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Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

CIRCULAR NO. 9 of 1908.

OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, California, May 21, 1908.

Sir:

1. Keepers and assistants in many instances have failed to promptly report cases of intoxication at light-Stations, and only do so long afterwards when they have a personal grudge against the delinquent. You are reminded that the regulations do not allow you any discretion in this matter, but require that the facts shall be promptly reported.

2. In future any keeper or assistant, who fails to immediately report any employee in a state of intoxication at a station or when on duty, will himself be reported for neglect of duty and recommended for dismissal or reduction in rank.

3. This circular to be read to all the assistants, placed on file, and receipt acknowledged.

R. F. LOPEZ,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

CIRCULAR NO. 10 of 1908.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., May 21, 1908.

Sir:

1. Referring to Circular No. 4 of 1908 prohibiting employees from hiring substitutes without first obtaining Department authority therefor.

2. You are now informed that this prohibition does not refer to light-keepers who desire leave of absence for a period of thirty days or less.

3. This amended order to be read to all employees under your charge, posted, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

Circular No. 11, of 1908.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., May 29, 1908.

Sir:

1. In order to complete the annual report in time to reach Washington on July 20, you are directed to mail your monthly and quarterly reports promptly on July 1st.

2. The usual annual statement of work performed and repairs needed at the station is not required.

3. This circular not to be acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 12 of 1908.

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Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 23, 1908.

Sir:

1. An Act of Congress approved May 14, 1908, makes the following named provisions:-

"Sec. 9. That every light-house keeper and assistant light-house keeper in the Light-House Establishment of the United States shall be entitled to receive one ration per day or, in the discretion of the Light-House Board, commutation therefor at the rate of thirty cents per ration."

2. In accordance with the above-named act, each keeper and assistant will receive, in addition to his salary for June, the amount due him from May 14 to June 30, at the rate of thirty cents per day. Where the full ration has already been issued its value will be deducted.

3. After July 1, 1908, each keeper and assistant, who has heretofore received a ration, will receive the same ration, and in addition, at the close of each month, the difference between the cost of the ration and thirty cents per day.

4. After July 1, 1908, each keeper and assistant, who has not heretofore received any, may receive a ration, if in the judgment of the Inspector it is considered advantageous to the service, or may receive a commutation of thirty cents per day, payable at the close of each month with the regular salary. Keepers and assistants, who have not heretofore received rations, are requested to state whether they desire rations or the full thirty cents per day.

5. The above act does not authorize rations or commutation therefor to laborers or other employes than "light-house keepers and assistant light-house keepers".

6. This circular to be read to all the assistants, posted, and receipt acknowledged.

R. F. LOPEZ,

Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 13 of 1908.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 6, 1908.

Sir:

In accordance with instructions from the Light-House Board, you are directed to half-mast colors from the date of the receipt of this order until July 24, 1908, in respect to the memory of Ex-President Cleveland.

R. F. LOPEZ,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 14 of 1908.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., August 13, 1908.

The following special rules regarding the time and duration of absences will be strictly observed by all keepers or laborers in the Twelfth Light-House District, superseding Circulars No.7 of 1900 and No. 10 of 1908.

1. The Inspector may grant fourteen days leave of absence with pay to a keeper or laborer without the necessity of a formal separation from the service; but for any longer period a substitute must be obtained through this office in accordance with Circular No. 4 of 1908.

2. A keeper or laborer need not hire a substitute for a leave of not exceeding fourteen days, providing the other keepers are willing to perform his duties, and providing Circular No. 5 of 1895 is complied with at stations with four keepers. At stations with one keeper only satisfactory arrangements must be made for operating the station without extra expense to the Department.

3. All absences of twenty-four hours or more will be charged against the keeper's leave, except when strictly on official business. Likewise, if it is noticed that a keeper absents himself too often during the day it will be charged against him.

4. No absence for a longer period than twenty-four hours will be permitted unless permission has previously been obtained from this office.

5. All applications must be in writing and sent through the keeper, who will approve or disapprove the request. The application must be sufficiently in advance to insure its reaching the Inspector if absent from his office, and his reply obtained. Keepers are cautioned against leaving their stations, except in cases of urgent necessity admitting of no delay, with the expectation of always finding the Inspector at his office. The telegraph and telephone are not to be used except in urgent cases. The time and locality to be visited should always be stated.

6. The Keeper and First Assistant are never to be absent from the station at the same time. No assistant is to leave the station without previously obtaining permission of the Keeper. Keepers will grant such permission at reasonable and proper times. The Keeper before leaving the station will personally notify the First Assistant of his intention, and also notify him of his return. Upon the return of an assistant from leave, either temporary or otherwise, he will report in person to the Keeper.

7. Storeroom and other keys are never to be taken from the station.

8. Returns of all absences must be made monthly on form 69.

9. This cirtular to be posted and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 15 of 1908.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market Street,
San Francisco, Cal., August 31, 1908.

REGULATIONS GOVERNING THE APPLICATION OF THE ACT OF MAY 30, 1908, GRANTING COMPENSATION FOR INJURIES TO GOVERNMENT EMPLOYEES.

For the purpose of carrying out the provisions of the Act of Congress approved May 30, 1908, granting compensation for injuries to certain classes of artisans and laborers employed by the Government of the United States, the following regulations are issued for the guidance of officials and employees in the Government Service.

Heads of bureaus or offices (or persons who may be especially designated) will keep on hand a sufficient supply of blank forms for making reports concerning accidents and claims for compensation.

All reports called for shall be made out promptly by the proper officials and by them forwarded to the heads of their respective Departments for transmission to the Secretary of Commerce and Labor.

All claims and other documents relating thereto will be filed by the claimant with his immediate official superior and will be forwarded by such superior through the regular official channels to the head of the Department, to be transmitted by him to the Secretary of Commerce and Labor.

Whenever an artisan or laborer who is injured as above indicated and whose employment is within the scope of the Act of May 30, 1908, has been disabled for more than fifteen days he will be furnished with a blank for for Claim for Compensation to Injured Employee (C.A.4), which form must at once be filled out and returned to the official superior and will be forwarded by him through the regular official channels to the head of the Department, to be transmitted by him to the Secretary of Commerce and Labor.

If the claim is approved, the compensation will be granted during disability, but for a period not exceeding six months.

In order to secure this compensation the injured employee on each pay day must file with the disbursing officer a certificate that he is still unable to resume work (Form C. A. 7), which certificate must be attested by a physician and approved by his official superior.

[illegible] right to use his of-

In order to secure compensation for disability for more than six months, application must be made on Form C.A. 8 for a medical examination at the end of that period by a physician provided by the Secretary of Commerce and Labor. Unless such examination is made, or if the examination discloses that the injured employee is no longer unable to resume work, the compensation payments will be discontinued at the end of the six months' period.

If the injured employee's condition as disclosed by such medical examination justifies it, the disability payments will be continued in the same manner as before.

Upon the receipt of approval or disapproval of continuance of compensation payments the official superior will immediately notify the injured employee concerned.

Whenever an artisan or laborer entitled to compensation under this Act dies as a result of accidental injury received in the course of his employment, and his wife, his children under 16 years of age, or his dependent parents desire to claim payment under this Act, they shall be furnished with blank form of claim for compensation (C.A.16).

This form must be filled out and returned to the official superior and shall be forwarded by him through the regular channels to the head of the Department to be transmitted by him to the Secretary of Commerce and Labor.

The claims in case of death must be filed within ninety days of the date of death.

If the claim is approved and the compensation is payable to more than one person, the Secretary of Commerce and Labor will designate the portion to be paid each claimant.

The official superior of the injured employee will make a report on Form C.A.15 whenever the payment of compensation to any person is discontinued.

R. D. LOPEZ,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 16 of 1908.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
764 Market St.,
San Francisco, Cal., September 23, 1908.

THE LIGHT-HOUSE BOARD DIRECTS THAT THE FOLLOWING CIRCULAR OF THE CIVIL SERVICE COMMISSION BE BROUGHT TO THE ATTENTION OF ALL EMPLOYES.

The Commission desires to inform each of the Departments and independent Executive offices of its attitude towards employees in the classified service who resign to become candidates for office or to engage in active political work, and who afterwards seek reinstatement. Inasmuch as the issuance of a certificate is discretionary with the Commission no certificate will be issued in any case where the party seeking reinstatement resigned with a view of running for office or indulging in a degree of political activity which would be prohibited if he had remained in the service and who afterwards, having failed in his candidacy, or having indulged im the comtemplated political activity, seeks reinstatement.

This circular to be read toall appointed employes under your charge, posted, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.
Inspector, 12th Light-House District.

[illegible] for refusing to do so. (Sec. 2, Clause 2, par. 5.) [illegible] right to use his [illegible]

POLITICAL ACTIVITY, POLITICAL COERCION, AND POLITICAL ASSESSMENTS OF OFFICEHOLDERS

Department of Commerce and Labor
Office of the Secretary
Washington

Department Circular No. 177

September 1, 1908.

To Officers and Employees of the Department of Commerce and Labor:

Your attention is directed to the provisions of the civil-service act and rules contained in the following extracts from a circular issued by the United States Civil Service Commision in June, 1908. The head of each bureau of office is hereby directed to furnish one copy of this circular to each person serving under his direction, for his information and guidance. Each head of bureau or office is further directed to cause copies of this circular to be posted in conspicuous places in the offices under his charge.

Oscar S. Straus,
Secretary.

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1. POLITICAL ACTIVITY.

Activity of Competitive Employees Forbidden.

The following is a provision of the civil-service rules:

Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns. (Rule 1, sec. 1.)

The following forms of activity have been held to be forbidden by this provision:

Service on political committees; service as delegates to county, State, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions, or otherwise violate the civil-service rules;" continued political activity and leadership; the publication of a newspaper in the interests of a political party; holding office in a club which takes active part in political campaigns and management; the circulation of petitions having a political object; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; accepting nomination for a political office with intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; activity in local-option campaigns; service asinspector of election.

11. POLITICAL COERCION.

The civil-service act contains the following provisions:

* * * no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so. (Sec. 2, clause 2, par. 5.)

[illegible] no person in the public service has any right to use his official authority or influence to coerce the political action of any person or body. (Sec. 2, clause 2, par. 6.)

The following is a provision of the civil-service rules:

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. (Rule 1, sec. 1.)

111. POLITICAL ASSESSMENTS.

The following are provisions of the civis-service act:

OfficialsNot To Solicit Or Receive Political Assessments From Other Officials.

* * * no Senator, or Representative, or Territorial Delegate of Congress, or Senator, Representative, or Delegate elect,or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department,branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, eirectly or indirectly, solicit or receive,or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever from any officer, clerk, or employes of the United States, or any department, branch, or bureau thereof, or from any person receiveng any salary or compensation from moneys derived from the Treasury of the United States. (Sec. 11.)

Discrimination Not To Be Made On Account Of Political Contributions.

* * * no officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threatenso to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose. (Sec. 13.)

Officials Not To Contribute To Other Officials For Political Objects.

* * * no officer, clerk, or other person in the service of the United States sashall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate any money or other valuable thing on account of or to be applied to the promotion of any political object whatever. (Sec. 14.)

Solicitation Or Receipt Of Political Assessments In Public Buildings Prohibited.

* * *no person shall, in any room or building occupied in the discharge of official duties by ahy officer or employee of the United States mentioned in this act, or in any navyyard, fort, or arsenal, solicit in any manner whatever, or receive, any contribution of moneyor any other thing of valre for any political purpose whatever. (Sec. 12.)

Misdemeanor To Violate The Four Foregoing Sections.

* * * any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exfive thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in discretion of the court. (Sec. 15.)

Solicitation By Letter.

In the case of United States v. Edward S. Thayer, the Supreme Court, on March 9, 1908, held that solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation " in a room or building, "etc., within the meaning of section 12 of the civil-service act, the solicitation taking place where the letter was received.

Circular No. 1 of 1909.

Office of U. S. Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., January 14, 1909.

Sir:

In order to facilitate the settlement of accounts, you are requested to cash all checks drawn by this office within thirty days of the date of issue.

This circular to be read to all employes under your charge, placed on file, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 2 of 1909.
Office of U. S. Light-House Inspector,
Twelfth District,

San Francisco, January 20, 1909.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on February 20, 1909. Your attention is called to the following directions and instructions which, as far as practicable, should be strictly complied with to avoid delay in returning requisitions for correction. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed Form No. 210. State the amounts that will probably be on hand June 30, next, and quantity required in addition. Requisitions must not exceed the authorized allowance. See List of Allowances, 1907.

2. Care must be taken not to include articles usually supplied by the Engineer, shch as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3. The annual allowance of mineral oil for use in dwelling will be forty (40) gallons to each family living in a separate apartment at a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4. Specify all articles clearly and fully as regard kind, size, color, etc. If any parts of the kitchen ranges are to be renewed, give the number, name, and date stamped on the range, stating for which keeper each part is desired. Only the tin and ironware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc., mention the structure that requires painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. State size of lantern globes, and give length of clock cords.

5. A full supply of ink will be sent to each station; keepers are cautioned against using any other on official documents than that supplied from this office.

6. If your medicine chest requires replenishing, ascertain for

AMENDMENT TO PAR. 6.

If drugs are to be purchased in vicinity of station, get two or more bids for same and forward to this office. If there is only one druggist within a reasonable distance of station, so certify on his bid.

[illegible] the coming fiscal year (July 1, 1909, to June 30, 1910). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 2 of 1909.
Office of U. S. Light-House Inspector,
Twelfth District,

San Francisco, January 20, 1909.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on February 20, 1909. Your attention is called to the following directions and instructions which, as far as practicable, should be strictly complied with to avoid delay in returning requisitions for correction. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed Form No. 210. State the amounts that will probably be on hand June 30, next, and quantity required in addition. Requisitions must not exceed the authorized allowance. See List of Allowances, 1907.

2. Care must be taken not to include articles usually supplied by the Engineer, such as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3. The annual allowance of mineral oil for use in dwelling will be forty (40) gallons to each family living in a separate apartment at a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4. Specify all articles clearly and fully as regard kind, size, color, etc. If any parts of the kitchen ranges are to be renewed, give the number, name, and date stamped on the range, stating for which keeper each part is desired. Only the tin and ironware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc., mention the structure that requires painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. State size of lantern globes, and give length of clock cords.

5. A full supply of ink will be sent to each station; keepers are cautioned against using any other on official documents than that supplied from this office.

6. If your medicine chest requires replenishing, ascertain for what price you can have it done in the vicinity of your station; if not convenient to obtain drugs in the neighborhood, send list of what is required, quantities, etc. See Cir. No. 1 of 1903.

7. The contract prices for provisions for the coming fiscal year will be sent you later; requests for exchanges to be made then.

8. Ask for only such articles as will be actually needed during the coming fiscal year (July 1, 1909, to June 30, 1910). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

CIRCULAR NO. 4 OF 1909.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., January 22, 1909.

The Light-House Board directs that the attention of all employes shall be called to the requirements of Executive Order of October 13, 1905, which reads as follows:

"No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

R. F. LOPEZ,

Commander, U. S. N.,

Inspector, 12th L. H. Inspector.

Circular No. 5 of 1909.

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Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., March 11, 1909.

Sir:

1. The law requires every appointment in the Government service to be accompanied by an oath of office, and payment of the compensation authorized in the appointment is subject to the oath of office being taken.

2. When forwarding an a pointment request is made to have the oath subscribed to and the personal question sheet filled out at the earliest date practicable; yet in many instances a second and sometimes even a third notification is necessary.

3. In future if the oath of office is not subscribed to and the personal question sheet made out and forwarded within a reasonable time, say ten days, except in the case of isolated stations where it is practicably impossible to attend to the business at once, compensation will be withheld until the law is complied with.

4. This circular to be read to all employes, posted, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 8 of 1909.

------oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., April 27, 1909.

Sir:

1. Instructions are hereby given that in future the monthly report of absences, Form 69, shall be signed by the keeper and all the assistants (not laborers) at each station before transmission to this office.

2. Assistant keepers are expected and directed to examine the reports before signature, and to call attention to any error or omission.

3. This circular to be read to all the assistants, posted, and receipt acknowledged.

R. F. LOPEZ,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 9 of 1909.

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Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., April 27, 1909.

Sir:

1. It is hereby directed that the keeper on watch will call his relief in time to be promptly relieved at the end of his watch.

2. A failure to comply with this order will be taken as evidence that the keeper on watch was asleep.

3. A keeper going on watch, who is not called in time to report promptly, will enter the time of his relief in the log, and a report of it will be made to the Inspector by the Keeper.

4. This circular to be read to all the assistants, posted, and receipt acknowledged.

R. F. LOPEZ,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 10 of 1909.

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Office of the U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., April 27, 1909.

Sir:

Notice is hereby given that Commander W. G. Miller, U. S. N. will relieve the undersigned as Inspector of the Twelfth Light-House District (California) on April 30, 1909.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector.

Circular No. 11 of 1909.

-----oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, California, May 17, 1909.

Sir:

The Light-House Board at its session on May 3, 1909, adopted the following amendment to Instructions to Light-Keepers, 1902;

Page 53, paragraph 305, "Inside Colors", insert "Light sea green, drab, or cream colored transparent oil paint ..... For plastered walls."

Respectfully,

W. G. MILLER,
Commander, U. S. N.,
Inspector.

CIRCULAR NO.12 of 1909.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., May 17, 1909.

Sir:

Inclosed is a copy of the contract prices of provisions for the coming fiscal year. The contractors are Louis T. Snow & Co., 146 Front St., San Francisco. The total value of the annual ration for vessels is $85.1916, of the annual ration for stations $42.2365, and of the weekly ration for tenders $1.6383.

Your attention is again called to Circular No. 9 of 1898, the instructions in which must be strictly complied with, viz: the quantities stated in the allowance tables may be changed by increasing some and diminishing others, provided the total cost of the ration is not thereby made greater. Any articles in the contract may be ordered, but no exchange for articles not mentioned in the contract will be permitted.

As soon as received the provisions are to be carefully examined and this office informed without delay whether they are correct as to quantity and of good and approved quality; if not, the rejected articles are to be returned at once to the contractor and this office informed by mail.

Please inform me before July 1, 1909, what changes are desired, each keeper to submit a separate invoice, in duplicate, giving quantities and prices.

If desired, potatoes and onions will be delivered quarterly, if practicable.

W. G. MILLER,

Commander, U. S. N.,

Inspector.

July 9, 1909.

Mr. H. N. Thomson,

La Playa, Cal.

Sir:

The Light-House Board has accepted your bid of June 15, 1909, to transport light-house supplies from the Quarantine wharf, San Diego Bay, to Point Loma Light-Station, California, from time to time as required between July 1, 1909, and June 30, 1910, at the prices stated.

