Keeper	$1140 per annum	General Duty, First LH District
Former [5] New appointee		

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

Office of Superintendent of Lighthouses, First District

Portland, Maine, November 24, 1926.
(Address) (Date)

The above-named appointee entered upon duty on November 20, 1926.
(Date)

CARDED

C. E. Sherman
(Signature, in ink)

C. E. SHERMAN
Superintendent of Lighthouses

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

C. S. REPORT DATA ENTERED

11—944

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

File No. 1866

Name M U I S E, Mr. JOSEPH

BONR: November 25, 1893

Service COAST GUARD (L.H.S.)

U. S. GOVERNMENT PRINTING OFFICE 2—16322

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 9, 1926.

Mr. Joseph Muise,

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 Eleven Hundred and Forty dollars per annum

effective November 11, 1926, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Acting Secretary, First Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

NOV 13 1926.

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

F
1

Appropriation (unit): Field.

Vice: Howell P. Smith,

Legal Residence: Maine.

CARDED

11-8057

GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED NOV 13 1926 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73 GFL

LIGHTHOUSES 1926 NOV 6 PM 4 00

CHIEF CLERK 1926 NOV 8 PM 3

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine (City.), November 4 (Date.), 1926.

DEPARTMENT OF COMMERCE NOV 11 1926 APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE NOV 9 1926 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROBATIONARY APPOINTMENT

Name, Joseph Muise — Legal residence, Maine

Position, Keeper in Lighthouse Service — Salary, $1140 p. a. (Range $1140—$1500 p. a.)

Location, Addl. Keeper, First District (at Large) — Appropriation, Sals., Kprs., etc.

Effective November 11, 1926, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, New appointee — Former salary, -----

Location, -----

Rank on eligible list, 1st Rating, Asst. Kpr Percentage, 86.4, Other eligibles considered: John A McCarty (FR);* Eugene F Griffin (D);** Frank E Bracey (C); Henry E Searles (C).
*Name dropped, third consideration. **Desires name suspended from list until Jan. 1/27.

Previous incumbent, Howell P. Smith (John A. McCarty) $1140 (Eugene F Griffin) Services terminated, Oct. 18, 1926.

Reason, Transferred and promoted Asst. Keeper, Rockland Breakwater L. H., Me.

Members of family in Government Service, None.

Date of birth, Nov. 25, 1893.

Remarks: No quarters for families of incumbent of this position.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 11 1926 DEPARTMENT OF COMMERCE

Selection regular, subject to the action of the U. S. Civil Service Commission, NOV 5 1926, 19

Harry A. Dutton
Harry A. Dutton, Acting. Secretary, First Civil Service District.

C. E. Sherman
C. E. SHERMAN
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 8 - 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:

J. W. Gilbreath
ACTING ASSISTANT SECRETARY

J. Hoover
Acting Commissioner of Lighthouses

8/9-26 11-9-26

1 Strike out the clause which does not apply.

11—2314

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1,
FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT-U. S. COAST GUARD
First Coast Guard District, Boston, Mass

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph Muise	11-25-92	3	7-2-52

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
(CORRECTION) Retirement (Disability)	close 8-31-51	

FROM	TO
01-522	

Class 2-a ($2723.04-3174.48) $3174.48 per annum (No quarters)	8. POSITION TITLE	
	9. SERVICE, SERIES, GRADE, SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
		FROM: TO:			☐ CLAIMED ☐ PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Corrects items 9 and 21 on notification dated 7-31-51 which read 'Class 2-a ($2723.04-2874.48) $2874.48 per annum (No Quarters)' and 'Annual rate of retired pay is $1866.95' and 'Computation: $3013.58 x 24.7805 ÷ 40 = $1866.95', respectively.

Annual rate of retired pay is $1873.81.

Computation: ~~$3013.58~~ $3024.66 x 24.7805 ÷ 40 = $1873.81.

"APPROVED"
7-2-52

ENTRANCE PERFORMANCE RATING:

eff. SF 50

R. G. WHITTEMORE
Chief, Civilian Personnel Section
22. SIGNATURE OR OTHER AUTHENTICATION

ed

4. PERSONNEL FOLDER COPY

☆ U. S. GOVERNMENT PRINTING OFFICE: 1951-943519

PC
11 September 1951

From: Commandant
To: Commander 1st Coast Guard District (p)

Subj: Joseph Muise

There is forwarded herewith the Albert Gallatin Award for Mr. Joseph Muise who retired at the close of 31 August 1951.

/s/ H. L. MORGAN
H. L. MORGAN
By direction

Incl

Ind-1

17 September, 1951
P15

From: Commander, 1st CG District (p)
To: Commanding Officer, CG Depot, South Portland, Maine

1. Forwarded. It is desired that you arrange to present this award personally at an appropriate ceremony to Mr. Joseph Muise who retired on 31 August 1951 after approximately 24 years of service in the First Coast Guard District and is now living at Boothbay Harbor, Maine.

2. Attention is invited to paragraph 7 of Civilian Personnel Memorandum 24-49.

H. T. DIEHL
By direction

Commander, 1st CG District
1400 Custom House, Boston 9, Mass.

12 September 1951

From: Commander, 1st CG District
To: The Commandant

Subj: Disability retirement of Mr. Joseph Muise, Keeper

1. In reply to HQ letter dated 6 August 1951, you are advised that subject man was last paid as follows:

Payroll for final active duty:

Voucher Number: 400-910 ✓
Accounts of: Paul D. Banning, Symbol No. 1373 ✓

Amount Paid: $132.66 ✓
Period Covered: 8/19/51-8/31/51 ✓

L.S.P. for Annual Leave: $1492.42 ✓
Period Covered by Annual Leave: 9/1/51-4 hrs. 2/6/52 ✓

2. The total taxable income for the current calendar year is $3800.84 ✓ including lump sum payment. ✓

A. G. JONES
By direction.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

RECEIVED
AUG 8 1951
PC
MAIL ROOM IGCD

6 August 1951

FILE:

From: Commandant
To: Commander, 1st Coast Guard District (p)

Subj: Disability retirement of Mr. Joseph Muise, Keeper

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

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

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year including the amount of lump-sum payment for annual leave.

H. L. Morgan
H. L. MORGAN
By direction

Incl
Form 50, Department Notice of Retirement

PoVou 400-910 - P D Banning CDO #1373
Final payment covered from 19-31 Aug 1951 amt $ 132.66
+T Inc. 3800.87 (lump sum payment $ 1492.42)
9/1-4 hrs 2/6/52

B 8132 TREASURY-CGHQ-WASH.,D.C.

STANDARD FORM 50 (9 PART)
OCTOBER 1949
PROMULGATED BY U.S. CIVIL SERVICE COMMISSION, CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT - U. S. COAST GUARD, WASHINGTON, D.C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph Muise	11-25-92	7	7-31-51

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Disability)	Close 8-31-51	

FROM		TO
8. POSITION TITLE	Keeper Class 2-a ($2723.04 - 3174.48) Class 2-a($2423.04-2874.48)	
9. SERVICE, SERIES, GRADE, SALARY	$2874.48 per annum (No quarters) 3174.48 " " " "	3174.48 .20 634896 3174.48 809.37
10. ORGANIZATIONAL DESIGNATIONS	LIGHT STATION	
11. HEADQUARTERS	Boston, Mass. Burnt Island Lt. Sta, Maine	
12. FIELD OR DEPT'L	X FIELD ☐ DEPARTMENTAL	D FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER	NEW	VICE	I. A.	REAL
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO:	Yes 3-4-25		☐ CLAIMED ☐ PROVED STATE: Maine

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the U.S. Civil Service Commission. The action may be corrected or cancelled if not in accordance with all requirements.

Lump-sum payment to be made for all accrued annual leave to credit at close of 8-31-51.

1873.81
Annual rate of retired pay is $1866.95

Total Service: 24 years, 9 months, 11 days

8024.66 1873.81
Computation: $3013.58 x 24.7805 ÷ 40 = $1866.95

ENTRANCE EFFICIENCY RATING

Eff. 8-1 SF 7a

22. SIGNATURE OR OTHER AUTHENTICATION

☆ U. S. GOVERNMENT PRINTING OFFICE: 1949—860675

4. PERSONNEL FOLDER COPY

Commander, 1st CG District
1400 Custom House, Boston 9, Mass.

7 August, 1951

Mr. Joseph Muise
Boothbay Harbor
Maine

Dear Mr. Muise:

My attention has been called to your pending retirement from the Coast Guard on account of physical disability after rendering more than twenty-four years nine months of honorable service in the former Lighthouse Service and the Coast Guard.

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

Very truly yours,

H. G. BRADBURY
Rear Admiral, USCG
Commander, 1st Coast Guard District

OOW 4624.

STANDARD FORM 50 (9 PART)
OCTOBER 1949
PROMULGATED BY U.S. CIVIL SERVICE COMMISSION, CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT – U. S. COAST GUARD, WASHINGTON, D.C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph Muise	11-25-92	3	6-6-51

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Discontinuance of Family Quarters	4-24-51	

FROM		TO
01-522		01-522
Keeper	8. POSITION TITLE	
Class 2-a($2423.04-$2874.48) $2874.48 pa incl $240 pa Qtrs	9. SERVICE, SERIES, GRADE, SALARY	$2874.48 per annum (No quarters)
LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS	
Boston, Mass. Burnt Island Lt.Sta., Maine	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[X] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER	NEW	VICE	I. A.	REAL
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG 1951 TO: do	LH 6-20-18		☐ CLAIMED ☐ PROVED STATE: Maine

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the U.S. Civil Service Commission. The action may be corrected or cancelled if not in accordance with all requirements.

Adjustment is due to discontinuance of family quarters.

ENTRANCE EFFICIENCY RATING

Gy. Sgt. USCG

22. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

☆ U. S. GOVERNMENT PRINTING OFFICE: 1949—860875

PERSONNEL RECOMMENDATION
UNITED STATES COAST GUARD
NAVCG-2660-REV.2-48

TO: COMMANDANT, UNITED STATES COAST GUARD (PC)

FROM (Recommending Office)	LOCATION	DATE
Commander, 1st CG District (p)	Boston 9, Massachusetts	May 28, 1951

NATURE OF RECOMMENDATION
ADJUSTMENT IN VALUATION OF QUARTERS

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
MUISE, Joseph	Maine	11/25/92	None

	FROM	TO
POSITION & NUMBER	Keeper Budget No. 01-522	Keeper Budget No. 01-522
GRADE OR RANGE & PAY	Range: $2423.04 - $2874.48 $2874.48 pa incl $240 pa Qtrs	Range $2423.04 - $2874.48 $2874.48 pa (No quarters)
VALUATION OF QUARTERS	-	-
APPROPRIATION	Operating Expenses CG, 1951	Operating Expenses CG, 1951
STATION	-	-
OFFICE	Cdr., 1st CG District	Cdr., 1st CG District
DIVISION	Group ~~Rockland, Maine~~ Kennebec River Me	Group Rockland, Maine Kennebec River Maine
SECTION	Burnt Island, L.S.	Burnt Island L. S.

PROPOSED EFFECTIVE DATE: 4/24/51

[X] THE ACTUAL DATE ~~XXXXXXXXXX~~ Mr. Muise was deprived of quarters.
[ ] AS SOON THEREAFTER AS HE ENTERS ON DUTY

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[ ] VICE
(Previous Incumbent) (J.C.S.#-IVb Only) (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF
(Position or Job Superseded) (Incumbent) (J.C.S.#-IVb Only)

[ ] ADDITIONAL IDENTICAL
(Name of Employee (J.C.S.# of Position to Which Identical-IVb Only)

REMARKS: Funds are available to cover the action recommended above. The above recommendation is made to allow for compensation in lieu of quarters which were vacated by Mr. Muise on 4/24/51.

Certified as required in Instruction 6:

(Signature of Recommending Officer)

CG-2521
TREASURY DEPARTMENT
U. S. COAST GUARD
(Rev. 2-48)

APPLICATION FOR RETIREMENT
(FORMER LIGHTHOUSE SERVICE PERSONNEL)

NAME	DATE
Joseph Huise	21 May 1951
DESIGNATION	**UNIT AT WHICH EMPLOYED**
Keeper	Burnt Island Light Station

I hereby apply for retirement from active duty effective 31 August 1951 (Date) on the basis of service shown hereon.

I request that my retirement checks be sent to the following address:

Joseph Huise
(Signature)

DISTRICT Commander, 1st District

Date 21 May 1951

TO: COMMANDANT

Retirement is recommended at $1,867.16 per annum, effective at the close of 31 August 1951

LEAVE RECORD FOR CALENDAR YEAR .....

	ANNUAL	SICK
Accumulated at close of 31 December, 1950 (Year)	720	680
Accrued through 8/31/51 (Date of Retirement)	140	80
Used through 8/31/51 (Date of Retirement)	None	756

Last date worked: 24 April 1951

Entitled to payment in lump sum for 107 days and 4 hours of annual leave covering period from Sept. 1, 1951 (Date) through 4 hrs. (Hour) on 6 Feb., 1952 (Date)

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

R. G. WHITTEMORE, By direction
Commander, ... CG District

FOR USE OF HEADQUARTERS

INSTRUCTIONS

1. This form shall be used to request retirement under Act of June 20, 1918, as amended.

2. In case of disability retirement, execute medical certificate on form CG-2523.

16—35893-2

Name Joseph Muise Date of birth 11-25-92

Designation Keeper, Burnt Island Light Station, Maine

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately. Do not include periods of leave without pay)

	Beginning			Ending			Service		
	Month	Day	Year	Month	Day	Year	Years	Months	Days
Army									
Navy									
Marine Corps									
Coast Guard									
Civilian employment									
Commerce & Coast Guard	Nov.	20	1926	Aug.	31	1951	24	9	12
Total service									

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

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? NO If so, give number of claim

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? NO If so, state the compensation received

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay (Including Quarters)	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	Sept.	1	1946	June	30	1947	216	$ 9.7864	$2113.86
	July	1	1947	June	30	1948	262	9.7864	$2564.03
	July	1	1948	July	10	1948	7	9.7864	$ 68.50
	July	11	1948	June	28	1949	252	11.0556	$2786.01
	June	29	1949	June	30	1949	2	13.2668	$ 26.53
	July	1	1949	June	30	1950	261	13.2668	$3462.63
	July	1	1950	June	30	1951	260	13.2668	$3449.36
	July	1	1951	Aug.	31	1951	45	13.2668	$ 597.00

Total compensation for last five years of active service $15,067.92

Average compensation for last five years of active service $3,013.58

Annual rate of retired pay ($3,013.58 × years 24.7833 ÷ 40) = $1,867.16
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—35893-2

UNITED STATES COAST GUARD

South Portland 7, Maine

ADDRESS REPLY TO
Commanding Officer
Coast Guard Group
REFER TO FILE

RECEIVED
PERSONNEL DIVISION
MAY 18 11 14 AM 1951
CCGD
BOSTON 9, MASS.

16 May, 1951
P19-2

From: Commanding Officer, CG GROUP, South Portland, Maine
To: Commander, First Coast Guard District (p)

Subj: MUISE, Joseph H., Civilian Keeper; retirement for physical disability.

With reference to my letter dated 4 May, 1951, Forms 2521 and 2523 in the case of Mr. Muise are submitted for appropriate action. Mr. Muise was discharged from the U S Marine Hospital, Portland, Maine, on 10 May, 1951, and was directed to proceed to his home in Boothbay Harbor, Maine, in a sick leave status pending retirement.

C. T. CHRISTIANSEN

UNITED STATES COAST GUARD

South Portland, Maine

ADDRESS REPLY TO
Commanding Officer
Coast Guard Depot
REFER TO FILE

RECEIVED
PERSONNEL DIV.
MAY 7 6 40 PM 1951
CCGD
BOSTON, MASS.

4 May, 1951

From: Commanding Officer, Coast Guard Depot, Portland, Maine
To: Commander, First Coast Guard District (p)

Subj: MUISE, Joseph H., Civilian Keeper; disability of.

Dr. Bishop of the U S Marine Hospital, Portland, Maine, advises that Civilian Keeper Joseph H. Muise of Burnt Island Light Station is totally disabled and cannot be expected to resume his duties. The hospital will submit Form CG-2523, Certificate of Medical Examination, Disability Retirement, to the Commander, 1CGD, within a few days. Mr. Muise was admitted to the hospital on 25 April, 1951, and has been carried in a sick leave status since that date.

C. T. Christiansen
C. T. CHRISTIANSEN

Mr. Whittemore

Sick leave expires in August
Retirement effective 31 Aug 1951
Lump sum payment due for 107½ days
accumulated annual leave - Chas 12:00 on 6 Feb 1952

Standard Form No. 1152
Form prescribed by
Comptroller General, U. S.
October 23, 1950
(Gen. Reg. No. 104, Supp. No. 1)

DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF DECEASED CIVILIAN EMPLOYEE

IMPORTANT

Read instructions on back of duplicate before filling in this form

File

INFORMATION CONCERNING THE EMPLOYEE:

NAME— (Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
Muise	Joseph		Nov. 25, 1892

DEPARTMENT OR AGENCY IN WHICH EMPLOYED

Treasury (Department or agency) U.S. Coast Guard (Bureau) C G Depot So. Portland, Maine (Division)

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION *due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 3, 1950, Public Law 636, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.*

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Annie E. Muise	Boothbay Harbor, Maine	wife	all

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

March 5, 1951 (Date of execution—month, day, year)

Joseph Muise (Signature of employee)

WITNESSES TO SIGNATURE:

(Signature of witness)	(Number and street)	(City, zone number, and State)
Margaret E. Stover	7 McClintock St	Boothbay Harbor Me
Rena Higgins	15 Howard St	Boothbay Harbor Me

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

Joseph Muise
Burnt Island Light Station
Boothbay Harbor, Maine

THIS SPACE RESERVED FOR RECEIVING DATA OF EMPLOYING AGENCY

R. G. WHITTEMORE, 3/7/51

(Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

16—62919-1

IMPORTANT—The filing of this form will completely cancel any designation you may have previously filed. Be sure to name in this form all persons you wish to designate as beneficiaries of any unpaid compensation payable at your death.

EXAMPLES OF DESIGNATIONS

How To Designate One Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Catherine M. Jackson*	2808 Southern Avenue, Williams, Ind.	Sister	All

How To Designate More Than One Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Susan L. Brown**	110 Prince Street, Anniston, N. Y.	Aunt	One-fourth
Mary Joe Carson	230 Duke Street, Anniston, N. Y.	Niece	One-fourth
Elizabeth H. Howard	2301 State Street, Weaver, Ohio	Mother	One-half

How To Designate a Contingent Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
William J. Johnson, if living	244 South Ann Street, Olney, Ga.	Father	All
Otherwise to: Sarah L. Johnson	244 South Ann Street, Olney, Ga.	Sister	All

How To Cancel a Designation of Beneficiary so That Amount Due Will Be Payable as Provided in the Law

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Cancel prior designations			

*Do not write name as C. M. Jackson or as Mrs. John H. Jackson.
**Be sure that the shares to be paid to the several beneficiaries add up to 100 percent.

16—62919-1

U S Coast Guard
Burnt Island Light Station

19 February, 1951.

File: Pc, 75

From: Officer in charge Burnt Island L/S Boothbay Harbor, Me

To: Commander 1st Coast Guard District.

Subj: Designation of Beneficiary.

1. Please forward (S.F. 1152) or the proper forms for filing a designation of Beneficiary.

Joseph Morin
Keeper.

forwarded 2/21/51

October 9, 1950

Mr. Joseph Muise
Burnt Island Light
Boothbay Harbor, Maine

Dear Mr. Muise:

I am writing to advise you that your application for board of Prudence and Ann Muise has been approved and that an allowance of $4.00 per week toward the board of each child will be made during the school year 1950-51. This allowance will be automatically discontinued if your residence changes during the school year or if there is a change in the conditions outlined in your application.

Bills are to be made out on Form 38B and submitted quarterly on the 15th of December, March and June. A supply of forms is being sent you.

Very truly yours,

E. L. McMonagle

Edward L. McMonagle
Director of Schooling in
Unorganized Territory

ELM:h

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50—R016.2.
Approval expires March 31, 1947.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3/31/50 based on performance during period from 4/1/49 to 3/31/50

MUISE, Joseph
(Name of employee)

Keeper, Burnt Island LS
(Title of position, service, and grade)

Treasury - Coast Guard - 1st CG District

CG Depot, So. Portland, Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Excellent

MAY 10 1950
(Date of notification)

APPROVED: DISTRICT EFFICIENCY RATING COMMITTEE
(Signature)
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-3

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3/31/50 based on performance during period from 4/1/49 to 3/31/50

MUISE, Joseph — (Name of employee)

Keeper, Burnt Island LS — (Title of position, service, and grade)

Treasury, CG - 1st CG District — CG Depot, South Portland, Maine

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate − if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☐

± (1) Maintenance of equipment, tools, instruments.
± (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
± (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? ____ (Yes or no))
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
± (16) Cooperativeness.
____ (17) Initiative.
± (18) Resourcefulness.
± (19) Dependability.
± (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) ____
____ (B) ____
____ (C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official: Excellent

Reviewing official: Excellent

Rated by C. S. Douglas (Signature of rating official) — CBOSN, XO (Title) — 13 April, 1950 (Date)

Reviewed by [illegible] (Signature of reviewing official) — LT, CO (Title) — 13 April, 1950 (Date)

Rating approved by efficiency rating committee MAY 3 1950 (Date) Report to employee E (Adjective rating)

16—26177-2

UNITED STATES COAST GUARD

Address Reply To:
Commander, 1st CGD
Boston 13, Mass.
Refer to file: pc-75

25 October, 1949

From: Commander, 1st CG District (pc)
To: **MUISE, Joseph, Keeper, Burnt Island LS**

Via: **Commanding Officer, CG Group, Spruce Head, Maine**

Subj: Federal Employees' Loyalty Program; clearance of incumbent employees

1. Reference is made to Commandant's Memorandum #13-47 dated 12 September, 1947, on the subject of administration of FEDERAL EMPLOYEES' LOYALTY PROGRAM directed by Executive Order 9835 which required that every incumbent civilian employee be investigated for loyalty to the Government.

2. Commandant's letter dated 19 October, 1949, File INT-75 (R) authorizes that you be notified of your clearance under the Loyalty Program. Copy of this notification is filed in your official personnel folder.

R. G. WHITTEMORE
By direction

Commander, 1st CGD
Boston 13, Mass.
pc-75

25 October, 1949

Mr. Joseph Muise
Burnt Island Light Station
Boothbay Harbor, Maine

Dear Mr. Muise:

Reference to your request for information concerning Form 2806-1, you are advised that the "Designation, Change or Revocation of Beneficiary" does not apply to personnel entitled to the benefits of the Lighthouse Retirement Act.

Very truly yours,

R. G. WHITTEMORE
Chief, Civilian Personnel Section

Memo:

To Officer in Charge.

Have not filed form 2806-1 please forward these forms as I have none on hand.

Joseph Meiser
Civilian Keeper.

September 29, 1949

Mr. Joseph Muise
Burnt Island Light
Boothbay Harbor, Maine

Dear Mr. Muise:

I am writing to advise you that your application for board of Prudence and Ann Muise has been approved and that an allowance of $4.00 per week toward the board of each child will be made during the school year 1949-50. This allowance will be automatically discontinued if your residence changes during the school year or if there is a change in the conditions outlined in your application.

