'25 NOV 3 PM 4:04

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

Date: 11/02/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Penny, Waldo, L.		1892 NY

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: 1969 NY

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (CT/NJ/NY) 3rd District	
From: 1920	To: 1931
(Agency & Location) P 500	
From:	To:
(Agency & Location)	
From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C·00084684 20

CMRS Search Request Number(s): Civilian Archival Search 11/5

Attendant Signature:

Remarks:

'25 NOV 17 PM 2:12

SCREENING NOTES

☐ Reviewed and Nothing Removed JmH ☐ 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:

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Waldo L. Penny (Name) — N Y (Legal Residence)

STATUS

11—8040

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	600	L H. Shinnecock Bay N Y	Oct 4, 1920
"	Read of Pay	840	" "	July 1, 1924
"	"	1020	" "	Feb. 1, 1925
"	Inc in Comp	1140	" "	July 1, 1925
"	Crom	1200	" "	March 17 1926
"	INCREASE IN COMPENSATION	1260	" "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1320	" "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1380	" "	JUL 3 1930
	RESIGNED CLOSE OF	April 30, 1931		

PERSONNEL CLASSIFICATION BOARD FORM NO. [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] 1662 Sheet No. 3(b)137

Space reserved for the use of the Board

B.L. 5/19/32 Abolishes Vac.

1. Penny Waldo L. — Resigned 4/30/31
(Surname) (Given name) (Initial)

2. Department Commerce Vac. 4/30/31
3. Bureau Lighthouses (Rels)
4. Field service Lighthouse Service
5. (a) Field station Shinnecock Bay Light Station
(b) Subdivision Third District
(c) City or town Staten Island State N.Y.

6. Pay roll title Light Keeper
7. Customary office title First Assistant Keeper
8. Present administrative allocation $1200-1500 1440.00
9. Present gross rate of pay $ 840.00
10. Deduction for allowances $ 1200.00
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:
X House ☐ Room { ☐ Furnished ☐ Heat X Fuel ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3
X Unfurnished X Light ☐ Laundry ☐ Subsistence or rations in kind

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

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

15. (a) Regular hours of work: From [illegible] a.m. to [illegible] p.m. (b) How many hours per week excluding unusual or irregular overtime work?
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

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.

16a. Not specified; average eight or less hours per day; Sundays operation of light [redacted] only.

Stand watches; work equally divided.

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.)
His work is supervised by the Keeper. As 1st Assistant Keeper he is in charge of and supervises work of the station in the absence of the keeper.

20. What is the name, official position, and sheet number of the employee's immediate superior? Geo. J. Thomas, Keeper, 3(b)136

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				(Kind)
1	2	3	4	5	6	7	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	

Other education (describe): Waldo L. Penny 1st Asst. Keeper

(Signed and certified by)

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?
Coast Guard Service 6 years, automobile mechanic 4 years

(Signed and certified by) Waldo L. Penny 1st Asst. Keeper

10—1856

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

Percentage of working time	
Summer nights on watch 7 Hrs. Winter 8 1/2 Hrs.	Prepare Light for operation and stand watch in Tower.
Day time Duty 8 Hrs.	assist Keeper with General claning painting and repair work. Take Charge when Keeper is absent from Station

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.

Waldo L. Penny 1st 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.

Assisting in operating illuminating apparatus [redacted] keep apparatus in clean and efficient working order; care for buildings, keep them clean and in order, including painting and minor repairs; care of grounds.

26. How long have the employee's duties been substantially as described above? since october 1920.

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 12 1928, 1928 — P.W.OCKMENS — Asst. Superintendent.
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $1200.00 to $1500.00

OCT 12 1928, 1928 — J.T. YATES — Superintendent.
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $1200, to $1500

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

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form A-32

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 27, 1931.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on April 30, 1931.

Bureau ..... Lighthouses.
Position ..... Keeper.
Allocation .....
Salary ..... $1380 per annum.
Station ..... Shinnecock Bay Light Station, N.Y.

CARDED

By direction of the Secretary:

Respectfully,

APR 28 1931

EDW. J. GARDNER
Chief of Appointment Division.

R
3

U. S. GOVERNMENT PRINTING OFFICE: 1929

APPOINTMENT DIVISION
ENTERED ON JOURNAL
MAY 2 - 1931
SHEET NO. 3023
DEPARTMENT OF COMMERCE

Form 93

NOTICE OF RESIGNATION ~~OR DEATH~~

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE APR 23 1931 APPOINTMENT DIVISION

1931 APR 23 AM 11 36

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island,N.Y., April 21,1931 , 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Waldo L. Penny Position, Keeper

Legal residence, New York Station, Shinnecock Bay Lt.Sta.,N.Y.

Salary, $1380.00 per annum

The acceptance of this resignation is recommended effective at the close of April 30,1931

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

Remarks:

4-23-31

J. Noble
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

April 22, 1931

Submitted to the Secretary of Commerce, ~~approved~~ recommending acceptance without prejudice. 1—4623

C. P. Harman
Acting Commissioner of Lighthouses

1st Pers

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
APR 1931
THIRD DISTRICT

acpt effective 4/30/31
Ord 4/21

Shinnecock Bay Lt. Sta
(Station, Depot, or Vessel)

April 17th, 1931

Sir.

I have been offerd a position which I am supposid to take may 1st and if it it is a sure thing that this Station is to be closed. I would like to be relieved as 1/Asst. Keeper if possible April 30th. I would of liked to stayed in the service, and if the new light needs any attention I would appreciate being considerd. Thanking you.

Respectfully
Waldo L. Timmy
1/Asst. Keeper

George J. Thomas
Keeper.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Waldo L. Penny,

Thru Commissioner of Lighthouses.

Sir:

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED JUL 3 1930 ON JOURNAL DEPARTMENT OF COMMERCE

From:

To: $1320

$1380

Keeper (3)

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Waldo L. Penny,

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: $1260

To: $1320

11—9504

5

CARDED

APPOINTMENT DIVISION
RECEIVED
JUL 2 1928
DEPARTMENT OF COMMERCE

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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

By direction of the Secretary.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1200 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

JAN 12 1927

APPROVED BY THE ACTING SECRETARY 1/12/27

FILE 1093/1

P.
S.

APPOINTMENT DIVISION ENTERED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Penny Haldo L. POSITION Keeper.

BUREAU BUREAU OF LIGHTHOUSES STATION 3rd Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
600	240	840	XCR	404.25	1244.85	LHS	2	1020	yes	60	

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

approv $1020

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1020 TO $1260

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

Kind of equipment None.; annual cost, $

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

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

(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

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

(d) College: Name ; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

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

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

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

	Percentage of total time given to each task
Assisting in operating illuminating apparatus; keep apparatus clean and in efficient working order; care for buildings, keep them clean and in order; including painting and minor repairs; care for grounds.	100
18a. Not specified; stand watches, work equally divided, average 8 or less hours per day; Sundays, operation of light only.	

PERSONNEL CLASSIFICATION BOARD FORM NO. 1
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 148

2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Perry Waldo L.
(Surname) (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station 3rd Lighthouse District
(b) Subdivision Shinnecock Bay Lt. Station
(c) City or town Hampton Bays State N. Y.
6. Pay-roll title Keeper
7. Customary office title Second Assistant Keeper

8. (a) Number of regular working hours of the position, per day see 18a; per week 7 days
(b) If this is not a full-time position, state percentage of time employed per day ---; or per week ---
(c) If night work, wholly or in part, state the hours: From Sunset m. to Midnight or Midnight to Sunrise m.
9. If this is not an all-year-round position, state approximate number of days employed each year ---
During what months ---
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ---
11. Present rate of pay, exclusive of bonus $ 600.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ --- per ---; bonus, $ --- per annum.
13. If the employee receives overtime pay, state the rate ---
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☐ Fuel; ☐ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum ---
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment None; annual cost, $ ---
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
(d) College: Name ---; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(e) Post graduate work: Kind ---; years ☐ 1 ☐ 2 ☐ 3
(f) Correspondence courses: Kind ---; number of lessons ---; number completed ---

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

	Percentage of total time given to each task
Assisting in operating illuminating apparatus; keep apparatus clean and in efficient working order; care for buildings, keep them clean and in order; including painting and minor repairs; care for grounds.	100

18a. Not specified; stand watches, work equally divided, average 8 or less hours per day; Sundays, operation of light only.