You will be duly notified when the transportation is required.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector.

Department of Commerce and Labor

Circular No. 7 refers to Franklin coal delivered during the fiscal year of 1907, that is from July 1, 1906, to June 30, 1907.

Since July 1, 1907, you have been furnished either with Pocahontas or Australian coal.

Circular No. 7 of 1908.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., April 7, 1908.

Sir:

Please furnish me at once a detailed report as to the quality of the Franklin coal delivered your vessel or station during the fiscal year of 1907, and state how it compared with the coal furnished in other years, whether for steaming, fog-signal, or household purposes.

R. F. LOPEZ,

Commander, U. S. N.,

Inspector.

Circular No. 9 of 1907.

---oOoOo---

Office of U. S. Light-House Inspector,
12th District,
Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., November 4, 1907.

Sir:

By direction of the Treasury Department receipts in duplicate for personal services will no longer be required where payment is made by an order check on a government depositary.

At stations having but one keeper, a single voucher is to be signed in one place only.

At stations with more than one keeper, one payroll will be certified by the Keeper in one place only; the usual signatures of all the keepers opposite the several amounts will be omitted.

Receipts for the checks on Form 92 will be signed and returned by each Keeper as usual.

R. F. LOPEZ,
Commander U. S. N.,
Inspector 12th Light-House Dist.

CIRCULAR NO. 4 of 1908.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., March 16, 1908.

Sir:

1. The Light-House Board directs that employees shall no longer be permitted to hire substitutes without first obtaining Department authority therefor.

2. When an employee desires to absent himself for a period sufficiently long to require a substitute, the proper course to pursue is to request in writing that his services be discontinued without prejudice, stating the reasons therefor, the exact date he desires to leave and the period of absence. This office will then nominate a suitable person to take the place, who will receive the full pay of the position while serving therein.

3. Requests for furlough must be made sufficiently in advance to allow this office to secure a substitute.

4. This order to be read to all employees under your charge, posted, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector 12th Light-House District.

CIRCULAR NO. 5 of 1908.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., March 30, 1908.

Sir:

The Light-House Board has called attention to the case of two light-house keepers in Porto Rico who made a mutual exchange of positions, one of whom received a monetary consideration therefor.

The Department of Commerce and Labor states that it is of the opinion that an act of this kind is highly detrimental to the best interests of the service and should be severely reprehended. The Department has reprimanded both these keepers and cautioned them that it will not tolerate for a moment another transaction of this kind.

This circular to be read to all the keepers, posted, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector 12th Light-House District.

Circular No. 1 of 1908.
Office of U. S. Light-House Inspector.
Twelfth District.

San Francisco, Feb. 1, 1908.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on March 1 1908. Your attention is called to the following directions and instructions which, as far as practicable, should be strictly complied with to avoid delay in returning requisitions for correction. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed Form No. 210. State the amounts that will probably be on hand June 30, next, and quantity required in addition. Requisitions must not exceed the authorized allowance. See List of Allowances, 1907.

2. Care must be taken not to include articles usually supplied by the Engineer, such as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3. The annual allowance of mineral oil for use in dwelling will be forty (40) gallons to each family living in a separate apartment at a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4. Specify all articles clearly and fully as regard kind, size, color, etc. If any parts of the kitchen ranges are to be renewed, give the number, name, and date stamped on the range, stating for which keeper each part is desired. Only the tin and ironware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc., mention the structure that requires painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. State size of lantern globes, and give length of clock cords.

5. A full supply of ink will be sent to each station; keepers are cautioned against using any other on official documents than that supplied from this office.

6. If your medicine chest requires replenishing, ascertain for what price you can have it done in the vicinity of your station; if not convenient to obtain drugs in the neighborhood, send list of what is required, quantities, etc. See Cir. No. 1 of 1903.

7. The contract prices for provisions for the coming fiscal year will be sent you later; requests for exchanges to be made then.

8. Ask for only such articles as will be actually needed during the coming fiscal year (July 1, 1908 to June 30, 1909). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector 12th Light-House Dist.

CIRCULAR NO. 3 of 1908.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., February 10, 1908.

Sir:

1. As the Keeper of a light-station is responsible for the care and management of the light, and for the station in general, etc. (Instructions 1902, par. 27) and as the utmost neatness of buildings and premises is demanded, etc. (Instructions 1902, par. 10), the following orders are issued in order that the actual condition of buildings and grounds can be more fully stated in the monthly report, Form 65.

2. Keepers are authorized and directed to make a personal inspection of the quarters of all the assistant keepers or laborers, once every two weeks; and in case the regulations as to neatness and care are not strictly complied with, full particulars are to be at once forwarded to the Inspector. If the quarters are found in good order no report need be made.

3. This inspection is always to be made in company with the Assistant Keeper, who will always be given reasonable notification--say several hours--to prepare for the inspection. Keepers are cautioned to carry out this order with the least possible inconvenience and annoyance to the assistant keepers.

4. This circular to be read to all the assistants and laborers, placed on file, and receipt acknowledged.

R. F. LOPEZ,
Commander, U. S. N.,
Inspector 12th Light-House District.

Circular No. 11 of 1907.

---ooOoo---

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., December 16, 1907.

Sir:

1. The instructions contained in Circular No. 9 of 1907 are hereby rescinded, and you are informed that no receipts whatever will be required from appointed employees of the Government in payment of their salaries.

2. In conformity with the above no vouchers or pay rolls will hereafter be forwarded for signature or certification; but when due, a check will be mailed each keeper in payment of salary.

3. No acknowledgment of receipt of check is necessary.

R. F. LOPEZ,
Commander U. S. N.,
Inspector 12th Light-House District.

Circular No. 10 of 1907.

---ooOoo---

Office U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., November 27, 1907.

Sir:

It is hereby directed, in case of damage to any light-house, light-vessel, beacon, buoy, or other aid to navigation in the vicinity of your station or vessel by reason of collision or in any other manner, that prompt and vigorous measures be taken at once to ascertain the name of the vessel or party, their address, and any other particulars that will be of value in fixing the blame. All such data to be forwarded promptly to this office together with the names and addresses of any witnesses, whose statements should be taken in writing if practicable.

This circular to be posted and receipt acknowledged.

R. F. LOPEZ,
Commander U. S. N.,
Inspector 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

November 13, 1907.

Mr. Richard A. Weiss, Keeper,

Point Loma Light-Station, Cal.

Sir:

In answer to your communication of the 12th instant, you are directed to ascertain for what price the San Diego Truck Company or any other draying company in San Diego will haul the supplies to your station, and if their offer is more reasonable, accept it, otherwise accept the bid of H. N. Thomson at $3.50 per ton.

Owing to the increase in the price per ton, proposals will be requested before next year's supplies will be delivered.

Respectfully,

R. T. Lopez

Commander U. S. N.,
Inspector.
CHP.

LIGHT-HOUSE ESTABLISHMENT.
OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

Circular No. 8 of 1907.

---oOOoo---

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., Sept. 19, 1907.

Sir:

By direction of the Light-House Board you will inform me at once of the number of hours of service per day required of all employees in the Light-House Establishment at your station or on your vessel, exclusive of officers.

This information is to be furnished on the inclosed slip. The names of employees are not desired: it being sufficient to show separately the number of persons in each occupation who are required to perform the same number of hours of service. To illustrate: if there are three seamen who work 9 hours a day and five who work 8 hours a day, the report will be arranged as follows:

Occupation	No. of Employees.	Hours per day.	Description of work in detail.
Seamen	3	9	Appropriate in-
do.	5	8	formation to be
			furnished.

R. F. LOPEZ,

Commander U. S. N.,
Inspector 12th Light-House District.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., Aug. 23, 1907.

Sir:

You are directed to have all the empty coal sacks at your station, that are fit for use, put up in bundles of ten, and ready for shipment on the next visit of the Madrono.

R. F. LOPEZ,

Commander U. S. N.,
Inspector, 12th Light-House Dist.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

July 26, 1907.

Mr. Richard A. Weiss, Keeper,
Point Loma Light-Station, Cal.

Sir:

Upon an examination of the annual property return of your station for 1907, it is found that the following article has been expended without being personally inspected and officially condemned by the Light-House Inspector, in accordance with Circular No. 29 of 1906, viz:

1 cook stove.

You are directed to again include this article in your property returns until such time as authority is granted to remove it, in accordance with the above quoted circular.

Respectfully,

R. T. Lopez,
Commander U. S. N.,
Inspector.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

July 10, 1907.

Mr. Richard A. Weiss, Keeper,
Point Loma Light-Station, Cal.

Sir:

You are authorized to purchase in San Diego the necessary drugs to replenish your medicine chest, at a cost not to exceed $5.00.

As soon as the articles are received, please forward certified bill to this Office for settlement.

Respectfully,

R. F. Hoppin

Commander U. S. N.,
Inspector.

Inspector.

CIRCULAR NO. 6 OF 1907.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 28, 1907.

Sir:

The Light-House Board directs that all officers and employees in the 12th Light-House District including the crews on tenders and light-vessels shall fill up one of the inclosed cards for compiling the Biennial Register.

Every employee in the service on July 1, 1907, will answer the first fourteen questions on the card, EVERY QUESTION TO BE ANSWERED, and the writing to be legible. Note the instructions on the back of the card. NAMES ARE TO BE WRITTEN IN FULL. Persons leaving the service on June 30 and persons entering the service on July 2 are not to be included.

Keepers of light-stations and masters of vessels will collect the cards when completed. Examine them for additions and corrections, and forward them promptly to this Office in the inclosed envelope.

Respectfully,

H. T. MAYO,

Commander U. S. N.,

Inspector.

Office of U. S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 21, 1907.

Circular No. 5 of 1907.

Notice is hereby given that Commander R. F. Lopez, U. S. N. will relieve the undersigned as Inspector of the Twelfth Light-House District (California) on July 1, 1907.

H. T. MAYO,

Commander U. S. N.,

Inspector.

April 4, 1907.

W. W. Montague & Co.,
Cor. Turk & Polk Sts.,
San Francisco, Cal.

Sirs:

Referring to your communication of the 23d ult., DJB/ML, stating that you have no brick lining in stock for the No. 7 Eureka Range of 1885 and suggesting that Asbestos Cement be furnished for this purpose, you are requested to ship sufficient Asbestos Cement to take the place of two sets of brick lining together with instructions to the keeper for its use. Please ship via the Pacific Coast Steamship Company, freight prepaid, in accordance with my original order of March 18, 1907.

Respectfully,

Commander U. S. N.,
Inspector.

Copy for Keeper - Point Loma.

Circular No. 4 of 1907.

Office of U.S. Light-House Inspector,
12th District,

Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., May 25, 1907.

Sir:

You will please forward in order to reach this Office not later than June 15, 1907, and not earlier than June 10, 1907, a brief statement of all new work performed or to be performed at your station, either by order of the Inspector or Engineer, between July 1, 1906 and June 30, 1907, mentioning all repairs to boilers and engines; all alterations, changes and additions to towers, dwellings and other buildings; all alterations and repairs to grounds, fences, boats, etc., etc., together with the cost of such work if known.

You will also state what repairs, alterations, additions, renovations, changes, etc., etc., you consider are required to any part of your station for the next fiscal year; and estimate the cost of such work, if possible to do so.

H. T. MAYO,

Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 3, of 1907.

Office U. S. Light-House Inspector, 12th District,

704 Market St.,

San Francisco, Cal.

April 1, 1907.

Inclosed is a copy of the contract prices of provisions for the coming fiscal year. The contractors are John Rothschild & Co., 11 Spear St., San Francisco. The total value of the annual ration for vessels is $84.8705, and of the annual ration for stations, $39.855.

Your attention is again called to Circular No. 9 of 1898, the instructions in which must be strictly complied with, viz: the quantities stated in the allowance tables may be changed by increasing some and diminishing others, provided the total cost of the ration is not thereby made greater. Any articles in the contract may be ordered, but no exchange for articles not mentioned in the contract will be permitted.

As soon as received the provisions are to be carefully examined and this Office informed without delay whether they are correct as to quantity and of good and approved quality; if not, the rejected articles are to be returned at once to the contractor and this Office informed by mail.

Please inform me before July 1, 1907, what changes are desired, each keeper to submit a separate invoice, in duplicate, giving quantities and prices.

If desired, potatoes and onions will be delivered quarterly, if practicable.

H. T. MAYO,

Commander U. S. N.,

Inspector.

Schedule of prices for provisions for the fiscal year 1908, as per contract.

* Beef (corned) per lb.	.06½
* Pork, per lb.	.08¼
Codfish, per lb. Georges Bank, 18 or less in case.	.05
Mutton (fresh canned) per lb. Best Eastern, 2 lb. tins.	.10½
Bacon, per lb.	.18
Ham, per lb.	.16
Flour, per lb. California, - extra family.	.02½
Pilot Bread, per lb. Extra.	.04
Rice, per lb. No. 1 Island.	.05½
Corn meal, per lb.	.02¼
Oatmeal, per lb. Steel cut.	.03½
x Beans, per pint. Large, white or pink.	.03
Peas (split), per pint.	.04⅛
Potatoes, per lb. Oregon or Salinas Burbanks.	.01¼
Onions, per lb.	.01
x Sugar, per lb. Cal. refined cane, granulated or cube.	.04½
Molasses, per pint. New Orleans, No. 1.	.06
Coffee, per ounce, No. 1 Java and Mocha, ½ each, raw.	.01
x Tea, per ounce, Black or green, fancy.	.01½
x Butter, per ounce, Best fresh, roll or square, full weight, or creamery in pickle, 2 lb. tins.	.01¾
Vinegar, per pint. Not below 60 grain.	.01
x Pickles, per lb. Mixed or plain.	.01
Tomatoes (canned), per ounce, 2½ lb. tins.	.00¼
Corn (canned), per ounce. Maine, 2 lb. tins.	.00 3/10
Apples (evaporated), per ounce. Extra fancy.	.00⅓
Peaches (dried), per ounce. Extra fancy.	.00½
Raisins, per ounce. Three Crown, loose, Muscatels.	.00 3/10
Salt, per ounce. R. S. V. P.	.00 1/5
Pepper, per ounce. Pure.	.01½
Mustard, per ounce. Pure.	.01½
Baking powder, per ounce.	.02

* Beef and pork to be of same quality and packed under same specifications as required for U.S.Navy, and furnished in half barrels

x At buyer's option.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

August 15, 1908.

Mr. William A. Beeman, Keeper,
Point Loma Light-Station, Cal.

Sir:

Upon an examination of the annual property return of your station for 1908, it is found that the following article has been expended without being personally inspected and officially condemned by the Light-House Inspector, in accordance with Circular No. 29 of 1906, viz:

1 screw wrench.

You are directed to again include this article in your property returns until such time as authority is granted to remove it, in accordance with the above quoted circular.

Respectfully,

R. T. Lovett.
Commander, U. S. N.,
Inspector.

DEPARTMENT OF COMMERCE AND LABOR
LIGHT-HOUSE ESTABLISHMENT
OFFICE OF INSPECTOR, 12TH DISTRICT

CIRCULAR NO. 30 OF 1906.

OFFICE OF INSPECTOR, 12TH LIGHT-HOUSE DISTRICT,
San Francisco, Cal.,
December 1, 1906.

Notice is hereby given that on or about December 3, 1906, the office of the Inspector of the Twelfth Light-House District will be removed to Room 813, Mutual Savings Bank Building, 704 Market Street, San Francisco, Cal.

H. T. MAYO, Commander, U. S. N.,
Inspector.

Telephone = Temporary 2318.

Circular No. 1 of 1907.
Office of U. S. Light-House Inspector.
Twelfth District.

San Francisco, Feb. 1, 1907.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on March 1,1907 Your attention is called to the following directions and instructions which as far as practicable, should be strictly complied with to avoid delay in returning requisitions for correction. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed form No. 210. State the amounts that will probably be on hand June 30, next, and quantity required in addition. Requisitions must not exceed the authorized allowance. See List of Allowances, 1901.

2. Care must be taken not to include articles usually supplied by the Engineer, such as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3. The annual allowance of mineral oil for use in dwelling will be forty(40)gallons to each family living in a separate apartmentat a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4. Specify all articles clearly and fully as regard kind,size, color, etc. If any parts of the Eureka range are to be renewed,give the number and date stamped on the range, stating for which keeper each part is desired. Only the tin and ironware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc. mention the structure that requires painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc. state whether for tubuler or old style lamps and lanterns. State size of lantern globes, and give length of clock cords.

5. A full supply of ink will be sent to each station; Keepers are cautioned against using any other on official documents than that supplied from this office.

6. If your medicine chest requires replenishing, ascertain for what price you can have it done in the vicinity of your station; if not convenient to obtain drugs in the neighborhood, send list of what is required, quantities, etc. See Circ. No. 1 of 1903.

7. The contract prices for provisions for the coming fiscal year will be sent you later; requests for exchanges to be made then.

8. Ask for only such articles as will be actually needed during the coming fiscal year(July 1, 1907 to June 30, 1908). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above-mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

H. T. Mayo,
Commander, U. S. N.,
Inspector,12th Light-House District.

— STATEMENT —

San Diego, Cal. July 26 1906

Inspector 12th Light House Dist.
San Francisco Cal. for Point Loma Light Sta.

BOUGHT OF



PHONES:
Sunset, Main 757
Home, 1057

PRESCRIPTION SPECIALISTS.

PHONES:
Sunset, Main 477
Home, 3477

Anti phlogistine Lge	1 25
Ess. Peppermint	50
Pasteboric	50
Plasters	75
2 grain Pills	60
Veidl. Cord	25
Surgeon's Needles	25
Ess. Ginger	50
Mustard Plast	15
Chamomile	25
	5 00

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

July 5, 1906.

Mr. Richard A. Weiss,

Keeper, Point Loma Light-Station, Cal.

Sir:-

You are authorized to purchase at San Diego the necessary drugs to replenish your medicine chest, at a cost not to exceed five dollars. When the articles are received please forward certified bill to this office for settlement.

Respectfully,

H. T. Mayo

Commander, U.S.N.,
Inspector.

C149.

Circular No. 21 of 1906.

Office U.S.Light-House Inspector.

April 25, 1906.

(1) The Light-House Inspector's office has been temporarily established at the Yerba Buena Light-House Depot (Goat Island) San Francisco Bay. All communications should be addressed:

Light-House Inspector,
San Francisco, Cal.
Ferry Post Office.

(2) Payrolls or vouchers, signed inblank, should be forwarded immediately for April salaries; theamounts will be filled in here.

(3) Keepers will as soon as practicable submit new requisitions for annual supplies. The greatest economy must be observed and only such articles and in such quantities as actually needed must be asked for.