Bills are to be made out on Form 38B and submitted quarterly on the 15th of December, March and June. A supply of forms is being sent you.

Very truly yours,

Edward L. McMonagle
Director of Schooling in
Unorganized Territory

ELM:h

C O P Y

C O P Y

Extra expence for school months.

I cannot estimate food as its so up and down in price.

fuel $198
lights 27

Rent for school months $270 or $30 per month.

/s/ Joseph Muise
Keeper

D.E.Form 46, U.T.

State of Maine
Department of Education
Augusta

APPLICATION FOR BOARD OF LIGHTHOUSE CHILDREN OF ELEMENTARY GRADE

This form is to be filled out in duplicate and forwarded to the proper official of the U. S. Lighthouse Service.

The statements in this form must be accurate and complete. The board of high school students is not paid. Board of children under six and over sixteen years of age is paid only in case it appears of advantage for the pupil to attend school. Special mention should be made in such cases under "Further information."

Name of parent Joseph Muise Position Light house Keeper

Station Burnt Island Light County Lincoln

P. O. Address Boothbay Harbor, Maine

Station central, if any none.

Home town of parent Manset, Maine

Do you own a home or real estate in home town? No.

Your present legal voting residence Boothbay Harbor, Maine.

CHILDREN	Name	Age	Grade
1.	Prudence M. Muise.	16	Junior in H. school
2.	Ann L. Muise.	12	VIII
3.			
4.			
5.			
6.			

1. Are you now living with your family at the above light station? yes.
2. Place where proposed to board children Boothbay Harbor, Maine.
3. Name of person with whom proposed to board children Mrs. Joseph Muise
4. Relationship of above, if any, to children Mother.
5. Cost per week of board per pupil Four Dollars per pupil.
6. Amount of above you are willing and able to pay Four Dollars per pupil.

7. Do you have children attending high school or other school of higher grade at expense to yourself yes If so, give full information one in High school I have to rent and different things she has to have for school is extra expense.

8. In case application is made for mother to board her own children:
   (A) Will separate and temporary home be maintained at extra expense for the sole purpose of boarding children for attendance at elementary school? yes. If so, attach statement indicating estimated extra expense for rent, fuel, light, food, travel, etc. for the school year.
   (B) Will mother return with children to the light station at end of school year to resume housekeeping for summer months yes If not, explain fully:

9. Further information I have entered Prudence Muise on this form as the state has paid two years on her.

I hereby certify that the foregoing statements are true and correct according to my best knowledge and belief.

Date 19 September 1949 Signed Joseph Muise
Keeper

RECOMMENDATIONS
By Official of U. S. ~~Lighthouse Service~~ Coast Guard

We recommend that the State pay $4.00 per week toward the board of each child.

Date 9/27/49 Signature R. C. WHITTMORE
Official Position By direction

APPROVAL

Date

General Agent for Unorganized Territory

UNITED STATES COAST GUARD

Address reply to
Commander, 1st CG District
Boston 13, Massachusetts
Refer to File PC-75

5 July, 1949

From: Commander, 1st CG District (pc)
To: **MUISE, Joseph, Keeper, Burnt Island L S**

Via: **Commanding Officer, Kennebec River Lifeboat Station, Popham Beach, Maine**

Subj: Keepers and Vessel Employees; change in type of compensation

The 81st Congress by Public Law 143, approved 29 June, 1949, eliminates overtime, night differential and holiday pay for keepers and vessel employees, but in lieu thereof allows payment of additional compensation. Commencing 29 June, 1949, payment to all keepers and vessel employees of such additional compensation in the amount of 20% of present basic compensation is hereby authorized. This additional authorized compensation will be included in computation of retired pay under the Lighthouse Retirement Act. No Personnel Notification, Form 50, will be issued.

R. G. WHITTEMORE
By direction

Standard Form 68
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R016.3.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 31 March, 1949 based on performance during period from 4/1/48 to 3/31/49

MUISE, Joseph
(Name of employee)

KEEPER, Burnt Isle
(Title of position, service, and grade)

APPROVED: DISTRICT EFFICIENCY RATING COMMITT

TREASURY, CG--1ST COAST GUARD DISTRICT--GROUP, POPHAM BEACH, MAINE
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Excellent

(Signature)

5/3/49
(Date of notification)

S. E. HEWINS, CMDR., USCG
(Title)
Senior Member

Interpretation of Efficiency Rating

Your efficiency rating is an official record of the way you are doing the work of your job.
Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performanee in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection

You are entitled to inspect your efficiency rating sheet (Standard Form 51), or a copy of it, upon request to your supervisor or personnel officer. You are also entitled to inspect the final ratings (not the rating forms) of all employees in your office or station.

Significance of Efficiency Ratings

An efficiency rating of "Good," "Very Good," or "Excellent" is necessary in order to receive a periodic within-grade sala y advancement.
An efficiency rating of "Fair" requires a one-step salary reduction if an employee's pay rate is above the middle rate for his grade (the fourth step in six-rate grades).
An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.
Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

Appeals

If you believe your rating is wrong, you should first discuss it with your supervisor or personnel officer. You have the right, if your position is subject to the Classification Act, to appeal your rating within certain time limits to a board of review established for your agency. Appeals or requests for additional information concerning appeals should be addressed to the Chairman, Board of Review, care of Civil Service Commission, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-5

3814.48

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

D M

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 31 March, 1949 based on performance during period from 4/1/48 to 3/31/49

MUISE, Joseph
(Name of employee)

KEEPER, Burnt Island
(Title of position, service, and grade)

TREASURY, CG--1ST COAST GUARD DISTRICT--GROUP, POPHAM BEACH, MAINE
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☑

+ (1) Maintenance of equipment, tools, instruments.
✓ (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? _____ (Yes or no))
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
____ (17) Initiative.
✓ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating

Rating official Excellent N. S.

Reviewing official Excellent

Rated by Carla B. Dinkwater Chief (Signature of rating official) (Title) 22 April, 1949 (Date) N. S.

Reviewed by [illegible] Lt., USCG, CO (Signature of reviewing official) (Title) 13 April, 1949 (Date)

APPROVED: DISTRICT EFFICIENCY RATING COMMITTEE

Rating approved by efficiency rating committee [illegible] 4/25/49 (Date) Report to employee Excellent (Adjective rating)

Ch. S. Nelson Lt. USCG 25 April 1949

S. F. HEWINS, CMDR. USCG S.
Senior Member

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

UNITED STATES COAST GUARD

ADDRESS REPLY TO
Commander, 1st CG District
Boston 13, Massachusetts
REFER TO FILE
pc-75

8 December, 1948

From: Commander, 1st Coast Guard District

To: Joseph Muise

Via: Commanding Officer

Subj: Veterans Status

1. It is requested that the following questionnaire be completed and returned to Civilian Personnel Section for confirmation of your Personnel Record:

Are you a World War I Veteran?	Yes---	No-no
Do you claim Veterans Disability?	Yes___	No no
Are you a World War II Veteran?	Yes___	No no
Do you claim Veterans Disability?	Yes___	No no
Are you a Wife of a Disabled Veteran?	Yes___	No no
Are you a Widow of a Veteran?	Yes___	No no

S. F. HEWINS
By Direction

November 2, 1948

Mr. Joseph Muise, Keeper
Burnt Island Light Station
Boothbay Harbor, Maine

Dear Mr. Muise:

I am writing to advise you that your application for board of Adele, Prudence and Ann Muise has been approved and that an allowance of $4.00 per week toward the board of each child will be made during the school year 1948-49. This allowance will be automatically discontinued if you change your residence during the school year or if there is a change in the conditions outlined in your application.

Bills are to be made out on Form 38B and submitted quarterly on December 15, March 15 and June 15. A supply of forms is being sent you under separate cover.

Very truly yours,

Edward L. McMonagle
Director of Schooling in
Unorganized Territory

ELM:h

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 Mar., 1948 based on performance during period from 1 Apr., 1947 to 31 Mar., 1948

MUISE, Joseph (Name of employee) Keeper (Title of position, service, and grade)

TREASURY, CG, 1st CG District - Burnt Island Lt. Sta., Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: E

3 June, 1948 (Date of notification)

J. N. ZELLER, Comdr., USCG (Signature)
(A) Sr. Member, Dist. Eff. Rating Comm. (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

Standard Form No. 51
August 1946
U.S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 31 March, 1948 based on performance during period from 1 April, 1947 to 31 March, 1948

MUISE, Joseph (Name of employee)

Keeper (Title of position, service, and grade)

Treasury, Coast Guard, 1st CG District, Burnt Island, Group, Boothbay Harbor, Maine
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

+ (1) Maintenance of equipment, tools, instruments.
✓ (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
✓ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
____ (17) Initiative.
✓ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

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____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating
Rating official.. E
Reviewing official.. E

Rated by J. Minor (Signature of rating official) Lieut. (Title) 1 JUN 1948 (Date)

Reviewed by J. Minor (Signature of reviewing official) Lieut. (Title) 1 JUN 1948 (Date)

Rating approved by efficiency rating committee 6/3/48 (Date) Report to employee E (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

October 6, 1947

Mr. Joseph Muise
Burnt Island Light
Boothbay Harbor, Maine

Dear Mr. Muise:

I am writing to advise you that your application for board of Adele, Prudence and Ann Muise has been approved and that an allowance of $3.50 per week toward the board of each pupil will be made during the school year 1947-48. This allowance will be automatically discontinued if you change your residence during the school year or if there is a material change in the conditions outlined in your application.

Bills are to be made out on Form 38B and submitted at the end of each four-week period or quarterly on December 15, March 15 and June 15. A supply of forms are being sent you under separate cover.

Very truly yours,

Edward L. McMonagle
Director of Schooling in
Unorgenized Territory

ELM:h

Commander, 1st CG District
Boston 13, Massachusetts
pc-75

25 July, 1947

Meuse

Mr. Joseph Meuse
Keeper, Burnt Island Light Station
Boothbay Harbor, Maine

Dear Mr. Meuse:

In reference to the coversation which the writer had with you at Boothbay Harbor on 5 July, 1947, you are advised that verification of the bill for the boarding of your children of school age was submitted to the Department of Education, State House, Bangor, Maine, on 27 June, 1947, and doubtless you have received payment by now. However, if you have not, it is suggested that you contact that agency directly.

Regarding the payment due Mrs. Annie B. Seavey after the death of her husband, the following letter from the Commandant to the Commander, First Coast Guard District, dated 15 May, 1947, is quoted for your information:

> "Treasurer of the United States check No. 7398 in the amount of $490.37, payable to Annie B. Seavey, dated 30 August, 1946, and drawn by E. J. Brannen, chief disbursing officer, Treasury Department was forwarded to Mrs. Seavey in settlement of her claim."

The writer expects to be in Boothbay again about the middle of August and hopes to be able to visit your Light Station at that time.

Yours very truly,

R. G. WHITTEMORE
Chief, Civilian Personnel Section

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1947 based on performance during period from 1 April, 1946 to 31 March, 1947

MUISE, Joseph — Keeper
(Name of employee) (Title of position, service, and grade)

TREASURY, CG, 1st CG District - Burnt Island Light Station, Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Excellent

JUN 12 1947
(Date of notification)

J. F. BRADY, Lt., Comdr., USCGR
Sr. Member, Dist. Eff. Rating Comm.
(Signature) (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirement..

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March 1947 based on performance during period from 1 April 1946 to 31 March 1947

MUISE, Joseph — Keeper
(Name of employee) (Title of position, service, and grade)

TREASURY, CG, 1st CG District Burnt Island Group Boothbay Harbor, Me. — CG Group, South Portland, Maine
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

+ (1) Maintenance of equipment, tools, instruments.
✓ (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
✓ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
____ (17) Initiative.
✓ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating
Rating official Excellent
Reviewing official Excellent

Rated by D. G. (Signature of rating official), USCG — Commanding Officer (Title) — 30 April, 1947 (Date)

Reviewed by D. G. (Signature of reviewing official) USCG — Commanding Officer (Title) — 30 April, 1947 (Date)

Rating approved by efficiency rating committee 5/14/47 (Date) Report to employee E (Adjective rating)

16—26177-2

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

166.

Form approved.
Budget Bureau No. 50—R012.1.
Approval expires March 31, 1946.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1946 based on performance during period from 1 Apr., 1945 to 31 March, 1946

MUISE, Joseph
(Name of employee)

Keeper-Burnt Island Light Station
(Title of position, service, and grade)

TREASURY-1st CG District, Boston, Mass. Group-Boothbay Harbor, Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: E

MAY 24 1946
(Date of notification)

(Signature)
CLYDE M. GRAY, Lt. Comdr., USCG
Sr. Member, Dist., Eff. Rating Comm.
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-2

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1946 based on performance during period from 1 April, 1945 to 31 March, 1946

RECEIVED APR 5 1946 PORTLAND MAINE U.S. COAST GUARD

MUISE, Joseph
(Name of employee)

Keeper-Burnt Island Light Station
(Title of position, service, and grade)

NAVY, CG, 1st Naval District Group-Boothbay Harbor, Maine
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
____ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) ____
____ (B) ____
____ (C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official Excellent

Rated by Eugene C. Stover CBM (Signature of rating official) Commanding Officer (Title) 3 April, 1946 (Date)

Reviewed by Frank B. Lincoln (Signature of reviewing official) Commander (Title) April 5 1946 (Date)

Rating approved by efficiency rating committee 5/14/46 (Date) Report to employee ____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2

Copy

BOSTON, MASS.

Address reply to
DISTRICT COAST GUARD OFFICER
BOSTON 9, MASSACHUSETTS
And refer to file No. 75

3 January, 1946

To: Commanding Officer, Group, Boothbay Harbor, Maine

Subj: Accumulated leave: annual and sick

1. According to the records of the DCGO, Civilian Personnel Section, Joseph M. Muise, Keeper, has accumulated 90 days, no hours annual leave and 90 days, no hours sick leave as of 1 January, 1946. This information is supplied to you pursuant to the provisions of Personnel Memorandum No. 33 dated 23 February, 1945.

2. Please transmit the attached copy of this memorandum to the employee concerned.

C. M. ELLISON
By direction

cc: Joseph M. Muise, Burnt Isl. Lt. Sta.

BOSTON, MASS.

Address Reply to
DISTRICT COAST GUARD OFFICER
BOSTON 9, MASSACHUSETTS
And refer to file No. 75

20 November, 1945

To: Joseph M. Muise, Civilian Keeper, Burnt Isl. Lt. Sta.

Via: Group, Boothbay Harbor, Maine

Subj: Annual leave

1. According to the records of the DCGO, Civilian Personnel Section, you are entitled to take a minimum of 9 days 5 hours* annual leave before the end of the calendar year 1945, subject to the approval of your superior or commanding officer.

2. Under the existing leave laws and regulations such portion of the above amount that is not taken will be forfeited.

C. M. ELLISON
By direction

* the above represents over 90 days to 31 Dec. 1945

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

23 July, 1945

To: **CO, Group, Boothbay Harbor, Maine**

Subj: **Mr. Joseph Muise; keeper; Burnt Island Lt.Sta.,Maine; Pay Adjustment and Pay Increase (Periodic)**

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. Ellison
C. M. ELLISON
By direction

Incl
Form 2249 and copy.

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared July 1, 1945

Name: Maine, Joseph, Mr.

From: U. S. Coast Guard

Bureau No.:

Pay Adjustment and Pay Increase (Periodic)

Effective: July 1, 1945

	FROM 1374	TO 1374
Position		Keeper
Grade	Range 1320-1680	Range $1836-2232
Salary	$1560 pa plus $240 pa Qtrs.	$2166 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Burnt Island Lt. Sta., Maine
Appropriation		Civilian Employees, U. S.
Allotment		

FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks: * Your increased compensation includes valuation for quarters.

Justification:

Position: Permanent
Last Promotion: April 1, 1944, $1740-1800
Conduct and Service: Satisfactory
Efficiency Rating: Excellent

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

File

Dept. Stock Fm. 2249

UNITED STATES NAVY DEPARTMENT

To:

Date: July 1, 1945

Civil Service or other legal authority

Name: Muise, Joseph, Mr.

Bureau No.:

From: U. S. Coast Guard

This is to notify you of the following personnel action:

Pay Adjustment and Pay Increase (Periodic)

Effective: July 1, 1945

	From 1374	To 1374
Position		Keeper
Grade		
Salary	Range 1320-1680 $1560 pa plus $240 pa Qtrs.	Range $1836-2232 $2166 pa* incl. $240 pa Qtrs.
C.S.C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Burnt Island Lt.Sta.,Me.
Appropriation		Civilian Employees,C.G.
Allotment		
	Field [x] Deptmtl [ ]	Field [x] Deptmtl [ ]

Appropriation: Regular

Date of Birth: 11-25-1893

Legal Residence: Maine

Sex: M

Nature of Position: New [ ] Addtl. [ ] Ident. [ ]

Vice [ ] Vice Vacancy [ ]

Remarks:

*Your increased compensation includes valuation for quarters.

Name

C.S.C. No.

Action No.

Date

Justification:

Position:	Permanent	
Last Promotion:	April 1, 1944	$1740-1800
Conduct and Service:	Satisfactory	
Efficiency Rating:	Excellent	

Has C.S. Comm. allowed Veterans preference? No

Subject to Retirement Act, Lighthouse Act, 6-20-18

Date of Oath

This notification is subject to the provisions on the reverse hereof, when applicable. By direction of the Asst. Secretary of the Navy.

Date approved by the Secretary: 7-1-45

Yours very truly,
/s/ Carl E. Herrick
Comdr. USCGR
Chief, Civilian Personnel Division
(Head of Bureau or Division)

UNITED STATES COAST GUARD
Boston, Mass.

Date: 30 June 1945

To: Mrs. Joseph [redacted] (Name) Keeper, gr. 4, $1560 pa (Designation, grade, & salary) 240 per qtrs.
Burnt Island L. Sta. Maine. (Location)

Subj: Personnel record; confirmation of

1. The records of the DCGO show that as of 1 June, 1945:

(a) You hold a Permanent appointment.

(b) Prior to 16 March, 1942, the effective date of War Service Regulations, you [held] [~~did not hold~~] a permanent position from which you were transferred without a break in service of more than 30 days, or in which you were retained subsequent to 16 March, 1942.

(c) Your most recent official efficiency rating is Ex.

(d) You [~~were~~] [were not] restored to duty under the Selective Training and Service Act. Date of restoration to duty: _____.

(e) You [~~are~~] [are not] eligible for veteran's preference.

(f) You have 18 year(s) 6 month(s) 10 day(s) of creditable Federal Service [including — year(s) — month(s) — day(s) military service; and — year(s) — month(s) — day(s) merchant marine service, subsequent to 1 May, 1940]

(g) You [~~do~~] [do not] have reemployment benefits in another Federal agency.

2. Indicate which, if any, of the above facts are not in agreement with what you claim to be your actual service history as of 1 June, 1945, and submit evidence to support your claim.

3. Complete and sign this form and return it within two weeks to the DCGO, marked for attention of the Civilian Personnel Officer.

4. Except as has been indicated by me in paragraph 2 above, I hereby certify that the facts shown in paragraph 1. concerning my service history in the employ of the Federal Government are true, correct, and complete to the best of my knowledge and belief.

_____
(Signature of Employee)

LWA

Miss Schwartz

UNITED STATES COAST GUARD

Damariscove Island L/B Station
CG. Group, Boothbay Harbor, Maine.
File 75.

17 July, 1945

To: Civillian Personnel Section, First Naval District.

Subj: MUISE, Joseph; Keeper Burnt Island Light Station.

Your office is advised that subject man was unable to report to unit on 15 July, 1945, due to severe storm.
For your information and records subject man departed and returned as follows.

1200, 1 July, 1945 : Departed for 15 days annual leave.
1530, 16 July, 1945: Reported from annual leave.

Eugene C. Stover

Initials: RS
Case Completed: Yes ☑ No ☐
Rec. CPS File No. Muise
Rec. Cross Ref. File No. ----/-- --------
----/-- --------

Filed 7/23/45
lm

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to File: pcp-75

12 June, 1945

To: **Commanding Officer, Group, Boothbay Harbor, Maine**

Via: **Commanding Officer, DAMARISCOVE ISLAND LIFEBOAT STATION**

Subj: **MUISE, Joseph M., Keeper, Burnt Island Lt. Sta., Maine;** periodic promotion

Subject employee is scheduled for a periodic promotion to **$1620.00** per annum on **1 July, 1945** insofar as length of service since last promotion is concerned. In recommending this promotion we must certify to HQ that the conduct and service of the employee has been satisfactory. Will you, therefore, at your earliest convenience by indorsement hereon supply us with the necessary information as to subject employee's conduct and service? HQ has advised this office that delay may postpone or deny the employee the benefit of the law or administrative policy, as the case may be.

The above information is requested in anticipation of passage of the new pay bill now in Congress. In the event that bill does not pass, no action toward the increase indicated above can be taken.

C. M. Ellison
C. M. ELLISON
By direction

BOOTHBAY HARBOR, ME. U.S. COAST GUARD STATION DAMARISCOVE ISLAND RECEIVED JUN 13 1945

End-1.
Damariscove Island LB. Station
C@. Group, Boothbay Harbor, Maine.
13 June, 1945.

Subject man has been in continuous service with the Light House Department since 20 November, 1926.
I have no record of misconduct in this mans case.
Conduct excellent.

Eugene C. Stover
Eugene C. Stover

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to File: pcp-75

12 June, 1945

To: **Commanding Officer, Group, Boothbay Harbor, Maine**

Via: **Commanding Officer, DAMARISCOVE ISLAND LIFEBOAT STATION**

Subj: **MUISE, Joseph M., Keeper, Burnt Island Lt. Sta., Maine;** periodic promotion

Subject employee is scheduled for a periodic promotion to **$1620.00** per annum on **1 July, 1945** insofar as length of service since last promotion is concerned. In recommending this promotion we must certify to HQ that the conduct and service of the employee has been satisfactory. Will you, therefore, at your earliest convenience by indorsement hereon supply us with the necessary information as to subject employee's conduct and service? HQ has advised this office that delay may postpone or deny the employee the benefit of the law or administrative policy, as the case may be.

The above information is requested in anticipation of passage of the new pay bill now in Congress. In the event that bill does not pass, no action toward the increase indicated above can be taken.

C. M. Ellison

C. M. ELLISON
By direction

pop-75

18 May, 1945

To: Commanding Officer, Boothbay Harbor, Maine

Subj: Joseph Muise, keeper, Burnt Island Lt. Sta., April muster roll; discrepancy of

1. The records of this office indicate that Joseph Muise departed in the status A1 1200/27 April to 1630, 30 April, 1945. Your muster roll (Item #19 April, 1945) indicates that A1 commenced 1400, 28 to 2400, 30 April, 1945.

2. Please advise the DCGO when the leave in question commenced and when employee returned to duty.

C. M. ELLISON
By direction

RS

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (x) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1945 based on performance during period from 1 April, 1944 to 31 March, 1945

MUISE, Joseph — Keeper, Burnt Island Lt. Sta.
(Name of employee) (Title of position, service, and grade)

NAVY, CG, 1st Naval District-Group, Boothbay Harbor, Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: E

16 May, 1945
(Date of notification)

D.C.DAVIS, LIEUT., USCGR
(Signature)
Sr. Member, Dist. Eff. Rating Comm.
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

1560.