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

Works under the supervision of the Keeper.

No.

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

5 years

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

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

JUN 20 1923 (Date), 1923. J. T. Yates (Signature of Preparing Officer) Superintendent (Title)

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

Impracticable to obtain signature on account of delay that would be involved.

(Signature of Employee)

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

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

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

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

Technical Education: If essential, kind and extent: Lighthouse apparatus, boating, gasoline engines, oil engines.

Experience: If essential, kind and extent: painting.

1140 1200

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

JUN 20 1923 (Date), 1923. J. T. Yates (Signature of head of field office or station) Superintendent. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

COPY

March 24, 1926.

Commissioner of Lighthouses.

SUBJECT: Effective date of changes in personnel in 3rd District.
REFERENCE: Department letter of May 19, 1918.

1. The Bureau is advised that the effective dates of recent changes in the personnel of the Third Lighthouse District, are as follows:-

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
George J.Thomas	Keeper	$1320 p.a.	Promotion	3-9-26	3-17-26
Waldo L.Penny	Keeper	$1200 p.a.	Promotion	3-8-26	3-17-26

For original letter of March 24, 1926, see File of William Dalton.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 8, 1926.

Mr. Waldo L. Penny,

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 March 12, 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 HARTRIDGE

MAR 12 1926

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED MAR 12 1926 ON JOURNAL DEPARTMENT OF COMMERCE

B 3rd CARDED

Form 73

NOMINATION

LIGHTHOUSES 1926 MAR 8 AM 9 10

CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

26 MAR 8 PM 4

DEPARTMENT OF COMMERCE MAR 8 '26

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

Staten Island, N. Y., March 6, 1926, 19
(City.) (Date.)

DEPARTMENT OF COMMERCE MAR 10 '26 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, Waldo L. Penny — Legal residence, New York

Position, Keeper (1st asst) — Salary, *$1200 p.a. (Pay Range $1080 to $1320 p.a.

Location, Shinnecock Bay Lt. Sta., N.Y. — Appropriation, Salaries, ~~Keepers~~ of Lighthouses

Effective March 12, 1926 — {1 ~~the actual date of entrance on duty~~, or Such etc. as soon thereafter as he enters on duty.

Former position, Keeper (2d asst) — Former salary, $1140 p.a.

Location, Shinnecock Bay Lt. Sta., N.Y. — Range 1020-1260.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 11 1926 DEPARTMENT OF COMMERCE

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

Previous incumbent, George J. Thomas — Services terminated, March 11, 1926

Reason, Promoted (Salary $1260 p.a.) — *Increase in pay to $1200 p.a., which is $60 p.a. above the minimum range of pay for position of 1st Asst. Kpr., is recommended on account of the fact that the mimimum range of pay of the position of 1st Asst. Kpr. is $1080 p.a. or $60 p.a. less than the pay now received by Mr. Penny as 2d Asst. Kpr., and also in order that his promotion from 2d Asst. Keeper to 1st Asst. Keeper may carry an increase in pay.

Members of family in Government Service,

Date of birth,

Remarks:

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

J. T. Tyler

Secretary, *Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 8 - 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

H. B. Bowerman

Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON June 25, 1925.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1020 per annum to $ 1140 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—8074

APPOINTMENT DIVISION ENTERED JUL 23 1925 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

E
Ed

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

ELM. J. GARDNER.

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED FEB 4 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Position: Keeper.

Salary: $1020.

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

EK

Sd

CARDED FEB 4 1925

(CROSS REFERENCE)

Percy Walker In accordance with authority

of the Director of the Budget dated June 27, 1924, the salary is re-

adjusted to $ 840, effective July 1, 1924.

For authorization see letter dated AUG 2 0 1924 File No. 1095/21.

(COPY)

LGJ

MAY 26 1923

DEPARTMENT OF COMMERCE
MAY 28 1923
APPOINTMENT DIVISION

Sir:

Referring to report of assistance rendered by you on May 10, 1923, to the occupants of a small boat which became swamped in the vicinity of the light station, the Department is pleased to commend you for the assistance rendered, which will be noted on the records as part of your official history.

Respectfully,

(Signed)

HERBERT HOOVER

Secretary of Commerce.

W. L. Penny, 2nd Assistant Keeper,
Shinnecock Bay Light Station, N. Y.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by HERBERT HOOVER.

Mailed MAY 28 1923 by Bureau

P.S.

APPOINTMENTS JAN 22 1921

DEPARTMENT OF COMMERCE

LIGHTHOUSES

1921 JAN 21 AM 11 53

PERSONAL QUESTION SHEET

SUPERINTENDENT OF LIGHTHOUSES OCT 1920 RECEIVED TOMPKINSVILLE, N.Y.

SUPERINTENDENT OF LIGHTHOUSES JAN 1921 RECEIVED TOMPKINSVILLE, N.Y.

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

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

PART I.

CHIEF CLERK 5

1921 JAN 21 PM 3 48

1. Name of employee: Walde L. Penny

2. Position to which appointed: Keeper

3. Bureau or Service: Lighthouse Service, District: Third

4. Place of duty: Shinnecock Bay Lt.Sta.,N.Y.
(City, town, station, or vessel.)

5. Salary: $600 per annum

6. Appropriation from which paid: Salaries, Keepers of Lighthouses

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

By examination for Keeper, Oct.10,1919.

PART II.

CARDED

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

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

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

Waldo Leland Penny

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

Waldo L. Penny

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

New York State (State or Territory.) Suffolk (County.) Southampton (City or town.) 1st (Congressional district.)

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

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

11—6922

6. Where were you born? Good Ground N.Y.

7. When were you born? March (Month.) 23d (Day.) 1892 (Year.)

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

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

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

Mrs Waldo L. Penny (Name.) Good Ground N.Y. (Number and street.)

Southhampton (City or town.) New York State (State or Territory.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bayman

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

Public School

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

mechanic on Power boat Engine

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

Keeper in Light house service
Oct 18-1919

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

Date, October 18th, 1920

Witness (in case signature is by mark):
Wm. A. Michele, Keeper

(Signature) Waldo L. Pinney

(Present address) Good Ground
(Number and street.)

(City or town.) (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded January 20, 1921

(Signature) J. F. Yates

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

11—6922

Form 111

OCT 25 1920 APPOINTMENTS

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

1920 OCT 25 AM 8 52

I, Waldo L. Penny

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.

1920 OCT 29 PM 3 18

Waldo L. Penny
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 19th day of Oct, A. D. 19 20

(Affix official seal here)

[4] (Name) Philip Fallenschmidt

(Official title) Notary Public

My commission expires March 30—1921

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$600 p.a.	Shinnecock Bay Lt.Sta., N.Y.
Former [5]		

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

Office of Superintendent of Lighthouses, Third District

Tompkinsville, N.Y. (Address), Oct 22-1920 (Date)

The above-named appointee entered upon duty on Oct. 4,1920 (Date)

CARDED

J. Mellen
(Signature of Supt.)
Supt. of Lighthouses, 3rd Dist.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time 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

U. S. REPORT DATA ENTERED

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 9, 1920.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum, effective on the date on which you entered (October 4, 1920.) upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

CARDED

U. S. REPORT DATA ENTERED

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

S
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Geo. J. Thomas.

Legal Residence: New York.
third district

(See reverse side.)

11—5080

Form 78

NOMINATION

MBM.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1920 OCT 8 AM 8 55

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Tompkinsville, N.Y., October 5, 1920., 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:
(Thr. Sec'y. 2d C.S. Dist.)

Action recommended, Probationary Appointment.

Name, Waldo L. Penny, Legal residence, New York.

Position, Keeper. APPOINTMENTS Salary, $600.00 P.A.