H.T.Mayo,
Commander U.S.N.
Inspector.

Comdr. H. T. Mayo, U. S. N.
Light-House Inspector

Circular No. 1 of 1906.

Office U. S. Light-House Inspector,
Twelfth District.

San Francisco, Cal., January 23, 1906.

The Light-House Board having called attention to the fact that the regulations in regard to uniform of employees have not been carried out in some of the districts, notice is hereby given that in future these regulations will be strictly enforced.

File and acknowledge receipt.

H. T. Mayo.

Commander, U.S.N.,
Inspector, 12th Light-House District.

Office U. S. Light-House Inspector.
12th District.

San Francisco, Cal., August 3,1906.

CIRCULAR NO. 29 of 1906.

(1.) In future Keepers will not be permitted to expend and remove from their record books and blanks any lamps, lanterns, tools, or other articles or fixtures of any nature whatsoever belonging to the Light-House Establishment until personally inspected and officially condemned by the Light-House Inspector.

(2.) Duplicate lists will be prepared in advance of inspection of such articles as are considered of no further use, and presented to the Inspector when visiting the station; who will indicate on them what disposition is to be made of the articles. One list will be retained by the Keeper as his authority to act, the other will be filed in the office.

(3.) Your attention is again invited to the regulation prohibiting the disposal of any article of public property whatsoever without proper authority. (Instructions 1902, par. 49).

(4.) This circular is to be posted and receipt acknowledged.

H. T. Mayo.

Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 25 of 1906.

Office U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal.,
May 29, 1906.

Sir:"

In order to complete the files of this office, you are requested to furnish the following information ~~when replying to Circular No. 24.~~

1.- Amount of oil, wick and chimneys expended during quarter ending Sept. 30, 1905.

2.- Amount of oil, wick and chimneys expended during quarter ending December 31, 1905.

~~3.- Total hours of fog for each month separately from July 1, 1905, to Feby. 28, 1906.~~

~~4.- Total hours signal in use for each month as above.~~

~~5.- Total expenditure of fuel in fog-signal (wood, coal or oil) for same period.~~

Respectfully,

H. T. Mayo.

Commander, U. S. N.,
Inspector, 12th Light-House District.

Information to be condensed, on one sheet.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
SAN FRANCISCO, CAL.

June 26, 1906.

Mr. Richard A. Weiss,

Keeper, Point Loma Light-Station, Cal.

Sir:-

Please report at your earliest convenience, the amount of rainfall at your station for the month of March last.

Respectfully,

H. T. Mayo.

Commander, U.S.N.,
Inspector.

Schedule of prices for provisions for the fiscal year 1907, as per contract.

* Beef (corned) per lb.	.06 6/10
* Pork, per lb.	.12 65/100
Codfish, per lb. Georges Bank, 18 or less in case.	.05
Mutton (fresh canned) per lb. Best Eastern, 2 lb. tins.	.14
Bacon, per lb. "Hammond's Coin."	.18 1/2
Ham, per lb. "Hammond's Coin."	.15
Flour, per lb. California,- extra family.	.02 1/2
Pilot Bread, per lb. Extra.	.03 3/4
Rice, per lb. No. 1 Island.	.04 1/2
Corn meal, per lb.	.02 1/2
Oatmeal, per lb. Steel cut.	.04
x Beans, per pint. Large, white or pink.	.03 1/2
Pease (split), per pint.	.04 1/2
Potatoes, per lb. Oregon or Salinas Burbanks.	.00 9/10
Onions, per lb.	.01 1/2
x Sugar, per lb. Cal. refined cane, granulated or cube.	.05 1/4
Molasses, per pint. New Orleans, No. 1.	.05
Coffee, per ounce. No. 1 Java and Mocha, 1/2 each, raw.	.01 1/2
x Tea, per ounce, Black or green, fancy.	.01 1/2
x Butter, per lb. Best fresh roll, or square, full weight, or creamery in pickle, 2 lb. tins.	.23
Vinegar, per pint. Not below 60 grain.	.02
x Pickles, per lb. Mixed or plain.	.02
Tomatoes (canned), per ounce, 2 1/2 lb. tins.	.00 28/100
Corn (canned), per ounce. Maine, 2 lb. tins.	.00 1/2
Apples (evaporated), per ounce. Extra fancy.	.00 1/2
Peaches (dried), per ounce. Extra fancy.	.00 3/4
Raisins, per ounce. Three crown, loose, Muscatels.	.00 1/3
Salt, per ounce. R.S.V.P.	.00 1/6
Pepper, per ounce. Pure.	.01
Mustard, per ounce. Pure.	.01
Baking powder, per ounce. Golden Gate.	.02 1/10

* = Beef and pork to be of same quality and packed under same specifications as required for U.S.Navy, and furnished in half barrels.

x = At buyer's option.

Department of Commerce and Labor
Light-House Establishment
Office of Inspector, 12th District
San Francisco, Cal.

Circular No. 27 of 1906.

Office U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal., June 11,1906.

Inclosed is a copy of the contract prices of provisions for the coming fiscal year. The contractors are Goldberg, Bowen & Co., of San Francisco.

Any Keeper or assistant in the 12th Light-House District can purchase provisions at the contract prices, providing they are ordered through the Inspector's office, accompanied by an order to deduct the value thereof from the next month's salary. At stations where rations are provided at Government expense, the keepers can order any additional quantities during the year at contract prices at their own expense.

Provisions will be delivered by the Madrono, when available, without expense to the keeper, or sent by freight or in any other manner at the keeper's expense.

When ordering provisions, send duplicate invoices giving quantities and prices; when delivered the bills will be forwarded for certification before payment is made.

H. T. Mayo.

Commander, U.S.N.,
Inspector, 12th Light-House District.

Circular No. 25 of 1906.

Office U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal.,
May 29, 1906.

Sir:-

In order to complete the files of this office, you are requested to furnish the following information when replying to Circular No. 24.

1.- Amount of oil, wick and chimneys expended during quarter ending Sept. 30, 1905.

2.- Amount of oil, wick and chimneys expended during quarter ending December 31, 1905.

3.- Total hours of fog for each month separately from July 1, 1905, to Feby. 28, 1906.

4.- Total hours signal in use for each month as above.

5.- Total expenditure of fuel in fog-signal (wood, coal or oil) for same period.

Respectfully,

H. T. Mayo.

Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 24 of 1906.

Office U. S. Light-House Inspector,
Twelfth District.

San Francisco, Cal., May 25, 1906.

Sir:-

You will please ~~xxxxx~~ forward in order to reach this office not later than June 15, 1906, and not earlier than June 10, 1906, a brief statement of all new work performed or to be performed at your station, either by order of the Inspector or Engineer, between July 1, 1905 and June 30, 1906, mentioning all repairs to boilers and engines; all alterations, changes and additions to towers, dwellings and other buildings; all alterations and repairs to grounds, fences, boats, etc., etc., together with the cost of such work if known.

You will also state what repairs, alterations, additions, renovations, changes, etc., etc., you consider are required to any part of your station for the next fiscal year; and estimate the cost of such work, if possible to do so.

H. T. Mayo.

Commander, U.S.N.,
Inspector, 12th Light-House District.

Sir.

There has been no new work performed at this Station during the Fiscal year 1905–1906. repairs and alteration of picket fence, this same has been moved inwards from the bank from 10 to 15 feet by order of the Light House Engineer cost $73.65

Necessary for this Station is the following

Two patent water closets for Keepers Dwelling.

Having no protection against fire, I desire to have this Station connected with pipe line to Fort Rosecrans Reservoir, so to assure a constant supply of water.

Also have this Station connected with Telephone to Fort Rosecrans, so in case of disaster, help could be obtained in ~~the most~~ short time.

Circular No. 3 of 1906.

Office of U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal., March 21, 1906.

As this office will discontinue its post-office box at the San Francisco Post Office on March 31, 1906, you are directed to blot out the box number on all addressed envelopes, and insert 404 Safe Deposit Building.

H. T. Mayo.

Commander, U. S. N.,
Inspector, 12th Light-House District.

CIRCULAR No. 2 of 1906.

Office U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal., February 6, 1906.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on March 1, 1906. Your attention is called to the following directions and instructions, which as far as practicable, should be strictly complied with to avoid delay in returning requisitions for corrections. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed form No. 210. State the amounts that will probably be on hand June 30 next, and quantity required in addition. Requisitions must not exceed the authorized allowances. See List of Allowances, 1901.

2.- Care must be taken not to include articles usually supplied by the Engineer,-such as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3.- The annual allowance of mineral oil for use in dwelling will be forty (40) gallons to each family living in a separate apartment at a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4.- Specify all articles clearly and fully as regard kind, size, color, etc. If any parts of the "Eureka" range are to be renewed, give the number and date stamped on the range, stating for which keeper each part is desired. Only the tin and iron ware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc., mention the structures that require painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. State size of lantern globes, and give lengths of clock cords.

5. A full supply of ink will be sent to each station; Keepers are cautioned against using any other on official documents than that supplied from this office.

6.- If your medicine chest requires replenishing, ascertain for what price you can have it done in the vicinity of your station; if not convenient to obtain drugs in the neighborhood, send list of what is required, quantities, etc. (See Circular No. 1 of 1903).

7.- The contract prices for provisions for the coming fiscal year will be sent you later; requests for exchanges to be made then.

Ask for only such articles as will be actually needed during the coming fiscal year (July 1, 1906 to June 30, 1907). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above-mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

H. T. Mayo.

Commander, U.S.N.,
Inspector 12th District.

Circular No. 23 of 1906.

Office of Light-House Inspector.
12th District.

Columbus Bank Building.
Cor. Washington & Montgomery Sts.

San Francisco, Cal., May 23, 1906.

Sir:-

I enclose herewith a blank of the California State Earthquake Commission and request that you will furnish to the best of your ability the information desired, and return the paper to this office with the least possible delay.

Respectfully,

H. T. Mayo.

Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular A.

Light-House Inspector's Office.
April 22, 1906.

Sir:-

Please report at once, in writing, to the address given below, the existing conditions at your station,-whether any casualties have occurred, what damage, if any, has been sustained by the lighting apparatus, or fog-signal, what buildings have been destroyed or damaged, condition of water supply, and all other information which may be needed ~~xxx~~ to restore your station to its former state of efficiency.

H. T. Mayo.
Comdr. U. S. N.,
Inspector, 12th L.H.District.

Address:
2745 Parker St.,
Berkeley, Cal.

Point Loma Light Station
April 26th 1906.

The Light House Inspector
12th Distr. L. Hr.

Sir:

Circular A. of April 22nd 1906 just received at this Station.
and I respectfully report,

"This Station in good Condition, no damages done to sustained"
Tower, Lights, Dwellings or water supply, as the recent
earthquakes have not been felt here.

Very Respectfully

Circular No. 14 of 1905.

Office U.S.Light-House Inspector,
Twelfth District.

San Francisco, Cal., December 15, 1905.

Sir:-

The Light-House Board has requested that greater care be exercised in submitting nominations, in order to save the delay and correspondence resulting from the incorrect spelling of names.

In compliance with this request, it is hereby ordered that when a Keeper assigns an assistant, laborer, or substitute to duty, or when a master of a vessel enrolls a member of the crew, he shall secure the signature of the prospective employee, or otherwise ascertain the proper spelling of his name, and transmit the information to this office.

This circular to be filed and receipt acknowledged.

H. T. Mayo.

Commander, U.S.N.,
Inspector, 12th Light-House District.

CIRCULAR No. 12 of 1905.

Office U. S. Light-House Inspector.
Twelfth District.

San Francisco, Cal., November 10, 1905.

The Solicitor of the Department of Commerce and Labor, under date of 27 October 1905, rendered the opinion "that an oath of office taken and subscribed by a light-house keeper before an officer of the army acting as a summary court is not in compliance with law."

This circular to be posted and receipt acknowledged.

H. T. Mayo.

Commander, U. S. N.
Inspector 12th Light-House District.

enumerated above.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT

SAN FRANCISCO, CAL.

July 10, 1905.

Mr. Richard A. Weiss,

Keeper Point Loma Light-Station, Cal.

Sir:-

You are authorized to purchase in San Diego the necessary drugs to replenish your medicine chest, at a cost not to exceed $5. When received please forward certified bill to this office for settlement.

Respectfully,

H. T. McCoy

Commander, U.S.N.,
Inspector.

C12.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

651 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
~~1382 GOLDEN GATE AVENUE~~
SAN FRANCISCO, CAL.

July 23, 1909.

Keeper, Point Loma Light-Station,
Point Loma, Cal.

Sir:

Referring to your letter of July 20, 1909, I have to inform you that the Light-House Board has been requested to ask the War Department to permit the Light-House Establishment to install a gasoline pump at the post cistern to take water from the cistern and pump it to the Point Loma Light-Station. Until this authority is obtained no further action in the matter can be taken by this office.

The Commanding Officer of the Post informed me sometime ago that he would give orders to have water pumped to the light-station and asked me to report to him in case it was not done. Accordingly, you are requested to write me on every occasion that water is pumped giving the date and quantity.

What materials would you require to rig up a temporary ~~establishment~~ arrangement for pumping water from the rain water tanks to the tank on the hill?

Very respectfully,

C O'D McKinstry

Major, Corps of Engineers, U. S. A.
Engineer, 12th Light-House Dist.

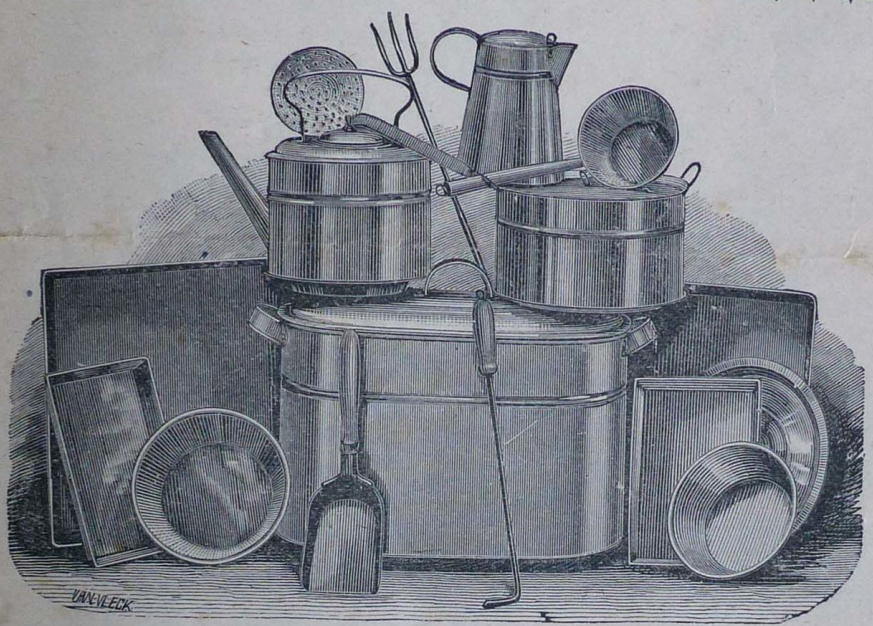
for future reference

12–31–89. 3 M.

W. W. MONTAGUE & CO.

Nos. 309, 311, 313, 315, and 317 MARKET STREET.

LIST OF TIN STOVE TRIMMINGS



EACH SET CONSISTS OF

TIN WASH BOILER, with Copper Bottom.
TIN TEA-KETTLE, with a Copper Bottom, or a Cast-Iron Tea-Kettle.
TIN COFFEE-POT.
TIN STEAMER.

LONG HANDLE TIN DIPPER.
TWO TIN PUDDING PANS.
TWO TIN SQUARE PANS.
TWO TIN POT COVERS.
TWO SHEET-IRON DRIPPING PANS.

LARGE THREE-PRONG MEAT FORK.
LONG HANDLE SKIMMER.
WOOD HANDLE COAL SHOVEL.
WOOD HANDLE POKER.
AND TWO JOINTS PIPE.

In addition to the above, we send with each Extension Stove, a Copper or Enameled Reservoir with Brass Faucet and a Tin Warming Oven.

IRON STOVE TRIMMINGS.



The articles as shown in annexed cut constitute a

SET OF IRON WARE

As furnished with all our first-class Stoves and Ranges, viz:

STRAIGHT KETTLE.
BELLIED POT.
SPIDER.
GRIDIRON.

LONG GRIDDLE or SAD-IRON HEATER.
ROUND CAKE GRIDDLE.
FLUE SCRAPER and ONE COVER LIFTER.

Large Ware Furnished with all our Stoves and Ranges.

When parties order Stoves or Ranges with Furniture complete, each Stove or Range will be supplied with both **Tin and Iron Trimmings,** as enumerated above.

Keep Your Egg-Pickin' Hands Off My Nest!

By JERRY MacMULLEN

When the old U.S.S. Pensacola steamed out from San Diego Bay in 1875, the youthful member of her crew who took a last look at Point Loma never dreamed that some day he would come back, and people would politely call him "Captain" and he would, in the intervening years, have participated in one of the most unusual fresh-egg businesses in Western history.

The Pensacola was a handsome vessel, and she was flagship for many years of the Pacific Fleet. Of Civil War vintage, she was built of wood, and her not-too-powerful engines were backed up by plenty of canvas; she was, you might say, an auxiliary bark, and she eventuallly ended her days as receiving-ship at Goat Island on San Francisco Bay.

You won't find Goat Island (it once abounded in wild goats) on the chart any more. Years ago, the romanticists decided that Yerba Buena Island sounded nicer, and, since the Exposition of a quarter-century ago, it has been better known as Treasure Island, for reasons which are not entirely clear.

The Pensacola's youthful crewman with whom we are concerned was a powder-monkey, which means that, barefooted, he would come trotting up with a big copper cup full of black powder to pour into one of the muzzle-loading guns, when they wanted to shoot at someone. He had enlisted in the Navy at the ripe old age of 12, and his name was W. A. Beeman.

Later, with his naval career behind him, he entered the old Lighthouse Service, and in 1887 started a 13-year tour of duty at Farallon Light, some 28 miles off the Golden Gate.

Southeast Farallon, where the lighthouse is located, always has been the nesting-place for sea-birds, especially puffins, which look somewhat like parrots, and mures, which bear a slight resemblance to penguins. The murre lays one egg a year, about the size of a hen's egg, and it wasn't long before some shrewd people discovered that they weren't too bad for use in baking cakes. Right away, a profitable sideline for the lighthouse-keepers developed.

Of course, fishermen and the like began to muscle in, but there were lots of murres laying eggs, and at one time, 12,000 dozen a year were being consumed in San Francisco. Rival egg-pickers used to battle each other with boat-hooks and, occasionally, rifles.