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols
(Service) (Grade) (Class)

As of 31 Mar., 1945 based on performance during period from 1 Apr., 1944 to 31 Mar., 1945

MUISE, Joseph (Name of employee) — Keeper, Burnt Island Lt. Sta. (Title of position) (Bureau)

NAVY, CG, 1st Naval District - Group, Boothbay Harbor, Me. (Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE
√ if adequate — if weak + if outstanding	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	Administrative, supervisory, or planning ☐ All others ☑

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
(5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
(7) Accuracy of operations.
(8) Accuracy of final results.
(9) Accuracy of judgments or decisions.
(10) Effectiveness in presenting ideas or facts.
(11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
(14) Ability to organize his work.
(15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
(17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
(24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
(25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
(26) *Effectiveness in instructing, training, and developing subordinates in the work.*
(27) *Effectiveness in promoting high working morale.*
(28) *Effectiveness in determining space, personnel, and equipment needs.*
(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
(30) *Ability to make decisions.*
(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) ____
(B) ____
(C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	~~Numerical rating~~
All underlined elements marked plus, and no element marked minus	Excellent	~~1~~
HALF ~~A majority~~ of underlined elements marked plus, and no element marked minus	Very good	~~2 or 3~~
~~All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or~~ a majority of underlined elements marked at least with a check, and minus marks ~~on underlined elements~~ overcompensated by plus marks ~~on underlined elements~~	Good	~~4, 5, or 6~~
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	~~7 or 8~~
HALF ~~A majority~~ of underlined elements marked minus	Unsatisfactory	~~9~~

	Adjective rating	~~Numerical rating~~
Rating official	Excellent	
Reviewing official	Excellent	

~~On the whole, do you consider the conduct of this employee to be satisfactory?~~ ____ (Yes or no) ~~(See back of form)~~

Rated by Eugene C. Stone (Signature of rating official) — CBM (Title) — 9 April 1945 (Date)

Reviewed by F. B. Lincoln (Signature of reviewing official) — Commander (Title) — April 17, 1945 (Date)

Rating approved by efficiency rating committee 4/9/45 (Date) Report to employee E (Adjective rating) ____ (~~Numerical rating~~)

16—26177-1

UNITED STATES COAST GUARD

Damariscove, Island L/B Station
CG. Group, Boothbay Harbor, Maine
File 75.

To: DCGOIND. Boston, Mass.

Subj: MUISE, Joseph, Keeper, Burnt Island Lt. Station, April, Muster Roll, Correction of.

Ref: L/DCGOIND. 18, May, 1945, File pcp-75.

1. You are advised that item 19, April Muster Roll should read as follows: (MUISE, Joseph AL: 1200, 27th thru 0000, 30th.).

2. You are furthar advised that subject man reported from annual leave at 1200, 5 May, 1945.

Eugene C. Stover

Copy of this was forwarded to
Muster Roll 21 May 1945

pop-75

11 April, 1945.

To: Commanding Officer, Group, Boothbay Harbor, Maine.

Subj: MUISE, Joseph, Keeper, Burnt Island Lt. Station; efficiency rating.

1. Standard Form 51, in the case of Mr. Muise, is returned herewith for correction and resubmission to this office as soon as possible.

2. The adjective rating, arrived at in accordance with the standard shown on the lower portion of the Standard Form 51, should be written in by both the rating and reviewing officials in the spaces provided therefor, which spaces have been indicated by red pencil check marks.

3. The appropriate supervisor should review the markings and sign the form in the space provided for the reviewing official's signature. This space is indicated by a blue pencil check mark. For your information in this connection the definition of a reviewing official is quoted below from the Efficiency Rating Manual:

> "The reviewing official shall be the supervisor highest in line of authority above the rating official who has personal knowledge of the general performance of the employee to be rated and of the standards of performance of the unit in which the employee is assigned as compared with standards in other units."

4. If there is no one who fits the description "the supervisor highest in line of authority above the rating official who has personal knowledge of the general performance of the employee to be rated, and of the standards of performance of the unit in which the employee is assigned as compared with standards in other units," sign both rating and reviewing official and submit the rating directly to this office.

C.M. ELLISON
By direction.

Incl
Standard Form 51 for Mr. Muise.

CEF

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

CG/GR/Boothbay Harbor, Maine

MUISE, Joseph (Name, surname first) ____ (Service number) CIVILLIAN LIGHTKEEPER (Rank or rating) Burnt Island Light (Unit) Station

APPLICATION TO THE U. S. PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE U. S. COAST GUARD

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

Place Boothbay Harbor, Maine, Date 17 March, 1945.

To: Dr. Phillip O. Gregory

Boothbay Harbor, Maine

SIR: You are requested to examine the above-named {*officer / *~~enlisted man~~} Civillian of the U. S. Coast Guard, attached to the above-named unit, and furnish him such treatment as may be required. It is requested that the RETURN MEDICAL CERTIFICATE be returned to Commanding Officer, Damariscove Island LB. Station, Boothbay Harbor, Maine

Joseph Muise (Signature of patient)

Eugene C. Stover CBM U. S. Coast Guard.

RETURN MEDICAL CERTIFICATE

Place Boothbay Harbor, Maine, Date 17 March, 1945.

I CERTIFY that I have examined the above-named person and find him suffering from

0207 Carbuncle of the scalp.358
(Give diagnosis by number and name according to official nomenclature)

My professional opinion in the case is expressed below for the information of the Coast Guard administrative officers. Incident of service? {*Yes. / *~~No.~~} Fit for duty? {*Yes. / *~~No.~~} Absent from duty on account of the effects of a disease, as distinguished from injury, directly attributable to and immediately following his own intemperate use of alcoholic liquor or habit-forming drug? {*~~Yes.~~ / *No.} Absent from duty on account of the direct effects of a venereal disease due to his own misconduct? {*~~Yes.~~ / *No.} If "yes," did the initial symptoms appear less or more than one year ago? {*Less. / *More.} Treatment will require approximately ____ days absence from duty. He was admitted to {*inpatient / *outpatient} treatment at Boothbay Harbor Maine {*~~hospital~~ / *office} on 17 March, 1945.

Phillip O. Gregory
DM
U. S. Public Health Service.

*Having been informed that I am suffering from ____ (Diagnosis) and that in the opinion of the medical officer, this disease is the result of my own misconduct, I (*do not) desire to submit a statement. (Attach statement if made.)

____ (Patient's signature)

WITNESS:

____ (Signature of medical officer)

____ U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

Burnt Island Light

Muise, Joseph (Name, surname first) 01-096 (Service number) ~~Civilian Light~~ Keeper (Rank or rating) ____ (Unit)

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place Boothbay Harbor, Maine, Date 17 March, 19 45.

To: Burnt Island Light Station
(Coast Guard unit)

Boothbay Harbor, Maine
(Address)

The above-named patient was discharged from {*~~inpatient~~ / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Carbuncle of the scalp.	0207	3-17-45	3-26-45

He {*is / *~~is not~~} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *~~No.~~} Absent without permission? {*~~Yes.~~ / *No.} Guilty of insubordination? {*~~Yes.~~ / *No.}

Philip O. Greaves (M.)
U. S. Public Health Service.

16—27156-1

NOTICE OF MEDICAL TRANSFER

____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)

treatment at ____ {*office / *hospital} at ____ for ____ since ____, 19 , has been
(Diagnosis)

transferred this date ____, 19 , to the U. S. Marine Hospital at ____ for further treatment.

____
U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

BOSTON DISTRICT
RECEIVED
21 MAR 1945
U. S. COAST GUARD

1- Joe
2- Christensen Mrs.
3- file

UNITED STATES COAST GUARD

CAPTAIN OF THE PORT
RECEIVED
MAR 19 1945
PORTLAND
MAINE
U. S. COAST GUARD

Address reply to
Group, Boothbay Harbor, Maine
File 75

18 March, 1945

To: DCGO., Boston, Mass. Via: SCGO.,Portland, Maine.

Subj: MUISE, Joseph ; absent sick status ; report of.

1. You are advised that subject man has been placed on sick leave due to Carbuncle on left side of head.

2. Subject man is being treated by Dr. Phillip O. Gregory Boothbay Harbor, Maine.

3. Forms No. NSO 116 with Doctors certification on reverse thereof will be forwarded as soon as Muise reports for duty.

Eugene C. Stover
Eugene C. Stover

Ind-1
SCGO, Portland, Me.
20 March, 1945

To: DCGO, 1st Naval District

Forwarded.

F. B. Lincoln
F. B. LINCOLN

Standard Form No. 51
Appr. Jan. 5, 1942
Cr S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols
(Service) (Grade) (Class)

As of 31 March, 1942. based on performance during period from ____ to ____

Joseph Muise (Name of employee) | Lighthouse Keeper (Title of position) | Lighthouse U.S.C.G. (Bureau)

(Division) | (Section) | Burnt Island Light Station. (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE
√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:
Administrative, supervisory, or planning X
All others ..... ☐

X (1) Maintenance of equipment, tools, instruments.
X (2) Mechanical skill.
X (3) Skill in the application of techniques and procedures.
X (4) Presentability of work (appropriateness of arrangement and appearance of work).
X (5) Attention to broad phases of assignments.
X (6) Attention to pertinent detail.
X (7) Accuracy of operations.
X (8) Accuracy of final results.
X (9) Accuracy of judgments or decisions.
X (10) Effectiveness in presenting ideas or facts.
X (11) Industry.
X (12) Rate of progress on or completion of assignments.
X (13) Amount of acceptable work produced. No (Is mark based on production records? ____) (Yes or no)
X (14) Ability to organize his work.
X (15) Effectiveness in meeting and dealing with others.
X (16) Cooperativeness.
X (17) Initiative.
X (18) Resourcefulness.
X (19) Dependability.
X (20) Physical fitness for the work.

X (21) *Effectiveness in planning broad programs.*
X (22) *Effectiveness in adapting the work program to broader or related programs.*
X (23) *Effectiveness in devising procedures.*
X (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
X (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
X (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
X (27) *Effectiveness in promoting high working morale.*
X (28) *Effectiveness in determining space, personnel, and equipment needs.*
X (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
X (30) *Ability to make decisions.*
X (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED
(A) ____
(B) ____
(C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Excellent	1
Reviewing official		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes. (Yes or no) (See back of form)

Rated by Milton H. Seavy, CDR (Signature of rating official) Commanding Officer. (Title) ____ (Date)

Reviewed by C.G. ROBERTS (Signature of reviewing official) Captain, U.S.C.G. (Title) 4 May, 1942. (Date)

Rating approved by efficiency rating committee ----- (Date) Report to employee Excellent (Adjective rating) 1 (Numerical rating)

16—26177-1

pcp-75

21 September, 1944

To: Commanding Officer, CG Station, Boothbay Harbor, Maine
(Damariscove Island Life Station)

Via: SCGO, Portland, Maine

Subj: MUISE, Joseph, Civilian Light Keeper at Burn Island Light Station; vacation leave

1. With reference to your letter dated 10 September, 1944, the Memorandum for Civilian Personnel dated 26 August, 1944 has apparently been misinterpreted in applying to the case of Joseph Muise.

2. Under the Civil Service Regulations no employee may carry over from one year to another a total of over 90 days of accumulated leave. The intention of the Memorandum is to extend the privilege to civilian employees of using any leave that they may have which would exceed 90 days at the end of the calendar year - 31 December, 1944 - provided these employees can be spared by the supervisor.

3. Mr. Muise had 90 days accumulated leave to his credit at the close of the year 1943 and his 1944 leave record was credited with this leave. On 31 December, 1944, he will have accrued 26 days annual leave allowed by law each year. However, he has used 6 days and 12 hours during the current year; therefore, his accumulated leave of 90 days and accrued leave for the current year to 31 December, 1944 will be 109 days and 12 hours, or 19 days and 12 hours in excess of 90 days allowed by law. It is therefore suggested, if arrangements can be made without disrupting the work, that Mr. Muise be permitted to use the 19 days and 12 hours by taking days off during the balance of the year so that his maximum amount of leave at the end of the current year will not exceed 90 days. However, the granting of this annual leave of 19 days and 12 hours is subject to the supervisor's determination that the employee can be spared.

C. M. ELLISON
By direction

BOSTON DISTRICT
RECEIVED
SEP 15 1944
U. S. COAST GUARD

CAPTAIN OF THE PORT
RECEIVED
SEP 11 1944
PORTLAND
MAINE
U. S. COAST GUARD

UNITED STATES COAST GUARD

Address reply to
CGSTA, Boothbay Harbor, Maine
(Damariscove Island Lifesta)
Refer to file: pcp-75

10 September, 1944

To: DCGO, 1st NavDist

Via: SCGO, Portland, Me.

Subj: MUISE, Joseph, Civilian Light Keeper at Burnt Island Light Station; Vacation Leave

1. In reference to DCGO1ND Memorandum for All Civilian Personnel dated 26 August, 1944, file pcp-75, you are advised that subject man has 90 days accumulated leave and states that he wishes to take same provided a reliable Light Keeper can be furnished as relief.

2. You are further advised that this unit does not have a sufficient number of personnel at the present time to provide a relief for 90 days. Additional relief would have to be provided from this unit to grant man serving as relief for MUISE liberties during the 90 day period.

3. At the present time one man is absent hospital from Cuckolds Light Station and this unit is providing a relief during the liberty periods of personnel attached to the Cuckolds Light Station.

4. Subject leave will not be approved by this unit unless a reliable man can be furnished as relief.

Eugene C. Stover
Eugene C. Stover, CBM

Ind-1
SCGO, Portland, Me.
14 September, 1944

To: DCGO, 1st Naval District

This office does not consider it advisable to grant over thirty (30) days leave at one time to a Civilian Employee. If the DCGO approves leave for Keeper Joseph Muise a qualified enlisted man will be found in the Section to serve at the Burnt Island Station during his absence.

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

F. B. Lincoln
F. B. LINCOLN

ML

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 March, 1944

MUISE, Joseph — (Name of employee)

Keeper — (Title of position, service, and grade)

U. S. Coast Guard, 1ND — CG Station, Boothbay Harbor, Me. Burnt I. Lt. Sta. — (Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Excellent

18 May, 1944 — (Date of notification)

(Signature) L. B. McGEE, Chairman
District Efficiency Rating Committee — (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE–UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 March, 1944

MUISE, Joseph (Name of employee) — Keeper 1560 (Title of position, service, and grade)

U. S. Coast Guard CG Station, Boothbay Harbor, Me. Burnt Island Light Station
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

+ (1) Maintenance of equipment, tools, instruments.
V (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
____ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
____ (9) Accuracy of judgments or decisions.
____ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
____ (14) Ability to organize his work.
____ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
____ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official Excellent

Rated by M. H. SEAVY, Lt.(jg),USCG. (Signature of rating official) Commanding Officer (Title) 5 April, 1944 (Date)

Reviewed by M. H. SEAVY, Lt.(jg),USCG. (Signature of reviewing official) Commanding Officer (Title) 5 April, 1944 (Date)

Rating approved by efficiency rating committee 5-12 (Date) Report to employee E (Adjective rating)

16—26177-2

UNITED STATES NAVY DEPARTMENT

To: Date 4-1-44

Name: Muise, Joseph, Mr. Bureau No.: 1374

From: U.S. Coast Guard

This is to notify you of the following personnel action:

Promotion

Effective: **April 1, 1944**

Civil Service or other legal Authority

	From 7280	To 7290
Position		Keeper
Grade	Range $1320-1680	Range $1320-1680
Salary	$1500 per a. plus $240 p.a. qtrs.	$1560 p.a. plus $240 p.a. qtrs.
C.S.C.No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		
Post of Duty		Boston, Mass.
Appropriation		Burnt Island Lt.Sta.,Me.
Allotment		
	Field X Departmtl.	Field X Departmtl.

Appropriation: **Regular**

Date of Birth: **11-25-1893**

Legal Residence: **Maine**

Sex: **Male**

Nature of Position: New / Addtl. / Ident. / Vice / Vice Vacancy

Name

C.S.C.No.

Action No.

Date..

Has C.S. Comm. allowed Veterans preference? **No**

Subject to retirement act? LH **6-20-18**

Date of Oath

Remarks:

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

TRANSFER OR MISC. ENTRY ✓ NEW MAN

FROM

TO CHANGE RATE

ALREADY AT Burnt Island 4/5 2.Re

ALPH CD. UNIT CD. BOARD APP. X

Justification:

Mr. Muise was last promoted October 1, 1942, in the amount of $60. His service and conduct are satisfactory The position occupied by this employee is not temporary. His current efficiency rating is Very Good -2.

Date approved by the Sec.

4-1-44

pcp-75

12 April, 1944

To: CO, CG Station, Boothbay Harbor, Maine

Subj: MUISE, Joseph, Mr., Keeper, Burnt Isl. Lt. Sta.,Me.; Promotion

Form 2249 showing Mr. Muise's promotion is inclosed herewith for delivery to him for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. ELLISON
By direction

Incls
Form 2249 and copy

C.G. STATION BOOTHBAY HARBOR, ME. RECEIVED MAR 9 1944
BOSTON DISTRICT COAST GUARD RECEIVED MAR 10 1944

UNITED STATES COAST GUARD

BOSTON, MASS.

PLEASE DO NOT NAME AN INDIVIDUAL IN ADDRESS OF REPLY. USE FOLLOWING FORM OF ADDRESS:

DISTRICT COAST GUARD OFFICER
CUSTOMHOUSE
BOSTON, MASS.

AND REFER TO FILE NO. pcp-75

7 March, 1944

To: Commanding Officer, CG Station, Boothbay Harbor, Maine

Subj: MUISE, Joseph, Keeper; administrative promotion

Mr. Joseph Muise, Keeper, will be eligible for a within-grade promotion to $1560. per annum on 1 April, 1944, insofar as length of service since last promotion is concerned. In recommending this promotion we must certify to HQ that the conduct of the employee has been satisfactory. Will you, therefore, at your earliest convenience supply us with the necessary information as to Mr. Muise's conduct?

Charles M. Ellison
CHARLES M. ELLISON
By direction

Ind-1
CG Sta., Boothbay Harbor, Me.
9 March, 1944

Returned. The conduct of subject man has been very satisfactory and MUISE has been found to be very efficient while attached to the Burnt Island Light Station.

F. W. Meurling
F. W. MEURLING



UNITED STATES COAST GUARD

Boston, Massachusetts

Address reply to
DISTRICT COAST GUARD OFFICER
BOSTON 9, MASSACHUSETTS
And refer to file no. 75

26 November, 1943

To: Joseph Muise, Keeper, Burnt Island Light Station

Via: CO, Boothbay Harbor CG Station

Subj: Annual leave.

1. According to the records of the DCGO, Civilian Personnel Section, you are entitled to take a minimum of 8½ days annual leave before the end of the calendar year 1943, subject to the approval of your superior or commanding officer.

2. Under existing leave laws and regulations such portion of the above amount that is not taken will be forfeited.

3. You are requested not to take this leave after 17 December if travel by intercity carrier would be involved, in view of the efforts of the Director of Defense Transportation to protect essential traffic during the holiday period.

Clyde R. Johnson

CLYDE R. JOHNSON
By direction

NSO 110b
(Rev. 3-22-43)

UNITED STATES NAVY DEPARTMENT

NOTICE OF EFFICIENCY RATING

Annual Rating VG 2 as of 31 March, 1943

Probation, or Trial Period Rating ----

As of ----

For service beginning 1 April, 1942

MUISE, Joseph — ---- — Keeper
(Name) (Service-Grade) (Title)

NOV 3 - 1943
(Date of notification)

H. W. SIEGEL, Principal Clerk
Civilian Personnel Officer
USCG, 1st Naval District

REPORT OF CONDUCT

Unless otherwise stated below, your conduct during this rating period was considered satisfactory.

INTERPRETATION OF EFFICIENCY RATING

Excellent (E) means that performance in every important phase of the work has been outstanding and that performance has been at least fully satisfactory (adequate) in all the other phases.

Very Good (VG) means that performance in a majority of important phases of the work has been outstanding and that performance has been at least fully satisfactory (adequate) in all the other phases.

Good (G) means—

(*a*) that performance has been at least fully satisfactory (adequate) in all the phases of the work, although not outstanding in a majority of the important phases; or

(*b*) that performance in all the important phases has been at least fully satisfactory (adequate) and performance that has not met job requirements has been fully compensated by outstanding performance in other phases of the work; or

(*c*) that performance in a majority of important phases has been at least fully satisfactory (adequate) and that performance that has not met job requirements in important phases has been over-compensated by outstanding performance in other important phases.

Fair (F) means that performance in a majority of important phases of the work has been at least fully satisfactory (adequate) and that performance that has not met job requirements has not been fully compensated by outstanding performance in other phases.

Unsatisfactory (U) means that performance in a majority of important phases of the work has not met job requirements.

As used above, "adequate" means that the service rendered in a particular phase of the work is what would be expected of a fully competent, qualified, acceptable employee in the same kind and level of work after a reasonable period of training. The word "outstanding" means that the service rendered in a particular phase of the work is distinctly better than what would be expected from such an employee.

If a number appears after the adjective efficiency rating, it represents a further refinement of the adjective rating, as follows: Excellent 1; Very Good 2 or 3; Good 4, 5, or 6; Fair 7 or 8; Unsatisfactory 9.

16—33632-1

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

BOSTON DIST. RECEIVED MAY 10 1943 U.S. COAST GUARD

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 1 April, 1943 based on performance during period from 1 April, 1942 to 31 March, 1943

MUISE, Joseph M. (Name of employee) — LIGHT KEEPER (Title of position) — Treasury Department (Bureau)

Lighthouse Service (Division) — Portland (Section) — Burnt Island Light Sta. (Subsection or unit) — Boston, Mass. (Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE

Administrative, supervisory, or planning ..... ☐
All others ..... ☒

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
+ (4) Presentability of work (appropriateness of arrangement and appearance of work).
√ (5) Attention to broad phases of assignments.
----- (6) Attention to pertinent detail.
+ (7) Accuracy of operations.
+ (8) Accuracy of final results.
√ (9) Accuracy of judgments or decisions.
√ (10) Effectiveness in presenting ideas or facts.
----- (11) Industry.
----- (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? ----- (Yes or no))
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

----- (21) *Effectiveness in planning broad programs.*
----- (22) *Effectiveness in adapting the work program to broader or related programs.*
----- (23) *Effectiveness in devising procedures.*
----- (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
----- (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
----- (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
----- (27) *Effectiveness in promoting high working morale.*
----- (28) *Effectiveness in determining space, personnel, and equipment needs.*
----- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
----- (30) *Ability to make decisions.*
----- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

+ (A) Ability to handle small boats.
+ (B) Personal appearance & neatness.
----- (C) -----

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good √	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Very good	2
Reviewing official	VG	2

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by Ernest E. Pratt, CBM(a)U.S.C.G. (Signature of rating official) Officer-in-Charge (Damariscove Island LB Sta.) (Title) 1 April, 1943 (Date)

Reviewed by W. N. Derby (Signature of reviewing official) Captain, U.S.C.G. (Title) 10 May, 1943 (Date)

Rating approved by efficiency rating committee --- (Date) Report to employee VG (Adjective rating) 2 (Numerical rating)

6/17

16—26177-1

N. C. G. No. 2668
Form Approved by Comptroller General, U. S.
April 13, 1934
(Revised 1937)

99

Personal / MRS - Boston

S. V. No. .....
PAY No. .....

REPORT OF CHANGE IN PAY STATUS

MUISE,	Joseph	M.		LIGHT KEEPER
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

CG STATION, Boothbay Harbor, Maine (Burnt Island Light Station)	Boothbay Harbor, Maine	29 April, 1943
(Unit)	(Place)	(Date)

From: COMMANDING OFFICER.
To: PAY OFFICER.

