AUG 25 2025 AM11:00

REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 8/25/2025

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
Pettis, F. M.		

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:

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 (FL)	
From: 1922	To: 1923
(Agency & Location)	
From:	To:
(Agency & Location)	
From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000619532

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Sounder P 3 20

25 SEP 3 AM10:51:37

SCREENING NOTES

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

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

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

out

Sheet No. 22 2268

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Mr.-Ist. Pettis F. M.
Pettis (Surname) Frank (name) M. (Initial)
2. Department Commerce.
3. Bureau Lighthouses.
4. Field Service Lighthouses.
5. (a) Field Station Lighthouses.
(b) Subdivision 7th Lighthouse District.
(c) City or town Rebecca Shoal Light Station. State
Key West, Florida.
6. Pay-roll title Keeper.
7. Customary office title 2d Asst. Keeper.
8. (a) Number of regular working hours of the position, per day (Nominally on duty 24 hours a day); per week
24 hours 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 5 P.M. or 12 midnight m. to 12 midnight or 6 A. 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 $ 700.00 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
Forty-five cents per day, 365 days = $164.25 = Rations
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment Uniform; annual cost, $ 10.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 (Public School).
(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
(1) Scaling, cleaning and painting iron light station	36
(2) Cleaning illuminating apparatus and quarters, preparing meals, making minor repairs	20
(3) Night watches	44

19. Does employee work under immedi[illegible]upervision, or to a large extent upon his own res[illegible]bility? (Describe fully.)

His work is supervised by the keeper, and in his absence by the 1st assistant keeper. The station is also inspected periodically by the Superintendent or his representative, and at such times the condition of quarters, cleanliness, appearance, fitness, etc., are noted.

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

21. How long have the employee's duties been substantially as described above? 4 months.

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

MAY 21, 1923. (Date)

W. W. Demerritt (Signature of Preparing Officer) Superintendent of Lighthouses (Title)

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

(Inaccessible)

(Signature of Employee)

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

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

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

Educational Training	Essential	Desirable But Not Essential
College		
High School		
Common School		5th grade essential

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boating at least one year.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 900.00 to $ 1260.00

MAY 21, 1923. (Date)

W. W. Demerritt (Signature of head of field office or station) Superintendent of Lighthouses

GOVERNMENT PRINTING OFFICE 2—12758

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 30, 1923.

Mr. F. M. Pettis,

Commissioner of Lighthouses.

Through the
Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the Bureau, to take effect at the close of business July 5, 1923.

on

Bureau..... Lighthouse Service.

Station..... Rebecca Shoal Light Station, Florida.

Position..... Keeper.

Salary..... $780 per annum.

By direction of the Secretary:

Respectfully,

JUN 30 [illegible]

EDW. J. GARDNER.

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED JUN 30 1923 ON JOURNAL DEPARTMENT OF COMMERCE

8
7th

[illegible] B. REPORT PAY[illegible] ENTERED

CARDED

McI

Form 93

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE
JUN 29 1923
APPOINTMENT DIVISION.

LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1923 JUN 23 PM 3 48

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Seventh DISTRICT.

Key West, Fla., June 26, 1923

COMMISSIONER OF LIGHTHOUSES:

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

Name, F. M. Pettis — Position, Keeper

Legal residence, Florida — Station, Rebecca Shoal Light Station, Fla.

Salary, $780.00 per annum

The acceptance of this resignation is recommended effective at the close of July 5, 1923.

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

Remarks:

6-30-23

W. W. Emerson
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 28 1923

Submitted to the Secretary of Commerce, approved.

11—4023

J. S. CONWAY
Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KEY WEST, FLA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

SUPT. OF LIGHTHOUSES JUN 26 1923 KEY WEST, FLA.

1923 JUN 28 PM 3 48

SEVENTH DISTRICT

Key West, Florida

(Station, Depot, or Vessel)

June 25, 1923., 19

Superintendent of Lighthouses, Key West, Fla.

I respectfully tender my resignation to take effect July 5, 1923.

The reason for the above is that I desire to accept the offer of a position at a more lucrative salary.

Second Assistant Keeper,
Rebecca Shoal Lightstation.

F. M. Fettus

Form 73a

McI

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. Seventh DISTRICT.

Key West, Fla., March 1, 1923 ~~191~~

CHIEF CLERK

1923 MAR 5 PM 3 39

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on March 1, 1923.

DEPARTMENT OF COMMERCE MAR 6 1923 APPOINTMENT DIVISION

Name, F. M. Pettis — Position, (2d Assistant) Keeper

From Sand Key Light Station, Fla. — To Rebecca Shoal Light Station, Fla.

Previous incumbent, B. A. Baker

Services terminated, September 30, 1922. — Reason, Transferred to Sand Key L.S.

APPOINTMENT DIVISION ENTERED MAR 6 - 1923 ON JOURNAL DEPARTMENT OF COMMERCE

W. M. Wheeler

Superintendent of Lighthouses.

, 191

The above-referred-to transfer became effective beginning with .....

.....

3/6/23.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 5 - 1923

J.

Submitted to the Secretary of Commerce for his information.