The people at the lighthouse were about to be ordered to maintain peace and quiet when someone with a few more brains sat down and figured out, on paper, that the way things were going, in X number of years the murres would be extinct, and so the whole thing was stopped, on orders from Washington.

Beeman left the Farallons in 1900, for duty at Point Arguello. And in 1908 he came back to San Diego, as keeper of the Point Loma Light. In those pre-Coast Guard days, the keepers all were civilians; invariably old seafaring men, they generally were referred to as "Captain"—frequently with the prefix of "Old". So, for many years, Old Capt. Beeman was the guardian of America's most southwesterly lighthouse.

In those days, the area was open to visitors, and Old Capt. Beeman was the gracious host. Early in the game, he prepared and memorized a well organized speech, which he turned on when you entered the iron door at the foot of the tower, and turned off when you reached the lamp-room. If some rude tourist interrupted him, he would wait patiently and then go right on, never missing a word, like a temporarily interrupted gramophone record; what the tourist said had gone in one ear and right out the other.

He had a dry sense of humor, as was indicated one way when he informed the local press that "Uncle Sam is getting economical—he's going to burn air, in the lighthouse lamp!" It was his way of announcing that the old lamp, with three concentric, circular wicks, was to be replaced by an incandescent, kerosene-vapor light.

And he was about right. The improvement, made in the early winter of 1911, cut oil consumption from three gallons to less than one gallon a night by mixing it with compressed air, and trebled the amount of light.

Southwest Datebook

This listing of dates and events has been gathered from many sources, and some of the listings may change dates. For detailed information, contact Chamber of Commerce offices in the locale you plan to visit for times, reservations and changes.

Today to Sept. 15—Del Mar: Horse racing.
Ends Today—Los Angeles: Li'l Tokyo Nisei Week Festival (Ondo parade today).
Today to Aug. 30—Santa Monica: Sports and Arts Festival.
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Ends Today—Ukiah: Redwood Empire Fair.
Today to Sept. 7—Julian: Weed Show and Art Mart.
Today to Aug. 31—Hopi Reservation, Ariz.: Hopi snake dances.
Today—San Ysidro: John Joseph Montogmery Memorial Service at Montgomery Memorial Park at 2 p.m.
Aug. 27 to 30—San Francisco: Flower Show.
Aug. 28—Isleta Pueblo, N.M.: San Augustin fiesta and dance.
Aug. 29—Newport Harbor: "Character Boat" parade.
Sept. 2 to 13—Sacramento: California State Fair.
Sept. 2—Acoma Pueblo, N.M.: St. Stephen's Fiesta and corn dance.
Sept. 2 to 7—Victorville: San Bernardino County Fair.
Sept. 3 to 7—Lancaster: Antelope Valley Fair and Alfalfa Festival.
Sept. 4 to 7—San Gabriel: La Fiesta de San Gabriel.
Sept. 4 to 7—Ventura: Fiesta de la Marina and boat parade of lights.
Sept. 5 and 6—Tehachapi: Tehachapi Mountain Fruit Festival.
Sept. 5 and 6—Calexico-Mexicali: Dove Hunters' Fiesta.
Sept. 5 to 7—Cucamonga: Wine and Grape Festival.
Sept. 5 and 6—Santa Fe: Santa Fe Fiesta.
Sept. 6 to 9—Window Rock, Ariz.: Navajo Tribal Fair.
Sept. 8—San Ildefonso Pueblo, N.M.: Harvest Dance.
Sept. 10 to 20—San Francisco: 7th U.S. World Trade Fair.
Sept. 12—Bodie: Dedication of ghost town as national historical site and California State Historical Landmark.
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Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

July 8, 1909.

Mr. W. A. Beeman, Keeper,
Point Loma Light-Station, Cal.

Sir:

In reply to your communication of July 3, 1909, reporting a shortage of water and stating that it will be impossible to obtain any from the pipe line for some time, You are authorized to obtain bids in writing from two or more parties for hauling water to Point Loma Light-Station, from time to time as required, until other arrangements can be made.

You are directed to accept the lowest bid and purchase water when necessary without further orders, but mail all the bids to this office at once. If only one bid can be obtained, you are authorized to accept it, but certify thereon that it was the only one obtainable.

You are authorized to purchase water from time to time as required, but no bill in excess of $75 to be incurred at any one time. You are cautioned to use the strictest economy in the expenditure of the water and report frequently to this office the amount purchased and the amount required.

Respectfully,

W E Mc...

Commander, U. S. N.,
Inspector.

Telephone Main 118.

Inclosures.

SAN FRANCISCO, CAL.

Subject: Circular.

190

Light-House Engineer.

SUBJECT:

Light-House Establishment,

Office of Engineer, Twelfth District,

Room 91, Flood Building,

San Francisco, Cal., October 23, 1905

No. of Inclosures

Employees, Keepers and others in the Twelfth Light-House District are hereby notified that Colonel Thos. H. Handbury, Corps of Engineers, U. S. A. , has been relieved of his duties as Engineer of this district, by the undersigned.

Respectfully,

C. H. McKinstry,

Captain, Corps of Engineers, U. S. A.

Engineer 12th. Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

Sept.26,1907.

Keeper,

Point Loma Light-Station,

Point Loma, California.

Sir:

Your letter of Sept.24,1907, relative to digging ditches, which were recommended by Mr. Hughes, is received. The current rate for boarding men is $1.00 per day. They should not be paid over $2.50. Mr. Hughes obtained men at $2.00 per day.

Before commencing work on these ditches, I wish you would please inform me the number of men and how long they are to be employed to complete the job.

Respectfully,

A. H. McKinstry

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

M. R. Wilson

Office of Light-House Engineer, 12th District,
SAN FRANCISCO, CAL.,

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

651 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
~~1892 GOLDEN GATE AVENUE~~
SAN FRANCISCO, CAL.

March 30, 1908.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:-

Please give me a description of the oil house at your station showing dimensions and materials of which constructed. I would also like to know its location and distance from the light, and, if practicable, when it was built.

Respectfully,

C. A. McKinstry

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

W. W

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

651 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
~~1302 GOLDEN GATE AVENUE~~
SAN FRANCISCO, CAL.

February 24, 1908.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:-

If any damage has ever been done to the lens or lantern glass of the light at your station please furnish me with the following information:

1. The nature of the damage.
2. Caliber of gun and name of Battery.
3. In which direction it was fired.
4. Distance from light-station.
5. Size of charge used.

Respectfully,

C. W. McKinstry

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

W. Wilson.

Answer March 1st 08.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

February 5, 1907.

Keeper Point Loma Light-Station,
Point Loma, Cal.

Sir:

Replying to your letter of January 31, '06: The Inspector has informed me that he will supply the 200 feet of hose and nozzle asked for, presumably upon receipt of requisition from you.

Respectfully,

Major, Corps of Engineers, U.S.A.,
Engineer 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1892 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

February 12, 1907.

To Keepers of Light-Stations,
Twelfth District.

CIRCULAR.

Annual requisitions for supplies required during the fiscal year 1907-8 should be submitted between May 1st and June 1st. These requisitions should include only such articles as will be absolutely necessary and no article should be included which should be furnished by the Light-House Inspector. Articles should be arranged in the order of their necessity, those which are considered to be of the most urgent use should be listed first.

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Keepers will carefully answer as far as they are able all of the questions in the enclosed printed pamphlet marked "Description of Light-House Tower, Buildings and Premises". In addition to the questions asked any additional information including sketches that may be of use to District Office should be added. For instance, the size, height, pipes, names of the makers and serial number of pumps, boilers, fog-signal machinery, etc. would be of assistance to this office in the case of ordering new supplies or reserve parts.

Keepers will give full answers to questions asked and should there not be sufficient space to fully answer questions or to furnish information which it is deemed advisable to add, extra leaves may be pasted in the pamphlet.

The condition of roads leading to or from light-station in dry and wet season should be given. It should also be stated how a telegram could be sent to the light-station, mentioning the Telegraph Company or Companies' line used. This pamphlet should show the condition of the light-station on June 30, 1907 and should be forwarded to this office not later than August 31st, 1907.

By order of

C. H. McKinstry,
Major, Corps of Engineers, U. S. A.
Engineer, 12th Light-House Dist.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1892 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

April 1, 1907.

Keeper Point Loma Light-Station,

Point Loma, Cal.

Sir:

There will be shipped to you tomorrow two burners for the Point Loma Light. Please acknowledge receipt.

Respectfully,

C. H. McKinstry,

Major, Corps of Engineers, U.S.A.,
Engineer 12th Light-House District.

In
you that
quested
apprehen
represen
require.

I hereby acknowledge receipt of two new lamps burners for service lamps, and found them in good condition.

V. Reeves
R. R. Trucks
Reeves

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1892 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

30 March, 1907.

Mr. Richard A. Weiss,
Keeper, Point Loma Light-Station,
Point Loma, Cal.

Sir:

In reply to your letter of March 26th, 1907, I have to inform you that the U. S. District Attorney at Los Angeles has been requested to take the necessary steps to recover the property and to apprehend the thieves. When called upon by the District Attorney's representatives, you will please furnish all information they may require.

Respectfully,

C. A. McKinstry

Major, Corps of Engineers, U.S.A.,
Engineer, 12th L. H. District.

W. W.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

January 5, 1907.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:

Please sign both of the enclosed receipts for property, and return them to this office.

Very respectfully,

C A Mackintosh

Major, Corps of Engineers, U. S. A.
Engineer, 12th Light-House Dist.

1 Tops pipe
1 Die pipe

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

October 28, 1907.

Keeper, Point Loma Light-Station,
Point Loma, Cal.

Sir:

Referring to your letter of October 25, 1907, you are requested to bring up again at the close of the present fiscal year the matter of digging ditches at your station.

Very respectfully,

C. P. McGinnis
Major, Corps of Engineers, U. S. A.
Engineer, 12th Light-House Dist.

INSTRUCTIONS TO KEEPERS.

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Office of Engineer, 12th Light-House District,
San Francisco, Cal. November 12, 1907.

GENERAL ORDER:

Hereafter, light-house keepers in the 12th District will submit their annual requisitions for supplies required for the fiscal year on May 1st of each year. Blank forms for the purpose will be furnished by this office, but if at any time such blank forms are not at hand, keepers should rule one.

Requisitions should contain only such articles or tools as are considered absolutely necessary for the needs of the station, including a reasonable reserve supply.

Requisitions should give full and accurate description of articles asked for, including sizes, manufacturer's name, trade numbers, and if necessary, should be accompanied by sketches and samples. The purpose for which the supplies should be used should be stated.

Requisitions for the Engineer must not include any article or supplies furnished by the Inspector.

Annual requisitions should not contain recommendations for repairs or improvements. If repairs or improvements are needed at the station, they should be mentioned in the "Keeper's Monthly Report on the Condition of the Light-Station." If necessary, this report may be accompanied by a letter giving detailed information. Urgent repairs needed should be reported immediately by letter or telegraph.

If repairs or improvements are required by a keeper and a list of materials furnished, he should state whether or not it will be necessary for this office to send men to the station for the purpose of doing the work or whether the work can be done by the keeper and assistants.

On January 1, 1908 a list should be mailed to this office showing all tools on hand of the class which are supplied by the Light-House Engineer for repairs and maintenance.

This General Order should be filed with the records of the light-Station and turned over to successors. Please acknowledge its receipt.

C. H. McKINSTRY,

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

DEPARTMENT OF COMMERCE AND LABOR
OFFICE OF U. S. LIGHT-HOUSE ENGINEER
TWELFTH DISTRICT.
1440 Lombard Street,
San Francisco, Cal.,

May 11, 1906.

Principal Keeper:

The requisition for supplies furnished by this office and needed at your station during the next fiscal year, together with statement of repairs required at the station, was destroyed in the recent fire. Please prepare a duplicate of the paper and forward it to this office as soon as practicable.

Respectfully,

C. H. McKinstry,
Major, Corps of Engineers, U.S.A.,
Engineer 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
SAN FRANCISCO, CAL.

Enclosed are vouchers for signature by yourself and Jos Lyal. Please have Lyal sign his, and return both to this office, 1392 Golden Gate Ave, San Francisco.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
OFFICE OF ENGINEER, 12TH DISTRICT

DEPARTMENT OF COMMERCE AND LABOR
OFFICE OF U. S. LIGHT-HOUSE ENGINEER
TWELFTH DISTRICT.
1440 Lombard Street,
San Francisco, Cal.,

May 18, 1906.

Principal Keeper:

The office of the Light-House Engineer has been changed from 1440 Lombard Street to 1392 Golden Gate Avenue, San Francisco. All communications should hereafter be directed to the latter address.

Respectfully,

C. H. McKinstry,
Major, Corps of Engineers, U.S.A.,
Engineer 12th Light-House District.

Department of Commerce and Labor

Light-House Establishment

CIRCULAR.

May 28, 1906.

Office of Engineer, 12th District

San Francisco, Cal.

1292 Golden Gate Ave

To the Keeper,

Sir:

As the records of this office have been destroyed by fire, I wish you to make a short report at your earliest convenience, of the work done at your station by the Light-House Engineer during the fiscal year ending June 30, 1906.

This report should be a brief summary of the work done by you under authority from this office, and any work that has been done by working parties sent from here.

Respectfully,

C. H. McKinstry,

Major, Corps of Engineers, U.S.A.

Engineer 12th Light-House District.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
ROOM 91, FLOOD BUILDING
SAN FRANCISCO, CAL.

January 16, 1906.

Principal Keeper,

Point Loma Light-Station,

Point Loma, Cal.

Sir:

Your report as to the cost of moving the fence at your station has been received.

You are authorized to have the work performed at the following estimated cost:

Lumber,	$26.65
Paint, 10 gal.,	10.00
Labor,	25.00
Board,	10.00
Nails and spikes,	2.00
	$73.65

When the work has been completed send the bills properly certified to this office. Certificates should state that the bills are correct and that the articles have been received or the services performed, as the case may be.

The offer of the Graham Mill Co. is herewith returned.

Respectfully,

Captain, Corps of Engineers, U.S.A.,
Engineer 12th Light-House District.

1440 Lombard St,
San Francisco, Cal.

April 25, 1906.

Principal Keeper:

The Light-House Engineer Office has been established at the above address.

Please report at once what damage has been done by the earthquake, particularly stating whether all aids to navigation are in efficient condition, and if not, what is required for repairs; and if these repairs can be made by you or by persons in the vicinity of the station.

Very respectfully,

C. A. McKinstry,
Major, Corps of Engineers, U.S.A.
Engineer 12th Light-House Dist.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

1892 Golden Gate Avenue.

OFFICE OF ENGINEER, 12TH DISTRICT
SAN FRANCISCO, CAL.

October 16, 1906.

Keeper, Pt. Loma Light-Station,
Point Loma, Cal.

Sir:

On January 20, 1906, I drew a check to E. J. Davies for $3.00 for services at your station. This is all I know of the matter because our records were destroyed by fire. If you remember the work that Davies did, please tell me whether he was employed as laborer, or what; whether he worked one day for $3.00 or one day and part of another for less than $3.00 a day; what work he did and about when (what month) he did it. Please send your reply by return mail and do your best to remember about this case, because without the information asked there will be trouble about my money accounts.

You will realize that this information is desired in an effort to restore certain money papers which were destroyed in the fire of April 18, 1906.

Very respectfully,

C. H. McKinstry.

Major, Corps of Engineers, U. S. A.,
Engineer, 12th Light House Dist.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

November 13, 1906.

Keeper, Point Loma Light Station,

Point Loma, Cal.

Sir:

In reply to that part of your letter of November 1st which deals with an electric call bell system, I would say that the matter of installing telephones at your station is now under consideration.

Very respectfully,

C. A. Martin

Major, Corps of Engineers, U. S. A.
Engineer 12th Light-House Dist.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1392 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

December 10, 1906.

Keeper, Point Loma Light-Station,
Point Loma, Cal.

Sir:

Referring to that part of your requisition for the fiscal year ending June 30, 1907, as follows: "Two new burners for French lamp, second order; two burners are worn out, having been so often repaired that they are no longer reliable": -

Please furnish me a careful description of your lamps, with maker's name, number, date and any marks you may find on them. I am obliged to call on you for this information on account of the destruction of my records by fire. The burners must be ordered from the Depot and mistakes will be made if I do not furnish them enough information to enable them to identify the kind of lamp.

Very respectfully,

Major, Corps of Engineers, U. S. A.
Engineer 12th Light-House Dist.

Answ. Dec 17. 06.

Department of Commerce and Labor

CHT. LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

May 16, 1912.

Keeper, Point Loma Lightstation, Cal.

1. The Bureau of Lighthouses gives notice that the characteristic of the light at Point Loma Lightstation will be changed about June 29, 1912, from flashing every 20 secs., alternately red and white, to flashing white every 15 secs., without other change.

2. You are directed to carry this notice into effect upon the date above mentioned and promptly notify this office of the fact of so doing.

W. A. Mayhew.

WW

Department of Commerce and Labor
LIGHTHOUSE SERVICE

ACA-IG.

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

May 14th, 1912.

Keeper, Point Loma Light Station.

1. Referring to my letter of the 13th inst,, you are further directed to see if the clockwork revolving the lens at Point Loma Light Station can be so adjusted as to make one revolution every three minutes. Perhaps by wrapping small strips of lead around the weight on governor this can be arranged.

2. Please experiment at once to see whether such arrangement can be made with the present governor and report to this office.

In the absence and by direction of the Inspector.

A. C. Anderson.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

ACA-IG.

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

May 13th, 1912.

Keeper, Point Loma Light Station.

1. It is desired to change the speed at which the lens at the Point Loma Light Station revolves. In order to accomplish this a new pinion will be necessary on governor shaft. You are directed to make a carefuly drawing of the present horizontal shaft which carries the gear wheel operating the governor, also of this gear wheel counting the number of teeth on gear wheel and giving all dimensions. You are further directed to make a drawing of the vertical governor shaft with the pinion which ~~measures~~ meshes with the driving gear of horizontal shaft. You will probably remember that these changes were pointed out to you by the Assistant Superintendent on a recent visit to the station.

In the absence and by direction of the Inspector.

Edw. L. Woodruff

Inspector.

Pt. Loma Light
April 2nd 08.

To the Inspector

Sir

In reply to your letter of March 25 inst - I wish to state that the rubber hose furnished last year this station, is of very poor quality, 100 feet having completely fallen to pieces, the hose is one inch, I will think that it may be possible the remaining good hose will last another year.

Having looked carefully over the drugs I come to the conclusion that there will be a sufficient quantity on hand to last untill next year.