You are hereby authorized to adjust the pay accounts of the above named for the following reason:

1500, 29 April, 1943 - Reported from the U.S. Marine Hospital, Portland, Maine. Diagnosis, Orchitis acute, due to mumps.
1200, 18 April, 1943 - Departed for hospital.

AUTHORITY: Verbal orders Ritchie, Ph.M., CG Infirmary, Boothbay Harbor, Maine.

Ernest E. Pratt
Ernest E. Pratt, CBM(a)
(Commanding)

Officer-in-Charge
(Title)

---

1. Receipt of this authorization is hereby acknowledged. The accounts of the above named have been adjusted.

(Date)

(Pay officer)

U. S. GOVERNMENT PRINTING OFFICE : 1942 — O - 426485



Muise
Burnt Island L. H.

22 January, 1943.

From: District Coast Guard Officer, First Naval District.
To : All Civilian Employees.

Subject: HOME ADDRESS.

1. In connection with the Income Tax Report to be submitted to Collector of Internal Revenue at Washington, showing the earnings of all civilian personnel in this district, it is requested that each individual promptly report by indorsement hereon, his or her present home address also showing whether he or she is married or single.

2. In the event there is any change in address in the future, it is requested that same should be promptly reported to the District Coast Guard Officer, First Naval District.

3. This must be returned to the Civilian Personnel Section, District Coast Guard Officer, First Naval District, before 1 February, 1943.

G.J. O'LEARY,
By direction.

- -

1st. Indorsement.

27 January 1943
(Date)

From: Joseph Muise, Burnt Island Light Station.
To : District Coast Guard Officer, First Naval District.

Muise (Surname), Joseph (First Name), _____ (Middle Initial)

Boothbay Harbor, Maine. (Address)

Telephone Number, if any None.

Married or ~~single~~ (Cross out one)

Joseph Muise
(Signature)

N.C.G. No. 2599
U.S. COAST GUARD

4

HEADQUARTERS
PERSONNEL
FILE

REPORT OF CHANGE IN PERSONNEL

MUISE,	Joseph		Civilian Lightkeeper	
(Surname)	(First)	(Middle Initial)	(Service No.)	(Rank or Rate)

Burnt Island Light	Boothbay Harbor, Maine	
(Unit)	(Place)	(Date)

The above named man was promoted this date from Field (Range 1320-1680)$1440 p.a. $240 p.a. qtrs. to Keeper Field (Range 1320-1680)$1500 p.a. plus $240 p.a. qtrs.

AUTHORITY: CG Headquarters, Washington D C dated 10October,1942.

Milton H. Seavy,
(Commanding)

Commanding Officer
(Title)

SPACE BELOW IS FOR HEADQUARTERS USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESP'NCE	RECORDS

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Muise, Joseph

From: U. S. Coast Guard

Bureau No.: 1374

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1320-1680)	Field (Range $1320-1680)
Salary	$1440 p.a. plus $240 p.a. Ctrs.	$1500 p.a. plus $240 p.a. Ctrs.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Boston, Mass.
Appropriation		Burnt Island Lt. Sta., Maine
Allotment		Civilian Employees, U. S.

FIELD ☐ DEPRTMTL ☐ FIELD ☐ DEPRTMTL ☐

Remarks:

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

Justification:

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

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-93

LEGAL RESIDENCE: Maine

SEX:

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

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

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

DATE OF OATH

CHARLES PIOZET

SUBORDINATE ADMINISTRATIVE OFFICE

DATE APPROVED BY THE SECRETARY

10-1-42

75

mmh

13 October, 1942.

From: District Coast Guard Officer, 1st Naval District.
To : Commanding Officer, BOOTHBAY HARBOR STATION.

Subject: MUISE, Joseph - keeper - promotion -
- Burnt Island Light Station -

Reference: (a) Form 2249.

Inclosure: (A) Certified copy of reference (a).

1. Inclosure (A) is forwarded for your information and files.

2. Forms 2668 and 2599 are to be accomplished indicating subject's promotion and the effective date.

G. J. O'LEARY,
By direction.

1300
210
1740

75

mmh

13 October, 1942.

From: District Coast Guard Officer, First Naval District.
To : Commanding Officer, BOOTHBAY HARBOR STATION.

Subject: MUISE, Joseph - Keeper - Promotion -
- Burnt Island Light Station -

Reference: (a) Form 2249.

Inclosure: (A) Reference (a).

1. Inclosure (A) is forwarded for delivery to subject for his personal files.

G. J. O'LEARY,
By direction.

Copy of
Dept. Stock Form
2249

UNITED STATES NAVY DEPARTMENT
WASHINGTON, D. C.

TO:

Name: MUISE, Joseph

From: U. S. Coast Guard
Promotion

Effective: 1 October, 1942.

Date Prepared
1 October, 1942.

Bureau No.

C.S. or other legal authority

Appropriation
Regular

Date of birth
11-25-93

Legal Residence
Maine

Sex

	FROM	TO
Position Grade Salary	Field(Range 1320-1680) $1440 p.a.$240 p.a. qtrs. QTRS.	Keeper Field (Range 1320-1680) $1500 p.a.plus $240 qtrs.
Bureau or Div. Organiz'l. Subdiv.		
Hdqtrs. Post of Duty		Boston, Mass. Burnt Island Lt.Sta
Appropriation		Civilian EmployesC.G.
Allotment		

Nature of Position: New | Add. | Iden.

Vice | Vac. | Vice

Field X Dptmtl ___ Field X Dptmtl ___

Remarks: This action herein represents an administrative increase in salary effective as indicated above.
From: Civilian Personnel Office.
To : Pay Officer.

1. Certified to be a true copy of original. Make adjustments to salary accordingly.

13 October, 1942.

G. J. O'Leary
G.J.O'LEARY, Ensign, USCGR

~~CHARLES PICZIET~~

Has C.S.Comm. allowed Vet.Pref.

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

Subject to Retirement Act?
Lighthouse Act

Date of Oath

only will
Pay
10/13/42

Date Approved by the Secretary
10-1-42

SUBORDINATE ADMINISTRATIVE OFFICE

75

HWS
mmh

14 September, 1942.

From: District Coast Guard Officer, First Naval District.
To : MUISE, Joseph - keeper - Burnt Island Light Station -

Via : Commanding Officer, BOOTHBAY HARBOR STATION.

Subject: Enlistment in the regular Coast Guard.

Reference: (a) Your letter, 2 September, 1942, forwarded by letter, CO Boothbay Harbor Station dated 3 September, 1942.

1. Replying to reference (a), you are advised that the Comptroller General held on 19 November, 1940 (B-13249), that once a person has refused an appointment or enlistment tendered him under the provisions of the Act of 5 August, 1939, he may not thereafter be appointed or enlisted and receive the benefits of that Act. In other words, you are not eligible for induction into the regular Coast Guard.

2. At this time you may be eligible for enlistment in the Coast Guard Reserve. If you are interested in such enlistment, inform this office and you will be further advised.

G. J. O'LEARY,
By direction.

BOSTON DISTRICT
RECEIVED
SEP 4 1942
U. S. COAST GUARD

UNITED STATES COAST GUARD

Boothbay Harbor Station

Boothbay Harbor, Maine.
3 September, 1942.

From: Commanding Officer Boothbay Harbor Station.
To: District Coast Guard Officer, First Naval District.

Subject: MUISE, Joseph; Keeper Burnt Island Light Station.

Incloseur: (A) Letter Joseph Muise, Keeper Burnt Island Light Station dated 2 September, 1942.

1. Forwarded for action.

Milton H. Seavy.

Milton H. Seavy.

Burnt Island Light Station,
Boothbay Harbor, Maine.
2 September, 1942.

From: Joseph Muise, Keeper, Burnt Island Light Station.

To: District Coast Guard Officer, 1st Naval District.

Via: Commanding Officer, Boothbay Harbor, Maine.

Subject: Information.-

1. When I was asked to enlist in the regular Coast Guard Service, with the other lighthouse keepers, I did not fully understand about it. I would like to no if I can enlist in the regular Coast Guard Service now.

2. I have had fifteen years and ten months of Lighthouse Service.

And I was born 25, November, 1892.

Joseph Muise
Keeper.

NSO 110(b)

NAVY DEPARTMENT
Washington

24 June, 1942
(Date)

CLASSIFICATION		
SERVICE	GRADE	TITLE
F	---	Keeper

From: District Coast Guard Officer,
First Naval District.
To: MUISE, Joseph
BURNT ISLAND LIGHT STATION
Subject: Notification of efficiency rating.

1. Your efficiency rating and conduct report for the 12-month period ended March 31 is indicated below:

EFFICIENCY RATINGS	
Adjective	Excellent
Numerical	1

CONDUCT REPORT	
Satisfactory	Yes
	(Yes or no)

RULES FOR SALARY ADVANCEMENTS.-Subject to conditions established by law and Executive order:

A. An employee whose efficiency rating is "Excellent" or "Very Good" is eligible for salary advancements to the highest rate of compensation in the grade.

B. An employee whose efficiency rating is "Good" is eligible for salary advancement up to and including the middle rate of compensation in the grade (C.S.C.Dept'l Cir. 302).

RULES FOR SALARY REDUCTIONS, DEMOTIONS, OR DISMISSALS.-The following rules are prescribed for the demotion of an employee to a lower grade position, reduction in salary, or both, or dismissal from the service as a result of an efficiency rating (C.S.C.Dept'l Cir. 302):

A. The rate of compensation of an employee whose efficiency rating is "Fair" shall be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction on that account.

B. An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. If he is serving his probationary period, he shall be separated from the service under the rules prescribed for such cases. If he has completed his probationary period, he shall be assigned to a position more nearly commensurate with his ability, in a lower classification grade, and his rate of compensation shall not be in excess of the middle rate for such grade, or if no suitable vacancy is available in a lower classification grade, he shall be separated from the service for inefficiency.

C. No employee who has completed his probationary service shall be demoted to a lower grade position, reduced in salary, or dismissed from the service on the basis of an efficiency rating covering a period of less than 90 calendar days.

INSPECTION OF RATINGS BY EMPLOYEES:

A. A list of all ratings on Standard Form 52 shall be open to inspection by any employee of the department, independent establishment, or other agency under such conditions as to time and place as the head of such organization may prescribe (C.S.C.Dept'l Cir. 302).

B. Every employee has the right to see his rating form, Standard Form 51.

R. J. BORROMEY, By direction.

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ): INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

1440

As of 31 March, 1942. based on performance during period from ____ to ____

Joseph Muise	Lighthouse Keeper	Lighthouse U.S.C.G.
(Name of employee)	(Title of position)	(Bureau)

(Division)	(Section)	Burnt Island Light Station. (Subsection or unit)	(Field office)

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning X
All others ..... ☐

X (1) Maintenance of equipment, tools, instruments.
X (2) Mechanical skill.
X (3) Skill in the application of techniques and procedures.
X (4) Presentability of work (appropriateness of arrangement and appearance of work).
X (5) Attention to broad phases of assignments.
X (6) Attention to pertinent detail.
X (7) Accuracy of operations.
X (8) Accuracy of final results.
X (9) Accuracy of judgments or decisions.
X (10) Effectiveness in presenting ideas or facts.
X (11) Industry.
X (12) Rate of progress on or completion of assignments.
X (13) Amount of acceptable work produced. (Is mark based on production records? No (Yes or no))
X (14) Ability to organize his work.
X (15) Effectiveness in meeting and dealing with others.
X (16) Cooperativeness.
X (17) Initiative.
X (18) Resourcefulness.
X (19) Dependability.
X (20) Physical fitness for the work.

X (21) *Effectiveness in planning broad programs.*
X (22) *Effectiveness in adapting the work program to broader or related programs.*
X (23) *Effectiveness in devising procedures.*
X (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
X (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
X (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
X (27) *Effectiveness in promoting high working morale.*
X (28) *Effectiveness in determining space, personnel, and equipment needs.*
X (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
X (30) *Ability to make decisions.*
X (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) ____
(B) ____
(C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Excellent	1
Reviewing official		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes. (Yes or no) (See back of form)

Rated by Milton H. Seavy (Signature of rating official) Commanding Officer. (Title) ____ (Date)

Reviewed by C.G. (Signature of reviewing official) Captain, U.S.C.G. (Title) 4 May, 1942. (Date)

Rating approved by efficiency rating committee ____ (Date) Report to employee Excellent (Adjective rating) 1 (Numerical rating)

16—26177-1

75 TREASURY DEPARTMENT

United States Coast Guard

Office of the Commander

Boston, Massachusetts,

13 May, 1941.

BOSTON DISTRICT
RECEIVED
MAY 19 1941
U.S. COAST GUARD

BOSTON DISTRICT

From: Commander, Boston District.
To : Commanding Officer, BOOTHBAY HARBOR STATION.

Subject: Joseph Muise;
Fingerprints; resubmission of.

Reference: (a) Headquarters' letter, 7 May, 1941 (CP-75).

Inclosure: (A) Form 2390, U. S. Civil Service Commission (duplicate).

1. Headquarters has directed by reference (a) that the fingerprints of the subject-named employee be again taken in duplicate on Forms No. 2390 and forwarded to this office at the earliest practicable date for resubmission to Headquarters.

2. Headquarters requires that all questions be answered fully. If there are no answers to any questions, it will be indicated by the words "No" or "None," whichever applies.

3. Care should be exercised in making fingerprints, being sure they are in the proper order and the fingers rolled so the pattern is clear and complete.

O. A. LITTLEFIELD,
By direction.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON

19 April, 1941.

Boothbay Harbor Ste

From: Commandant.
To: MUISE, Joseph, Keeper, Burnt Island Lighthouse.

Via: Commander, Boston District.

Subject: Induction into Coast Guard.

Reference: (a) Regulations to Carry into Effect Section 4 of the Act of August 5, 1939 (Public No. 291, 76th Congress).

Inclosure: (A) Form letter to be returned to Commandant.

1. Under the provisions of reference (a) you are hereby tendered a (~~special~~ regular enlistment) of three years as boatswain's mate, 2nd cl. subject to the physical examination prescribed by paragraph 6 of reference (a), and evidence that you meet the qualifications for enlistment contained in Personnel Instructions, U. S. Coast Guard, except for age and marriage.

2. For your information paragraph 6, mentioned above, reads as follows:

> "Each candidate shall be required to take the standard physical examination. If his service, as computed pursuant to section 6 of the Act of August 5, 1939, is less than fifteen years, the standard of physical qualification shall be the same as that required for original appointment; Provided, That minor defects may be waived upon the recommendation of Chief Medical Officer of the Coast Guard. If the service of the candidate shall exceed fifteen years, physical defects may be waived by the Secretary of the Treasury unless they impair ability to perform all the duties of his grade or are likely to result in premature retirement."

3. You are advised that, having accepted an enlistment in the Coast Guard, you will be eligible for promotion in the same manner and under the same regulations as other men in the Coast Guard in the same rate. You are further advised that your enlistment is for general service and that you may be transferred and assigned to duty as the needs of the Service require.

4. Should you decline induction such action will not operate to prejudice your present position and pay.

P-75
19 April, 1941.

5. This authority to accept enlistment will remain effective for a period of fifteen days following receipt by you of this letter.

6. Acknowledge receipt hereof on the attached form.

C. H. JONES,
By direction.

BOSTON DISTRICT 73 1st Indorsement Boston, Mass., 28 April, 1941.

1. Forwarded with inclosure for compliance.

O. A. LITTLEFIELD,
By direction.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

Date 3 May, 1941

From: MUISE, Joseph - Keeper, Burnt Island Lighthouse.
To: Commandant.

Via: Commander, Boston District.

Subject: Induction into Coast Guard.

Reference: (a) Headquarters' letter 19 April, 1941 (P-75).

1. Receipt is acknowledged of reference (a) on 3 May, 1941.

2. I desire to be enlisted in the Coast Guard in the rate tendered me by reference (a), and I shall make immediate application to the district commander for this purpose.

3. I hereby decline enlistment in the Coast Guard in the rate tendered me in reference (a).

Joseph Muise

Joseph Muise

(Note: With reference to paragraph 2, strike out the paragraph which does not apply to your case.)

BOSTON DISTRICT 1st Indorsement Boston, Mass.,
75 12 May, 1941.

1. Forwarded for Headquarters' information.

O. A. LITTLEFIELD,
By direction.

Form No. 2599
TREASURY DEPARTMENT
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

MUISE	JOSEPH		Civilian	Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

BURNT ISLAND LIGHT STATION	BOSTON DISTRICT	10 February, 1941.
(Unit)	(Place)	(Date)

SALARY CHANGED FROM $1380 PER ANNUM ($1320-1680) PLUS $240 P. A.
QUARTERS TO $1440 PER ANNUM WITHOUT CHANGE IN RANGE OR QUARTERS
EFFECTIVE DATE 16 JANUARY, 1941.

AUTHORITY:
Form 2249, approved 1-16-41.

(Commanding)
O. A. LITTLEFIELD
By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE 0 10035

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: January 8, 1941

Name: Maine, Joseph

From: U. S. Coast Guard

Bureau No: 1874

Promotion

	FROM	TO
Position		Keeper
Grade		Field (Range $1320-1680)
Salary	Field (Range $1320-1680) $1380 p.a. plus $240 p.a. Qtrs.	$1440 p.a. plus $240 p.a. Qtrs.
Bureau or Div.		
Organizational Subdivisions		U. S. Coast Guard
Headquarters		
Post of Duty		Boston, Mass.
Appropriation		Burnt Island Lt. Sta., Me.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941

Justification:

No increase in pay since February 1, 1937.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893

LEGAL RESIDENCE: Maine

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH: 6-20-18

+1-16-41

SUBORDINATE ADMINISTRATIVE OFFICE

Office of Commander
xxxxxxxxxxxxx
BOSTON DISTRICT

Boston, Mass.,
16 August, 1940.

Manager, 1st U. S. Civil Service District,
Post Office Building,
Boston, Massachusetts.

Sir:

The inclosed letter, dated 31 July, 1940, from Joseph Muise, Keeper, Burnt Island Light Station, Boothbay Harbor, Maine, addressed to the Commanding Officer, South Portland Coast Guard Base, South Portland, Maine, is referred to your office for reply as this office has no record of the information requested therein.

Very truly yours,

L. H. MORINE
Lieut. U.S.C.G.,
Personnel Officer, Acting,
Boston District.

75

2 August, 1940

From: Commanding Officer, South Portland Base.
To: Officer in Charge, Boothbay Harbor Station.

Subject: Civil Service Examinations; request for information.

References: (a) Boston District Order No. 64.

Inclosures: 1. Letter from Keeper, Burnt Island Light Station, 31 July, 1940.

1. Inclosure (1) is forwarded for your action in accordance with reference (a). It is suggested that you request Personnel Office to furnish desired information, but it is believed that this Keeper will have to supply more information regarding the examination in order that they may properly identify it.

THOMAS SAMPSON

Boothbay Harbor Station Boothbay Harbor, Maine.

Boston District 6 August, 1940.

From: Officer in Charge, Boothbay Harbor Station.
To : Commander, Boston District.

Subject: Information.

Reference: (a) Letter, Joseph Muise, Keeper, Burnt Island Light Station.

Inclosure: 1. Letter as of reference (a).

1. Above inclosure is forwarded herewith to see if the desired information requested by Joseph Muise, Keeper, Burnt Island Light Station, can be furnished by your office, as it is understood that all personnel files have been sent from South Portland Base to Boston District Office.

Milton H. Seavy.

BOSTON DISTRICT 75 1st Indorsement Boston, Mass., 16 August, 1940.

1. Returned with the information that Muise's letter has been forwarded to the Manager, 1st U. S. Civil Service District, Boston, Mass., for reply, as this office has no record of the Civil Service examination taken by him.

L. H. MORINE
By direction.

72-73

Boston, Massachusetts,
11 July, 1940.

Office of
COMMANDER
BOSTON DISTRICT

BOSTON DISTRICT CIRCULAR NO. 33 - 40

Subject: Efficiency Stars.

Reference: (a) Headquarters' Circular No. 154, 29 January, 1940.

1. In accordance with the provisions of reference (a) there is published below a list of keepers who attained highest efficiency during the period 1 January, 1939, to 30 June, 1940, and have been awarded efficiency stars accordingly, as indicated, to be worn during the fiscal year 1941:

COMMANDANT'S STARS

KEEPER	STATION	KEEPER	STATION
Eugene N. Larsen	Sankaty Head	Frank B. Ingalls	Whitlocks Mill
Carl D. Hill	Eastern Point	Frank A. Davis	Plymouth (Gurnet)
George F. Woodman	Chatham	George L. Hoxsie	Castle Hill
Simeon A. Orne	Cuttyhunk	George A. Howard	Wings Neck
Charles A. Baker	Butler Flats	Joseph Muise	Burnt Island
Arnold B. White	Whaleback	Alvah Robinson	Deer Id. Thorofare

COMMANDER'S STARS

Geo.H.Fitzpatrick	Minots Ledge	Arthur A. Small	Hospital Point
Edward T. Duffy	Hog Id. Shoal	Nelson H. Powell	Conimicut
*Markus Peiffer	Duxbury Pier	Edward Murphy	Warwick
William J.Howard	Pomham Rocks	William W. Wells	Saddleback Ledge
Theodore L. Chase	Long Point	Archford V.Haskins	Nantucket (Gt.Point)
Arthur L. Payne	Bakers Island	Per F. Tornberg	Annisquam Harbor
Vinal A. Foss	Monhegan Id.	William A. Joseph	Cape Cod

* Retired

2. As award of the above stars must not exceed 25% of the light stations, or a total of 26 stations in this district, such limitation prohibits inclusion on the above list of certainother keepers whose stations were likewise found upon inspection during the aforementioned period to be maintained in a very good, if not excellent, condition.

3. Commandant's stars have either been awarded in lieu of the Commissioner's Stars previously worn by certain keepers or to those keepers who have been entitled to wear the former Superintendent's stars for three consecutive years.

4. Stars will be mailed to the respective keepers as early as practicable and will be returned to this office at the close of 30 June, 1941, unless otherwise instructed.