Location, Shinnecock Bay Lt. Sta. N.Y. Appropriation, Salaries, Keepers of Lighthouses,
1920 OCT 9 AM 10 47

Effective October 4th, 1920. {'the actual date of entrance on duty, or
~~as soon thereafter as he enters on duty~~

1920 OCT 9 AM 9 32

Former position, Former salary,

Location,

Rank on eligible list, 1 Rating, Keeper Percentage, 79.2 , Other eligibles considered:

None.

Previous incumbent, Geo. J. Thomas Services terminated, Sept; 15, 1920.

Reason, Promoted.

Members of family in Government Service, None.

Remarks: No employee of District desired transfer to this position. There are ... quarters for families of Keepers at this station. Numbers 1 and 3 on Eligible list will accept appointment only to certain specified stations. Assignment to duty on Oct. 4, 1920 was necessary for the reason that it was not considered practicable tp permit this position to remain vacant until appointment certificate could be obtained.

Selection regular, subject to the action of the U. S. Civil Service Commission, October 7, 1920 19

Assistant Secretary, Second Civil Service District.

Supt. 3rd L.H. District.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 8 1920

Submitted to the Secretary of Commerce, approved.

1920 OCT 8 PM 3 46

10-9-20

Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE



PERSONAL QUESTION SHEET

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

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

PART I.

1. Name of employee: Waldo L. Penny
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: Third
4. Place of duty: Shinnecock Bay Lt. Sta., N.Y. (City, town, station, or vessel.)
5. Salary: $600 per annum
6. Appropriation from which paid: Salaries, Keepers of Lighthouses
7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).
   By examination for Keeper, Oct. 10, 1919.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

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

1. What is your full name? (State whether Mr., Miss, or Mrs., and spell out names in full, including middle name or names. Example: "Mr. John Richard Roe." If name itself is merely a letter, so state.)
   Waldo Leland Penny
2. How do you intend to write your name on the pay roll? (This should agree with signature to your oath of office.)
   Waldo L. Penny
3. What is your present legal residence? (Give State or Territory, county, city or town, and Congressional district.)
   New York (State or Territory.) State Suffolk (County.) Southampton (City or town.) 1st (Congressional district.)
4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.
5. What is your race? (Answer "white," "colored," or "Mongolian.") White

11—6922

6. Where were you born? Good Ground N.Y.

7. When were you born? ~~1892~~ March 23rd 1892
(Month.) (Day.) (Year.)

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

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

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

Mrs Waldo L Penny (Name.) Good Ground N.Y. (Number and street.)
Southhampton (City or town.) New York State (State or Territory.)

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

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

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

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

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

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

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

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

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

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

11—0922

I acknowledge receipt of a copy of Department Circular No. 253 (second edition), of September 22, 1914, relating to political activity of officeholders, and fully understand its purport.

Waldo L. Penny
(Name.)

2nd asst. Keeper
(Position.)

Light House Service
(Bureau, Office, or Service.)

Date, Oct 18th 1920

11—3914

(This acknowledgment should be forwarded to, and filed in, the bureau or office to which appointee is assigned.)

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

Mechanic on Gaso boat Engine

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

Keeper in Light House Service
Oct 10-1919

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

Date, October 18th, 1920

Witness (in case signature is by mark):
Wm. A. Richele, Keeper

(Signature) Waldo L. Penny

(Present address) Good Ground N.Y.
(Number and street.)

(City or town.) (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded ~~October 18th~~ Jan 20 1921, 19~~20~~

(Signature) J. F. YATES. ~~Wm. A. Richele,~~

(Official title) ~~Keeper~~ Supt. of Lighthouses, 3rd Dist.

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

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

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

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

Bayman

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

Public School

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

Mechanic on Gaso boat Engine

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

Keeper in Light House Service
Oct 10-1919

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

Date, October 18th, 1920

Witness (in case signature is by mark):
Wm. H. Richele, Keeper

(Signature) Waldo L. Pinney

(Present address) Good Ground N.Y.
(Number and street.) (City or town.) (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded ~~October 18th~~ Jan 20th, 1921, 19~~20~~

(Signature) ~~Wm. H. Richele,~~ J. F. YATES.

(Official title) ~~Keeper~~ Supt. of Lighthouses, 3rd. Dist.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAY 6 1931
RECEIVED
THIRD DISTRICT

(75)

per

Shinnecock Bay Lt. Sta.
(Station, Depot, or Vessel)

May 5, 1931

Superintendent of Lighthouses
Sir.

In answer to ~~your letter of~~ to-day will advise that Waldo L. Penny 2d asst. Keeper left this station at midnight April 30. following his resignation to take effect on that date.

Respectfully
George J. Thomas
Keeper.

Last day of Service Apl 30-1931

Noted RL 5/6/31

(75)

FWO-JHG

May 4,1931

George J. Thomas, Keeper,
Shinnecock Bay Light Station,
Hampton Bays, N. Y.

SUBJECT: Last day of service of W.L.Penny, 1st Asst.Keeper.

1. You are directed to advise this office by return mail of the date on which Waldo L. Penny, 2nd Assistant Keeper, left Shinnecock Bay Light Station.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Form A-32

(75)

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 27, 1931.

Mr. Waldo L. Penny,

LIGHTHOUSES
1931 APR 29 AM 9:21

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on April 30, 1931.

Bureau ..... Lighthouses.
Position ..... Keeper.
Allocation .....
Salary ..... $1380 per annum.
Station ..... Shinnecock Bay Light Station, N.Y.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER
Chief of Appointment Division.

R
J

U. S. GOVERNMENT PRINTING OFFICE: 1929

(75)

FWC-JHG

April 21,1931

Waldo,L. Penny, 1st Asst.Keeper,
Through the Keeper,
Shinnecock Bay Light Station,
Hampton Bays, N. Y.

SUBJECT: Resignation.
REFERENCE: Your letter April 17,1931.

1. You are advised that arrangements have been made at Shinnecock Bay Light Station which will eliminate the necessity for Keepers, in view of which your letter of April 17,1931 resigning your position as 1st Assistant Keeper of Shinnecock Bay Light Station, has been forwarded to Washington, with recommendation that same be accepted, effective at the close of April 30,1931.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Form 93

(75

NOTICE OF RESIGNATION OR DEATH

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island,N.Y., April 21,1931 , 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Waldo L. Penny Position, Keeper

Legal residence, New York Station, Shinnecock Bay Lt.Sta.,N.Y.

Salary, $1380.00 per annum

The acceptance of this resignation is recommended effective at the close of April 30,1931

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

Remarks:

J. T. YATES

Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

VC 4/21/31

Mess JB

(75)

Form 93

NOTICE OF RESIGNATION OR DEATH

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island,N.Y., April 21,1931 , 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Waldo L. Penny Position, Keeper

Legal residence, New York Station, Shinnecock Bay Lt.Sta.,N.Y.

Salary, $1380.00 per annum

The acceptance of this resignation is recommended effective at the close of April 30,1931

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

Remarks:

J. T. YATES

Superintendent

4/21 Cert to Mess

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4023

V C B 5/6/31

Mess JM

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75

COPY

THIRD DISTRICT

Shinnecock Bay Lt.Sta.
(Station, Depot, or Vessel)

April 17,1931, 19

4839

Sir:-

I have been offered a position which I am supposed to take May 1st and if it is a sure thing that this station is to be closed I would like to be relieved as 1st Asst.Keeper if possible April 30th. I would of liked to stayed in the service and if the new light needs any attention I would appreciate being considered. Thanking you.

Respectfully,

/s/ Waldo L. Penny

1st Asst.Keeper

/s/ George J. Thomas,

Keeper

Date 5/1/31
Vou. No. 5473
Check No.
$11.00

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
APR
2 13 1
1931
RECEIVED
TOMPKINSVILLE, N.Y.

75

THIRD DISTRICT

Shinnecock Bay Lt. Sta
(Station, Depot, or Vessel)

April 11th, 1931

Sapperintendent Lt. Houses

Sir

In reperance to letter from office Dated april 7th I answerd it adverising I dident wish to accept Greens Ledge Lt. Sta, and thanking you for the offer. I'm very sorry you dident receive my reply: and hope you have by this time.