V. R. etc.

WT-APG

Office of
UNITED STATES LIGHTHOUSE INSPECTOR
Eighteenth District.

New Customhouse,
San Francisco, Cal., February 10, 1912.

CIRCULAR:

1. The following instructions regarding the sending of telegrams on official business are issued for the information and guidance of keepers of stations and depots, masters of vessels and all other employees in the 18th Lighthouse District.

2. Telegrams should be sent only in cases of emergency and should contain no unnecessary words, punctuation marks, initials or figures in the address, body or signature.

3. The signature to a message should have merely the surname of the sender under which a line should be drawn across the blank. Below this line the employee should write his full name and title, and the words:

Paid - Government rate - Charge Bureau of Lighthouses,
Washington, D. C.

All lighthouse messages are hereafter to be forwarded direct to Washington by the Telegraph Companies for payment by the Bureau of Lighthouses.

4. Should a telegraph operator refuse to send a lighthouse message without first obtaining payment in cash, the attention of the operator should be called to Rule 22 of the Western Union Company's form 134, or to rule on page 24 of Postal Telegraph Company's tariff.

5. Identification cards will be furnished to persons in the Lighthouse Service whose identity is not likely to be known to operators, and when a message is sent by such employee the number of his identification card should be written on the message below the horizontal line.

6. Should an operator refuse to send a message, the telegram should be paid for and a copy of the telegram properly receipted for the amount paid forwarded to this office with a statement that the telegraph operator refused to recognize the identification card or letter, and would not send the message unless paid for in cash.

7. Telegrams relating to leave of absence, payment of salary, expense vouchers and matters of a personal nature must not be sent as government messages, and should be paid for in cash by the interested employee.

Respectfully,

W.A.MOFFETT
Commander, U.S.N.,
Inspector.

Office of the Lighthouse Inspector
18th District
424 New Custom House,
San Francisco, Cal., June 1, 1911.

CIRCULAR LETTER.

TO KEEPERS:-

There are enclosed copies of circulars for hauling supplies to your station, and you are requested to post a copy in some conspicuous public place, and to furnish a copy to prospective bidders, mailing a list of such parties and the place in which posted to this office. All blank forms on hand on the date of opening bids should be returned to this office.

There are also enclosed copies of circulars for purchasing water (provided water is purchased for your station). These circulars will be treated in the same manner as specified above for hauling.

W. A. MOFFETT,

Commander, U. S. N.,

Inspector, 18th Lighthouse District.

CIRCULAR NO.1 of 1911.

Office of U.S.Light-House Inspector,
18th District,

New Custom House,
San Francisco, Cal., January 26,1911.

1. Inclosed is a supply of the new blank Form 65 - monthly report - one copy of which is to be made out in detail and forwarded promptly to this office on the first day of each month, commencing February 1, 1911.

2. This new blank form does away with old Form 69 - report of absences - all old forms on hand of 65 and 69 are to be destroyed.

3. Your attention is called particularly to the instructions on the back of the new blank.

4. In the case of light-stations, this report is to be signed by the keeper and all the assistants.

Respectfully,

W. A. MOFFETT,

Lieut-Commander, U.S.N.,

Inspector.

CARE and ACCOUNTABILITY of PROPERTY and
PREPARATION of REQUISITIONS and RETURNS.

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OFFICE of INSPECTOR, 18th LIGHT-HOUSE DISTRICT,
NEW CUSTOM HOUSE,
San Francisco, Cal., February 1, 1911.

CIRCULAR No.2 of 1911

1. The following instructions are issued for the information and guidance of all keepers, and strict compliance with these instructions will be required.

2. In determining the relative efficiency of keepers, much weight is given to the manner in which requisitions, returns, transfer receipts, reports, etc., are prepared.

3. Particular attention is invited to paragraphs 169, 175, 183, 184, 185, 188, 189 of Laws and Regulations relating to the Light-House Establishment, 1904; and paragraphs 30, 31, 33, 34, 35, 36, 37, 43, 44, 46, 47, 48 and 53 of Instructions to Light Keepers, 1902, and page 3 of List of Allowances to Light-Stations, 1907.

Requisitions for Supplies.

4. The annual requisition for supplies on Form 210 should be prepared in duplicate and one copy submitted to this office between February 1st and 15th of each year. Columns 1, 2, 3 and 4 are not to be filled in. In the 5th column the quantity that will probably be on hand June 30th should be given. Unserviceable property should be noted on the 6th column under "condition". If the property is not unserviceable, this column should be left blank. In the last column under the heading "quantity required for next year" should be given the minimum amount of articles and supplies that will be absolutely necessary for the proper maintenance and supply of the station for the next fiscal year commencing July 1st.

5. Articles asked for which are not covered by the printed list should be inserted under the appropriate classifications as "brushes", "chimneys", "cordage", "hardware" and tools", etc.

6. Requisitions must not exceed authorized allowances as given in "List of Allowances, 1907".

7. All tools and fog-signal supplies heretofore furnished by the former Engineer should be included in the requisition. Materials required for general repair work on the station such as pipe, pipe fittings, plumbing supplies, lumber and miscellaneous building materials should be asked for on form "Spl.338", a copy of which is forwarded herewith.

8. All articles should be specified clearly and fully as regards kind, size and color.

9. The annual allowance of mineral oil for use in dwellings is forty (40) gallons for each family living in a separate apartment at each station and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwelling, fog-signal and other buildings.

10. If any parts of the kitchen ranges are to be renewed, give number, name and date stamped on the range, stating for which keeper each part is desired. Stoves, stove fixtures and all articles of household supplies are intended only for the use of the Keeper and Assistant keeper for whom issued. The practice of entering keeper's or assistant keeper's quarters, when vacant, and removing or exchanging any articles or household supplies without written authority from the Inspector is strictly prohibited. Only tin and ironware specified on printed list furnished with Eureka range, a copy of which should be on file at each light-station, will be furnished, except that tea and coffee pots may be of graniteware.

11. In asking for oils, paint, etc., state the structures that require painting, giving colors and all particulars. In asking for lime and cement, state time when they will be required for use, as they will not be delivered until needed.

12. In asking for hand lamps and latnerns, chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. Give size of lantern globes. A separate sheet of paper covering supplies for oil vapor lamps should be appended to page 8 of the requisition.

13. The length of clock cords desired should be stated.

14. Keepers are cautioned against using any other ink on official documents than that supplied by this office, as a full supply will be sent.

15. The medicine chest at light-stations is to be kept in the Keeper's quarters, but the drugs are intended for the use of keepers, assistant keepers and their families. A small quantity of the medicines, which have been determined by the Marine Hospital Service as appropriate for general use, will be allowed for replenishing the supply in the chest. Keepers are cautioned not to include in their requisitions any proprietary articles or fancy drugs of any kind. When drugs are required, the keeper should obtain written bids in the vicinity (from three parties, if practicable), and forward them to this office. If not convenient to purchase the drugs in the vicinity, a requisition should be forwarded to this office with the regular printed requisition Form 210.

16. It is believed that supplementary requisitions during the year will be unnecessary excepting for furnishing materials and supplies for unforeseen repairs.

Property Returns.

18. Annual property return (Form 32) should be made up in duplicate on June 30th of each year and one copy forwarded to this office without unnecessary delay. This return should account for all property at the station including that heretofore furnished by the former Light-House Engineer.

19. All property on hand not covered by printed list should be inserted under appropriate classifications.

20. Under the column "remarks" the condition of the property should be given.

21. Miscellaneous building material and supplies on hand should be entered on page 11 or on an additional sheet of paper to be appended to page 11.

General Instructions.

22. Herafter property inventories will be checked by an employee sent for the purpose from this office.

23. Tools and implements should, when not in use, be carefully stored away or placed in racks constructed for them and not left exposed to the weather.

24. Government property including empty oil cans, empty sacks, old or condemned articles, etc., must not be loaned for private use, given away or sold.

25. Keepers will not be permitted to remove from their records lamps, lanterns, tools, fixtures, or any other property of any nature whatsoever until personally inspected and officially condemned by the Inspector. If a Keeper considers certain articles unserviceable, he should prepare a list thereof, in duplicate, and submit it to the Inspector when he visits the station. The Inspector will indicate what disposition is to be made of the property covered by such list. As a rule condemned property will be shipped by tender to the Depot, when practicable, for sale at public auction. If not so shipped, the Inspector will give instructions as to what disposition of the property is to be made.

26. Keepers are authorized to furnish fuel oil and other supplies and tools to light-house employees who may be engaged on light-house construction and repair work at the station. A strict account of such supplies and tools is to be kept by the keeper and duplicate receipts for same obtained from the employee in charge of the working party before he leaves the station. If tools or supplies loaned to working parties are returned to the keeper by the employee, they should not be included on the receipt. One copy of the receipt is to be forwarded to this office. Property covered by such receipts may be dropped from the annual property return.

27. Axes, hatchets, saws and other tools will not be renewed every year. It is expected that tools and property will be repaired as far as practicable by keepers.

28. No tools or supplies whatsoever are to be issued or loaned to contractors or private parties without a written permit from this office.

29. All circulars and regulations heretofore issued by this office, which conflict with instructions contained herein, are hereby revoked.

30. A copy of this circular is to be furnished all keepers and assistant keepers on the station and a copy should be filed by the keeper with the permanent records of the light-station, which should be accessible at all times to all of the assistants.

31. Keepers will please acknowledge the receipt of this circular.

W. A. MOFFETT,

Lieut.-Commander, U.S.N.,
Inspector, 18th Light-House District.

404 Market St.,
[illegible] Cal. October 13 1910.

San Francisco, July 1 - 1911

[redacted]
Property at
~~Lightstations~~:

CIRCULAR:

1. ~~Following instructions~~ are issued for the information and guidance of all keepers and lighthouse employes, except attendants of River Postlights, and strict compliance therewith is required.

2. Following forms have been discontinued, and need no longer be used or submitted:
Form No. 30, Receipt for Deliveries by Supply Vessel.
" " 31, Receipt for Property Transferred to new Keeper.
" " 32, Keeper's Annual Property Return.
" " 33, Keeper's Return of Expenditures of Oil, Wicks and Chimneys.
" " 303, General Account of Supplies.

3. Following new forms have been adopted and will be furnished as soon as supply is received from Bureau:
Form No. 28, Certificate of Lost Property.
" " 30, Keeper's Annual Property Return, and Annual Requisition and Receipt.
" " 34, Report of ~~Principal Supplies at stations~~. (Quarterly)
" " 25, Report of Survey of Public Property.

4. A property return shall be prepared for each lightstation by the keeper, showing the property on hand at his station on June 30 of each year, and the property received and expended during the fiscal year. One copy must be forwarded to the Inspector not later than August 1 of each year. An inventory must be taken and the property reported in the return must be checked by actual count, and all discrepancies must be explained in a letter attached to the return, or by Certificates for Lost Property. The property records at the station shall from time to time be subjected to such examination at the station to verify their correctness as can be arranged for by the Inspector, and the annual must be verified in the District Office.

5. The annual property return shall be made on Form 30. For use in making up the property return and examining same, there must be kept at each station a file of all invoices, orders and bills for property received. Accounts must be kept of all supplies expended, either by memorandum receipts or in a memorandum book, and also a record or list of condemned property. One copy of Form 30 may be utilized by keepers as a rough report of receipts and expenditures during the fiscal year.

6. In cases where the keeper of a light station also has charge of lens lanterns or post lanterns, he should make a separate report for each. To illustrate: the keeper of Roe Island Lightstation also has charge of three lens lanterns. He should therefore make two reports, one for Roe Island and one for three lens lanterns.

7. Copies of invoices or orders for supplies will be furnished for light station files. Both copies of bills for materials purchased will be sent to keepers, who will certify to their correctness and return both copies to the Inspector. These bills will serve as the keeper's receipt for the articles.

8. In the case of articles furnished from the lighthouse depot, these articles will be covered by an invoice, which will be delivered to the keeper in duplicate. Keeper will acknowledge receipt of the articles by signing both copies of the invoice, retain a copy for the station files and return one copy to the Inspector. Keepers should read carefully and comply with the instructions printed on the inside of cover of Form 30.

9. In the case of lost property, Form 28 (Certificate of Lost Property) will be prepared by keepers and forwarded, in duplicate, to the Inspector, who will return one copy, after proper action, to the keeper for his files. Keepers should comply with instructions on the back of Form 28.

10. In the case of property to be condemned, Form 25 (Report of Survey of Public Property) will be prepared and presented, in duplicate, to the Inspector, or his representative who may be inspecting the station, and who, after proper action, will return both copies to the keeper. The keeper should forward both copies to the office of the Lighthouse Inspector, and after proper action in the office one copy will be returned to the keeper for the station files. Keepers should comply with instructions on the back of Form 25.

11. Form 34 (Report of Principal Supplies used at Stations) should be prepared in duplicate, one copy retained for the station file and one copy to be mailed to the Inspector at the end of each Quarter.

12. Four copies of Form 30, three copies of Form 25, two copies of Form 34 and one copy of Form 28 are enclosed herewith. Additional copies of Form 28 and 34 will be furnished as soon as received from the Bureau.

13. So much of instructions from this office contained in Circular No. 2, dated February 1, 1911, as conflict with instructions given herein, are hereby revoked.

W. A. MOFFETT,

Commander, U. S. N.,
Inspector.

Office of U.S.Light-House Inspector,
18th District,

813 Mutual Savings Bank Bldg.,
704 Market St.,
San Francisco, Cal., January 11, 1911.

News item
Marine intelligence.

LOCAL NOTICE TO MARINERS

On January 20th, 1911, the offices of the Inspector of the 18th Light-House District now located in the Mutual Savings Bank Building and Monadnock Building, San Francisco, Cal. will be combined and moved to the new Custom House Building, corner of Washington and Battery Streets, San Francisco, Cal.

All communications should be addressed to

LIGHT-HOUSE INSPECTOR,

SAN FRANCISCO,

CALIFORNIA.

The office of the Light-House Engineer has been abolished, and the work heretofore carried on under the supervision of that office has been assigned to the office of the Inspector of the 18th Light-House District.

W. A. MOFFETT,

Lieut-Commander, U.S.N.,

Inspector.

OFFICE OF U.S.LIGHTHOUSE INSPECTOR,
18th District,
424 New Custom House, San Francisco, Cal.,
April 29, 1911.

CIRCULAR NO. 7 of 1911.

Sir:

1. The inclosed efficiency reports are to be properly and carefully filled out and returned to this office at the earliest date practicable.

2. Principal Keepers will fill out the reports for themselves and all other employees at the station. Masters of vessels will fill out the reports for themselves and all Officers holding appointments, but not for members of the crew.

3. Keepers and Masters are cautioned to carefully review the reports before mailing, and to satisfy themselves that they are properly made out and complete in all respects.

W. A. MOFFETT,

Commander, U. S. N.,

Inspector.

OFFICE OF LIGHTHOUSE INSPECTOR
EIGHTEENTH DISTRICT.

Property at
Lightstations:

San Francisco, August 18 - 1911.

CIRCULAR:

1. Referring to paragraph 12 of circular from this office dated July 1, 1911, relative to property at lightstations: There are enclosed herewith two copies of Form 34, six copies of Form 28, and one copy of Form 25.

2. Keepers are informed that the annual requisition on Form 30, in duplicate, should be mailed by September 1, 1911, for supplies required during the fiscal year commencing July 1, 1912, and ending June 30, 1913.

3. The breakage, loss or leakage of supplies and oil must be reported to the Inspector on Form 28 (Certificate of Lost Property), which must be furnished in duplicate.

W. A. MOFFETT,

Commander, U.S.N.,
Inspector.

9 encl.

Department circular No.216, of October 5, 1910, relative to illegal collection or payment of political assessments and forms of political activity forbidden by the Civil-Service Law and Rules.

---------OOOO--------

To Officers and Employees of the Department of Commerce and Labor:

Attention is called to the following announcement, prepared by the Civil Service Commission, concerning the illegal collection or payment of political assessments, and certain forms of political activity, which are held to be forbidden by the civil-service law and rules. The head of each bureau or office is hereby requested to furnish one copy of this circular to each person serving under his direction and to cause copies of the circular to be posted in conspicuous places in the offices under his charge.

It is the desire of the Department to cooperate with the Civil Service Commission in the enforcement of the civil-service law and rules, and violations thereof on the part of its officers and employees will not be countenanced.

CHARLES NAGEL,
Secretary.

WARNING AGAINST ACTIVITY IN POLITICS BY FEDERAL OFFICERS AND EMPLOYEES.

1. Political Activity.

Rule I, section 1, of the civil-service rules reads as follows:

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of his appointment. The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers.

The following forms of activity have been held to be forbidden by this provision:

Service on political committees; service as delegates to state, county, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions or otherwise violate the civil-service rules;" service as officer of a political club, as chairman of a political meeting, or as secretary of an antisaloon league; continued political activity and leadership; activity at the polls on election day; the publication or editing of a newspaper in the interests of a political party; the publication of political articles bearing on qualification of different candidates; the distribution of political literature; holding office in a club which takes an active part in political campaigns

political objects, or petitions proposing amendments to municipal charter, of petitions favoring candidates for municipal offices, and of local-option petitions; candidacy for or holding of elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; service as inspector of election, ballot clerk, ballot inspector, judge of election, member of election board; or generally any form of activity in political management or political campaigns, though not specifically mentioned above.

Inasmuch as the issuance of a certificate for reinstatement is discretionary with the Civil Service Commission, no certificate will be issued in any case where the party applying for reinstatement has previously resigned with a view of running for office, or with a view of indulging in a degree of political activity which would be prohibited if he had remained in the service, and who afterwards, having failed in his candidacy or having indulged in the comtemplated activity, seeks reinstatement.

2. Political Assessments or Contributions.

The civil-service act provides that "no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118 of the Criminal Code provides that no federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any political assessment, subscription, or contribution from any other federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any federal officer or employee from making any such political contribution to another federal officer or employee, and section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision the United States Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties, is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections above mentioned shall be fined not more than $5,000, or imprisoned not more than three years, or both.

It is the duty of the Civil Service Commission to see that the civil-service act and rules and the above-mentioned sections of the Criminal Code, which were originally enacted as a part of the civil-service act, are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The Commission requests any person having knowledge of any such violation to lay the facts before it that it may at once take action thereon.

W. G. MILLER,

Commander, U. S. N.,
Inspector.

Circular No.4 of 1911.

Office of U.S.Light-House Inspector,
18th District,

New Custom House Building,
San Francisco, Cal., March 2, 1911.

Sir:

1. The attention of the Bureau of Lighthouses has been called to the violation by persons employed in the Light-House Service of the laws affecting fisheries.