T. A. Shanley

T. A. SHANLEY
CAPTAIN, U. S. COAST GUARD
COMMANDER, BOSTON DISTRICT.

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared [illegible] in own handwriting)

Department or Establishment Commerce, Lighthouse Service **Date** Sept. 27, 1939

1. Name in full (Mr., Miss, or Mrs.) Mr. Muise (Surname) Joseph (Given name) (Middle name)
2. Present address (Number) (Street) Boothbay Harbor (City) Maine (State)
3. Legal (voting) residence Maine 2d (State and Congressional District) Lincoln (County) Boothbay, Harbor (City or town)
4. Where born Novia Scotia (State or foreign country) Belleville (City or town) When born Nov. 25, 1892 (Month Day Year)
5. If foreign-born, state whether naturalized or alien Naturalized
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male √	Female	Single	Married √	Divorced	Widowed	White √	Colored

7. Number and ages of dependents domiciled with you 6 - ages 40, 18, 16, 8, 6, 2.
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Lighthouse	Moose Peak LH	Additional	1140	Nov	20	1926	Dec	31	1926
"	Mt. Desert Rock	2d Asst. Kpr.	1200	Jan	13	1927	May	4	1930
"	Baker Island	Keeper	1380	May	4	1930	Dec	1	1932
"	Moose Peak	"	1440	Dec	2	1932	Oct	4	1935
"	Deer Is. Thoro	"	1320	Oct	5	1935	Oct	31	1936
"	Burnt Island	"	1380	Nov	1	1936			

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
NO	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

NO (Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

NO (Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None √	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) NONE

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Olson F. Church, Beals, Me.	Fisherman, fishing	3 months
John E. Beal, Beals, Me.	Cook on lobster smack	9 months
Lester W. Alley, Beals, Me.	Cook & deckhand on lobstersmack	6 months
L. W. Summons, Rockland, Me.	Gas engineer on lobster smack	8 months
A. P. Haines, Rockland, Me.	Common laborer on fish wharf	2 years
Rockland & Rockport Lime Corp., Rockland, Me.	Common laborer	3 years 9 months

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 (6) 7 8	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Mrs. Connie E. Muise

Relationship Wife Post office address Boothbay Harbor, Me.

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

Joseph Muise, Keeper
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

17. Have you been retired from the Civil, Military, or Naval Service of the United States? NO ; if so, state (a) whether for age, length of service or disability ; (b) Amount of retired pay .

CP

File individual jackets

September 8, 1938

MUISE, Joseph, Keeper.

Mr. Muise was born in Canada November 25, 1893. He was issued certificate No. 1354552 by the State Court, Rockland, Maine on September 15, 1920.

Certified seen.

H M INGALLS
Superintendent of Lighthouses

Supt.
Asst. Supt.
Chief Clerk
Asst. L. H.
1st Clerk
Sr. Rad. Elec.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. File.
Engrg. File.

Returned by registered mail 6/28/38.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUN 27 1938
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Burnt Island Light
(STATION. ~~DEPOT, OR VESSEL~~)

June, 25, 1938.

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: Inclosed you will find my Naturalization Certificate as requested but you. will you kindly return it back to me as soon as possible.

Very Respectfully,

Joseph Thurlow Keeper.

Form A-38

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Mex
Corres. file
Engr. file

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
Division of Personnel
WASHINGTON

SUPT. OF LIGHTHOUSES
1ST DISTRICT
FEB 9 - 1937
SOUTH PORTLAND, MAINE

February 1, 1937.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1937.

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

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

From: $1320

To: $1380

Service and grade:

Appropriation (unit): Field

1
Q

GOVERNMENT PRINTING OFFICE 11—9061

Supt.
Asst Supt.
Chief Clerk
1st Clerk
Inst. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Nielscus
Corres. Clk
Engr. Clk

Rees

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
NOV 18 1936
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Burnt Island Light.
(STATION, ~~DEPOT, OR VESSEL~~)

November, 14, 1936.

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: On Nov, 13th I notified the office that I had not received my pay check. To-day the 14th I received a letter from Keeper Robinson, of Deer Island Thorofare, with my pay check in it.

Respectfully.

J. Munn.

Keeper.

GFL:SWA
Encl.

November 14, 1936

Keeper, Deer Island Thorofare Light Station, Maine

It is thought that the check of Joseph Muise for pay for the month of October which was mailed from this office on October 31 may have been sent to your station rather than Burnt Island Light Station. If this is so and the check has not already been remailed to Mr. Muise, kindly remail it to him at Burnt Island Light Station, Boothbay Harbor, Maine, in the enclosed envelope at the earliest possible date.

For and in the absence of the Superintendent:

LAURITZEN
Chief Clerk

Copy to Keeper, Burnt Island Light Station, Maine, replying to his letter of November 13.

Supt.
Asst Supt
Chief Clerk
1st Clerk
Asst. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. file
Engr. file

all keepers' checks mailed 10/31/36 LL

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
NOV 14 1936
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Burnt Island Light.
(STATION, DEPOT, OR VESSEL)

November 13, 1936.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: I would like to know if my October check has been mailed to me, I received an envelope with a bulletin in it, but havent received my check.

Will you kindly inform me about this,

Respectfully,

J. Minse Keeper.

Form 73 a
GFL:SWA

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,
259 High St., South Portland, Maine
September 16, 1936

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about October 1, 1936.
(See instructions on reverse side)

Name, Joseph Muise — Position, Keeper

From Deer Island Thorofare Light Station, Me. $1320. p. a. — To Burnt Island Light Station, Me. $1320. p. a.

Salary and range, $1320.-$1680. (Quarters $240.) — Salary and range, $1320.-$1680. (Quarters $240.)

Previous incumbent and pay, Albert Staples $1500.

Services terminated, September 30, 1936 — Reason, Recommended for disability retirement.

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent
South Portland, Maine, November 2, 1936. , 19

CP

The above-referred-to transfer became effective beginning with November 2, 1936.
(Enter effective date in this space if transfer has been actually completed)

BHUSH
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

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

SWA

September 16, 1936

Keeper, Deer Island Thorofare Light Station, Maine

Your transfer to the position of Keeper, Burnt Island Light Station, Maine, has this day been recommended to the Commissioner of Lighthouses at Washington and further information will be given you with regard to same after Mr. Staples' retirement has been approved. In the meantime you are directed to get property records in shape for transfer to your successor.

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent

Copy to Keeper, Burnt Island Light Station, Maine.

DEPARTMENT OF COMMERCE

LIGHTHOUSE [redacted] VICE

FIRST DISTRICT

Deer Island Thoro Light.
(STATION, DEPOT, OR VESSEL)

September 15, 1936.

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: In reply to your letter of September 14, I would like very much to be considered for transfer to Burnt Island Light Station.

Respectfully,

J. Miner.

Keeper.

South

GFL:CLG

HOLD Keep up file Peirce

South
September 14, 1936

J. Muise, Keeper,
Deer Island Thorofare LH., Me.

Would you care to be considered for transfer to Burnt Island Light Station, Boothbay Harbor, Maine, at your present salary? There will be a vacancy in this position October 1st.

Reply immediately.

For and in the absence of the Superintendent:

SIMPSON
Assistant Superintendent

CP
Enclosure

November 4, 1936

Agent, Railway Express Agency, Inc.,
Portland, Maine.

Sir:

Herewith returned is your bill, dated October 29, 1936, covering collect shipment of one bundle, weighing 95 lbs., from the Simplex Wire & Cable Co., Boston, Mass., to Portland, Maine, in the amount of $1.39.

This bill has been certified by me, and is now all right to be put through on a regular freight transportation voucher in the same manner as you do with regular Government bills of lading. The bill should support the voucher in the same manner as would a bill of lading if issued.

Respectfully,

CCB
CHARLES C BRUSH
Superintendent of Lighthouses

Form 73 a

CP

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

South Portland, Maine, June 11, 1936., 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Joseph Muise

Position, Keeper

From Keeper(Additional) Deer Island Thorofare LH., Me.

To Keeper, Deer Island Thorofare LH., Me.

Salary and range, $1320 ($1320-$1680)

Salary and range, $1320 ($1320-$1680)

Previous incumbent and pay, Elmer E Conary, $1500 p.a.

Services terminated, April 30, 1936 (close)

Reason, Disability retirement after being granted one year's leave without pay from Sept. 27, 1935.

BRUSH, Superintendent
South Portland, Maine June 11, 1936., 19

The above-referred-to transfer became effective beginning with May 1, 1936.
(Enter effective date in this space if transfer has been actually completed)

BRUSH
Superintendent

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

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

South

CP

South

October 9, 1935

Commissioner of Lighthouses:

Referring to Department Form A-38, dated September 19, 1935, in the case of Joseph Muise, Keeper, this district, whereby he was transferred from the position of Keeper, Moose Peak Lighthouse, Maine, at a salary of $1440 per annum, to the position of Keeper (Temporary-additional), Deer Island Thorofare Lighthouse, Maine, at a salary of $1320 per annum:

The effective date of the above change is October 1, 1935.

BRUSH
Superintendent

COPY TO Joseph Muise, Keeper, Deer Island Thorofare LH. for his information.

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Corres. file
Engr. file

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 9 1935
PORTLAND, MAINE

FIRST DISTRICT

Duplicate
in Supt of L. H.
10/9

C.P. Turners attended
all duties & left
this sta. at 12 M.
Oct 6 1935
Appointment revoked

Deer Island Thorofare
(STATION, DEPOT, OR VESSEL)

Oct 6, 1935

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Mr. Muse relieved me at this station today, Oct. 6, at 7-30 A. M.

Remarks: e. o. d. date for Muise & Kelley as Oct. 6 & acpt accordingly. Pay Murray & close J & K.

George A. Moong.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OK
Recd for Tenders, to Place a mooring at Deer Island Thorofare
W.O. #84

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 8 - 1935
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Deer Island Light
(STATION, DEPOT, OR VESSEL)

October 5, 1935

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: Left Moose peak light October 4. at 10 30/A.M. arrived at Deer Island Light October, 6 at 7 30/A.M. EOD date 10/1/35

There is no mooring at this Station, I am asking you if you will have me a small mooring set when the tender goes by. Respectfully,

J. Muise. Keeper.

South

CP
Enclosure

South

October 4, 1935

Joseph Muise, Keeper ,
Deer Island Thorofare LH., Me.

Herewith enclosed is notice of change in salary, dated September 19, 1935, covering your transfer to the position of temporary additional keeper, Deer Island Thorofare, Maine, vice Elmer E Conary, granted one year's leave without pay.

You will be later advised as to the official date of entrance on duty.

G.
BUSH
Superintendent

COPIES TO: Moose Peak LH. and Laborer in Charge, Deer Island Thorofare LH. for station files.

Form A-38

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 7 - 1935
D. MAINE

September 19, 1935.

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Clerk
Radio Clerk
Depot Keeper
2d Clerk
3rd Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corresp. file
Engr. file

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty, and to continue for a period not to exceed one year (change of station and duties).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief of Appointment Division.

From: $1440 per annum.

To: $1320 per annum.

Service and grade:

Appropriation (unit): Field.

1
B

OCT 7 1935 P.S.

GOVERNMENT PRINTING OFFICE 11—9051

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

(06)..

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

SYMBOLS
DL = Day Letter
SER = Serial
NM = Night Message
NL = Night Letter
CDE = Code Cable
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

Received at No. 13 Monument Square, Portland, Maine

1935 OCT 2 AM 9 11

BC100 4 GOVT=DC WASHINGTON DC 2 857A

LIGHTHOUSE SUPERINTENDENT=

SOUTHPORTLAND ME=

APPOINTMENT JOSEPH MUISE APPROVED=

KING.

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

DUPLICATE OF TELEPHONED

SUPT OF LIGHTHOUSES
1ST DISTRICT
OCT 3 - 1935
SOUTH PORTLAND, MAINE

Supt.
Asst Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Hex
Corres. file
Engr. file

HOLD

No. 3-7218		To CLT	
By G	AT 915A	To Be	MAILED

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

South

GFL:SWA

South

September 12, 1935

Commissioner of Lighthouses

Referring to district nomination of September 11 covering transfer of Joseph Muise from the position of Keeper, Moose Peak Light Station, Maine, to the position of temporary additional Keeper, Deer Island Thorofare Light Station, Maine, it is noted that the nomination states that Mr. Muise is to be appointed, vice, Elmer E. Conary, and it is requested that Bureau amend the nomination to read "new position."

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent

South

GFL:SWA

South

September 11, 1935

Joseph Muise, Keeper
Moose Peak Light Station, Maine

In accordance with your desire to be considered therefor as expressed in your letter of September 2, you have this day been recommended for transfer to the position of Keeper, Deer Island Thorofare Light Station, Maine, at $1,320.00 per annum. It is hoped that it will be possible to effect your transfer on September 23 or shortly thereafter, but this will depend upon the way other work upon which tenders are at present employed progresses. Further information as to probable date of transfer will be furnished you as early as possible. In the meantime get everything ready for transfer which you are not using and prepare inventory of station property for transfer to your successor.

Regarding inquiry in your letter as to whether or not you would be able to keep a small motor boat at the station, you are informed that the present keeper has kept a motor boat at the station.

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent

Copy to Keeper, Deer Island Thorofare Light Station, Maine.

South

GFL:SWA

South

September 11, 1935

Commissioner of Lighthouses

Request authorization of a temporary additional position of keeper for a period not to exceed one year in the range $1,320.00 to $1,680.00 per annum for duty as Keeper, Deer Island Thorofare Light Station, Maine, due to the necessity for granting leave without pay to Mr. Elmer E. Conary, incumbent, for a period of one year effective about September 21, 1935, because of physical disability.

It is proposed to transfer Mr. Joseph Muise, Keeper, Moose Peak Light Station, Maine, at $1,440.00 per annum in the range $1,440.00 to $1,800.00 per annum, and nomination covering Mr. Muise's transfer is being forwarded concurrently.

Due to Mr. Conary's desire to leave the station before the arrival of cold weather, it would be appreciated if action on these recommendations could be expedited as much as possible and the district advised by telegraph when approved.

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent

Form 73

NOMINATION

GFL:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

South Portland, Maine (City), September 11 (Date), 1935

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING REDUCTION IN SALARY — Legal residence, Maine

Name, Joseph Muise — Proposed salary, $1320 per annum (plus quarters $240. p.a.)

Position, Keeper (Temporary-additional) — Proposed range, $1320-$1680 p.a.

Location, Deer Island Thorofare LH., Me. — Appropriation, Sals., Kprs., etc.

Effective, September 21, 1935 — ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1440 per annum (plus quarters $240 p.a.)

Location, Moose Peak LH., Me. — Former range, $1440-$1800 p.a.

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

Previous incumbent and his pay, ~~Elmer F. Conary,~~ New Position Vice, Services terminated, about close Sept.20,1935.

Reason, To be granted l. w. o. p. for one year due to illness.

Members of family in Government service, --

Date of birth, --

Remarks: Letter of September 2, 1935 from Mr. Muise expressing agreement to this transfer is herewith. Request for authorization of a temporary-additional position is being forwarded concurrently.

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

For and in the absence of the Superintendent:

(DIRECT)

Secretary, Civil Service District.

SIMPSON
Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

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

11—2314

COPY - CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

First District

Moose Peak Light

September 2, 1935.

Superintendent of Lighthouses,

Portland, Maine.

Sir:

In reply to your letter of August 31, if I would care to be transferred to the position of Keeper at Deer Island Thorofare Light Station. I will accept the transfer. I have a small motor boat, will you kindly inform me if I could keep it there through the summer months.

Respectfully,

(SGD) J MUISE, Keeper

South

GFL:CP

South

August 31, 1935

J Muise, Keeper, Moose Peak LH., Me.

Advise this office by return mail whether or not you would care to be considered for transfor to the position of Keeper at Deer Island Thorofare Light Station at $1320 per annum. There are quarters for family at this station. The present keeper is to be granted leave without pay for one year, effective about September 15th, due to ill health but it is not expected that he will return to duty.

G. BRUSH
Superintendent

CCB:CP

November 9, 1934

J Muise, Keeper, Moose Peak LH., Me.

In reply to your letter of November 3, the statement that your "word is no good in this office" is erroneous and without basis of fact. Everyone gets a square deal from me insofar as it is possible to give it, based on the known facts and both you and Wilson can expect just that. You are in charge of Moose Peak Light Station and it is you that is held responsible; therefore your orders are to be obeyed insofar as they cover the station work and Mr. Wilson is to recognize this fact and be guided accordingly.

If you two cannot get along together and there is any more trouble, I may be compelled to transfer you both to less desirable stations.

If you can find it convenient to call at this office in the near future I will be very pleased to have an interview with you.

A copy of this letter is herewith for Mr. Wilson's information. Have him acknowledge its receipt by endorsement on the station copy.

C. BRUSH
Superintendent

Previous correspondence under M.L. Wilson's jacket.

GFL:CP

June 9, 1934

J Muise, Keeper, Moose Peak LH., Me.

Replying to your letter of the 2nd inquiring as to why the Assistant Keeper receives a higher salary than you do, I have to advise that when you were transferred from Baker Island to Moose Peak at your own request it was necessary to transfer you to the lower step in the pay range of the position of Keeper, Moose Peak, inasmuch as you were receiving less that that as Keeper of Baker Island.

While this office appreciates the inconsistency of the present pay of the keeper and assistant keeper, there is nothing that can be done by it to adjust the discrepancy until the existing ban on promotions is lifted, as now restricted promotions of keepers must be made to the lowest steps in a pay range of the position to which promoted unless it would result in an actual reduction in pay.

G. L. BRUSH
Superintendent

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

FIRST DISTRICT

Moosepeak Light.
(STATION, DEPOT, OR VESSEL)

June, 2, 1934.

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: I am writing for an explanation why the Asst. at this Station get more wages then I am getting. I cannot see why he should and I have all the responsibility of the Station.

Respectfully,

J. Maine Keeper.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

LIGHTHOUSES NOV 9 PM 3 1932

November 3, 1932.

M. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of station).

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

By direction of the Secretary.

Respectfully,

W. J. GARDNER.

Chief of Appointment Division.

From: $1380 per annum. (Kpr, Baker Island)

To: $1440 per annum. (Kpr, Moose Peak, Via H. Faulkingham)

Service and grade: Field.

Appropriation (unit):

1/2

GOVERNMENT PRINTING OFFICE 11—9051

GFL:CP
Enclosures

November 17, 1932

Frank Faulkingham, Keeper, Moose Peak LH., Me.
Joseph Muise, Keeper, Baker Island LH., Me.

1. Herewith are Department notices of change in salary, covering your exchange of positions at your request.

2. Mr. Faulkingham will proceed to Baker Island and relieve Mr. Muise at as early a date as can be mutually agreed upon. The probable date of Mr. Faulkingham's departure from Moose Peak must be reported to this office as soon as agreed upon. Upon being relieved as Keeper, Baker Island, Mr. Muise will proceed to Moose Peak for duty as Keeper. Actual dates of departure from station and arrival at new station must be reported after the fact.

3. Receipts for transfer of property must be prepared and executed.

4. Transfer of yourselves, families, and household effects must be at your own expense.

SHERMAN
Superintendent

COPY - CP

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
WASHINGTON

September 22, 1932

Superintendent of Lighthouses, Portland, Me.

Your nominations of September 15 for the exchange of positions of Keepers Frank Faulkingham and Joseph Muise are herewith returned. The former rule as to making transfers at the corresponding salary stel will continue operative when the effect is to decrease pay, but it will not be operative when the effect is to increase pay, in the latter case the pay to be at the minimum of the new range or at a step in the new range not exceeding the transferred employee's present pay if practicable. In this connection it appears that the case of Faulkingham could be approved without Presidential authority. However, the transfer of Muise from $1380 (1380-1740) to $1440 ($1440-1800) involved an administrative promotion to a higher grade for which Presidential authority must be obtained and therefore justification must be submitted, although the total cost to the Service would not be increased. Resubmit both cases accordingly if you desire.

For the Commissioner:

(SGD) W. P. HARMAN
Administrative Assistant

ORIGINAL FILES IN FAULKINGHAM'S JACKET.

Form 73

NOMINATION

CP
Enclosure

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, (City) Maine, September 15, (Date) 1932., 19....

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING INCREASE IN SALARY

Name, Joseph Muise

Position, Keeper

Location, Moose Peak LH., Me.

Effective, October 1, 1932 { [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, same

Location, Baker Island LH., Me.

Legal residence, Maine

Proposed salary, $1440 per annum

Proposed range, $1440-$1800 p.a.

Appropriation, Sals., Kprs., etc.

Former salary, $1380 per annum

Former range, $1380-$1740 pa.

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

Previous incumbent and his pay, F Faulkingham $1560 p.a. Services terminated, September 30, 1932

Reason, Recommended for transfer, Keeper, Baker Island LH.,Me. this date.

Members of family in Government service, ...

Date of birth, ...

Remarks: This transfer is recommended because of a mutual desire of the employees affected for an exchange of positions. Mr. Muise's request is attached. See accompanying nomination to cover Mr. Faulkinghamts transfer. It is [illegible] transfers will involve a vacancy the filling of which would require Executive approval, nor circumvent the inhibition against administrative promotions contained in section 202 of the Economy Act as there will be no added salary cost to the Government due to the transfer (Compt. Dec. A-43568).

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

(DIRECT)

Secretary, Civil Service District.

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

CES:CP

September 15, 1932

Keeper, Baker Island Lighthouse, Maine.

In reference to your letter of August 29th stating that you were desirous of exchanging positions as keeper with the Keeper of Moose Peak Lighthouse:

The Keeper of Moose Peak has informed this office that he is willing to exchange stations with you. This office has no objection to such change but it should be understood that the transfer of yourself and personal belongings will be at your own expense.

Recommendation for your transfer to the above position at $1440 per annum has this day been forwarded to Washington.

SHERMAN
Superintendent

COPY - CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

First District

Baker Island Light

Aug. 29th, 1932.

Superintendent of Lighthouses,

Portland, Maine.

Sir :

I am writing you to find out if I could exchange lights with Keeper Faulkingham at Moose Peak. You know my boy was drowned here at the shore and I cannot content myself here. I would like to move from here, if there is any possible way I could move from here I would like to. Please inform me at the first earliest date.

Respectfully,

(SGD) J MUISE

Keeper

GFL:CP

DEPARTMENT OF COMMERCE

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

Bureau or Office: Lighthouse Service-First District-Portland, Me.

Position: Keeper

Compensation: $1440 per annum

Location: Moose Peak Lighthouse, Maine

Appropriation: Sals., Kprs., etc.

Date of Vacancy: about October 15, 1932

Justification: Moose Peak Light Station is an aid to navigation of primary importance on the coast of Maine. It has an incandescent oil vapor light requiring frequent attention during the period it is in operation from sunset to sunrise, and an internal combustion engine driven air compressor plant to sound the fog signal during fog or thick weather, which requires constant attendance during operation either day or night. This signal is operated about 1,600 hours, on an average, in a year, and has operated as many as 485 hours in one month. There are but two keepers assigned to this station, and it is impossible for one man to tend this light station.

This is an essential position the filling of which is necessary in order to safeguard life at sea and for the proper protection and care of Government property.

Recommended by:

Acting Commissioner of Lighthouses.

Approved:

Secretary of Commerce.

CBS:CP

September 15, 1932

J Muise, Keeper, Baker Island LH., Me.

Your letter of August 27th giving information of the drowning of your son at the northwest side of Baker Island:

This office regrets very much this happening and I realize that same was an awful shock to you ahd Mrs. Muise, and to inform you that I extend to you my sympathy in connection with the above.

SHERMAN

Superintendent

Supt.
Asso. Lt. Engr.
Jr. Engr.
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L.D. 1st Dept.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
AUG 30 1932
PORTLAND, MAINE

FIRST DISTRICT

Baker Island Lt.
(Station, ~~Depot, or Vessel~~)

Aug. 27th, 1932.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Am writing you a few about the Accident which happend here on the Island my son Ronald twelve years of age Was drowned on the north west side of the Island. while swimig. the 23th of aug. his body was recovered and the Coast guard crew worked on him four and one half hours. but there no life. he was buried the 25th of aug.