Respectfully
Waldo L. Penny
1Asst. Keeper

George J. Thomas
Keeper

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



THIRD DISTRICT

Shinnecock Lt. Sta.
(Station, Depot, or Vessel)

April 9th, 1931

75

Superintendent Lighthouse
Sir.

In answer to letter regarding transfer to green Ledge Lt Sta, I had rather wait untill there is a shore Station even if I had to get out for a year or so. could I remain as care taker of this Station untill it is disposed of? Thanking you for the offer you have given me.

Respectfully
Waldo E. Penny
1 Asst. Keeper.

George J. Thomas
Keeper.

75

FWO-JHG

April 10,1931

Waldo L. Penny, 1st Asst.Keeper,
Through the Keeper,
Shinnecock Bay Lt.Sta.
Hampton Bays, N. Y.

SUBJECT: Transfer.
REFERENCE: Letter from this office Apr.7,1931.

1. You are directed to submit by return mail reply to letter from this office dated April 7,1931 relative to your transfer to the position of 1st Assistant Keeper of Greens Ledge Lt.Sta.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

(75) 1926

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
APR 29 20
1926
RECEIVED

(75)

Per

Resigned
4-30-26

THIRD DISTRICT

Shinnecock Bay, L.t. Sta.
(Station, Depot, or Vessel)

April 18th, 1926

Superintendent of Lighthouses

Sir

Following are a list of stations to which
I desire transfer as Keeper.

X Hortons Point
X Old Field Point
X Shinnecock Bay.

Respectfully
Waldo L. Penny.
1st Asst. Keeper.

Penny

George J. Thomas
Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



THIRD DISTRICT

Shinnecock Bay Lt Sta.
(Station, Depot, or Vessel)

April 28th, 1926

Superintendent of Lighthouses
Sir
Following are a lists of stations to which
I desire transfer as Keeper.
Hortons Point.
Old Field Point.
Shinnecock Bay.

Respectfully
Waldo Le. Penny
1st Asst Keeper

George J. Thomas
Keeper.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FNO-JHG

73

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island, N. Y., March 6, 1926, 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, Waldo L. Penny

Position, Keeper

Location, Shinnecock Bay Lt.Sta.,N.Y.

Effective March 12,1926 {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Legal residence, New York

Salary, $1200 p.a. (Pay Range $1080 to $1320 p.a.

Appropriation, Salaries, Keepers of Lighthouses

Former position, Keeper

Location, Shinnecock Bay Lt.Sta.,N.Y.

Former salary, $1140 p.a.

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

Previous incumbent, George J. Thomas Services terminated, March 11,1926

Reason, Promoted (Salary $1260 p.a.)

Members of family in Government Service,

Date of birth,

Remarks: Increase in pay to $1200 p.a., which is $60 p.a. above the minimum payge of pay for position of 1st Asst.Kpr.,is recommended on account of the fact that the mimimum range of pay of the position of 1st Asst.Kpr.is $1080 p.a. or $60 p.a.less than the pay now received by Mr.Penny as 2d Asst.Kpr.,and also in order that his promotion from 2d Asst.Keeper to 1st Asst. Keeper may carry an increase in pay.

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

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

3/10/26

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

11—2314

3-6-1926

Vacancy in position of 1st Asst.Keeper of Shinnecock Bay Lt.Sta.

Waldo L. Penny, 2nd Asst.Keeper, Shinnecock Bay, enter on duty in his present position on Oct. 4,1920. Record O.K. Efficiency rating 93%.

No applicants for transfer to position of 2nd Asst.Keeper of Shinnecock.

JHG

promote 1st OK
Oct 3/6/26

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

LIGHTHOUSES
B25 MAR 12 PM 2 26

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 8, 1926.

Mr. Waldo L. Penny,
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 March 12, 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 HARTRIDGE

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

FWO-JHG

Waldo L. Penny, 2nd Asst. Keeper,
~~1st Asst. Keeper in~~ charge,
Shinnecock Bay Light Station,
Hampton Bays, N.Y.

March 16,1926

SUBJECT: Promotion.

1. Transmitted herewith is Department letter dated March 8,1926 promoting you to the position of 1st Assistant Keeper of Shinnecock Bay Light Station, and in accordance therewith you are hereby directed to enter on duty in that position on March 17th,1926.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island (City.), N. Y., March 6, 1926 (Date.), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, Waldo L. Penny

Position, Keeper

Location, Shinnecock Bay Lt. Sta., N.Y.

Effective March 12, 1926

Legal residence, New York

Salary, $1200 p.a. (Pay Range $1080 to $1320 p.a.

Appropriation, Salaries, Keepers of Lighthouses

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

Former position, Keeper

Former salary, $1140 p.a.

Location, Shinnecock Bay Lt. Sta., N.Y.

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

Previous incumbent, George J. Thomas Services terminated, March 11, 1926

Reason, Promoted (Salary $1260 p.a.)

Members of family in Government Service,

Date of birth,

Remarks: Increase in pay to $1200 p.a., which is $60 p.a. above the minimum payge of pay for position of 1st Asst. Kpr., is recommended on account of the fact that the mimimum range of pay of the position of 1st Asst. Kpr. is $1080 p.a. or $60 p.a. less than the pay now received by Mr. Penny as 2d Asst. Kpr., and also in order that his promotion from 2d Asst. Keeper to 1st Asst. Keeper may carry an increase in pay.

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

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

3/18/26

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

11—2314

Form 176

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

2184

Miss Seigle

73

SUPERINTENDENT OF LIGHTHOUSES NOV 19 1923 RECEIVED TOMPKINSVILLE, N.Y.

SUPERINTENDENT OF LIGHTHOUSES DEC 1 1923 RECEIVED TOMPKINSVILLE, N.Y.

REQUEST

Shinnecock Lt. Sta. Nov. 12th, 1923
(Station.)

SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT:

I respectfully request that I be granted 10 days of shore liberty or leave, from Nov 19th to Nov. 29th, inclusive, 1923. I have had 7½ days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

Substitute not required
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

Hampton Bays Lcl. N. Y.
(Street or R. D. Route.) (City.) (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

Wm Fr. Aichele
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2nd Asst. Keeper
(Title.)

AUTHORITY

OFFICE OF SUPERINTENDENT, Third DISTRICT, Nov. 13, 1923, 19

The above application for shore liberty or leave is hereby approved for ten days, from Nov. 19th to Nov. 28th, inclusive, 19 23.

Substitute need not be furnished during this absence.
(Insert "must" or "need not.")

J. T. YATES

Superintendent, 3rd Lighthouse District.

FINAL REPORT

Absence begun: At 8 A.M. Nov. 19th, 1923.
(State nearest hour.)

Returned to duty: At 6 P.M. Nov. 28th, 1923.
(State nearest hour.)

Period of absence: ~~10~~ 9 5/12 days.

Period charged: ~~10~~ 9 5/12 days.

Certified correct and forwarded.

Wm Fr. Aichele
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2 Sec. Asst. Keeper
(Title.)

11—832

2663

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Haskell a.R.K. (2)

NOV 2 1922 — SUPERINTENDENT OF LIGHTHOUSES — THIRD DISTRICT — NEW YORK

REQUEST

Shinnecock Bay Lt. Sta., Oct 31st, 1922
(Station.)

LIGHTHOUSE INSPECTOR, 3rd DISTRICT:

I respectfully request that I be granted 15 days of shore liberty or leave, from Nov. 9th to Nov 23rd, inclusive, 1922. I have had 6 days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

Substitute not required
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

Hampton Bays Lt. Sta., N. Y.
(Street or R. D. Route.) (City.) (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

Wm F. Nichols
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2nd asst. Keeper
(Title.)

AUTHORITY

OFFICE OF INSPECTOR, Third DISTRICT, Nov. 2, 1922, 191

The above application for shore liberty or leave is hereby approved for Fifteen days, from Nov. 9th to Nov. 23rd, inclusive, 1922.

Substitute need not be furnished during this absence.
(Insert "must" or "need not.")

J. T. YATES,

Supt. 3rd *Lighthouse District.*

FINAL REPORT

Absence begun: At 8 a.m. M. Nov 9th, 1922.
(State nearest hour.)

Returned to duty: At 8 a.m. M. Nov 23rd, 1922.
(State nearest hour.)