2. The Bureau states that a strict observance of the fish and game laws is required on the part of all persons in the Light-House Service; and if any employees thereof are found guilty of violating such laws, measures will be taken towards their dismissal from the service.

3. You are directed to read this circular to all employees under your direction and file it for future reference.

Respectfully,

W. A. MOFFETT,

Lieut-Commander, U.S.N.,

Inspector.

CIRCULAR NO.5 of 1910.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., April 30, 1910.

Sir:

1. Inclosed is a copy of the contract prices of provisions for the coming fiscal year. The contractors are James A.Snook & Company, 247 Davis St., San Francisco. The total value of the annual ration for vessels is $84.8856, of the annual ration for stations $41.692, and of the weekly ration for tenders $1.6322.

2. If any of the keepers at your station desire to be furnished with rations, please inform me before June 1, 1910, what changes are desired; each keeper to submit a separate invoice in duplicate, giving quantities and prices.

3. Your attention is again called to Circular No. 9 of 1898, the instructions in which must be strictly complied with, viz: the quantities stated in the allowance tables may be changed by increasing some and diminishing others, provided the total cost of the ration is not thereby made greater. Any articles in the contract may be ordered, but no exchange for articles not mentioned in the contract will be permitted.

4. As soon as received the provisions are to be carefully examined and this office informed without delay whether they are correct as to quantity and of good and approved quality; if not, the rejected articles are to be returned at once to the contractor and this office informed by mail.

5. If desired, potatoes and onions will be delivered quarterly, if practicable.

W. G. MILLER,

Commander, U. S. N.,

Inspector.

Schedule of prices for provisions for the fiscal year 1911.

Beef (corned) per lb.,	.0575
Pork, per lb.,	.09
Codfish, per lb., Georges Bank, 18 or less in case,	.05
Mutton (fresh canned) per lb., Best Eastern, 2 lb. tins,	.09
Bacon, per lb.,	.17
Ham, per lb.,	.16
Flour, per lb., California, extra family,	.032
Pilot bread, per lb., extra,	.03
Rice, per lb., No.1 Island,	.05
Corn meal, per lb.,	.02 1/2
Oatmeal, per lb., steel cut,	.04
*Beans, per pint, large, white, or pink,	.04
Peas (split), per pint,	.04
Potatoes, per lb., Oregon or Salinas Burbank,	.01
Onions, per lb.,	.01
*Sugar, per lb., Cal. refined cane, granulated or cube,	.05 1/2
Molasses, per pint, New Orleans, No.1,	.03 1/2
Coffee, per ounce, No. 1 Java and Mocha, 1/2 each, raw,	.01 1/8
*Tea, per ounce, Black or Green, fancy,	.01 1/2
*Butter, per ounce, best fresh, roll or square, full weight, or creamery in pickle, 2 lb. tins,	.02
Vinegar, per pint, not below 60 grain,	.01 1/2 (.01 1/2)
*Pickles, per lb., mixed or plain,	.01 1/2
Tomatoes (canned), per ounce, 2 1/2 lb. tins,	.002
Corn (canned), per ounce, Maine, 2 lb. tins,	.003 1/3
Apples (evaporated), per ounce, extra fancy,	.005
Peaches (dried), per ounce, extra fancy,	.004
Raisins, per ounce, three crown, loose, Muscatels,	.00375
Salt, per ounce, R. S. V. P.,	.001 2/3
Pepper, per ounce, pure,	.001
Mustard, per ounce, pure,	.001
Baking powder, per ounce,	.01 1/2

5.75-
9.
14.75

* At buyer's option.

Beef and pork to be of same quality and packed under same specifications as required for U. S. Navy, and furnished in half barrels.

Circular No. 2 of 1910.

Office of U.S.Light-House Inspector,
12th District,
813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., January 1, 1910.

-----oOo-----

The following approximate consumption of oil in 5-day lens lanterns and 8-day post lanterns as tabulated in paragraph 69, page 14. Instructions to Light-Keepers 1902, should be corrected as follows:

For a 5-day lens lantern, allowing 1 gill of mineral oil the hour, we have an allowance of 24 gills or 3 quarts the day, and of 274.5 gallons the year of 366 days. The allowance by months would then be thus;

Jan.	31 days	23.25 gals.			23 gals.	1 qt.
Feb.	29 "	21.75 "			21 "	3 qt.
Mar.	31 "	23.25 "			23 "	1 "
	91 days		68.25 gals.		68 "	1 "
Apr.	30 days	22.5 "			22 "	2 "
May	31 "	23.25 "			23 "	1 "
June	30 "	22.5 "			22 "	2 "
	91 days		68.25 gals.		68 "	1 "
July	31 "	23.25 "			23 "	1 "
Aug.	31 "	23.25 "			23 "	1 "
Sept.	30 "	22.5 "			22 "	2 "
	92 days		69.00 gals.		69 "	0 "
Oct.	31 "	23.25 "			23 "	1 "
Nov.	30 "	22.5 "			22 "	2 "
Dec.	31 "	23.25 "			23 "	1 "
	92 days		69.00 gals.		69 "	0 "
	366 days		274.5 gals.		274 "	2 "

For an 8-day post lantern, allowing 86 gallons of oil the year of 366 days, we have an allowance of 0.235 gals. = 1,88 pints = 7.52 gills the day or .313 gills the hour. The allowance then by months would be thus:-

				gals.	qts.	pts.	gills.
Jan.	31 days	7.285 gals.		7	1	0	1.12
Feb.	29 "	6.815 "		6	3	0	2.08
Mar.	31 "	7.285 "		7	1	0	1.12
	91 days		21.385 gals.	21	1	1	0.32
Apr.	30 "	7.05 "		7	0	0	1.6
May	31 "	7.285 "		7	1	0	1.12
June	30 "	7.05 "		7	0	0	1.6
	91 days		21.385 gals.	21	1	1	0.32
July	31 "	7.285 "		7	1	0	1.12
Aug.	31 "	7.285 "		7	1	0	1.12
Sept.	30 "	7.05 "		7	0	0	1.6
	92 days		21.620 gals.	21	2	0	3.84
Oct.	31 "	7.285 "		7	1	0	1.12
Nov.	30 "	7.05 "		7	0	0	1.6
Dec.	31 "	7.285 "		7	1	0	1.12
	92 days		21.62 gals.	21	2	0	3.84
	366 days		86.01 gals.	86	0	0	0.32

W. G. MILLER,

Commander, U.S.N.,
Inspector, 12th Light-House District.

Circular No. 1 of 1910,
Office of U. S. Light-House Inspector,
Twelfth District,

San Francisco, January 1, 1910.

Enclosed you will find a blank form for annual requisition, which you are directed to make out and mail to this office on February 1, 1910. Your attention is called to the following directions and instructions which, as far as practicable, should be strictly complied with to avoid delay in returning requisitions for correction. SPECIAL ATTENTION IS CALLED TO PARAGRAPH 8.

1. Submit your requisition on the enclosed Form 210. State the amounts that will probably be on hand June 30, next, and quantity required in addition. Requisitions must not exceed the authorized allowance. See List of Allowances 1907.

2. Care must be taken not to include articles usually supplied by the Engineer, such as tools and materials to repair engines and boilers, etc., and for extensive repairs to buildings.

3. The annual allowance of mineral oil for use in dwelling will be forty (40) gallons to each family living in a separate apartment at a station, and this supply must cover all expenditures for use of hand lamps and hand lanterns in dwellings and fog-signals.

4. Specify all articles clearly and fully as regard kind, size, color, etc. If any parts of the kitchen ranges are to be renewed, give the number, name, and date stamped on the range, stating for which keeper each part is desired. Only the tin and ironware specified in the printed list will be furnished; except tea-pots and coffee-pots may be of granite ware. For oil, paints, etc., mention the structures that require painting, giving colors and all particulars. For lime and cement state time when they will be required for use, as they will not be delivered until needed. For hand lamps and lanterns, their chimneys, wicks, etc., state whether for tubular or old style lamps and lanterns. State size of lantern globes, and give length of clock cords.

5. A full supply of ink will be sent to each station; keepers are cautioned against using any other on official documents than that supplied from this office

6. If your medicine chest requires replenishing, ascertain for what price you can have it done in the vicinity of your station; if not convenient to obtain drugs in the neighborhood, send list of what is required, quantities, etc. (See Cir. No.1 of 1903.)

7. The contract prices for provisions for the coming fiscal year will be sent you later: requests for exchanges to be made then.

8. Ask for only such articles as will be actually needed during the coming fiscal year (July 1, 1910, to June 30, 1911). Do not include tools that can be repaired at the station. At the same time this requisition is intended to include everything that will be required for the above mentioned time. The habit of sending in supplementary requisitions every few months, except on extraordinary occasions, will not be tolerated.

W. G. MILLER,
Commander, U. S. N.,
Inspector, 12th Light-House District.

Circular No. 6 of 1910.

Office of U.S.Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 1,1910.

Sir:

1. In order to complete the annual report in time to reach Washington on July 20, you are directed to mail your monthly and quarterly reports on July 1st.

2. This circular need not be acknowledged.

W. G. MILLER,

Commander, U.S. N.,

Inspector, 12th Light-House District.

Circular No. 7 of 1910.

Office of U. S. Light-House Inspector,
12th District,
815 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 23, 1910.

Sir:

The following is a copy of an order approved by the executive officers of the Light-House Board on June 30, 1910:

"It is hereby ordered that the following addendum to Regulations Governing the Uniforms of the Officers and Men of the United States Light-House Establishment, 1907, be inserted on page 4 after the description of the uniform of masters of tenders, and before the section regarding regulation buttons:

BLACK TIE.

To be of silk or satin, string, of uniform width, not less than 3/4 inch nor more than 1-1/4 inches, and not less than 32 inches nor more than 36 inches in length.

It is further ordered that this instruction be carried into effect in the Light-House Establishment at once.

This order includes all officers on light-house tenders and light-vessels, keepers and assistant keepers at light-stations, light-house depot keepers and watchmen at light-house depots".

You are directed to carry this order into effect immediately. Respectfully,

W. G. MILLER,
Commander, U. S. N.,
Inspector.

C O P Y . . .

July 1, 1909.

Water Department,

City of San Diego,

San Diego, Cal.

Sirs:

The Light-House Board has accepted your proposal of June 15, 1909, to furnish not exceeding 80,000 gallons of fresh water required for all purposes at Point Loma and Ballast Point Light-Stations, California, during the period from July 1, 1909, to June 30, 1910, at 7½¢ per 100 cu.ft., minimum rate $1.00 per month.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector.

Office of U.S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 28, 1909.

News item
Marine intelligence.

NOTICE TO MARINERS ---- SAN DIEGO ENTRANCE --- CALIFORNIA.
(List of Lights and Fog-Signals, Pacific Coast, 1908, page 10, after No. 1, and List of Lights, Buoys, and Daymarks, Pacific Coast, 1908, page 13.)

Notice is hereby given that, about August 8, 1909, a black gas buoy, marked "3SD" in white and showing a fixed white light during periods of 10 seconds separated by eclipses of 10 seconds duration, will be established in place of San Diego Bar Outside Buoy, 3, a 1st-class can buoy now marking the location, which will then be discontinued.

By order of the Light-House Board.

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 10 of 1910.

Office of U. S. Light-House Inspector,
18th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., Aug. 10, 1910.

Sir:

1. The Bureau of Light-Houses gives notice, dating from August 1, 1910, that this light-house district is renumbered the 18th, instead of the 12th as heretofore, and embraces all aids to navigation on the seacoast, bays, rivers, and other tidal waters of California.

2. This circular to be filed and receipt acknowledged.

Respectfully,

W. G. MILLER,

Comm

Circular No. 11 of 1910.

Office of U. S. Light-House Inspector,
18th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., October 20, 1910.

Notice is hereby given that Lieut-Commander W.A. Moffett, U. S. N., will relieve the undersigned as Inspector of the 18th Light-House District (California) on October 24, 1910.

W. G. MILLER,

Commander, U. S. N.,

Inspector.

Circular No. 9 of 1910.

Office of the Inspector, 12th Light-House District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 26, 1910.

RECEIPT FOR WHITEWASH

Sir:

The following preparation can be used for wood, brick, or stone work, and is almost as durable as oil paint and much cheaper:

To 50 pounds of Hydrated Lime, made into a paste with boiling water, add one peck of salt previously dissolved in warm water; 3 pounds of rice, boiled to a thin paste and stirred in while hot; also one-half pound of powdered Spanish whiting, and a pound of clear glue, dissolved in warm water. Mix the ingredients well together and let the mixture stand for several days. When ready to apply, heat and apply as hot as possible with brush or spray.

Hydrated Lime will make an excellent whitewash by thorough mixing with water and is ready for immediate use.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

July 23, 1909.

Mr. William A. Beeman, Keeper,
Point Loma Light-Station, Cal.

Sir:

In answer to your communication of July 20, 1909, in regard to a shortage of water, you are authorized to disconnect the water ~~tanks~~ tanks and discontinue the toilets, in case more water can not be obtained.

I desire that you will continue to solicit bids for hauling water and post notices in conspicuous places. The Commandant will be requested to furnish you more water if obtainable.

Respectfully,

W G Mc...

Commander, U.S. N.,
Inspector.

C 149.

C O P Y . . .

July 23, 1909.

The Commandant,

Fort Rosecrans,

San Diego, Cal.

Sir:

The keeper of Point Loma Light-Station informs me that his supply of fresh water is almost exhausted and that he has been unable thus far to obtain any bids for hauling water to the station. As we have no other means of obtaining water during the dry season, except through the pipe line, I would consider it a great favor if you can pump him only enough water for household purposes.

Respectfully,

W. C. MILLER,

Commander, U.S. N.,

Inspector.

Copy for Keeper Beeman.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH D
651 MONADNOCK BUILDING
SAN FRANCISCO, CAL.

July 17, 1909.

Keeper, Point Loma,

Sir:-

The Light-House Tender SEQUOIA will leave San Francisco Tuesday night with rations and a small amount of freight for your station. If the SEQUOIA is crowded for time she will not stop at your station in which event the supplies will be returned to San Francisco and sent down on the MADRONO to sail south in August. The supplies should be hauled by the contractor for the Inspector's office.

Respectfully,

C. H. McKINSTRY.

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Circular No. 16 of 1909.

-----oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 23, 1909.

Sir:

1. Before returning the library from a station, keepers are directed to arrange the books in the same order in which they appear in the catalogue on the inside door.

2. This circular to be read to all the assistants, posted, and receipt acknowledged.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

C1+9

C O P Y . . .

July 16, 1909.

Major C. H. McKinstry,
Corps of Engineers, U. S. A.,
Engineer 12th Light-House District,
San Francisco, Cal.

Sir:

I have the honor to request that the rations for Point Loma Light-Station be landed by the Sequoia at La Playa Wharf, San Diego Bay, as we have a contract with Mr. H. N. Thomson for their transportation from La Playa to the station.

Respectfully,

W. G. MILLER,
Commander, U. S. N.,
Inspector.

Segovia sails ~~from~~ July 20.
Notify Thomson & be ready
to ~~take~~ station on arrival.
C.H.M.

Circular No. 15 of 1909.

-----oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, California, July 23, 1909.

Sir:

1. Keepers are hereby authorized to furnish fuel, oil, and other supplies to working parties sent out from the Light-House Engineer's Office; a strict account of such supplies to be kept by the keeper and duplicate receipts for the same obtained from the Superintendent or Foreman before leaving, one copy of which will be promptly mailed to this office.

2. This privilege does not apply to contractors, to whom no supplies whatever are to be issued without a written permit from this office.

3. This circular to be read to all the assistants, posted, and receipt acknowledged.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 15 of 1909.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 18, 1909.

Sir:

1. In order to complete the annual report in time to reach Washington on July 20, you are directed to mail your monthly and quarterly reports on July 1st.

2. This circular need not be acknowledged.

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
651 MONADNOCK BUILDING
SAN FRANCISCO, CAL.

December 22, 1909.

Keeper, Point Loma Light-Station,
San Diego, Cal.
Sir:-

You are requested to report by return mail, as far as the records of your station show, the following:

1. Has the lantern glass ever been broken by birds which have flown against it - if so, how many times, during what years?

2. How many times has it been necessary to install the storm emergency panes of glass? Give the number and the years.

3. Give the number of storm panes on hand and describe the manner in which they are fastened and held in place.

4. How many lights of glass has it been necessary in the past to replace in the lantern? Give number of panes and years during which replaced also reason for breakage.

5. Give any further information that you may have had in your light-house experience pertaining to the question of breaking lantern glass, cause of breakage and the method of installing storm panes, etc.

Respectfully,

JOHN BIDDLE.

Lieut.Col., Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

651 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
~~1892 GOLDEN GATE AVENUE~~
SAN FRANCISCO, CAL.

July 9, 1909.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:-

Please inform me as soon as the military post pumps water to the light-house tank. Would also like to know how much water is in the two rain water tanks.

Respectfully,

C. O. MacKinstry.

Major, Corps of Engineers, U.S.A.
Engineer, 12th Light-House District.

M. M.

Point Loma Light Station
March 1st 1904

To the Inspector
12th Light House Dist.
S. F.

Sir

The Keeper and Assistant Keeper of this Station, ~~do not reqs must~~ beg must respectfully, that this Station be furnished with a horse and light wagon, and forage formally allowed this Station.

Owing to the prevailing high prices of Provision and forage, the Keepers can ill afford to maintain a horse on their small salaries, ~~without stabling~~ The Distance to the next Provision Market is 5 miles and there are many errands from Engineer Office also from the Inspectors Office; therefore Sir please consider this application ~~if~~ -

Yo Very R.

If not practicable to furnish the horse and rig. Rations would be also welcome and highly appreciated

Noo. 30. 04

To the Inspector.
S. Fr.

Sir:

According to orders received, I have accertained at the various Truck Cos. at San Diego the price for hauling supplies from La Playa to this Station,

The charges are from four to five Dlls. per ton of 2000 lbs. and after consulting Mr. Thomson he agreed to have the supplies for the price of $ 3.00 per ton, and the same have been received at this Station.

Inclosed find Bill

P. L. L. Sept. 27 04.

To Engineer

Sir!

Mrs Hughes informs me that, I am authorised by you to employ a laborer to dig a drain at this Station.

Please inform me what wages are allowed per diem and ~~what board~~. how much board allowed per week.

Very Rests.

R. A. W. Roper.

As soon as I receive your answer I will try to find a good man to do the work which will have to be completed before the heavy rains occur.

Pt. L. L. St. Sept. 24. 07.

To Engineer.

Sir:

Owing to the transportation of heavy granite blocks for the Bennington Monument in the national Cemetary at Point Loma, the bridges are now in dangerous conditions and unsafe for travel.