Respectfully yours,

J. Musse.

Keeper.

DEPARTMENT OF COMMERCE

Bureau of Office Lighthouse Service.

Report of Employees' Marital Status and Dependents

SUPT. OF LIGHTHOUSES JUL 26 1932 PORTLAND, MAINE

1. Name of Employee Joseph (First) Muise (Middle) (Last)

2. Address Islesford Maine.

3. Married or Single Married

4. If married, do you reside with husband or wife? Yes.

5. If married, and question (4) is answered no, give date since which you have not resided with husband or wife. _____

6. Is your husband or wife employed by the Federal Government or the District of Columbia? (If answered "Yes," give department or branch of District Government.) No.

7. Number of persons who derive their principal support from you. Five

8. Enter below information specified concerning each dependent included in your answer to question 7.

Name of Dependent	Relationship (if any)	Age	Address	How long Dependent?
Annie Muise	Wife	33.	Islesford Me.	
Ronald J. Muise	Son	12.	"	"
Willard L. Muise	Son	11	"	"
Madeline L. Muise	Daughter	9	"	"
Adele L. Muise	Daughter	1	"	"

9. Are you (a) An honorably discharged soldier, sailor, or marine? No.

(b) Widow of such _____

(c) The wife of an injured soldier, sailor, or marine, who himself is not qualified for government service _____

I certify that the answers to the foregoing questions are true.

Joseph Muise.

NOTE: A misstatement or withholding of the information called for above will constitute grounds for dismissal.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAY 12 1930
PORTLAND, MAINE.

May 3, 1930.

LIGHTHOUSES
1930 MAY 9 AM 10 59

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective May 14, 1930, or as soon thereafter as you enter on duty.(change of station).

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

By direction of the Secretary.

Respectfully,

F. A. DELONG

Acting Chief of Appointment Division.

From: $1560 per annum. (Kpr, M/Desert)

To: $1380 per annum. (Kpr, Baker Island, Mce, V.L. King.

Service and grade:

Appropriation (unit): Field.

E.O.D. 5/14/30

M

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GOVERNMENT PRINTING OFFICE 11—9061

COPY - CP

DEPARTMENT OF COMMERCE
Office of the Secretary
WASHINGTON

December 11, 1929.

Keeper and Assistant Keepers,
Mount Desert Light Station, Maine,
(Through Commissioner of Lighthouses and
Superintendent of Lighthouses, Portland, Maine).

Dear Sirs:

I desire to extend to yourself and any employees of the Department under your supervision my best wishes for a pleasant and enjoyable holiday season and the New Year's greetings.

It seems appropriate to say that the reports which reach the Department from time to time expressing appreciation of the assistance and cooperation rendered by our representatives are very gratifying.

Very sincerely,

(SGD) R. P. LAMONT

Secretary of Commerce.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 12 1928
PORTLAND, MAINE.

December 11, 1928.

Keeper and Assistant Keepers,
Mount Desert Light Station, Maine,
(Through Commissioner of Lighthouses and
Superintendent of Lighthouses, Portland, Maine).

Dear Sirs:

Though new in office, I am not unmindful of the excellent service being rendered by our field offices, and with the approach of the holiday season, I wish to extend to you and those of your staff my sincere wishes for a Merry Christmas and a Happy New Year.

Very truly yours,

Secretary of Commerce.

Bureau of Lighthouses, Wash., Copy to 1st Supt

Form A-38

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
NOV 14 1928
PORTLAND, MAINE.

October 6, 1928.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective November 1, 1928, or as soon thereafter as you enter on duty (by change of duties).

LIGHTHOUSES
1928 NOV 9 PM 2 59

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1320 per annum. (29 asst., ~~m/t~~ Desert)

To: $1560 per annum. (Kpr., ~~m/t~~ Desert, vice O. W. Powers

Service and grade:

Appropriation (unit): Field.

EOO 11/1/28

TC

/

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
AUG 1 - 1928
PORTLAND, MAINE.

July 1, 1928.

Mr. Joseph Maise,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1200

To: $1320

11—9564

1

RG*EMF

COPY

December 10, 1927.

Keeper amd Assistant Keepers,
Mount Desert Light Stations, Maine,
(Through Commissioner of Lighthouses and
Superintendent of Lighthouse, Portland, Maine.

Dear Sirs:

Another year of great accomplishment for the Department of Commerce has come to a close. Once more I feel a sense of deep gratification for the wonderful cooperation and the faithful devotion to duty displayed by the members of the field offices. To you and to the members of your staff I extend my congratulations. You have conducted the public business entrusted to you well.

Accept my best wishes for a Merry Christmas and a Happy New Year.

Yours faithfully,

(SGD)

Secretary of Commerce.

Bureua of Lighthouses, Wash. Copy to 1st Supt.

Standard Form No. 17
Approved by the President, March 26, 1926

REPORT ON PROBATIONARY APPOINTEE

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

DEPARTMENT OF COMMERCE
(Department)

Office of Superintendent of Lighthouses, 1st District, Portland, Maine, April 20, 1927
(Bureau or office) (Place and date)

To Secretary of Commerce
(Via Commissioner of Lighthouses)
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on April 19, 1927.

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) ~~(she)~~ is considered qualified for absolute appointment.

Name Joseph Muise

Position 2nd Asst. Keeper

Salary $1200 per annum

Appropriation Sals., Kprs., etc.

Station Mount Desert Lighthouse, Maine

Date of entrance on duty November 20, 1926

Remarks:

C. E. SHERMAN
(Signature of immediate superior)
Superintendent

Submitted:

(Head of bureau or office)

GOVERNMENT PRINTING OFFICE 10—1731

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

LIGHTHOUSES,
FIRST DISTRICT,
DEC 13 1926
PORTLAND, MAINE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 7, 1926.

Mr. Joseph Muise,

LIGHTHOUSES
1926 DEC 11 AM 10 12

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 per annum, effective December 16, 1926, or as soon thereafter as you enter on duty.

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.

11—8074 GOVERNMENT PRINTING OFFICE

Promoted to 2d asst., Mt. Desert
Dist; Arthur J. Stevens.
E.O.D. Jan. 1, 1927

F
1

ORIGINAL TO JOS. MUISE FOR HIS INFORMATION AND PERSONAL FILES. COPY TO KEEPER MOOSE PEAK FOR STATION FILE. COPY FOR OFFICE FILES.

Form 206 FILE No. 8

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

CP IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

PLACE, Portland, Maine.

DATE, November 16, 19 26

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,
Dr. F. B. Adams, AA Surgeon
Rockland, Maine.

SIR:

Please examine Joseph Muise

nativity, American; age, 32; height, 5 feet, 1/2 inches;

weight, 118 pounds; color of hair, ---; color of eyes, —

distinguishing marks,

as to eyesight, hearing, and physical condition.

When the examination has been completed the findings should be recorded on this blank and the blank returned to the applicant.

Respectfully,

C. E. SHERMAN

Superintendent of Lighthouses.

SIGN AT PLACE INDICATED AND RETURN TO THIS OFFICE.

(Signature of applicant:) Joseph Muise

(To be signed in the presence of the officer issuing this blank or witnessed by a designated employee of the Lighthouse Service.) (SGD) A. T. FAULKINGHAM, Keeper

U. S. PUBLIC HEALTH SERVICE

PLACE, Rockland, Maine.

DATE, Nov. 18, 1926

To SUPERINTENDENT OF LIGHTHOUSES.

SIR: This certifies that I have this day examined the eyesight, hearing, and physical condition of Joseph Muise, and find him physically ~~disqualified~~ qualified* in accordance with rules approved by the Secretary of the Treasury and the Secretary of Commerce, respecting the treatment by the Public Health Service of light keepers and assistant light keepers of the Lighthouse Service pursuant to the Act of Congress approved August 28, 1916.

He is disqualified for the reasons shown on page 3.

(SGD) F. B. ADAMS

A. A. *Surgeon, U. S. Public Health Service.*

* If qualified, strike out the word "disqualified" and the paragraph following.

11—5999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, Rockland, Maine.

DATE, Nov. 18, 1926

Name of applicant, Joseph Muise

Eyes: Color, Brown; exophthalmus, Normal

chronic inflammation, None; other abnormality, None

Eyelids: Ptosis, Normal; condition of conjunctiva on eversion, Normal

other conditions, Normal

Eyesight:

Vision of right eye, without glasses, 20/20; with glasses,

Vision of left eye, without glasses, 20/20; with glasses,

Is applicant partially or wholly color-blind? No

If color-blind, state which color he confuses

Were candidate's eyes tested with lantern, woolen skeins, or both? Woolen skeins

Ears:

Abnormalities, None; shape, Normal

Position, Normal; condition of drums Normal

Evidence of mastoid disease, None

Hearing: (When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard: Right ear, 40 feet; left ear, 40 feet.

Distance whispered speech can be heard: Right ear, 20 feet; left ear, 20 feet.

Lungs: Normal

Heart: Normal

Defects noted which, in the opinion of the medical examiner, will not materially interfere with the discharge of the duties of light keeper or assistant light keeper:

11—5999

Form 111

OATH OF OFFICE

(Prescribed by Section [illegible], Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, JOSEPH MUISE

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.

(SGD) JOSEPH MUISE
(Appointee signs here)

[2] sworn (See below) and subscribed before me, this [3] 17th day of November, A. D. 1926

(Affix official seal here)

(SEAL)

[4] (*Name*) (SGD) H W THORNDIKE

(*Official title*) Notary Public

My commission expires May 1, 1930

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Additional Keeper	$1140 per annum	General Duty, First LH District
Former [5] New appointee		

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

Office of Superintendent of Lighthouses, First District

Portland, Maine, November 24, 1926.
(Address) (Date)

The above-named appointee entered upon duty on November 20, 1926.
(Date)

C. E. SHERMAN
(Signature, followed by title)
Superintendent of Lighthouses

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

11—944

STANDARD FORM NO. 6
(Approved by the President March 28, 1924)

PERSONAL HISTORY

(Statement to be prepared by appo[illegible]e in his own handwriting)

Bureau, division, or office DEPARTMENT OF COMMERCE - LIGHTHOUSE SERVICE

1. Name in full Joseph Muise

2. Legal (voting) residence Rockland (State and Congressional District) Maine (County) (City or town)

3. Where born? Nova Scotia (State or foreign country) Belleville (City or town) When born? Nov. 25, 1893 (Date)

4. If foreign, state whether naturalized or alien Naturalized

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
√			√			√		

6. A complete record of your past civil service for the United States Government: NONE

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge: No

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ____ Discharged ____ Enlisted ____ Discharged ____

Organization ____ Organization ____

8.

EDUCATION (Circle number of years)	Common school	High school	College	Degrees, if any
	1 2 **0** 4 5 6 7 8	1 2 3 4	1 2 3 4	--

9. State special qualifications Expert Boatsman and familiar with engines

10. Name, relationship, and address of person to be notified in case of emergency:

Mrs. Joseph Muise (Name) Wife (Relationship)

21 Clarendon St Rockland, Maine (Post office address)

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

(SGD) JOSEPH MUISE
(Name as usually written and which will be used as official signature)

November 18th 1926 (Date) Present address 21 Clarendon St Rockland Me

10—1659

Form A-39

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
FIRST DISTRICT
NOV 20 926
PORTLAND, MAINE

November 9, 1926.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

LIGHTHOUSES
1926 NOV 15 AM 11 01

Sir:

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

Keeper (additional)

in the Lighthouse Service

at a salary of Eleven Hundred and Forty dollars per annum

effective November 11, 1926, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Acting Secretary, First Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

F
1

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: Howell P. Smith,

Legal Residence: Maine.

11-8057

Name MUISE, Joseph Date of birth 11-25-92

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment							
Talked to Miss Marie Barkdull, Allotment & Retired Pay subsection on 5 August 1952 and she told me that she will accept the computations made by the district in this case of Joseph Muise, where the final retired pay is figured to be 1 cent less than what Hq. figured therefore, no change made in district computation. B138							
Total service							

Does applicant receive or has he applied for a pension from the Government under any law? ..... If so, give number of pension certificate or of claim .....

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ..... If so, give number of claim .....

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? .....

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

Recomputed to include salary adjustment in accordance provisions Public Law 375, 82nd Congress approved 5 June 1952

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	7	1	51	7	7	51	.5	132.66	66.33
	7	8	51	8	31	51	4.	146.51	586.04

Total compensation for last five years of active service 15,123.29

Average compensation for last five years of active service 3,024.65

Annual rate of retired pay ($3024.65 × years 24.7805 (Not exceeding 30) ÷ 40) = $ 1873.80 OR 1

U. S. GOVERNMENT PRINTING OFFICE 16—35803-1

(1 cent)

UNITED STATES COAST GUARD

ADDRESS REPLY TO
Commander, 1st CG District
1400 Custom House, Boston 9, Mass.
REFER TO FILE

12 September 1951

From: Commander, 1st CG District
To: The Commandant

Subj: Disability retirement of Mr. Joseph Muise, Keeper

1. In reply to HQ letter dated 6 August 1951, you are advised that subject man was last paid as follows:

Payroll for final active duty:

Voucher Number:	400-910
Accounts of:	Paul D. Banning, Symbol No. 1373
Amount Paid:	$132.66
Period Covered:	8/19/51-8/31/51
L.S.P. for Annual Leave:	$1492.42
Period Covered by Annual Leave:	9/1/51-4 hrs. 2/6/52

2. The total taxable income for the current calendar year is $3800.84 including lump sum payment.

A. G. JONES
By direction.

PC
11 September 1951

From: Commandant
To: Commander 1st Coast Guard District (p)

Subj: Joseph Muise

There is forwarded herewith the Albert Gallatin Award for Mr. Joseph Muise who retired at the close of 31 August 1951.

H. L. MORGAN
By direction

Incl

Return 3-2

Date-Marked 9/12/51

STANDARD FORM 50 (9 PART)
OCTOBER 1949
PROMULGATED BY U.S. CIVIL SERVICE COMMISSION, CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT – U. S. COAST GUARD, WASHINGTON, D.C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph Muise	11-25-92	7	7-31-51

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Disability)	Close 8-31-51	

FROM		TO
01-522	8. POSITION TITLE	
Keeper		
Class 2-a($2423.04-2874.48) $2874.48 per annum (No quarters)	9. SERVICE, SERIES, GRADE, SALARY	
LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS	
Boston, Mass. Burnt Island Lt. Sta, Maine	11. HEADQUARTERS	
X FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER	NEW	VICE	I. A.	REAL
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO:	YES 3-6-25		☐ CLAIMED ☐ PROVED STATE: Maine

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the U.S. Civil Service Commission. The action may be corrected or cancelled if not in accordance with all requirements.

Lump-sum payment to be made for all accrued annual leave to credit at close of 8-31-51.

Annual rate of retired pay is $1866.95

Total Service: 24 years, 9 months, 11 days

Computation: $3013.58 x 24.7805 ÷ 40 = $1866.95

FORWARDED TO CSC
AUG 15 1951

FORWARDED TO [illegible]
AUG 1 - 1951

ENTRANCE EFFICIENCY RATING

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
22. SIGNATURE OR OTHER AUTHENTICATION

☆ U.S. GOVERNMENT PRINTING OFFICE: 1949—880475

Form 2521
TREASURY DEPARTMENT
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date 21 May 1951

Commander, First C. G. *District,*

Boston 9, Massachusetts
(City)

I hereby apply for retirement from active duty effective 31 August 1951 on the basis of service shown hereon.

Joseph Murse
Joseph Murse
(Name)
Keeper
(Designation)

Address: Boothbay Harbor, Maine

OFFICE OF THE DISTRICT COMMANDER

City Boston, Mass. *Date* 21 May 1951

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1,867.16 per annum, effective at the close of 31 August 1951

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

R. G. WHITTEMORE
By direction.
District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

Vacancy list

Name Joseph Muise Date of birth 11-25-92

Designation Keeper, Burnt Island Light Station, Maine

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment							
Commerce & Coast Guard	Nov.	20	1926	Aug.	31	1951	
Total service 24 years 9 months ~~12~~ 11 days							

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

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? NO If so, give number of claim:

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

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	Sept.	1	1946	June	30	1947	216 254.48	$9.7864	$2113.86
	July	1	1947	June	30	1948	262 "	$9.7864	$2564.03
	July	1	1948	July	10	1948	7 " 34.48	$9.7864	$ 68.50
	July	11	1948	June	28	1949	252 234.48	$11.0556	$2786.01
	June	29	1949	June	30	1949	2 "	$13.2668*	$ 26.53
	July	1	1949	June	30	1950	261 "	$13.2668	$3462.63
	July	1	1950	June	30	1951	260 "	$13.2668	$3449.36
	July	1	1951	Aug.	31	1951	45 "	$13.2668	$ 597.00
	* Includes 20% Additional Compensation Under Public Law 143 -								

Total compensation for last five years of active service $15,067.92

Average compensation for last five years of active service # $3,013.58

Annual rate of retired pay ($ 3,013.58 × years 24.7833 (Not exceeding 30) ÷ 40) = $1,867.16 1866.95 7805 JJH

Retirement (Disability) effective Close 8-31-61. To be paid in lumpsum for all annual leave to credit. JJH

U. S. GOVERNMENT PRINTING OFFICE 16—20101

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Civilian Personnel Division 3.2 DATE: 29 May, 1951

FROM : Chief, Medical Division

SUBJECT: MUISE, Joseph; Lighthouse Keeper; retirement; recommendation

The medical evidence contained in Form 2525 (Certificate of Medical Examination, Disability Retirement, Civilian Personnel) dated 10 May, 1951, from the U. S. Marine Hospital, Portland, Maine, has been reviewed and found satisfactory. It is recommended that subject-named man be retired by reason of physical disability.

Paul M. Stewart.

PAUL M. STEWART
Rear Admiral, USPHS

Incl.

24 years of service
D.O.B. 4-25-92

N. C. G.-2523

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT Joseph Muise DESIGNATION

Height 60" Weight 119 pounds. Complexion medium

Color of eyes Color of hair grey

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: a small but well-developed, well-nourished male appearing neither acutely nor chronically ill and in no distress.

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

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: See attached summary

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/40 L. E. 20/40

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

Accommodation: Reads Jaeger No. at 13 inches, without correction.

Reads Jaeger No. at 13 inches, with correction.

Central color vision (binocular) no plates identified (Name method used) P.I.P.

Inspection Bilateral pterygia extending to the limbi

Pupils found, regular, equal Pupillary reaction normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum normal, left drum scarred

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

[OVER]

16—17606-1

Condition of nose and sinuses NSA

Condition of mouth and throat, including tonsils and teeth full dentures, otherwise NSA

Bones, joints, muscles, including atrophies see attached summary
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system NSA

Cardiovascular system:

(a) Heart See attached summary

(1) Murmurs None (2) Arrhythmias None

(b) Pulse rate: (1) Sitting 76 (2) After exercise 94 (3) 2 minutes after exercise 78

(c) Blood pressure: (1) Sitting—Syst. 128 Diast. 100 (2) After ex.—Syst. 132 Diast. 110

(d) Condition of blood vessels good

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia NSA

Genito-urinary system:

Urinalysis—Sp. gr. 1.020 Reaction acid Albumin 0 Sugar 0

Sediment microscopic (required when albumin or sugar is found) 1-2 wbc/hpf

Reflexes, motor disturbances, etc.: See attached summary

(a) Station (e) Gait

(b) Tremor (f) Coordination

(c) Patellar reflexes (g) Peripheral circulation

(d) Other motor disturbances

Alcohol Drugs Syphilis Epilepsy

Other neurological findings

General impression

Here describe fully nature of disability: See attached summary

Diagnosis: Syringomyelia of cervical region of spinal cord, suspected

Is disability to perform duty of a permanent character? yes

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

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

The examining physician must be in the Federal Service

U.S. Marine Hospital, Portland, Maine
(Place of examination)

May 10, 1951
(Date)

D W Bishop
(Examining surgeon)

D. W. Bishop, S.A. Surgeon (R)
U.S. Public Health Service
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17006

Standard Form 502
Promulgated August 1948
By Bureau of the Budget
Circular A—32

CLINICAL RECORD	NARRATIVE SUMMARY	
DATE OF ADMISSION	DATE OF DISCHARGE	NUMBER OF DAYS HOSPITALIZED
Apr. 25, 1951	May 10, 1951	15

(Sign and date at end of narrative)

This 58-year old LHS keeper was admitted complaining of swelling, weakness, numbness, and pain in the right arm and hand of about 10 months' duration. He stated that his right arm and hand had always been somewhat smaller than his left, but during the past 10 mos. they had become progressively more so. Weakness of the right upper extremity has also been progressive during this period. He has noticed that his right hand has at times become cold and swollen and has experienced aching pain in the radial side of the right forearm and hand, aggravated by muscular activity. At the present time he is unable to write more than a few words without dropping his pen or pencil, and is unable to hold other articles, such as paintbrushes, satisfactorily. He has experienced episodes of sharp pain through both hands and legs. He has become very nervous and anxious about his condition and has developed insomnia and anorexia with occasional vomiting.

Physical examination revealed a small, but well developed white male, appearing neither acutely nor chronically ill and in no distress. He was alert, intelligent, and cooperative. Blood pressure was 170/104. The left ear drum showed 2 healed perforations. There were bilateral pterygia, and the optic fundi showed Grade I arteriosclerotic changes, with one old exudate in the left eye. The right testicle was atrophic. General examination, other than neurological, was otherwise not remarkable. There was marked weakness of the right arm and hand with almost useless grip and there was definite weakness of abduction and adduction at the shoulder. There were very definite fine fibrillations in the right upper extremity and also definite fibrillary twitchings in the interosseous muscles of the left hand. The deep tendon reflexes in the right upper extremity were more active than on the left. There was definite hypesthesia to pain in the right upper extremity, most marked distally. Vibratory sense, position sense, stereognosis and temperature sensation were markedly impaired in the right hand and to a lesser extent in the right forearm and arm. Trophic skin changes and questionable temperature changes were noted in the right hand. The abdominal reflexes were not elicited.

Routine laboratory data were within normal limits except for slight elevation of sedimentation rate. Lumbar puncture and examination of the cerebrospinal fluid were not remarkable. X-ray of the chest showed some sclerosis of the aortic knob and left ventricular hypertrophy. There was also an area of fibrosis in the right cardiophrenic angle. X-rays of the wrists showed irregularity of bone with vacuolization and apparent foreshortening on the right. X-ray of the cervical spine showed osteoarthritic changes.

Patient was afebrile throughout his hospitalization. His complaints of pain in the wrists subsided, probably because of his relative inactivity. He became progressively more relaxed, although his underlying condition showed no change. He was seen and examined by Dr. George Maltby, Consultant in Neurosurgery, whose conclusions were as follows: "This man has organic neurological disease involving the lower cervical and upper dorsal

(Use additional sheets of this form (Standard Form 502) if more space is required)

Standard Form 502
Promulgated August 1948
By Bureau of the Budget
Circular A—32

CLINICAL RECORD	NARRATIVE SUMMARY	
DATE OF ADMISSION	DATE OF DISCHARGE	NUMBER OF DAYS HOSPITALIZED
Apr. 25, 1951	May 10, 1951	15

(Sign and date at end of narrative)

cord which is intramedullary and more in the right side of the cord than the left and with a normal spinal fluid study and negative serology, I would feel that my first diagnosis would be syringomyelia involving the above-mentioned area of the cord. I suppose an intramedullary neoplasm must also be considered, but if the length of the history is correct, it would be unlikely. No known treatment for syringomyelia in the absence of block. I would think he should be given some vasodilators and thiamine emperically more or less as psychotherapy and be re-evaluated from time to time. I would feel that he is completely incapacitated for work as a lighthouse keeper."