Period of absence: ~~15~~ 14 days.

Period charged: ~~15~~ 14 days.

Certified correct and forwarded.

Wm F. Nichols
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2 Asst Keeper
(Title.)

11—882

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
NOV 15 1921
RECEIVED
TOMPKINSVILLE, N.Y.

SUPERINTENDENT OF LIGHTHOUSES
DEC 2 1921
RECEIVED
TOMPKINSVILLE, N.Y.

REQUEST

Shinnecock Bay L.H. Sta. Nov 15, 1921
(Station.)

LIGHTHOUSE INSPECTOR, 3rd DISTRICT:

I respectfully request that I be granted 10 days of shore liberty or leave, from From Nov 20th to Nov 30th, inclusive, 1921. I have had 12 days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

Substitute not required
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

Good Ground Long Island, N. Y.
(Street or R. D. Route.) (City.) (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

Wm. Fr. Nichols,
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2nd Asst. Keeper
(Title.)

AUTHORITY

OFFICE OF INSPECTOR, 3rd DISTRICT, Nov. 15, 1921, 191

The above application for shore liberty or leave is hereby approved for 10 days, from Nov. 20th to Nov. 30th, inclusive, 1921.

Substitute need not be furnished during this absence.
(Insert "must" or "need not.")

J. T. YATES.

Inspector, Supt. 3rd *Lighthouse District.*

FINAL REPORT

Absence begun: At 8 A. M. Nov. 20th, 1921.
(State nearest hour.)

Returned to duty: At 6 P. M. Nov 29th, 1921.
(State nearest hour.)

Period of absence: ~~10~~ 9 days.

Period charged: 8 Days 10 hours days.

Certified correct and forwarded.

Wm. Fr. Nichols,
Keeper in charge.

Waldo L. Penny
(Applicant's signature.)

2nd Asst. Keeper
(Title.)

11—882

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
RECEIVED
MAR 4 1921
TOMPKINSVILLE, N.Y.

Shinnecock Bay L.t. Sta.,
(Station, Depot, or Vessel)
March 2th, 1921.

Superintendent of Lighthouses,
Tompkinsville, N. Y.

Subject: Probation of Waldo L. Penny, 2nd. asst. Keeper.

Sir:

I respectfully inform you that the service of Waldo L. Penny, 2nd. asst. Keeper of this Station, has been satisfactory, and I can recommend him as a suitable and competent man to receive a permanent appointment.

Respectfully
Wm. F. Michele,
Keeper.

FWO-JHG

(75)

William F. Aichele, Keeper,
Shinnecock Bay Light Station,
Good Ground, N. Y.

March 1,1921

SUBJECT: Probation of Waldo L. Penny, 2nd Asst.Keeper.

1. The probationary period of employment of Waldo L.Penny, 2nd assistant keeper of Shinnecock Bay Light Station, will expire on April 3,1921. Advise this office by return mail if his services have been satisfactory, and whether or not, in your opinion he is a suitable and competent man to receive a permanent appointment in his present position. If you do not consider him competent, state fully in what respects he is incompetent.

D. T. YATES

75

FWO-JHG

Waldo L. Penny

Commissioner

Superintendent of Lighthouses; Jan. 20,1921

SUBJECT: Statement re effective date of changes in personnel,etc.
REFERENCE: Bureau endorsement Jan.12,1921.

1. A statement of the effective date of changes in certain of the Personnel in the Third Lighthouse District , together with information re Oath of Office and Personal Question Sheets, is attached hereto.

J. T. YATES.

P.S

January 17th, 1921.

C.C. -- Reference to attached memo. of Jan 15th, 1921. Salary due Waldo L. Penny for service rendered as 2nd Asst Keeper Shinnecock Bay Light Station were being paid in due course in as much as the necessary appointment and oath were received by this office and indicated on his service card.

This man being still in service and in view of the above, the matter of holding his pay was not delayed on account of personal question sheet.

Such cases are not very frequent, but may be overlooked on account of the various papers coming in at different intervals and no check as to whether a man has received same and when to expect same.

C C W

V C — You have also been late in your oath & Birthday card on 1 June appointment
Filed Jan 17.8

Salary of employee is not to be paid until both oath & P.Q. Sheets have been rec'd —

Oct 1/18/21

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
JAN 20 1921
RECEIVED
TOMPKINSVILLE, N.Y.

75

THIRD DISTRICT

Good Ground, N.Y.
(Station, Depot, or Vessel)

Jan 17th, 1921

Superintendent of Lighthouses
Sir

Your letter in regards to Personal question Sheet received today, and I wish to advise that I filled out and returned same to office as requested Oct 18th 1920.

They were stamped and returned to me without orders of any kind so I kept them for reference.

Hoping this is satisfactory
I am respectfully
Waldo L. Penny
2nd. Asst. Keeper

(75)

SUPERINTENDENT OF LIGHTHOUSES JAN 16 1921

Statement showing changes in the personnel of the Lighthouse Service for which no report of date of effect or oath of office, or personal question sheet has been received.

REPORT OF DATE OF EFFECT

NAME	NATURE OF CHANGE	DATE	DISTRICT	
Baker, Ablert S.	Promotion	Apr. 25, 1919	3	5-1-19
Dutcher, Everett W.	"	Feb. 10, 1920	3	2-15-20
Hallgren, A. Douglas	Reduction	Dec. 31, 1919	3	not yet
Reeves, Edward S.	Promotion	June 13, 1919	3	6-16-19
Reeves, Edward S.	"	Sept.10, 1920	3	9-20-20
Smith, Ellsworth J.	Reduction	Aug. 6, 1920	3	8-17-20

OATH OF OFFICE NOT RECEIVED

NAME	NATURE OF CHANGE	DATE	DISTRICT
Heyse, Fred E. G.	Probationary appointment	June 17, 1920	3

PERSONAL QUESTION SHEET NOT RECEIVED

NAME	DISTRICT
Heyse, Fred E. G.	3
Penny, Waldo L.	3

75

JHG

Waldo L. Penny, 2nd Asst.Keeper, Jan. 15,1921
Through the Keeper,
Shinnecock Bay Light Station,
Good Ground, N. Y.

SUBJECT: Personal Question Sheet,etc.
REFERENCE: Endorsement of this office Oct.14,1920.

1. You are directed to execute and return to this office at the earliest possible date the enclosed Declaration Sheet; Political Activity Circular; and Personal Question Sheet, the latter being in duplicate. You are also directed to advise this office why you failed to return to this office, properly executed, a similar set of papers which were forwarded to you with Department letter of October 9,1920 appointing you to your present position.

For and in the absence of the Supt.

J. T. YATES.

1st Asst.Supt.

(COPY)EK
DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

January 6, 1921.

Commissioner of Lighthouses:

Transmitted herewith is a statement showing cases in which no report has been made of the effective date of certain changes in the personnel of the Lighthouse Service, and for which no oath of office or personal question sheet has been received.

The Department directs that the Superintendents of the various districts be requested to be more prompt in forwarding oaths of offices, personal question sheets, and reports of effective date of promotions and reductions not requiring an oath of office. Any undue delay in advising the Department of the effective date of changes results in a corresponding delay in reporting such changes to the Civil Service Commission, and compels the Department to keep an unnecessarily and disproportionately large number of incomplete personnel records.

(Signed) E. F. Sweet,

Assistant Secretary of Commerce.

Inclosure.

JRH-EK
Inclosure

Bureau of Lighthouses, Washington, D. C.
January 12, 1921.

Referred to Superintendent of Lighthouses, Tompkinsville, N. Y., for report called for as per accompanying list. It is desired that care be exercised in future to see that the necessary reports concerning personnel are furnished promptly, in order that Department records may be kept up to date. Be guided accordingly.

(Signed) J. S. Conway

Acting Commissioner of Lighthouses.

FWO/MBM.

Oct. 20, 1920.

Waldo L. Penny, 2nd Ass't. Kpr.
Through the Keeper.
Shinnecock Bay Light Station,
Good Ground, New York.

SUBJECT: Physical Examination.
REFERENCE: Letter from this office dated Oct. 7th, 1920.