Therefore I beg of you to have the bridges repaired or new bridges ~~erected~~ constructed.

At my expense I hired team and 2/ men to temporary repair the bridges, in order to haul supplies over the road to this station.

If a horse and wagon, also forage would be furnished this station, as formerly allowed, many minor repairs could be made by the Keepers without additional expense to the Government.

R. A. U.

K.

Point Loma Light
Nov. 12th 07.

To the Inspector
12th. Light House Dist.
S. F.

Sir:

Inclosed find a communication from Mr. N. M. Thomsen of La Playa, wherein he states that he cannot have the supplies to this Station from the storehouse at La Playa for less than $3.50 per ton. The price formerly paid has been $2.00 per ton - The supplies are very much needed at this station and there is no one else in this vicinity I can get to have the supplies, I cannot see any other way but to acquince to the demand.

Please inform me what to do in this matter.

Very Respectfully
R. A. W. K.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

August 14, 1907.

Mr. Richard A. Weiss, Keeper,
Point Loma Light-Station, Cal.

Sir:

If the articles mentioned on the inclosed bill were delivered to your station by the Steamer Armeria in February last, you will please certify to the same on the left hand margin of the bill, and return it promptly to this Office.

Respectfully,

R. F. LOPEZ.

Commander U. S. N.,
Inspector.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

August 16, 1907.

Mr. Richard A. Weiss, Keeper,

Point Loma Light-Station, Cal.

Sir:

Referring to your requisition for annual supplies, in which you ask for a new range for the assistant keeper, please inform me at once if a water-back is desired with this range.

Respectfully,

R. F. LOPEZ.

Commander U. S. N.,

Inspector.

Pt. Loma
August 23rd 07.

To the Inspector
12th Light House Distr.
Sir:

In answer to your letter of August 16th inst. I wish to state that the water back (new) ~~was~~ installed lately in the range of the Assistant Keeper, will answer for new range

Resp. R. G. W.

but the water back lately installed in old range can be transferred to new range

Point Loma Light Station
June 10th 1907.

To the Inspector
12th. Light House District
San Francisco. Calif.

Sir.

I the following mentioned work has been performed during the fiscal year ~~1906~~ 1906. - 1907 at this Station.

1. A pipe line connecting this Station with the water main of San Diego has been installed at this station
2. The Light Tower and Keepers Dwellings have been connected by intercommunicating telephones three in number.
3. One hundred cypress trees being furnished by the Engineer ~~and~~ ~~ps~~ the same have been planted along fences.
4. The 16000 Gls. watertank standing back of Dwellings, has been removed and put up 200 yards north and on a higher elevation, will be completed during this month.
5. Bathrooms have been installed in both Dwellings, including bathtubs, and lavatories, will be completed during this month.
6. The two outhouses will be removed west of Dwelling on the bank and the spaces filled in with soil.
7. The sewer pipe has also been extended farther along the bank.

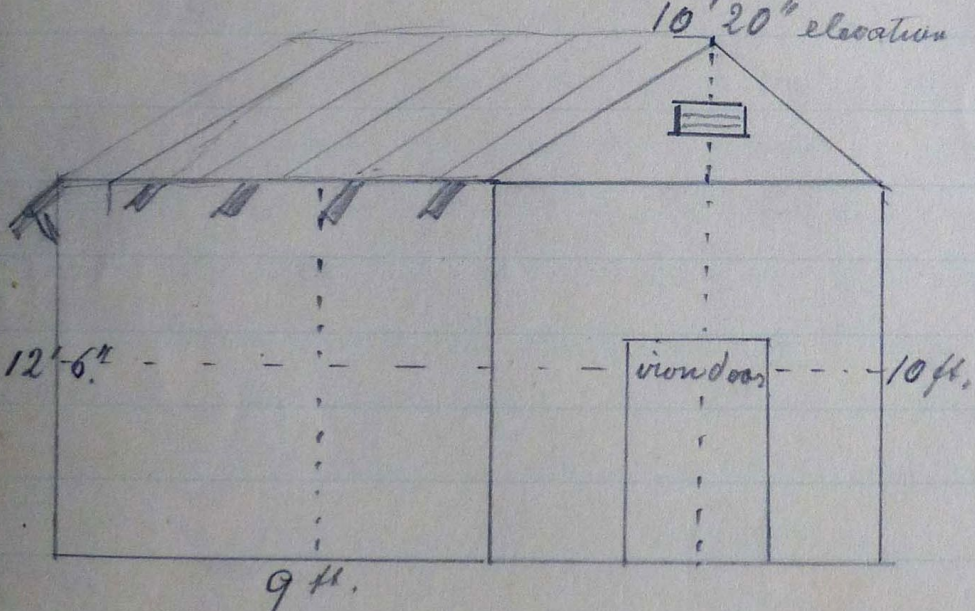
The cost of all this work is not known to the Keeper. Needed is a new bridge at the approach to the Reservation the present one is very unsafe. A new steel bridge would cost about $1.800 oo

Point Lena Light Station
April 5th 1905.

To the Light House Engineer
12th Dist.
San Francisco Calif.

Sir

The following is the discription of the Outhouse and Shed on this Station. The same is 200 feet N. E. direction from the Light Tower, built of brick, plastered on the outside. roof is of Tinplate, the Tower shelves the running the full lenght of the interior on both sides, of eighteen inches apart, floor of concrete.



and was built 1894 as far as I could find out.

Point Loma Light Station.
April 5th, 1908.

To the Inspector
12th. Light House Distr
San Francisco. Calif.

Sir:

Circular No. 5. of 1905 received at this Station; the same has been read and posted as ordered.

Very Respectfully
Richard A. Weiss.
Keeper.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

March 25, 1908.

Mr. Richard A. Weiss, Keeper,
Point Loma Light-Station, Cal.

Sir:

Referring to your requisition for annual supplies, it is noticed that you asked for 100 feet of rubber hose. As 200 feet of hose was delivered your station about a year ago, you are requested to state why you asked for this additional amount, and if absolutely needed, state the size of hose desired.

You are directed to obtain and forward to this office a bid for the drugs required to replenish your medicine chest.

Respectfully,

R. T. Lopez.
Commander, U. S. N.,
Inspector.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

351 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
1292 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

January 8, 1908.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:

Will you please answer the following questions by return mail, relative to Point Loma Light-Station:

1 - Year illuminating apparatus was made - name of maker?
2 - Marks and numbers on apparatus?
3 - Inside diameter of central drum?
4- Number of flash panels?
Arc of each in degrees?
5 - Number of elements in each panel of central drum of lens?
6 - State number and size of chariot wheels?
7 - Is colored glass attached to illuminating apparatus or lantern?

Respectfully,

O. M. Kinsley

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

M. McNilson

To the Light House Engineer.

Point Loma Light Station
January 20th 1908.

Sir.

In answer to your letter of January 8th. 1908. I state the following

1.- Apparatus made 1887 by Henry Lepaute, Paris France.
2.- No numbers or marks on Apparatus.
3.- Inside Diameter of central drum - 8¼."
4.- Number of flash panels - 12.
Arc of each in degree - 45° - 10½."
5.- Number of elements in each panel - 34 catadioptric prisms.
6.- Number of chariot wheels - 8.-
" size " " " Diam. 4½
7. Ruby colored glass attached to six panels alternately on lens apparatus.

R. Nov 1-12 Thayer.
" " " " M.C.

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

CIRCULAR NO. 10.

Furniture, bedding
and cooking utensils
for stations.

Office of Inspector, 18th District
Custom House
San Francisco, Cal.
Oct. 26, 1912.

TO KEEPERS AND ASSISTANT KEEPERS:

1. The following list is a standard schedule of furniture, cooking utensils, etc., which may be furnished at government expense to light and fog signal stations. The schedule is the maximum of what shall be supplied to any station, but the articles enumerated will not be supplied unless considered necessary by the Inspector.

2. If the existing equipment is found satisfactory keepers should not ask for articles just because they are listed in the schedule.

SCHEDULE OF EQUIPMENT

For all Lightstations having quarters.

1 Cooking stove, with pipe and damper, poker, shaker, lifter, coal hod, shovel, and zinc floor board, for each separate keeper's dwelling, each keeper's quarters with family, or for each lighthouse not having quarters for family.

1 Heating stove, with pipe and damper, poker, shaker, lifter, coal hod, shovel, and zinc floor board, for each separate keeper's dwelling, each keeper's quarters with family, or for lighthouse not having quarters for family.

Notes:- Oil stoves, instead of coal or wood stoves, will be furnished where mineral oil is authorized as fuel.

Heating stoves will not be furnished to stations where heating plants are provided.

For all Off-Shore and Isolated Land Stations where Families are not Permitted to Reside.

FURNITURE

For Station Use.

1 Desk, flat-top, 42 inches or smaller.
1 Desk chair
1 Kitchen table

BEDDING AND LINEN

For Each Keeper.

3 Colored mattress covers
3 Colored pillow cases
6 Hand towels
1 Mattress, hair.

For all Off-Shore and Isolated Land Stations where Families are Not Permitted to Reside, (continued)

FURNITURE

For Each Keeper.

1 Chiffonier with mirror
3 Hardwood chairs
1 Single iron bed with wire springs

BEDDING AND LINEN

For Each Keeper.

1 Pair colored blankets
1 Pillow, hair
1 Colored comforter (In 1,2, 3,4,5,10,11,12,16 & 17 Dists).

COOKING UTENSILS AND TABLEWARE

For Station Use.

1 Baking pan
1 Basting spoon
1 Bean pot
2 Bread-baking pans
1 Bread board
1 Bread box
2 Butcher knives
1 Butter dish
1 Chopping board
1 Chopping knife
2 Coffee mugs
1 Coffee pot
1 Clothes line
50 Clothes pins
1 Cook's fork
2 Cooking pots with covers
1 Dish pan
2 Frying pans
1 Pepper shaker
3 Pie tins
2 Platters
1 Roasting pan

For Station Use, (cont'd)

1 Rolling pin
1 Salt shaker
2 Soup bowls for spare
1 Soup ladle
1 Steamer for cooking pot
1 Sugar bowl
1 Tea kettle
1 Teapot
2 Vegetable dishes, open
1 Wash board
1 Wash tub, cedar

For Each Keeper.

2 Coffee mugs
2 Dinner plates
2 Forks
2 Knives
1 Pail, galvanized
1 Soup bowl
2 Tablespoons
2 Teaspoons

3. All of the above articles must be asked for in annual requisitions. As the annual requisitions for the coming fiscal year have already been submitted to the Inspector, keepers are authorized to submit supplementary requisitions on Form 95 for such articles covered by the authorized schedule as are considered absolutely necessary for use during the next fiscal year.

RHODES.

R. No. 1.2
.. .. M.C.

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

CIRCULAR NO. 13.

Office of Inspector, 18th District
Customhouse
San Francisco, Cal.
Oct. 29, 1912.

Leave of absence
and shore liberty
for keepers.

TO KEEPERS AND ASSISTANT KEEPERS:

1. The following instructions governing the granting of shore liberty and annual leave to lighthouse keepers in the lighthouse service are given for the information and guidance of all keepers and assistants.

2. The lighthouse stations in the 18th Lighthouse District have been divided into two classes. Class I includes Mile Rocks, Farallon and St. George Reef Lightstations. All other stations in the district are in Class II.

3. Lighthouse keepers at stations in Class I may be granted shore liberty not to exceed at the rate of six days per month. Shore liberty includes annual leave, sick leave, Sundays and holidays, and time consumed in coming from and returning to station, excepting in cases referred to in paragraph five of this circular.

4. Lighthouse keepers of stations in Class II may be granted thirty days' leave per annum exclusive of Sundays and holidays, but inclusive of sick leave.

5. When lighthouse keepers are on shore liberty or annual leave, and for any reason are unable to report to their stations, through no fault of their own, within the time allotted, they should promptly notify the district officer, and request instructions, and if assigned to duty by the district officer the time consumed in performing the assigned duty will not be counted against their shore liberty or annual leave.

6. At stations where only one keeper is authorized, the keeper when desiring leave, must furnish, at his own expense, a substitute satisfactory to the Inspector.

7. At stations where two keepers are authorized, neither keeper shall be absent more than two days without providing at his own expense a substitute satisfactory to the Inspector. When any lighthouse keeper is away from his station on authorized leave of absence the pay and subsistence of his substitute, in case it is necessary for

him to employ one, shall be a matter of personal arrangement between the keeper and the substitute. A member of a keeper's family may be employed as substitute if satisfactory to the Inspector.

8. At stations where three or more keepers are authorized they may be granted shore liberty without having to furnish a substitute, provided that the remaining keepers are, in the Inspector's opinion, able to satisfactorily care for the station for the period of authorized shore liberty.

9. No shore liberty or annual leave will be granted to lighthouse keepers during the stormy season except in cases of emergency.

10. Shore liberty or annual leave may be temporarily suspended or reduced by the Inspector, if upon inspecting a station its condition is found to be unsatisfactory.

11. Unused shore liberty or annual leave shall not be carried over to the next calendar year.

12. Shore liberty or annual leave shall not be granted a lighthouse keeper in excess of the amount accrued at the time leave is desired except when the best interests of the service will be conserved, or in especially meritorious cases. Deduction shall be made from the salary of a keeper leaving the service for the number of days of shore liberty or annual leave he may have had in excess of the accrued amount.

13. The keeper and first assistant must never be absent from the station at the same time.

14. General authority is hereby granted to lighthouse keepers at St. George Reef to take shore liberty in accordance with the instruction and rules contained in this circular. However, the principal keeper should inform the Inspector by letter when he is about to take his shore liberty, furnishing inclusive dates; he should also state where his post office address will be while absent from the station. At St. George Reef Lightstation no period of continuous absence is to extend beyond 15 days, except by written permission of the Inspector.

15. In the case of all stations of Class II and Lile Rocks and Farallon Lightstations written applications for annual leave in excess of 24 hours must be submitted to the Inspector, through the keeper, for approval, who will endorse the application as "recommended" or "not recommended". The application should be submitted as far in advance, as practicable, of the time the desired leave is to commence, and must state the number of days leave desired, inclusive dates, the reason for taking the leave, and the post office address of the keeper while absent from the station. All requests for annual leave not exceeding 24 hours may be approved by the keeper.

16. No assistant keeper is to leave the station without first obtaining permission from the keeper, or, in the keeper's absence, from the first assistant, and the keeper must notify the first assistant when he leaves and returns to the station. Upon the return of an assistant to the station he should report in person to the keeper, or first assistant if the latter be in charge.

17. A record shall be kept by the keeper of each station in the back part of the journal showing the number of days of shore liberty or leave of absence each lighthouse keeper has had each month of the calendar year, and the keeper will be held responsible for any excess of authorized leave or shore liberty. The journal record will be examined when the station is inspected.

18. All absences from the station and the reasons therefor must be reported on the monthly report on Form 65, and all Lighthouse keepers at the station must certify to the correctness of the absence report by signing the monthly report. Absences on official business must be marked "O.B.", which will indicate that such absences are not to be a charge to leave or shore liberty. In this connection attention is invited to the last two paragraphs on page 159, and the first three paragraphs on page 160 of the Lighthouse Regulations, 1911.

RHODES.

R. Nov 1-12 11:a B
" " " " M. Co.

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

CIRCULAR NO. 9.

Uniforms, 1912.

Office of Inspector, 18th District
Custom House
San Francisco, Cal.
Oct. 22, 1912.

To Masters of Tenders, Lightvessels, Depot Keeper and
Light Keepers.

1. For your information and guidance there is quoted the following letter from the Bureau of Lighthouses, dated October 16, 1912, relative to new uniforms:

"The new edition of Regulations for Uniforms, 1912, has been printed and a supply is being sent you direct from the printer.

"It will be noted that the uniform of officers on tenders has been changed materially, and no other changes of importance have been made except in regard to uniforms for crews, and design of buttons, sleeve and collar ornaments, &c.

"All new uniforms obtained must conform to these regulations, and employees may be given until March 1, 1913, to provide themselves with at least one uniform in conformity with these regulations, and after that such uniform should be worn on all special occasions. Old uniforms may be worn for general working purposes until November 1, 1913; after that date all uniforms must conform to the Regulations for Uniforms, 1912.

"Arrangements are now being made for the supply of uniforms for crews, under the provisions of the recent act of Congress authorizing purchase of same with lighthouse funds, and sale to employees, and you will be given instructions in the matter as soon as possible."

A copy of the new regulations will be furnished masters of tenders and lightvessels, depot keeper and light keepers as soon as received from the Bureau.

RHODES.

Tenders 2-12 18.a.B.
" " " " M.C.

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

CIRCULAR NO. 15.

Libraries.

Office of Inspector, 18th District
Customhouse
San Francisco, Cal.
Oct. 31, 1912.

TO KEEPERS, DEPOT KEEPER, MASTERS OF TENDERS
AND LIGHTVESSELS:

1. Hereafter libraries will not be furnished to all stations in the Eighteenth Lighthouse District, but only to the following lightstations, provided it is the general request of the light keepers at such stations that the libraries be furnished, viz:

Point Sur	Punta Gorda
Ano Nuevo Island	Bonita Point
Farallon Island	St. George Reef

Libraries will be furnished to the following lightvessels, viz:

Lightvessel No. 70
" " 83
" " 76

2. Masters of tenders are hereby charged with the proper delivery, exchange and return of libraries. Masters of tenders must keep each other informed as to the library status of stations and vessels.

3. Keepers desiring to exchange a library must have the old library ready for prompt delivery when the tender visits the station.

4. Libraries will be carried on stock cards by the depot keeper. These cards will be kept for inventory purposes only, and libraries when invoiced shall not be priced. General authority is hereby granted the depot keeper to deliver libraries to the masters of tenders upon the latters' request.

5. With the new postal regulations limiting weight of packages to eleven pounds it may be found convenient and advisable at a later date to exchange library books by mail.

RHODES.

R. Nov 3-12 H.A.B.
" " " " M C.

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

CIRCULAR NO. 14.

Office of Inspector, 18th District
Customhouse
San Francisco, Cal.
Oct. 30, 1912.

Fuel and gasoline
allowance for stations.