In view of the above findings, it is felt that the patient is totally and permanently disabled for further service. Pending action on his retirement, it is recommended that he be placed on sick leave. He has been advised to return to the outpatient department for reexamination in one month.

Diagnosis: Syringomyelia of cervical region of spinal cord, suspected

(Use additional sheets of this form (Standard Form 502) if more space is required)

SIGNATURE OF PHYSICIAN	DATE	IDENTIFICATION NO.	ORGANIZATION
D. W. Bishop, A.A. Surgeon (R)	5-14-51		Marine Hospital, Portland, Maine

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
MUISE, Joseph (n)	18,028	Medical

U. S. Marine Hospital, Portland, Maine
(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

U. S. GOVERNMENT PRINTING OFFICE 09-16—56190-1

NARRATIVE SUMMARY
Standard Form 502

N. C. G.-2523

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT Joseph Muise DESIGNATION

Height 60" Weight 119 pounds. Complexion medium

Color of eyes Color of hair grey

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: a small but well-developed, well-nourished male appearing neither acutely nor chronically ill and in no distress.

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

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: See attached summary

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/40 L. E. 20/40

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

Accommodation: Reads Jaeger No. at 13 inches, without correction.

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

Central color vision (binocular) identified (Name method used) P.I.P.

Inspection Bilateral pterygia extending to the limbi

Pupils found, regular, equal Pupillary reaction normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum normal, left drum scarred

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

[OVER]

16—17606-1

Condition of nose and sinuses NSA

Condition of mouth and throat, including tonsils and teeth full dentures, otherwise NSA

Bones, joints, muscles, including atrophies see attached summary
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system NSA

Cardiovascular system:

(a) Heart See attached summary

(1) Murmurs None (2) Arrhythmias None

(b) Pulse rate: (1) Sitting 76 (2) After exercise 94 (3) 2 minutes after exercise 78

(c) Blood pressure: (1) Sitting—Syst. 128 Diast. 100 (2) After ex.—Syst. 132 Diast. 110

(d) Condition of blood vessels good

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia NSA

Genito-urinary system:

Urinalysis—Sp. gr. 1.020 Reaction acid Albumin 0 Sugar 0

Sediment microscopic (required when albumin or sugar is found) 1-2 wbc/hpf

Reflexes, motor disturbances, etc.: See attached summary

(a) Station (e) Gait

(b) Tremor (f) Coordination

(c) Patellar reflexes (g) Peripheral circulation

(d) Other motor disturbances

Alcohol Drugs Syphilis Epilepsy

Other neurological findings

General impression

Here describe fully nature of disability: See attached summary

Diagnosis: Syringomyelia of cervical region of spinal cord, suspected

Is disability to perform duty of a permanent character? yes

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

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

The examining physician must be in the Federal Service

U.S. Marine Hospital, Portland, Maine
(Place of examination)

May 10, 1951
(Date)

D. W. Bishop, S.A. Surgeon (R)
(Examining physician)

U.S. Public Health Service
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

CG 9619 (REV. 12-47)

TREASURY DEPT.

U. S. COAST GUARD

PC

BEP 118
RR BEPJC
HEADING
DE BEBJB 16

FROM: RR 081927Z
FM CCGDONE

ACTION: TO COMDT COGARD
GRNC

INFORM:

ROUTINE

TEXT

P TO PC X YOUR 072032Z JUNE X MUISE LAST WORKING DAY 24 APRIL X
SICK LEAVE FROM 25 APRIL THROUGH 31 AUGUST X RETIREMENT EFFECTIVE
COB 31 AUGUST

CFN 072032Z 24 25 31 31
08/1929Z JUN BEBJB

REF:
IN VIEW YOUR RECOMMENDATION TRANSFER BENJAMIN STOCKBRIDGE
PRIOR EFFECTIVE DATE RETIREMENT JOSEPH MUISE ADVISE PRESENT LEAVE
STATUS MUISE X ETC.....

PC H L M

OPERATOR'S RECORD AND DATE
TV AL 1951

OFFICIAL INITIALS

C. G.-2655 (Rev. 3-50)

U. S. COAST GUARD

OFFICIAL DISPATCH

File

UNIT | DATE 7 June 1951 | SECURITY CLASSIFICATION

FROM

COMMANDANT

TO (FOR ACTION)

COMMANDER 1ST CG DISTRICT

	EMERGENCY	"O"
	OPERATIONAL IMMEDIATE	"OP"
	PRIORITY	"P"
X	ROUTINE	"R"
	DEFERRED	"NM"
	ACKNOWLEDGE	

TO (FOR INFORMATION)

	EMERGENCY	"O"
	OPERATIONAL IMMEDIATE	"OP"
	PRIORITY	"P"
X	ROUTINE	"R"
	DEFERRED	"NM"
	ACKNOWLEDGE	

MAIL TO

TELEPHONE TO

MESSENGER TO

OUTGOING HEADING

Ø72Ø327

TEXT

IN VIEW YOUR RECOMMENDATION TRANSFER BENJAMIN STOCKBRIDGE PRIOR EFFECTIVE DATE RETIREMENT JOSEPH MUISE ADVISE PRESENT LEAVE STATUS MUISE X FURNISH ALSO COMPLETE LEAVE INFORMATION WHICH SHOULD HAVE ACCOMPANIED FORM 2521

OPERATOR'S RECORD

H. L. MORGAN
Chief, Civilian Personnel Division
INITIALS OF "RELEASING" OFFICER

Ø72Ø32Z #123 AL/MO

SECURITY CLASSIFICATION PC

TIME RELEASED

JJHiggins/ac JJH

U. S. GOVERNMENT PRINTING OFFICE 16—20710-5

Return 3-2

~~Date Mailed:~~

3-20
file

FA-1
6 August 1951
LL

From: Commandant
To: Joseph Muise, Keeper, FLHS, Retired (964)
Boothbay Harbor, Maine

Subj: Retired pay; payment of

1. Having been transferred to the retired list of the former Lighthouse Service, Coast Guard, effective 1 September, 1951 in accordance with Departmental letter dated 31 July, 1951, your pay accounts will henceforth be carried at Headquarters.

2. It has been held that the retired pay of the personnel of the former Lighthouse Service is taxable income and is subject to the withholding provisions of the Internal Revenue Code. In order that your taxable status can be determined, it is requested that Form W-4, inclosure 1, be completed and returned to this office as soon as practicable.

H. W. MEANS
By direction

Incls:
1. Form W-4, Employee's Withholding Exemption Certificate
2. N.C.G. Form 9671 (Letter of Instructions)

LEHynes:mch
8/6/51 6-7

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PC
6 August 1951
FILE:

From: Commandant
To: Commander, 1st Coast Guard District (p)

Subj: Disability retirement of Mr. Joseph Muise, Keeper

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

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

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year including the amount of lump-sum payment for annual leave.

H. L. MORGAN
By direction

Incl
Form 50, Department Notice of Retirement

B 8132 TREASURY-CGHQ-WASH.,D.C.

Mailed 8-7-51 LEH

File

PC
18 July 1951

From: Commandant
To: Commander, 1st Coast Guard District (p)

Subj: Mr. Joseph Muise, Keeper; disability retirement of

1. The application of Mr. Muise for disability retirement has been examined and he has been found to be disabled for further useful and efficient service. The official notice of his retirement will be issued in due time.

2. According to Headquarters computation the total service involved was 24 years 9 months and 11 days and not the 24 years 9 months and 12 days that you indicated. In this connection you are reminded that service is computed on the basis of 30 days per month. The reduction of one day reduces the annual rate of retired pay to $1866.95.

3. Form 50 will be processed in accordance with the above.

H. L. MORGAN
By direction

JJHiggins/ac JJH Return 3-2 Date Mailed:

STANDARD FORM 50 (9 PART)
OCTOBER 1949
PROMULGATED BY U.S. CIVIL SERVICE COMMISSION, CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT - U. S. COAST GUARD, WASHINGTON, D.C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S) AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph Maine	11-25-92	3	6-6-51

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Discontinuance of Family Quarters	4-24-51	

	FROM	TO
8. POSITION TITLE	Keeper	
9. SERVICE, SERIES, GRADE, SALARY	Class 2-a($2423.04-$2874.48) $2874.48 pa incl $240 pa Qtrs	$2874.48 per annum (No quarters)
10. ORGANIZATIONAL DESIGNATIONS	LIGHT STATION	
11. HEADQUARTERS	Boston, Mass. Burnt Island Lt.Sta., Maine	
12. FIELD OR DEPT'L	X FIELD ___ DEPARTMENTAL	___ FIELD X DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER	NEW	VICE	I. A.	REAL
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG 1951 TO: do	YES 6-20-38		☐ CLAIMED ☐ PROVED STATE: Maine

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the U.S. Civil Service Commission. The action may be corrected or cancelled if not in accordance with all requirements.

Adjustment is due to discontinuance of family quarters.

FORWARDED TO FIELD OFFICE

JUN - 8 1951

ENTRANCE EFFICIENCY RATING

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

22. SIGNATURE OR OTHER AUTHENTICATION

☆ U. S. GOVERNMENT PRINTING OFFICE: 1949—860873

PERSONNEL RECOMMENDATION
UNITED STATES COAST GUARD
NAVCG-2660-REV.2-48

Date 6/6

Rec'd 6-1

TO: COMMANDANT, UNITED STATES COAST GUARD (PC)

FROM (Recommending Office)	LOCATION	DATE
Commander, 1st CG District (p)	Boston 9, Massachusetts	May 28, 1951

NATURE OF RECOMMENDATION
ADJUSTMENT IN VALUATION OF QUARTERS

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
MUISE, Joseph	Maine	11/25/92	None

	FROM	TO
POSITION & NUMBER	Keeper Budget No. 01-522	Keeper Budget No. 01-522
GRADE OR RANGE & PAY	Range: $2423.04 - $2874.48 $2874.48 pa incl $240 pa Qtrs	Range $2423.04 - $2874.48 $2874.48 pa (No quarters)
VALUATION OF QUARTERS	-	-
APPROPRIATION	Operating Expenses CG, 1951	Operating Expenses CG, 1951
STATION	-	-
OFFICE	Cdr., 1st CG District	Cdr., 1st CG District
DIVISION	~~Group Kennebec River~~, Maine	~~Group Kennebec River~~, Maine
SECTION	Burnt Island, L.S.	Burnt Island L.S.
PROPOSED EFFECTIVE DATE 4/24/51	[X] THE ACTUAL DATE ~~XXXXXXXXXXX~~ Mr. Muise was deprived of quarters. [ ] AS SOON THEREAFTER AS HE ENTERS ON DUTY	

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[ ] VICE
(Previous Incumbent) (J.C.S.#-IVb Only) (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF
(Position or Job Superseded) (Incumbent) (J.C.S.#-IVb Only)

[ ] ADDITIONAL IDENTICAL
(Name of Employee (J.C.S.# of Position to Which Identical-IVb Only)

REMARKS: Funds are available to cover the action recommended above. The above recommendation is made to allow for compensation in lieu of quarters which were vacated by Mr. Muise on 4/24/51.

Certified as required in Instruction 6:

R. G. WHITTEMORE (Signature of Recommending Officer)
By direction

STANDARD FORM 84
Promulgated August 4, 1947, by Civil Service Commission

REQUEST FOR REPORT ON LOYALTY DATA

THIS FORM TO BE USED FOR INCUMBENT EMPLOYEES AND EXCEPTED EMPLOYEES WHERE INVESTIGATION IS CONDUCTED BY AGENCY (Part VI—Executive Order 9835)

To: The Federal Bureau of Investigation, Washington 25, D. C.

The following information is furnished for identification purposes on the person named below. Kindly furnish a report on any derogatory loyalty information contained in your files. (The fingerprints of this person are attached.)

1. FULL NAME (Initials and abridgements of full name are not acceptable)	(Surname)	(Given name)	(Middle or other names)
	MUISE	Joseph	none

2. ALIASES AND NICKNAMES: None

3. DATE OF THIS REQUEST: 10-31-47

4. SPECIAL NUMBERS KNOWN TO REQUESTING AGENCY (FBI number or FBI file number, passport number, Army or Navy serial number, seaman's certificate of identification, alien registration number, Social Security number, etc. Specify which)

Nat. No. 1354552

5. PLACE OF BIRTH	6. DATE OF BIRTH	7. TITLE OF POSITION, OCCUPATION OR PROFESSION
Bellville, N. S.	Nov. 25, 1892	Light Keeper

8. SEX: [X] MALE [ ] FEMALE

9. MARITAL STATUS: [ ] SINGLE [X] MARRIED

10. IF MARRIED, GIVE SPOUSE'S FULL NAME, AND DATE AND PLACE OF BIRTH
Annie Elizabeth (Seavey) Muise
Jonesport, Maine Dec. 7, 1898

11. ORGANIZATIONS WITH WHICH AFFILIATED OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS

None

12. DATES AND PLACES OF RESIDENCE FOR THE LAST 10 YEARS

Date	*Street*	*City*	*State*
8/37 - Present	Burnt Island Light Sta.	Boothbay Harbor	Maine

13. DATES, NAMES AND ADDRESSES OF EMPLOYERS FOR THE LAST 10 YEARS

Date	*Employer*	*Address*
8/37 - 6/39	U. S. Lighthouse Service	259 High St, South Portland, Maine
7/39 - Present	U. S. Coast Guard	259 High St, South Portland, Maine

14. THIS AGENCY HAS LOYALTY INFORMATION REPORT(S) FURNISHED BY THE AGENCIES INDICATED BELOW:

AGENCY WHICH MADE THE LOYALTY REPORT	DATE OF REPORT	REMARKS
NONE		

15. THIS SPACE RESERVED FOR RETURN REPORT TO AGENCY WHERE NO DEROGATORY INFORMATION IS DEVELOPED

DEROGATORY DISLOYAL DATA FBI FILES
JAN 6 1948
12

16. NAME AND ADDRESS OF REQUESTING AGENCY

Treasury Department 6-01
Washington 25, D. C.

SEE REVERSE FOR REPORT ON CASES WHERE DEROGATORY INFORMATION WAS DEVELOPED

☆ U. S. GOVERNMENT PRINTING OFFICE: 1947-751890

12 July, 1946
(Date)

COMDR 1st COAST GUARD DISTRICT(Continued)

Pos. No.	Name	Designation	Range	Salary From	To	Appr'n	Eff'y Rat.	DATE EOD or Last Promoted	Nature of Last Promotion or EOD	Salary From	To
1374	Muise, Joseph	Keeper	2093.04-2544.48	$2469.24	$2544.48*	CE	E	7-1-45	Promotion	$2100	$2166
1679	Murphy, Edward	Keeper	2168.28-2619.72	$2469.24	$2544.48*	CE	E	7-1-45	Promotion	$2100	$2166
9039	O'Toole, Elmer F.	Keeper	2318.76-2770.20	$2318.76	$2394.00#	CE	VG	7-1-45	Promotion	$1968	$2034
1306	Ponsart, Octave J.	Keeper	2168.28-2619.72	$2544.48	$2619.72*	CE	E	7-1-45	Promotion	$2166	$2232
1552	Powell, Nelson H.	Keeper	2093.04-2544.48	$2394.00	$2469.24*	CE	E	7-1-45	Promotion	$2034	$2100
1650	Quinn, Everett W.	Keeper	2093.04-2544.48	$2394.00	$2469.24*	CE	E	7-1-45	Promotion	$2100	$2166
1292	Reed, Gerald M.	Keeper	2168.28-2619.72	$2544.48	$2619.72*	CE	E	7-1-45	Promotion	$2166	$2232
1471	Robinson, Alvah	Keeper	2020.00-2469.24	$2394.00	$2469.24*	CE	VG	7-1-45	Promotion	$2034	$2100
1336	Sellers, Ralph L.	Keeper	1888.00-2318.76	$2168.28	$2243.52*	CE	E	7-1-45	Promotion	$1836	$1902
1314	Wilbur, Harry A.	Keeper	2093.04-2544.48	$2243.52	$2318.76*	CE	E	7-1-45	Promotion	$1902	$1968

* Incl. $240 p.a. allowance for Quarters
\# Incl. $60 p.a. allowance for Quarters

G. R. Lansdale

G. R. LANSDALE, Personnel Asst.,
Civilian Personnel Division

PAY ADJUSTMENTS FOR KEEPERS AND VESSEL EMPLOYEES
EFFECTIVE July 1, 1946, IN ACCORDANCE WITH TREASURY
DEPARTMENT APPROVAL OF June 25, 1946

BOSTON DISTRICT

KEEPERS (Cont'd)

Name	No.	Station	Class	From			To		
				Range	Pay	Qtrs.	Range	Pay	Qtrs.
HOWARD, William J.	#1637	Pomham Rocks, R. I.	2-a&d	$1902-2298	$2232	$240	$2168.28-2619.72	$2544.48	$240
KILTON, Harold L.	1384	Doubling Pt.Rge.,Me.	4-a	1968-2364	2166	240	2243.52-2694.96	2469.24	240
LARRABEE, Douglas L.	1405	Isles of Shoals,N.H.	4-b	2034-2430	2298	240	2318.76-2770.20	2619.72	240
MARSTON, Arthur R.	1376	Cape Elizabeth, Me.	4-1	1704-2100	2034	240	1954-2394	2318.76	240
MATHIE, Ernest H.	1365	Baker I., Me.	3-a	1902-2298	2166	240	2168.28-2619.72	2469.24	240
MITCHELL, Arthur B.	1388	Fort Point, Me.	2	1770-2166	2166	240	2020-2469.24	2469.24	24
MORRISON, Myrick R.	1428	Curtis I., Me.	2	1770-2166	2034	240	2020-2469.24	2318.76	240
MUISE, Joseph	1374	Burnt I., Me.	2-a	1836-2232	2166	240	2093.04-2544.48	2469.24	240
MURPHY, Edward	1679	Warwick, R. I.	3-a	1902-2298	2166	240	2168.28-2619.72	2469.24	240
OSGOOD, Albert F.	1449	Saddleback Ledge, Me.	3-b-1	1836-2232	2100	60	2093.04-2544.48	2394.00	60

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES ~~TREASURY~~ NAVY DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date July 1, 1945

Name: Muise, Joseph, Mr.

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

Nature of Recommendation

Pay Adjustment and Pay Increase (Periodic)

01-522

Effective: July 1, 1945

	FROM 1374	TO 1374
Position		Keeper
Grade	Range 1320-1680	Range $1836-2232
Salary	$1560 pa plus $240 pa Qtrs.	$2166 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Burnt Island Lt. Sta., Maine
Appropriation		Civilian Employees, C. G.
Allotment		
	FIELD [X] DEPRTMTL. [ ]	FIELD [X] DEPRTMTL. [ ]

Remarks: * Your increased compensation includes valuation for quarters.

Justification:

Position:	Permanent
Last Promotion:	April 1, 1944, $1740-1800
Conduct and Service:	Satisfactory
Efficiency Rating:	Excellent

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

Carl C. Herrick
Comdr. U.S.C.G.R.
Chief, Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893 92

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ NAVY DEPARTMENT)

JUL 13 1945

AM

DATE APPROVED BY ~~SECRETARY~~

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date April 1, 1944

Name: Muise, Joseph, Mr.

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.: 1374

Nature of Recommendation

Promotion

Effective: April 1, 1944

	FROM 7280	TO 7280
Position		Keeper
Grade	Range $1320-1680	Range $1320-1680
Salary	$1500 per a. plus $240.p.a.Qtrs.	$1560 p.a. plus $240 p.a.Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass
Post of Duty		Burnt Island Lt. Sta., Maine
Appropriation		Civilian Employees, C. G.
Allotment		
	FIELD [X] DEPRTMTL. [ ]	FIELD [X] DEPRTMTL. [ ]

Remarks:

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

Justification:

Mr. Muise was last promoted October 1, 1942, in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Very Good - 2.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

E. L. KANGAS, Admin. Asst., Civilian Personnel Division.
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893 92

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED APR 3 1944

PATENTED

NAVY

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

MUISE, Joseph M. , LIGHT KEEPER
(Surname) (First name) (Middle initial) (Service No.) (Rank or rating)

CG Station, Boothbay Harbor, Maine (5-01-40)
(Burnt Island Light Station (5-01-40-8) Boothbay Harbor, Maine 29 April, 1943
(Unit) (Place) (Date)

1500, 29 April, 1943 - Reported from the U.S. Marine Hospital, Portland, Maine.
Diagnosis, Orchitis acute, due to mumps.
1200, 18 April, 1943 - Departed for Hospital.

Code No. 30
AUTHORITY: Verbal orders Ritchie, Ph.M.,
CG Infirmary, Boothbay Harbor, Maine

J. J. JAFFE (Commanding)
Commanding Officer
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

MUISE, (Surname) Joseph (First name) M. (Middle initial) (Service No.) LIGHT KEEPER (Rank or rating)

CG STATION (5-01-40)
(Burnt Island Light Station (5-01-40-8) (Unit) Boothbay Harbor, Maine (Place) 18 April, 1943 (Date)

1200, 18 April, 1943 - Departed this unit for the U.S. Marine Hospital, Portland, Maine.
Diagnosis; Chronic case of Mumps with a slight touch of Influenza.

Code No.08
AUTHORITY: Verbal orders, David A. Ritchie, Ph.M1/c,
CG Infirmary, Boothbay Harbor, Maine, 18 April, 1943.

J. J. JAFFE (Commanding)

Commanding Officer.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE

N.C.G. No. 2599
U.S. COAST GUARD

HEADQUARTERS
PERSONNEL
FILE

REPORT OF CHANGE IN PERSONNEL

MUISE,	Joseph		Civilian Lightkeeper	
(Surname)	(First)	(Middle Initial)	(Service No.)	(Rank or Rate)

Burnt Island Light	Boothbay Harbor, Maine.	
(Unit)	(Place)	(Date)

The above named man was promoted this date from Field (Range 1320-1680)$1440 p.a. $240 p.a. qtrs. to Keeper Field (Range 1320-1680)$1500 p.a. plus $240 p.a. qtrs.

AUTHORITY: CG Headquarters, Washington D C dated 1 October, 1942.

Milton H. Seavy
Milton H. Seavy,
(Commanding)

Commanding Officer
(Title)

SPACE BELOW IS FOR HEADQUARTERS USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

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PAGE: 1

TO:

Date Prepared 1 October, 1942

Name: Muise, Joseph

From: U. S. Coast Guard

Bureau No.: 1374

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1320-1680)	Field (Range $1320-1680)
Salary	$1440 p.a. plus $240 p.a. Cost.	$1500 p.a. plus $240 p.a. Cost.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Boston, Mass. Burnt Island Lt. Sta., Maine
Appropriation		Civilian Employees, U. S.
Allotment		

FIELD ☒ DEPRTMTL ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

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

Justification:

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

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-93 92

LEGAL RESIDENCE: Maine

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

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

DATE OF OATH

CHARLES PIOZET

DATE APPROVED BY THE SECRETARY: 10.1.42

BUREAU OR DIVISION PERSONNEL FILES

OCT 10 1942

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: January 8, 1941

Name: Maine, Joseph

From: U. S. Coast Guard

Bureau No: 1874

Promotion

	FROM	TO
Position		Keeper
Grade		Field (Range $1320-1680)
Salary	Field (Range $1320-1680) $1380 p.a. plus $240 p.a. Qtrs.	$1440 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters		
Post of Duty		Boston, Mass.
Appropriation		Burnt Island Lt. Sta., Me.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941

Justification:

No increase in pay since February 1, 1937.