1. Form 206, record of your physical examination is returned herewith, a copy of same having been made for the files of this office.

For and in the absence of the Supt.

F. W. OCKENFELS.

1st. Ass't. Supt.

(75

FWO/MBM.

Oct. 14th, 1920.

Waldo L. Penny, 2nd ass't. Kpr.
Through the Keeper.
Shinnecock Bay Light Station,
Good Ground, N.Y.

SUBJECT: Physical Examination.
REFERENCE: Letter from this Office Oct. 7th, 1920.

1. Form 206, report of your physical examination, forwarded to this office by you, is returned herewith, as same has not been filed out by a Medical Officer of the U.S. Public Health Service, as directed in said form and in letter addressed to you of October 7th, 1920, transmitting same. A duplicate of the letter and form 206 referred to is enclosed herewith for use, should you go to the Medical Officer at Stapleton, N.Y., for the necessary examination.

For and in the absence of the Supt.

F. W. OCKENFELS.

1st. Ass't. Supt.

1363

ADDRESS: SECRETARY SECOND CIVIL-SERVICE DISTRICT, CUSTOMHOUSE, NEW YORK CITY.

SUPERINTENDENT of LIGHTHOUSES
OCT 11 1920
RECEIVED
TOMPKINSVILLE, N.Y.

SECOND UNITED STATES CIVIL-SERVICE DISTRICT,
OFFICE OF THE SECRETARY,
NEW YORK.

FEJ/MAN

October 9, 1920.

Superintendent of Lighthouses,
Third District,
Tompkinsville, N.Y.

Sir:

Please advise this office of the date of the birth of Waldo L. Penny, who was nominated by you on October 5, for probational appointment as Keeper at $600 per annum.

Respectfully,

Assistant District Secretary.

JHG

Office of Supt. of Lighthouses, 3d Dist.
Tompkinsville, N. Y.
Oct. 13, 1920

1. Returned to Sec'y 2nd C. S. Dist.
2. Mr. Penny was born on March 23, 1892.

For & in the absence of the Superintendent.

F. W. Ockenfels

1st Asst. Supt.

75 1921

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHTHOUSES

(75)

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1920 OCT 12 PM 4 04

October 9, 1920.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum, effective on the date on which you entered (October 4, 1920.) upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

S
C

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Geo. J. Thomas.
Legal Residence: New York.
third district

(See reverse side.)

11—5080

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third. DISTRICT,

Tompkinsville, N.Y. October 5, 1920.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:
(Thr. Sec'y. 2d C.S. Dist.)

Action recommended, Probationary Appointment.

Name, Waldo L. Penny. Legal residence, New York.

Position, Keeper. Salary, $600.00 P.A.

Location, Shinnecock Bay Lt. Sta. N.Y. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 4th, 1920. {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Former salary,

Location,

Rank on eligible list, 1 Rating, Keeper Percentage, 79.8 , Other eligibles considered:

None.

Previous incumbent, Geo. J. Thomas Services terminated, Sept. 15, 1920.

Reason, Promoted.

Assignment to duty on Oct. 4,1920 was necessary for the reason that it was not considered practicable to permit this position to remain vacant until appointment certificate could be obtained.

Members of family in Government Service, None.

Remarks: No employee of District desired transfer to this position. There are no quarters for families of Keepers at this station. Numbers 1 and 3 on Eligible list will accept appointment only to certain specified stations.

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

NC
Mess

Secretary, Civil Service District.

J. T. YATES
Supt. 3rd L.H. District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT
5
1920
RECEIVED
TOMPKINSVILLE, N.Y.

1st Asst
Por
VC

THIRD DISTRICT

Shinnecock Bay L.t. Sta.
(Station, Depot, or Vessel)

October 4th, 1920

Superintendent of Lighthouses,
Tompkinsville, N. Y.

Subject: 2nd. Asst. Keep. reporting for Duty.

Sir:

I respectfully inform you that Waldo L. Penny, 2nd. Asst. Keeper of this Station reported for Duty October 4th at 8 A.M.

Respectfully
Wm. Fr. Michele,
Keeper.

EOD Oct 4-1920-

Ent'd
10/6/20

1st Cl
Per

Good Ground L. I.
Oct 4th 1920



Superintendent of Lighthouse
Tompkinsville N. Y.

Sir I beg to inform you that I received your letter of appointment oct 2 sec as I've been away on business from home. I report for duty at the Station as soon as possible.

Respectfully
Yours Waldo Penny

Wm F. Nichols
Keeper.

FWO/MBM.

Sept. 29th, 1920.

Waldo L. Penny,
Good Ground,
New York.

SUBJECT: Position 2nd Assistant Keeper Shinnecock Light Sta.
REFERENCE: Application filed in this office.

1. Referring to your application filed in this office, requesting appointment to the position of assistant keeper of Shinnecock Light Station. You are advised you have been selected for this position and in accordance therewith, are hereby directed to report for duty at that station, at the earliest possible date, after the receipt of this letter. Transportation will be at your own expense. Show this letter to the Keeper, which will be his authority for assigning you to duty.

J.T. YATES.

Superintendent.

Office of the Superintendent, 3rd District.
FWO/MBM. Tompkinsville, N.Y. Sept. 29th, 1920.

Copy forwarded for his information to the Keeper of Shinnecock Light Station, Good Ground, New York. Advise this office promptly by letter the date on which Penny reports for duty as assistant keeper of Shinnecock Light Station.

J.T. YATES.

Form No. 2500—July, 1925
U. S. CIVIL SERVICE COMMISSION

(TO BE FILLED OUT BY OR FOR EACH EMPLOYEE. LEAVE SPACES MARKED "CODE" BLANK)

SERIAL NO. 6

1. NAME Penny Waldo Leland
(SURNAME) (FIRST NAME) (MIDDLE NAME)

LEAVE BLANK

ACTIVE NUMBER	WITHDRAWAL NUMBER	STATUS 7

	CODE
2. a. DEPARTMENT OR OFFICE: Commerce	
b. BUREAU OR SERVICE: Lighthouse, 3d District	
c. STATE: New York	
d. CITY OR TOWN: Hampton Bays ~~Staten Island~~	

3. POSITION: Keeper (GIVE TITLE AS SHOWN ON PAY ROLL) — CODE 8

4. ARE YOU SUBJECT TO RETIREMENT LAW? — CODE 9

INDICATE BY X		IF "YES" INDICATE BY X AT WHICH AGE			
NO	YES	70 (2)	65 (3)	62 (4)	DOUBTFUL
X					

5. PLACE OF BIRTH: New York (STATE OR COUNTRY) — CODE 10

6. LEGAL (VOTING) RESIDENCE: CONG. DIST. 1st — CODE 11; STATE N. Y. — CODE 12

7. ANNUAL RATE OF COMPENSATION ON:

		CODE 1			CODE
a. JUNE 30, 1920 $			d. JUNE 30, 1923 $	600	
b. JUNE 30, 1921	600		e. JUNE 30, 1924	600	2
c. JUNE 30, 1922	600		f. JUNE 30, 1925	1020	3

8. IF ALLOWANCES OF ANY KIND WERE RECEIVED DURING YEAR ENDED JUNE 30, 1925, INDICATE WHAT KIND BY X AFTER APPROPRIATE ITEMS:

QUARTERS	MEALS	LAUNDRY	CASH IN LIEU OF (NOTE WHAT)
X			Subs.