RDED

J. S. CONWAY

Acting Commissioner.

TRY

1923 FEB 5 PM 3 28
FEB. 6 APPOINTMENT DIVISION.
1923 FEB 5 AM 9 09

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 F. M. Pettis

2. Position to which appointed Keeper

3. Bureau or Service Lighthouse Service, District 7th

4. Place of duty Sand Key Light Station, Florida.
(City, town, station, or vessel.)

5. Salary $780.00 per annum.

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

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).
Assistant Lighthouse Keeper's examination Sept. 20, 1922.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

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

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

Frank Montgomery Pettis

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

F. M. Pettis

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

Florida	Monroe	Key West	Fourth
(State or Territory.)	(County.)	(City or town.)	(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.

CARDED

11—6922

6. Where were you born? Waynesburg, Lincoln County, Kentucky

7. When were you born? October (Month.) 13th (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.") Divorced.

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

Jennie McCann (Name.) 1016 Eaton Street (Number and street.)

Key West (City or town.) Florida (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.") Yes. If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.) Finger cut which caused slight deformity, right hand.

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.

[illegible] answer "yes" or "no." No.

[illegible]

[illegible]

[illegible]

[illegible]

19. What was your occupation prior to entering the United States service? It is intended that the answer to this question shall cover briefly the line of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 12, 14, 15, and 18.

Electrician

20. What education have you received? (Name 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, Drexel 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.")

Electrician

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

Assistant Lighthouse Keepers' examination of Sept. 20,1922.

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

V.A.Albury,Office Supt. of Lighthouses,7th L.H.District, Key West, Fla.

Date, February 1, 1923.

Witness (in case signature is by mark):

(Signature) J. M. Pettis

(Present address) 1016 Eaton Street
(Number and street.)

Key West (City or town.) Florida (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 FEBRUARY 2, 1923

(Signature) W. W. Kinnett

(Official title) Superintendent of Lighthouses.

11—4938

Form 111

CHIEF CLERK

1923 FEB 5 PM 3 28

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

FEB 7 1923 APPOINTMENT DIVISION.

1923 FEB 5 AM 9 10

I, F. M. PETTIS

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.

F. M. Pettis
(Appointee signs here)

[2] SWORN TO (See below) and subscribed before me, this [3] 1st day of FEBRUARY, A. D. 1923

(Affix official seal here)

[4] (Name) H J McInnes

(Official title) CHIEF CLERK, 7th L. H. DIST.

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present KEEPER	$780.00 p.a.	SAND KEY LIGHT STATION, FLORIDA.
Former [5]		

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

CARDED

Office of Superintendent of Lighthouses, 7th District

KEY WEST, FLORIDA (Address), FEBRUARY 1, 1923. (Date)

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

W. W. Emerson

SUPERINTENDENT OF LIGHTHOUSES.

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

11—944

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 23, 1923.

Mr. F. M. Pettis,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary: Respectfully,

APPOINTMENT DIVISION ENTERED JAN 23 1923 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

JAN 24

C
C
7th

Appropriation: Salaries, Keepers of Lighthouses.

Vice A. F. Scott.

Legal Residence: Florida.

(See reverse side.)

11—5080

Form 78

NOMINATION

McI 1923 JAN 22 PM 3 50

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 JAN 22 AM 9 19

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, SEVENTH DISTRICT,

KEY WEST, FLORIDA (City.) JANUARY 15 (Date.), 1923

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE JAN [illegible] APPOINTMENT [illegible]

Action recommended, Probationary appointment.

Name, F.M.Pettis — Legal residence, Florida

Position, Keeper — Salary, $780.00 per annum

Location, Sand Key Light Station, Florida. — Appropriation, Salaries, Keepers of Lighthouses.

Effective February 1, 1923 — {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, None — Former salary, ----

Location, ----

Rank on eligible list, 3d — Rating, Keeper — Percentage, 79.20 — Other eligibles considered: J.W.Marshall (C), E.W.Gray (FR)

Previous incumbent, A.F.Scott — Services terminated, November 23, 1922.

Reason, Resigned

APPOINTMENT NOTICE JAN 23 1923 DEPARTMENT OF COMMERCE

Members of family in Government Service, None.

Remarks: This nomination is made for the purpose of filling the vacancy caused by the resignation of A.F.Scott as 1st Asst. Keeper at $840.per annum. The present 2d Asst.Keeper, Mr.B.A.Baker, in the opinion of this office, has not been in the service long enough to warrant his promotion to 1st Assistant, and there are no other 2d Assistant Keepers who desire transfer and promotion to the vacancy. This explains why the above salary is made that of a 2d assistant, and it is recommended that it be approved until such time as it appears desirable to promote some deserving assistant keeper to Sand Key L.S.at $840.per annum.

Selection regular, subject to the action of the U. S. Civil Service Commission, Jan-17, 1923

1/23/23.

L A Moyer
Secretary, 5 th Civil Service District.

W. M. Wemyss
Superintendent of Lighthouses.

mrd

BUREAU OF LIGHTHOUSES
WASHINGTON

January 22, 1923.

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314