2806 + 1 vacancy filled

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 11-25-1893

LEGAL RESIDENCE: Maine

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH 8-20-18

1-16-41

BUREAU OR DIVISION PERSONNEL FILES

FEB - 7 1941

STANDARD FORM No. 5
(Approved by the Pres[illegible] 3/28/24)
Revised Dec. 5, [illegible]

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Department of Commerce Lighthouse Service Date September 27. 1939.

1. Name in full (Mr., Miss, or Mrs.) Mr. Maurice (Surname) Joseph (Given name) (Middle name)
2. Present address (Number) (Street) Boothbay Harbor (City) Maine (State)
3. Legal (voting) residence Maine Second District, (State and Congressional District) Lincoln (County) Boothbay Harbor (City or town)
4. Where born Nova Scotia (State or foreign country) Belleville (City or town) When born November 25. 1892. (Month Day Year)
5. If foreign-born, state whether naturalized or alien Naturalized.
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male √	Female	Single	Married √	Divorced	Widowed	White √	Colored

7. Number and ages of dependents domiciled with you Six 40-18-16-8-6-2.
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Lighthouse	Monsepeak Light	Additional	1140	Nov	20	1926	Dec	31	1926
"	Mts Desert Rock	2 nd. asst Keeper	1200	Jan	13	1927	May	4	1930
"	Baker Island	Keeper.	1380	May	4	1930	Dec	1	1932.
"	Monsepeak Light	Keeper.	1440	Dec	2	1932	Oct	4	1935
"	Duck Island Thorafare	Keeper.	1320	Oct	5	1935	Oct	31	1936
"	Burnt Island	Keeper.	1380	Nov	1	1936			

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: No.

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below: No.

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? No.

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) None.

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Oliver F. Church, Beals, Maine	Fisherman Fishing	3 months.
John E. Beal, Beals, Maine	Cook on Lobster Smacks	9 months.
Lester W. Alley, Beals, Maine	Cook and Deck Hand on Lobster Smack.	6 months.
L. W. Simmons, Rockland, Maine	Gas Engineer on Lobster Smack	8 months
A. P. Haines, Rockland, Maine	Common Laborer on Fish Wharf	2 years
Rockland & Rockport Lime Corp. Rockland Me.	common Laborer	3 years 9 months.

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 (6) 7 8	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Mrs Annie, E. Muise

Relationship Wife Post office address Boothbay Harbor, Maine.

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

Joseph Muise, Keeper.
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE: 1930 10—1930

17. Have you been retired from the Civil, Military or Naval service of the United States? No. If so, state (a) whether for age, length of service or disability _____ (b) amount of retired pay _____.

Copy of this form has not been furnished the Department

ADDRESS [redacted] TO
SUPERINTENDENT OF LIGHTHOUSES
259 HIGH STREET
SOUTH PORTLAND, MAINE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

[redacted] 1633E-1

CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
SOUTH PORTLAND, MAINE

September 8, 1938

MUISE, Joseph, Keeper.

Mr. Muise was born in Canada November 25, 1893. He was issued certificate No. 1354552 by the State Court, Rockland, Maine on September 15, 1920.

Certified seen.

H M Ingalls

H M INGALLS
Superintendent of Lighthouses

Form A-38

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~
Division of Personnel
WASHINGTON

February 1, 1937.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1937.

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

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

From: $1320

To: $1380

Service and grade:

Appropriation (unit): Field

1
Q

FEB 8 - 1937

GOVERNMENT PRINTING OFFICE 11—9051

Form 73 a
GFL:SWA

REPORT OF TRANSFER OF APPOINT

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,
259 High St., South Portland, Maine
September 16, 1936

LIGHTHOUSES
SEP 19 8 54 AM '36

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about October 1, 1936.
(See instructions on reverse side)

Name, Joseph Muise Position, Keeper

From Deer Island Thorofare Light Station, Me. To Burnt Island Light Station, Me.
$1320. p. a. $1320. p. a.

Salary and range, $1320.-$1680. Salary and range, $1320.-$1680.
(Quarters $240.) (Quarters $240.)

Previous incumbent and pay, Albert Staples $1500. (LT. #1374)

Services terminated, September 30, 1936 Reason, Recommended for disability retirement.

For and in the absence of the Superintendent:

Sampson

SAMPSON
Assistant Superintendent

, 19

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

_____

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV - 5 1936

Submitted to the Secretary of Commerce for his information.

lp

For the Commissioner:

Chief of Personnel Division.

11—11261 U. S. GOVERNMENT PRINTING OFFICE: 1934

Form 73-a

REPORT OF TRANSFER OF APPOINTEE

CP

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

South Portland, Maine, June 11, 1936., 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Joseph Muise Temporary

Position, Keeper

From Keeper(Additional) Deer Island Thorofare LH., Me.

To Keeper, Deer Island Thorofare LH., Me.

Salary and range, $1320 ($1320-$1680)

Salary and range, $1320 ($1320-$1680)

Previous incumbent and pay, Elmer E Conary, $1500 p.a.

Services terminated, April 30, 1936 (close)

Reason, Disability retirement after being granted one year's leave without pay from Sept. 27, 1935.

BRUSH, Superintendent
South Portland, Maine June 11, 1936., 19

The above-referred-to transfer became effective beginning with May 1, 1936.
(Enter effective date in this space if transfer has been actually completed)

GB

BRUSH
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 15 1936

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

13—11282 U. S. GOVERNMENT PRINTING OFFICE: 1934

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, MAINE.

South
CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, MAINE

35 OCT 11 AM 8 40

October 9, 1935

Commissioner of Lighthouses:

Referring to Department Form A-38, dated September 19, 1935, in the case of Joseph Muise, Keeper, this district, whereby he was transferred from the position of Keeper, Moose Peak Lighthouse, Maine, at a salary of $1440 per annum, to the position of Keeper (Temporary-additional), Deer Island Thorofare Lighthouse, Maine, at a salary of $1320 per annum:

The effective date of the above change is October 1, 1935.

BRUSH
Superintendent

OCT 11 1935

Submitted to Secretary of Commerce for his information.

For the Commissioner,

Chief, Personnel Division

Commissioner of Lighthouses -

Bureau of Lighthouses

Washington D C ~~September 18 1935~~

OCT - 2 1935

Lighthouse Superintendent
South Portland Maine

Appointment Joseph Muise approved

KING

- - - - -

Joseph Muise Keeper, Deer Is.Thorofare LH to Dept. ~~Sept.13,1935~~

6

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

September 19, 1935.

Mr. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty, and to continue for a period not to exceed one year (change of station and duties).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief of Appointment Division.

From: $1440 per annum.

To: $1320 per annum.

Service and grade:

Appropriation (unit): Field.

1
B

OCT - 1 1935

GOVERNMENT PRINTING OFFICE 11—9061

DEPARTMENT OF COMMERCE

Description of duties of field position

- -

Name Joseph Muise Bureau Lt.# 3728

Bureau: Lighthouses

Salary $1320 per annum Salary Range: $1320-1680

Position: Keeper (temporary additional)

Station: Deer Island Thorofare LH, Maine,
1st Lighthouse District.

Description of duties:

Same as those of the regular position at this station, which is occupied by Elmer E. Conary, Lt.#1381.

Form 73

NOMINATION

GTL:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

South Portland, Maine (City), September 11 (Date), 1935

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING REDUCTION IN SALARY

Name, Joseph Muise

Position, Keeper (Temporary-additional)

Location, Deer Island Thorofare LH., Me.

Effective, September 21, 1935 {~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Legal residence, Maine

Proposed salary, $1320 per annum (plus quarters $240. p.a.)

Proposed range, $1320-$1680 p.a.

Appropriation, Sals., Kprs., etc.

Former position, Keeper

Location, Moose Peak LH., Me.

Former salary, $1440 per annum (plus quarters $240 p.a.)

Former range, $1440-$1800 p.a.

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

New Positions (LT#3778)

Previous incumbent and his pay, ~~Elmer E Conary,~~ / Services terminated, about close Sept.20,1935.

Reason, To be granted l. w. o. p. for one year due to illness.

Members of family in Government service, --

Date of birth, --

Remarks: Letter of September 2, 1935 from Mr. Muise expressing agreement to this transfer is herewith. ~~Request for authorization of a temporary-additional position is being forwarded concurrently.~~

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

For and in the absence of the Superintendent:

(DIRECT)

Secretary, Civil Service District.

SAMPSON
Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

September 13, 1935

Submitted to the Secretary of Commerce, approved, and recommending the authorization of a temporary additional position for one year from date of entrance on duty of the incumbent. This position is necessary to provide a keeper for the station in the absence of the regular keeper who has been granted leave without pay for one year on account of illness.

W. P. HARMAN

Acting Commissioner of Lighthouses
Acting Commissioner of Lighthouses.

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

11—2314

COPY - CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

First District

Moose Peak Light

September 2, 1935.

SEP 1935 PM 8 29

Superintendent of Lighthouses,

Portland, Maine.

Sir:

In reply to your letter of August 31, if I would care to be transferred to the position of Keeper at Deer Island Thorofare Light Station. I will accept the transfer. I have a small motor boat, will you kindly inform me if I could keep it there through the summer months.

Respectfully,

(SGD) J MUISE, Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, MAINE.

South

GFL:SWA

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

1935 SEP - 14 · AM 3 : 34

OFFICE OF SUPERINTENDENT, 1ST DISTRICT

South PORTLAND, MAINE

September 12, 1935

Commissioner of Lighthouses

Referring to district nomination of September 11 covering transfer of Joseph Muise from the position of Keeper, Moose Peak Light Station, Maine, to the position of temporary additional Keeper, Deer Island Thorofare Light Station, Maine, it is noted that the nomination states that Mr. Muise is to be appointed, vice, Elmer E. Conary, and it is requested that Bureau amend the nomination to read "new position."

For and in the absence of the Superintendent:

Sampson

SAMPSON
Assistant Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
South PORTLAND, ME.
GFL:SWA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IGHTHOUSES

1935 SEP 13 PM 8:26

TELEGRAPHIC REPLY IS DESIRED

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, ME.

September 11, 1935

Commissioner of Lighthouses

Request authorization of a temporary additional position of keeper for a period not to exceed one year in the range $1,320.00 to $1,680.00 per annum for duty as Keeper, Deer Island Thorofare Light Station, Maine, due to the necessity for granting leave without pay to Mr. Elmer E. Conary, incumbent, for a period of one year effective about September 21, 1935, because of physical disability.

It is proposed to transfer Mr. Joseph Muise, Keeper, Moose Peak Light Station, Maine, at $1,440.00 per annum in the range $1,440.00 to $1,800.00 per annum, and nomination covering Mr. Muise's transfer is being forwarded concurrently.

Due to Mr. Conary's desire to leave the station before the arrival of cold weather, it would be appreciated if action on these recommendations could be expedited as much as possible and the district advised by telegraph when approved.

For and in the absence of the Superintendent:

Sampson
SAMPSON
Assistant Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSES
LIGHTHOUSE SERVICE

CP

1932 DEC - 5 - AM 10: 13

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

December 3, 1932

Commissioner of Lighthouses:

1. Referring to Department's Notice of Change in Salary, dated November 3, 1932, in the case of Joseph Muise, Keeper, this district, whereby his salary was changed from $1380 to $1440 per annum:

2. The effective date of the above change is December 1, 1932.

C. E. Sherman

C. E. SHERMAN
Superintendent

Bureau of Lighthouses, Washington

DEC 5 1932

Submitted to Secretary of Commerce for his information.

For the Commissioner:

19

Chief, Personnel Division.

Form A-38

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
RECEIVED
NOV - 9 - PM 3
1928

November 3, 1928.

M. Joseph Muise,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of station).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER.

Chief of Appointment Division.

From: $1380 per annum.

To: $1440 per annum.

Service and grade: Field.

Appropriation (unit):

290

1/2

GOVERNMENT PRINTING OFFICE 11—9051

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

LIGHTHOUSES
1932 OCT - 10 - AM 9:52

SUPT. OF LIGHTHOUSES
SEP 1932
PORTLAND, MAINE

SPECIAL

September 22, 1932

Superintendent of Lighthouses, Portland, Me.

Your nominations of September 15 for the exchange of positions of Keepers Frank Faulkingham and Joseph Muise are herewith returned. The former rule as to making transfers at the corresponding salary step will continue operative when the effect is to decrease pay, but it will not be operative when the effect is to increase pay, in the latter case the pay to be at the minimum of the new range or at a step in the new range not exceeding the transferred employee's present pay if practicable. In this connection it appears that the case of Faulkingham could be approved without Presidential authority. However, the transfer of Muise from $1380 (1380-1740) to $1440 ($1440-1800) involves an administrative promotion to a higher grade for which Presidential authority must be obtained and therefore justification must be submitted, although the total cost to the Service would not be increased. Resubmit both cases accordingly if you desire.

For the Commissioner:

W. P. HARMAN
Administrative Assistant

H-M
Incls

Endorsement

GFL:CP
Enclosures

Office of Superintendent, 1st District,
Portland, Maine, October 7, 1932.

1. Returned to Bureau.

2. Nominations are resubmitted herewith, that of Muise accompanied by justification form. It is requested that action on these two recommendations be expedited as much as possible.

C. E. SHERMAN
Superintendent

Position No. _____

DEPARTMENT OF COMMERCE

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

Position #290

Joseph Morse vice Fowlingham now Asst. Kpr.

Bureau or Office: Lighthouses, 1st District, Portland, Maine

Position: Keeper

Compensation: $1440 ($1440-1800) per annum

Location: Moose Peak Lightstation, Me.

Appropriation: Salaries, Keepers of Lighthouses

Date of Vacancy: Transfer of incumbent pending

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

This vacancy is a result of a mutual exchange of positions between two keepers, involving a promotion of $60 per annum in the present case and a demotion in the other case, thus involving no additional cost to the appropriation, justification form being submitted in this case because an increase in pay is involved in the case of this employee.

Approved:

Secretary of Commerce.

Recommended by:

_____
(Head of Bureau or Office)

H.D.KING
Acting Commissioner of Lighthouses

3482.

Form 73

NOMINATION

CP
Enclosure

DEPARTMENT OF COMMERCE
LIGHTHOUSES LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

1932 SEP-19- AM 9:43

Portland, (City) Maine, September 15, (Date) 1932., 19---

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING INCREASE IN SALARY

Name, Joseph Muise

Position, Keeper

Location, Moose Peak LH., Me.

Effective, October 1, 1932 [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Legal residence, Maine

Proposed salary, $1440 per annum

Proposed range, $1440-$1800 p.a.

Appropriation, Sals., Kprs., etc. fio. 240

Former position, same

Location, Baker Island LH., Me.

Former salary, $1380 per annum

Former range, $1380-$1740 pa. fio. 240

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

Previous incumbent and his pay, F Faulkingham (Lt.#1422) / $1560 p.a. Services terminated, / September 30, 1932

Reason, Recommended for transfer, Keeper, Baker Island LH.,Me. this date.

Members of family in Government service, ---

Date of birth, ---

Remarks: This transfer is recommended because of a mutual desire of the employees affected for an exchange of positions. Mr. Muise's request is attached. See accompanying nomination to cover Mr. Faulkinghams transfer. It is understood that the action of transfers will involve a vacancy the filling of which would require Executive approval, nor circumvent the inhibition against administrative promotions contained in section 202 of the Economy Act as there will be no added salary cost to the Government due to the transfer (Compt. Dec. A-43568).

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

(DIRECT)
Secretary, Civil Service District.

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

October 18, 1932

Submitted to the Secretary of Commerce, approved, attention being invited to separate recommendation for the demotion of Frank Faulkingham from $1560 to $1500 per annum. The increase of $60 per annum in the pay of Muise is offset by a decrease of that amount in the pay of Faulkingham, so that the total cost to the appropriation will not be changed by the action proposed, in view of which it is understood Executive authority will not be required and therefore justification form is not submitted.

RJ

W. P. HARMAN
Acting Commissioner of Lighthouses

a.p.h.

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

11—2314

COPY - CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

First District

Baker Island Light

Aug. 29th, 1932.

Superintendent of Lighthouses,

Portland, Maine.

Sir :

I am writing you to find out if I could exchange lights with Keeper Faulkingham at Moose Peak. You know my boy was drowned here at the shore and I cannot content myself here. I would like to move from here, if there is any possible way. I could move from here I would like to. Please inform me at the first earliest date.

Respectfully,

(SGD) J MUISE

Keeper

COPY - CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District

Baker Island Light

July 4, 1932.

Superintendent of Lighthouses,

Portland, Maine.

Sir:

July 1st at 11 P.M. power boat "Cora Belle" No. 2500, ran aground on the southwest side of Baker Island. It was foggy when they ran ashore, but they saw the light a half hour before they ran ashore.

There were three men in the crew. They came up to the light, I took them in, gave them dry clothing, and made them as comfortable as possible. I notified Cranberry Island Coast Guard Station as soon as I found what had happened.

The boat was hauled off the island July 4th at 11.15 A.M.

Respectfully,

(SGD) J MUISE
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

GFL:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

1932 JUL - 11 - PM 3:48

July 8, 1932

Copy to Dept
OPK
7/12

Joseph Muise, Keeper, Baker Island LH., Me.

Sir:

I am pleased to learn of the assistance rendered the occupants of the power boat "Cora Belle" on July 1, 1932, as reported in your letter of July 4th, and to commend you therefor.

C. E. SHERMAN
Superintendent of Lighthouses.

TWO COPIES TO BUREAU AND COPY OF MUISE'S LETTER, HEREWITH.

Bureau of Lighthouses, Washington
JUL 15 1932

Submitted to Secretary of Commerce for his information
For the Commissioner:

Chief, Personnel Division.

EJD

Commissioner of Lighthouses.

Washington, D. C., MAY 9 1930

Lighthouse Superintendent, Portland, Maine.

transfers keepers joseph muise and vurney l king and promotion keeper george w york approved

PUTNAM

CONFIRMATION:

Vurney L. King, Kpr.,
Dice Head L.S., 1st District.

George W. York, Keeper,
Mount Desert L.S., 1st District.

Joseph Muise, Keeper,
Baker Island L.S., 1st District.

To Department - 5-2-30

Form 73

JCW:CP
Enclosure

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL
TELEGRAPHIC REPLY IS DESIRED

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, April 28, 1930. , 19....
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER INVOLVING REDUCTION IN SALARY — Legal residence, Maine

Name, Joseph Muise — Proposed salary, $1380 per annum

Position, Keeper — Proposed range, $1380-$1680 p.a.

Location, Baker Island LH, Me. — Appropriation, Sals., Kprs., etc.

Effective, May 14, 1930 — [1] ~~the actual date of entrance on duty;~~ or as soon thereafter as he enters on duty.

Former position, same — Former salary, $1560 per annum

Location, Mount Desert LH, Me. — Former range, $1560-$1860 p.a.

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

Previous incumbent, Vurney L King — (LT.#1365) Services terminated, May 13, 1930

Reason, Transfer

Members of family in Government service, —

Date of birth, —

Remarks: Mr. Muise's request for this transfer is herewith.

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

(DIRECT)

Secretary, Civil Service District.

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

Submitted to the Secretary of Commerce, approved.

MAY 2 - 1930

Acting Commissioner of Lighthouses

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

11—2314

Commissioner of Lighthouses.

RLC:EMF

Washington DC NOV 7 1928

Lighthouse Superintendent Portland Maine

Transfershowe and powers and promotion muise approved notices follow

PUTNAM

CONFIRMATION:

Sent Dept. 11/7/28
Edmund A. Howe
Ruel W. Powers
Joseph Muise

copies in files

V RP

Form 73

JCW:CP

LIGHTHOUSES
1928 SEP 29 AM 9-02

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, September 27, 1928
(City) (Date), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROMOTION

Name, Joseph Muise

Position, Keeper

Location, Mount Desert LH, Me.

Effective, November 1, 1928

Legal residence, Maine

Proposed salary, $1560 per annum

Proposed range, $1560-$1860 p.a.

Appropriation, Sals., Kprs., etc.

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

Former position, 2nd Asst. Keeper

Location, same

Former salary, $1320 per annum

Former range, $1320-$1620 p.a.

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

Previous incumbent, Ruel W Powers

Reason, Transferred

Services terminated, October 31, 1928.

Members of family in Government service, ----

Date of birth, ----

Remarks:

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

(DIRECT)

Secretary, Civil Service District.

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 5 1928

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

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

11—2314

PERSONNEL CLASSIFICATION BOARD FO[illegible]O. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance w[illegible] instructions given in P. C. B. Forms No[illegible] and 16)

CP

Bureau No. L[illegible]425 *Sheet No.* 1(b)-63

Space reserved for the use of the Board

1. Huiee (Surname) Joseph (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Mount Desert Light Station
   (b) Subdivision First District
   (c) City or town Manset State Maine

6. Pay roll title Light Keeper
7. Customary office title Second Assistant Keeper
8. Present administrative allocation $1320-$1620
9. Present gross rate of pay $ 240
10. Deduction for allowances $ 1320
11. Net rate paid in cash $

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

13. Describe any other allowance, privilege, or perquisite of value None Uniform; its cost depending upon the whims of several selected by employee, estimate $20 p.a.

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost not required

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

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

17. (a) Does the employee in any way direct or supervise other employees? ____ (b) If so, in what way? (See Form 16 before answering) ____
(c) How many? ____

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.
None

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.) By the principal keeper in all matters pertaining to the operation of the station and similarly by the first assistant keeper in the absence of the principal keeper

20. What is the name, official position, and sheet number of the employee's immediate superior? Abel S. Powers, Keeper, Sheet No. 1(b)-51.

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

Elementary								High				Normal				College				Postgraduate or professional				
1	2	X 3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): ____

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent? Boatman accustomed to handling sail and rowboats in all kinds of weather

10—1856

23. TO THE EMPLOYEE: Describe in detail th[illegible] you do. Put each distinct duty, task, or process in a sepa[illegible]ragraph. Explain first those that require most of your time. Explain occasional duties l[illegible] in the column at the left opposite each paragraph enter the [illegible]ximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT W[illegible]HOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
Eight hour watch	Position 2nd Asst. Keeper. My watch requires most of my time which is eight hours per day. I have to light the light and thick weather stay by fog signal, then when the weather clears the engine has to be all cleaned and the brass polished.
Four hours for station work	My general station work is painting on buildings and minor repairs and cleaning paint through the tower and polishing brass, whitewashing when required. I also have my quarters which is six rooms to keep repaired and painted inside.

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

(SGD) JOSEPH MUISE, 2nd Asst. Keeper
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Care and operation of a 4th order incandescent oil vapor light and lens revolving clock
Care and operation of a compressed air fog signal
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since January 1, 1927

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

OCT 10 1928, 1928 (Date) — JAMES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620.

OCT 11 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620

OCT 22 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928