OTHER Fuel (STATE WHAT)

9. STATE ESTIMATED ANNUAL VALUE OF ALL ALLOWANCES, $ 497.25 (PER ANNUM) — CODE 4

10. WHEN WERE DEDUCTIONS FOR THE RETIREMENT FUND FIRST MADE FROM YOUR PAY (DATE)

11. TOTAL CONTRIBUTIONS TO THE RETIREMENT FUND TO JUNE 30, 1925, $ — CODE 5

12. DATE OF BIRTH: MONTH 3 | DAY 23 | YEAR 1892 — CODE 13

13. INDICATE SEX BY X: MAN X | WOMAN — CODE 14

14. INDICATE NUMBER OF FULL YEARS INSTRUCTION COMPLETED IN THE KINDS OF SCHOOLS LISTED:

COMMON SCHOOL 8 YEARS
HIGH SCHOOL ____ YEARS
COLLEGE ____ YEARS
____ SCHOOL ____ YEARS

LIST DEGREES RECEIVED, IF ANY

CODE 15

GOVERNMENT PRINTING OFFICE 6—7018

Changed ____ (Date)

Changed ____ (Date)

Former name ____ (Surname) ____ (First name) ____ (Middle name)

Former name Penny Waldo Leland (Surname) Waldo (First name) Leland (Middle name)

Department or office Commerce

Bureau or service Lighthouse, 3d District

Employed Hampton Bays, New York (City) (State)

If any Government service was rendered under another name, give other name and date it was changed.

Form No. 2500—July, 1925
U. S. CIVIL SERVICE COMMISSION

(TO BE FILLED OUT BY OR FOR EACH EMPLOYEE. LEAVE SPACES MARKED "CODE" BLANK)

SERIAL NO. 6

1. NAME Penny (SURNAME) Waldo (FIRST NAME) Leland (MIDDLE NAME)

LEAVE BLANK

ACTIVE NUMBER	WITHDRAWAL NUMBER	STATUS 7

2. a. DEPARTMENT OR OFFICE Commerce — CODE

b. BUREAU OR SERVICE Lighthouse, 3d District

c. STATE New York

d. CITY OR TOWN Hampton Bays ~~Staten Island~~

3. POSITION Keeper (GIVE TITLE AS SHOWN ON PAY ROLL) — CODE 8

4. ARE YOU SUBJECT TO RETIREMENT LAW? — CODE 9

INDICATE BY X		IF "YES" INDICATE BY X AT WHICH AGE			
NO	YES	70 (2)	65 (3)	62 (4)	DOUBTFUL
X					

5. PLACE OF BIRTH New York (STATE OR COUNTRY) — 10

6. LEGAL (VOTING) RESIDENCE: CONG. DIST. 1st 11 STATE N. Y. — 12

7. ANNUAL RATE OF COMPENSATION ON:

		CODE 1			CODE
a. JUNE 30, 1920 $			d. JUNE 30, 1923 $	600	
b. JUNE 30, 1921	600		e. JUNE 30, 1924	600	2
c. JUNE 30, 1922	600		f. JUNE 30, 1925	1020	3

8. IF ALLOWANCES OF ANY KIND WERE RECEIVED DURING YEAR ENDED JUNE 30, 1925, INDICATE WHAT KIND BY X AFTER APPROPRIATE ITEMS:

QUARTERS X | ..... MEALS | LAUNDRY | CASH IN LIEU OF Sub. (NOTE WHAT)

OTHER Fuel (STATE WHAT)

9. STATE ESTIMATED ANNUAL VALUE OF ALL ALLOWANCES, $ 497.25 (PER ANNUM) — 4

10. WHEN WERE DEDUCTIONS FOR THE RETIREMENT FUND FIRST MADE FROM YOUR PAY ..... (DATE)

11. TOTAL CONTRIBUTIONS TO THE RETIREMENT FUND TO JUNE 30, 1925, $ ..... — 5

12. DATE OF BIRTH — MONTH 3 | DAY 23 | YEAR 1892 — 13

13. INDICATE SEX BY X — MAN X | WOMAN — 14

15

14. INDICATE NUMBER OF FULL YEARS INSTRUCTION COMPLETED IN THE KINDS OF SCHOOLS LISTED:

COMMON SCHOOL 8 YEARS

HIGH SCHOOL ..... YEARS

COLLEGE ..... YEARS

..... SCHOOL ..... YEARS

LIST DEGREES RECEIVED, IF ANY

.....

.....

GOVERNMENT PRINTING OFFICE 6—7018

Former name ..... Changed ..... (Date)

Former name ..... Changed ..... (Date)

If any Government service was rendered under another name, give other name and date it was changed.

Former name Penny Waldo Leland (Surname) (First name) (Middle name)

Department or office Commerce

Bureau or service Lighthouse, 3d District

Employed Hampton Bays, New York (City) (State)

15. MILITARY AND NAVAL SERVICE. IF ANY, CHECK BY X AFTER APPROPRIATE ITEMS AND INCLUDE STATEMENT OF SERVICE BELOW.

NONE	ARMY	NAVY	MARINE CORPS	COAST GUARD	RETIRED	PENSIONED	VET. BU. BENEFICIARY	16
X								

16. STATEMENT OF GOVERNMENT SERVICE, BOTH CIVIL AND MILITARY, TO SHOW LENGTH OF SERVICE:

KIND OF SERVICE (SEE INSTRUCTIONS)	NAME OF EACH DEPARTMENT AND BUREAU OR OTHER BRANCH IN WHICH YOU HAVE SERVED AND ITS LOCATION	APPOINTED OR ENLISTED			SEPARATED OR DISCHARGED			LEAVE BLANK		
		MONTH	DAY	YEAR	MONTH	DAY	YEAR	Y	M	D
C	3d Lighthouse Dist., S.I., N.Y.	Oct	4	1920						

TOTAL SERVICE, CIVIL AND MILITARY: YEARS 4 MONTHS 8 DAYS 27 17

17. ENTER ANY PERIOD OF LEAVE WITHOUT PAY OF SIX MONTHS OR MORE OCCURRING IN PERIOD OF SERVICE INCLUDED ABOVE, BUT NOT PERIODS OF ACTUAL SEPARATION.

6—7018

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

(75)

JHG

3-105

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

JHG

Oct. 7, 1920

Waldo L. Penney, 2nd Asst.Keeper,
Through the Keeper,
Shinnecock Bay Lt.Sta.

Enclosed is Form 206 "Record of Physical Examination of Light-Keeper or Assistant Light Keeper", addressed to the United States Public Health Service, requesting that you be given a physical examination, for the purpose of determining whether or not you are entitled to medical relief without charge at hospitals and other stations of the Public Health Service, pursuant to the Act of Congress, approved August 28, 1916. A copy of the provision contained in said Act is quoted in District Circular Letter No.187, dated May 21, 1917.

Under the terms thereof it will be necessary for you to submit to said examination and be found physically qualified before you will be entitled to the benefits provided for by the Act of August 28, 1916. As said benefits will be solely to your personal advantage it is to your interest to give this matter attention at the earliest opportunity.

After you have been given a physical examination by the medical officer designated on attached Form 206, said Form 206 will be returned to you by the medical officer. You will then send it to this office so that it may be recorded, after which it will be returned to you. The original copy of Form 206 will then be your property, and you are directed to preserve it and keep it in your possession for future reference.

The Assistant Keeper is to sign Form 206 where marked "A", and the keeper to sign where marked "B".

J. T. YATES

Superintendent

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 7 1920
RECEIVED
TOMPKINSVILLE, N.Y.

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

1651
Penny
JHG
75
75

William F. Aichele,
.....Keeper,
Shinnecock Bay
.....Light Station,
Good Ground, N.Y.
.....

Files

1. Furnish the information called for below in regard to Assistant Keeper.....Walde L. Penny....., and return this sheet to this office.

2. Be careful to see that the information given is accurate.

Born in (Country or State)..New York..

Age..28 years.....

Height...five.....feet...six.....inches

Weight...135.....pounds.

Color of hair...brown.....

Color of eyes...blue.....

Distinguishing marks..old cut over right Eye.....

.....

J. T. YATES,

Superintendent

- - - -

Form 206 FILE No. S

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

(75)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JHG

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

PLACE, Tompkinsville, N.Y.

DATE, Oct. 7, 1920, 191

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,

Stapleton, N. Y.

SIR:

Please examine Waldo L. Penny, 2nd Asst. Keeper, Shinnecock Bay Lt. Sta., N.Y.

nativity, New York; age, 28; height, 5 feet, 6 inches;

weight, 135 pounds; color of hair, brown; color of eyes, blue

distinguishing marks, scar over right eye.

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, For and in the absence of the Supt.

F. W. Ockentels

1st Asst. Supt., 3d L.H. Dist. *Lighthouse Inspector.*

A

(Signature of applicant:) WALDO L. PENNY.

(To be signed in the presence of the officer issuing this blank or witnessed by a designated employee of the Lighthouse Service.)

B

Witnessed by Wm. F. Aichele Keeper, Shinnecock Bay Lt. Sta.

U. S. PUBLIC HEALTH SERVICE

PLACE, U.S. Marine Hospital, Stapleton, N.Y.

DATE, Oct. 18, 1920., 191

To LIGHTHOUSE INSPECTOR,

SIR: This certifies that I have this day examined the eyesight, hearing, and physical condition of Waldo L. Penny, 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.) WINFRED O. BROWN.

PA *Surgeon, U. S. Public Health Service.*

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* If qualified, strike out the word "disqualified" and the paragraph following.

11—5099

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, U.S. Marine Hospital, Stapleton, NY.

DATE, October 18, 1920., 191

Name of applicant, Waldo L. Penny

Eyes: Color, Blue; exophthalmus, none

chronic inflammation, none; other abnormality, none

Eyelids: Ptosis, none; 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? 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, 20 plus feet; left ear, 20 plus feet.

Distance whispered speech can be heard: Right ear, 20 plus feet; left ear, 20 plus 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

Reasons for certification of disqualification: _____

SEAL.
PLACE FOR SEAL OF THE U. S. PUBLIC HEALTH SERVICE.

(Signature of applicant:) (SGD.) WALDO L. PENNY.

(To be signed in the presence of the medical examiner.)

11—5999

LGJ

MAY 26 LIGHTHOUSES

1923 MAY 28 AM 9 44

Sir:

Referring to report of assistance rendered by you on May 10, 1923, to the occupants of a small boat which became swamped in the vicinity of the light station, the Department is pleased to commend you for the assistance rendered, which will be noted on the records as part of your official history.

Respectfully,

HERBERT HOOVER

Secretary of Commerce.

W. L. Penny, 2nd Assistant Keeper,
Shinnecock Bay Light Station, N. Y.
(Through Commissioner of Lighthouses).

RY

LIGHTHOUSES---Bureau's files.

HERBERT HOOVER

Exact copy as signed by Bureau

Mailed MAY 26 1923 by

Bureau of Lighthouses, Wash., Copy to 3rd Supt.

COPY-HP

DEPARTMENT OF COMMERCE
Lighthouse Service

1923 MAY 25 AM 8 33

THIRD DISTRICT
SHINNECOCK BAY LIGHT STATION
May 19th, 1923.

Superintendent of Lighthouses,
Staten Island, N. Y.

SUBJECT: Assistance rendered to boat by 2nd Asst. Keeper W.L.Penny.

REFERENCE: Letter from your office May 16th, inst., asking more detailed report.

Sir:

I beg to inform you that Mr. W. L. Penny, 2nd Asst. Keeper of this station, went to the assistance of 2 men whose boat has been swamped. The 2 men, Teddy Carter and Henry Frances, substitutes of Shinnecock Coast Guard Station, left that station in a small scow about 10 feet long, to go ashore. Everything did go allright until they had to cross the Bay to come near here. The wind started to blow and the water did get pretty choppy and washed continually in the boat and swamped her, both men did hang on to the boat and by good luck the wind blowed the boat against a fishing net which stopped the boat from blowing across the bay. Mr. Tenny did happen to come down to the shore and seeing the men waving for help he took a boat and went out and he was just in time to pick up the men as the rope from the fishing net did happen to part just that time, which would have set the men adrift again.

2 Inclosures Received

Respectfully,

Wm. Fr. Aichele (Sgd)

Keeper.

WJL.HP

Office Superintendent of Lighthouses,
Staten Island, N. Y., May 23, 1923.

Copy forwarded to Commissioner together with copy of letter of May 11th from the Keeper and letter from this office of May 16th to the Keeper.

It is recommended that W. L. Penny, 2nd Asst. Keeper of Shinnecock Bay Light Station be commended for the services rendered by him in this instance.

J. T. YATES.

Ord Dept commend

COPY-HP

DEPARTMENT OF COMMERCE
Lighthouse Service

LIGHTHOUSES Enclosure

1923 MAY 25 AM

THIRD DISTRICT 33
Shinnecock Bay Lt. Sta.
May 11th, 1923.

Superintendent of Lighthouses,

Staten Island, N. Y.

SUBJECT: Assistance rendered to Boat in distress.

Sir:

I beg to inform you that May 10th Mr. W. L. Penny 2nd Assistant Keeper of this station went to the assistance of 2 men whose boat has been swamped and in a fair way to be swept across the Bay by strong wind and in danger of drowning as both men was very much exited while hanging on to the boat.

Respectfully,

Wm. Fr. Aichele (Sgd)

Keeper.

COPY-HP

Inclosure

LIGHTHOUSES

WJL.HP

1923 MAY 25 AM 8 33.

May 16, 1923.

Wm. Fr. Aichele, Keeper,
Shinnecock Bay Light Station,
Hampton Bays, N. Y.

SUBJECT: Assistance rendered by 2nd Asst. Keeper Penny to swamped boat.

REFERENCE: Your letter May 11, 1923.

You are requested to submit a more detailed report of the assistance rendered by Mr. Penny, giving the name of the boat, kind of boat, names of men, etc.

For and in the absence of the Superintendent.

F. W. OCKENFELS (SGD)

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 1662 Sheet No. 5(b)127

Space reserved for the use of the Board

1. Penny Waldo L.
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Principal Day Light Station
(b) Subdivision Third District
(c) City or town Staten Island State N.Y.

6. Pay roll title Light Keeper
7. Customary office title Asst. assistant keeper
8. Present administrative allocation (1920-1930) 1560.00
9. Present gross rate of pay $ 840.00
10. Deduction for allowances $ 1320.00
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

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

15. (a) Regular hours of work: From See 18a. m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
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 None None

16. (a) Rate of pay for overtime (b) Amount of overtime pay in last 12 months

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

(c) How many?

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

18a. Not specified; average eight or less hours per day; Sundays operation of light [redacted] only.

Stand watches; work equally divided.

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.)
His work is supervised by the Keeper. As 1st Assistant Keeper he is in charge of and supervises work of the station in the absence of the keeper.

20. What is the name, official position, and sheet number of the employee's immediate superior? Geo. J. Thomas, Keeper. 5(b)126

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				(Kind)
1	2	3	4	5	6	7	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	

Other education (describe): Waldo L. Penny 1st Asst. Keeper

Compared and certified by.....

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most [illegible] or pertinent?
Coast Guard Service 6 years, Automobile [redacted] Mechanic 4 years

1st

Compared and certified by..... Waldo L. Penny 1st Asst. Keeper

16—1856

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

Percentage of working time	
Summer nights on watch 7 Hrs. winter 8 1/2 Hrs.	Prepare Light for operation and stand watch in Tower.
Day time Duty 8 Hrs.	Assist Keeper with general cleaning painting and repair work. Take Charge when Keeper is absent from Station.

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.

Waldo L. Penny 1st 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.

Assisting in operating illuminating apparatus [redacted] keep apparatus in clean and efficient working order; care for buildings, keep them clean and in order, including painting and minor repairs; care of grounds.

26. How long have the employee's duties been substantially as described above? since October 1920.

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 12 1928, 1928 — F. S. OCKENDELS — Asst. Superintendent.
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $1200.00 to $1600.00

OCT 12 1928, 1928 — J. T. YATES — Superintendent.
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $1200 to $1500

OCT 22 [redacted]28, 1928 — H. B. BOWERMAN — Acting Commissioner of Lighthouses.
(Date) (Signature of head of bureau or his representative) (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928 10—1850

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1020 per annum to $ 1140 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully,

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

11—8074

E
Sd

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

75 LIGHTHOUSES
1925 FEB 4 PM 3 14

January 31, 1925.

M. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

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

Position: Keeper.

Salary: $1020.

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

EK

3d

Form [illegible]38

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

75

January 1, 1927.

Mr. Waldo L. Penny,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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

By direction of the Secretary.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1200 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

P.
3.

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Waldo L. Penny,

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: $1260

To: $1320

11—0564

3