TO KEEPERS AND LABORERS IN CHARGE:

1. The following fuel and gasoline maximum annual allowances are authorized for stations and launches in the Eighteenth District:

ANNUAL FUEL ALLOWANCES FOR STATIONS IN THE 18th LIGHTHOUSE DISTRICT FOR ALL PURPOSES EXCEPTING FOR OPERATING FOG SIGNAL PLANTS

Station	Household use - tons of coal or cords of wood	Pumping and Hoisting
Alcatraz Island	12 tons	
Angel Island	4 "	
Ano Nuevo Island	12 "	
Ballast Point	8 "	
Bonita Point	16 "	2 tons coal
Cape Mendocino	24 cords	
Carquinez Strait	8 tons	
Crescent City	8 cords	
East Brother Island	8 tons	
Farallon	16 "	2 " "
Fort Point	12	
Humboldt	24 cords	
Humboldt Bay Fog Signal	10 tons	
Humboldt Bay Lights	8 cords	
Lime Point	8 tons	
Mare Island	8 "	
Mile Rocks	9 "	
Oakland Harbor	8 "	
Yerba Buena	8 "	
Piedras Blancas	16 "	250 gallons gasoline
Pigeon Point	16 "	
Point Arena	32 cords	
Point Arguello	12 tons	
Point Cabrillo	15 "	200 gallons distillate

Station	Household use - tons of coal or cords of wood	Pumping and Hoisting
Point Conception	16 tons	
Point Fermin	8 "	
Point Hueneme	16 cords	
Point Loma	8 tons	50 gallons gasoline
Point Montara	8 "	
Point Pinos	8 "	
Point Reyes	20 "	250 gallons distillate
Point Sur	16 "	8 tons coal
" "		
Punta Gorda	15 "	
Roe Island	8 "	
St. George Reef	15 "	3 " "
Southampton Shoal	8 "	
San Diego Lights	4 "	
San Luis Obispo	12 "	4 " "
Santa Barbara	8 "	
Santa Cruz	8 "	
Trinidad Head	5 "	
Yerba Buena Depot	20 "	(Coal, gasoline, distillate as required.)

Note:
No fuel allowed at any stations for heating watch rooms and fog signal houses.
Coal to be substituted for wood when cost of wood is excessive at rate of one ton of coal to two cords of wood.

ANNUAL GASOLINE AND DISTILLATE ALLOWANCE FOR POWER BOATS IN THE 18th LIGHTHOUSE DISTRICT

San Diego Beacons	500 gallons
San Pedro "	500 "
Southampton Shoal	200 "
Roe Island	600 "
Humboldt Beacons	300 "
St. George Reef	500 "
Napa Creek	600 "

2. Referring to the above fuel and gasoline allowances lighthouse keepers are informed that allowances are not to be considered as either a perquisite or an emolument, but solely to facilitate th

work of the service. The quantities authorized are to be considered as simply a limit to be used for official purposes connected with the stations. If accumulations of these supplies result they must be indicated in requisitions and must be used up the following year and taken into account when submitting requisitions.

RHODES.

R-Nov. 3rd/12 h. a. B.
" " " " M. G

DEPARTMENT OF COMMERCE AND LABOR
Lighthouse Service

WW-GMP

Office of Inspector, 18th District
Customhouse
San Francisco, Cal.
Nov. 1, 1912.

TO KEEPERS OF LIGHTSTATIONS AND DEPOT:

The Vice President of the United States died on October 30th, and out of respect to his memory keepers are hereby directed to half mast flags until the close of December 1st, 1912. Flags should be half masted immediately upon receipt of this letter.

RHODES.

WW-JMS. Office of U. S. Lighthouse Inspector,
Eighteenth District,
Medicines. 424 Custom House,
San Francisco, Cal., May 20, 1912.

CIRCULAR.

TO LIGHTHOUSE KEEPERS:

1. In compliance with instructions contained in the Lighthouse Bureau Circular No. 94 dated April 4th, 1912, the following instructions are issued for the information and guidance of lighthouse employees of the 18th District.

2. Commencing July 1st, 1912, lighthouse tenders, lightvessels and the lightstations listed below will be allowed medicines and a copy of the Medical Handbook of the Lighthouse Service is inclosed for each of the authorized lightstations and vessels in the district. The receipt of the Handbook should be acknowledged and it should be accounted for on property return.

3. Tenders, lightvessels and Point Sur, Punta Gorda and St. George Reef lightstations will be allowed the full allowance for vessels and stations given on page 6 of the Handbook. The lightstations given below will be allowed the following medicines: -

1 pound absorbent cotton.
4 ounces Bicarbonate of soda.
½ pound Boric acid, powdered.
100 Brown mixture lozenges.
1 Court-plaster, large size envelope.
6 rolls Gauze, 2-inch bandage.
5 yards Gauze, plain aseptic.
100 Quinine, 5-grain tablets.
16 ounces Soap Liniment.

4. The foregoing list of medicines will be supplied to the following lightstations:

Point Loma	Point Montara	Point Reyes
Point Conception	Farallon	Point Arena
Point Arguello	Mile Rocks	Cape Mendocino
San Luis Obispo	Southampton Shoal	Humboldt
Piedras Blancas	East Brother Island	Humboldt Bay Beacons
Ano Nuevo Island	Carquinez Strait	Bonita Point
Pigeon Point	Roe Island	

5. Medicine chests will be provided as soon as funds are available. Medicine chests must be kept in good order and condition.

6. Requisitions for necessary medicines and articles for the year 1912-1913, should be made on the regular form. All medicines will be furnished in glass stoppered bottles during the year 1912-1913, but in future annual requisitions keepers should specify whether they wish glass or cork stoppered bottles. When medicines are furnished in cork stoppered bottles they should be transferred to the glass stoppered bottles. Every bottle and package must be carefully labeled to show its contents.

Respectfully,

W. A. MOFFETT,

Commander, U. S. N.,
Inspector.



FCR-ATJ.
Circular Letter No. 132.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
Washington

August 14, 1912.

District Circular
letters.

Lighthouse Inspectors, Keepers of Stations, and Commanding Officers of Vessels.

The Bureau has learned that employees at stations and on vessels have been found to be unfamiliar with certain requirements of the Service contained in circular letters sent from the district office, showing that they have not been required, or permitted, to read circular letters. The following instructions are therefore issued.

District circular letters sent to keepers of stations should be read and initialed by keepers and assistant keepers and notations made thereon, as follows:-

Read - J.W.C., Keeper, 8/1/12.
Read - F.J.L., 1st Asst. Keeper, 8/2/12.
Read - S.F.G., 2nd Asst. Keeper, 8/2/12.

District circular letters sent to commanding officers on vessels should be read and initialed by commanding officers, mates, and engineers on vessels and notations made thereon, as follows:-

Read - S.F.P., Master, 8/2/12.
Read - J.A.R., Mate, 8/2/12.
Read - C.F.R., Engineer, 8/2/12.
Read - F.G.S., Asst. Engr. 8/3/12.

When a circular letter applies to only one class of employees the fact should be designated by the Inspector.

PUTNAM

Office of U.S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 28, 1909.

News item
Marine intelligence.

NOTICE TO MARINERS ---- SAN DIEGO ENTRANCE --- CALIFORNIA.
(List of Lights and Fog-Signals, Pacific Coast, 1908, page 10, after No. 1, and List of Lights, Buoys, and Daymarks, Pacific Coast, 1908, page 13.)

Notice is hereby given that, about August 8, 1909, a black gas buoy, marked "3SD" in white and showing a fixed white light during periods of 10 seconds separated by eclipses of 10 seconds duration, will be established in place of San Diego Bar Outside Buoy, 3, a 1st-class can buoy now marking the location, which will then be discontinued.

By order of the Light-House Board.

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 10 of 1910.

Office of U. S. Light-House Inspector,
18th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., Aug. 10, 1910.

Sir:

1. The Bureau of Light-Houses gives notice, dating from August 1, 1910, that this light-house district is renumbered the 18th, instead of the 12th as heretofore, and embraces all aids to navigation on the seacoast, bays, rivers, and other tidal waters of California.

2. This circular to be filed and receipt acknowledged.

Respectfully,

W. G. MILLER,

Comm

Circular No. 11 of 1910.

Office of U. S. Light-House Inspector,
18th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., October 20, 1910.

Notice is hereby given that Lieut-Commander W.A. Moffett, U. S. N., will relieve the undersigned as Inspector of the 18th Light-House District (California) on October 24, 1910.

W. G. MILLER,

Commander, U. S. N.,

Inspector.

Circular No. 9 of 1910.

Office of the Inspector, 12th Light-House District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 26, 1910.

RECEIPT FOR WHITEWASH

Sir:

The following preparation can be used for wood, brick, or stone work, and is almost as durable as oil paint and much cheaper:

To 50 pounds of Hydrated Lime, made into a paste with boiling water, add one peck of salt previously dissolved in warm water; 3 pounds of rice, boiled to a thin paste and stirred in while hot; also one-half pound of powdered Spanish whiting, and a pound of clear glue, dissolved in warm water. Mix the ingredients well together and let the mixture stand for several days. When ready to apply, heat and apply as hot as possible with brush or spray.

Hydrated Lime will make an excellent whitewash by thorough mixing with water and is ready for immediate use.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

July 23, 1909.

Mr. William A. Beeman, Keeper,
Point Loma Light-Station, Cal.

Sir:

In answer to your communication of July 20, 1909, in regard to a shortage of water, you are authorized to disconnect the water ~~tanks~~ tanks and discontinue the toilets, in case more water can not be obtained.

I desire that you will continue to solicit bids for hauling water and post notices in conspicuous places. The Commandant will be requested to furnish you more water if obtainable.

Respectfully,

W G Mc...

Commander, U.S. N.,
Inspector.

C 149.

C O P Y . . .

July 23, 1909.

The Commandant,

Fort Rosecrans,

San Diego, Cal.

Sir:

The keeper of Point Loma Light-Station informs me that his supply of fresh water is almost exhausted and that he has been unable thus far to obtain any bids for hauling water to the station. As we have no other means of obtaining water during the dry season, except through the pipe line, I would consider it a great favor if you can pump him only enough water for household purposes.

Respectfully,

W. C. MILLER,

Commander, U.S. N.,

Inspector.

Copy for Keeper Beeman.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH D
651 MONADNOCK BUILDING
SAN FRANCISCO, CAL.

July 17, 1909.

Keeper, Point Loma,

Sir:-

The Light-House Tender SEQUOIA will leave San Francisco Tuesday night with rations and a small amount of freight for your station. If the SEQUOIA is crowded for time she will not stop at your station in which event the supplies will be returned to San Francisco and sent down on the MADRONO to sail south in August. The supplies should be hauled by the contractor for the Inspector's office.

Respectfully,

C. H. McKINSTRY.

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Circular No. 16 of 1909.

-----oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., July 23, 1909.

Sir:

1. Before returning the library from a station, keepers are directed to arrange the books in the same order in which they appear in the catalogue on the inside door.

2. This circular to be read to all the assistants, posted, and receipt acknowledged.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

C1+9

C O P Y . . .

July 16, 1909.

Major C. H. McKinstry,
Corps of Engineers, U. S. A.,
Engineer 12th Light-House District,
San Francisco, Cal.

Sir:

I have the honor to request that the rations for Point Loma Light-Station be landed by the Sequoia at La Playa Wharf, San Diego Bay, as we have a contract with Mr. H. N. Thomson for their transportation from La Playa to the station.

Respectfully,

W. G. MILLER,
Commander, U. S. N.,
Inspector.

Segovia sails ~~from~~ July 20.
Notify Thomson & be ready
to ~~take~~ station on arrival.
C.H.M.

Circular No. 15 of 1909.

-----oOo-----

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, California, July 23, 1909.

Sir:

1. Keepers are hereby authorized to furnish fuel, oil, and other supplies to working parties sent out from the Light-House Engineer's Office; a strict account of such supplies to be kept by the keeper and duplicate receipts for the same obtained from the Superintendent or Foreman before leaving, one copy of which will be promptly mailed to this office.

2. This privilege does not apply to contractors, to whom no supplies whatever are to be issued without a written permit from this office.

3. This circular to be read to all the assistants, posted, and receipt acknowledged.

Respectfully,

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Circular No. 15 of 1909.

Office of U. S. Light-House Inspector,
12th District,

813 Mutual Savings Bank Building,
704 Market St.,
San Francisco, Cal., June 18, 1909.

Sir:

1. In order to complete the annual report in time to reach Washington on July 20, you are directed to mail your monthly and quarterly reports on July 1st.

2. This circular need not be acknowledged.

W. G. MILLER,

Commander, U. S. N.,

Inspector, 12th Light-House District.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
651 MONADNOCK BUILDING
SAN FRANCISCO, CAL.

December 22, 1909.

Keeper, Point Loma Light-Station,
San Diego, Cal.
Sir:-

You are requested to report by return mail, as far as the records of your station show, the following:

1. Has the lantern glass ever been broken by birds which have flown against it - if so, how many times, during what years?

2. How many times has it been necessary to install the storm emergency panes of glass? Give the number and the years.

3. Give the number of storm panes on hand and describe the manner in which they are fastened and held in place.

4. How many lights of glass has it been necessary in the past to replace in the lantern? Give number of panes and years during which replaced also reason for breakage.

5. Give any further information that you may have had in your light-house experience pertaining to the question of breaking lantern glass, cause of breakage and the method of installing storm panes, etc.

Respectfully,

JOHN BIDDLE.

Lieut.Col., Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

651 MONADNOCK BUILDING
OFFICE OF ENGINEER, 12TH DISTRICT
~~1892 GOLDEN GATE AVENUE~~
SAN FRANCISCO, CAL.

July 9, 1909.

Keeper, Point Loma Light-Station,

Point Loma, Cal.

Sir:-

Please inform me as soon as the military post pumps water to the light-house tank. Would also like to know how much water is in the two rain water tanks.

Respectfully,

C. O. MacKinstry.

Major, Corps of Engineers, U.S.A.
Engineer, 12th Light-House District.

M. M.

Point Loma Light Station
March 1st 1904

To the Inspector
12th Light House Dist.
S. F.

Sir

The Keeper and Assistant Keeper of this Station, ~~do not reqs must~~ beg must respectfully, that this Station be furnished with a horse and light wagon, and forage formally allowed this Station.

Owing to the prevailing high prices of Provision and forage, the Keepers can ill afford to maintain a horse on their small salaries, ~~without stabling~~ The Distance to the next Provision Market is 5 miles and there are many errands from Engineer Office also from the Inspectors Office; therefore Sir please consider this application ~~if~~ -

Yo Very R.

If not practicable to furnish the horse and rig. Rations would be also welcome and highly appreciated

Noo. 30. 04

To the Inspector.
S. Fr.

Sir:

According to orders received, I have accertained at the various Truck Cos. at San Diego the price for hauling supplies from La Playa to this Station,

The charges are from four to five Dlls. per ton of 2000 lbs. and after consulting Mr. Thomson he agreed to have the supplies for the price of $ 3.00 per ton, and the same have been received at this Station.

Inclosed find Bill

P. L. L. Sept. 27 04.

To Engineer

Sir!

Mrs Hughes informs me that, I am authorised by you to employ a laborer to dig a drain at this Station.

Please inform me what wages are allowed per diem and ~~what board~~. how much board allowed per week.

Very Rests.

R. A. W. Roper.

As soon as I receive your answer I will try to find a good man to do the work which will have to be completed before the heavy rains occur.

Pt. L. L. St. Sept. 24. 07.

To Engineer.

Sir:

Owing to the transportation of heavy granite blocks for the Bennington Monument in the national Cemetary at Point Loma, the bridges are now in dangerous conditions and unsafe for travel.

Therefore I beg of you to have the bridges repaired or new bridges ~~erected~~ constructed.

At my expense I hired team and 2/ men to temporary repair the bridges, in order to haul supplies over the road to this station.

If a horse and wagon, also forage would be furnished this station, as formerly allowed, many minor repairs could be made by the Keepers without additional expense to the Government.

R. A. U.

K.

Point Loma Light
Nov. 12th 07.

To the Inspector
12th. Light House Dist.
S. F.

Sir:

Inclosed find a communication from Mr. N. M. Thomsen of La Playa, wherein he states that he cannot have the supplies to this Station from the storehouse at La Playa for less than $3.50 per ton. The price formerly paid has been $2.00 per ton - The supplies are very much needed at this station and there is no one else in this vicinity I can get to have the supplies, I cannot see any other way but to acquince to the demand.

Please inform me what to do in this matter.

Very Respectfully
R. A. W. K.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

August 14, 1907.

Mr. Richard A. Weiss, Keeper,
Point Loma Light-Station, Cal.

Sir:

If the articles mentioned on the inclosed bill were delivered to your station by the Steamer Armeria in February last, you will please certify to the same on the left hand margin of the bill, and return it promptly to this Office.

Respectfully,

R. F. LOPEZ.

Commander U. S. N.,
Inspector.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF INSPECTOR, 12TH DISTRICT
704 MARKET STREET
SAN FRANCISCO, CAL.

August 16, 1907.

Mr. Richard A. Weiss, Keeper,

Point Loma Light-Station, Cal.

Sir:

Referring to your requisition for annual supplies, in which you ask for a new range for the assistant keeper, please inform me at once if a water-back is desired with this range.

Respectfully,

R. F. LOPEZ.

Commander U. S. N.,

Inspector.

WW/GHP

Circular. August 22, 1912.

To Lighthouse Employes:

Lighthouse employes are informed that new regulations for uniforms for the lighthouse service are being prepared by the Bureau of Lighthouses, and that no new uniforms should be purchased until the new regulations are received in this district.

H. W. RHODES.

Inspector.

DEPARTMENT OF COMMERCE AND LABOR

Lighthouse Service

HWR-GMP

Office of Inspector, 18th District
Customhouse
San Francisco, Cal.

Efficiency
pennant

Sept. 12, 1912

No. 6. CIRCULAR LETTER

Under the provisions of the Regulations of this service, the "efficiency pennant" for the fiscal year 1912 has been awarded to the Point Sur Light and Fog Signal Station.

The following are the names of the keepers attached to that station:

Keeper - - J. W. Astrom
1st Assistant - C. H. A. Brooke
2nd Assistant - F. Wills
3rd Assistant - W. R. Kane

H. W. RHODES,

Inspector, 18th Lighthouse District.

WW-IG.

Office of Inspector, 18th Lighthouse Dist.
Custom House
San Francisco, Cal., May 11,1912.

CIRCULAR.

Commencing July 1, 1912, all keepers' and assistant keepers' rations will be commuted at the rate of 30 cents per day, and keepers and assistants must purchase their provisions direct from dealers and make prompt settlement therefor.

The Lighthouse Inspector will furnish a copy of the contract for staple groceries to keepers as heretofore and will endeavor to arrange with the contractor to furnish groceries to keepers and assistants at the contract price. Provisions may be transported on regular trips of tenders at risk of keepers.

W. A. Moffett.

Commander, U.S.N.
Inspector.

WW-IG.

Office of Inspector, 18th Lighthouse District,
San Francisco, Cal., July 26th, 1912.

CIRCULAR.

1. Lighthouse employees are informed that Form 72 (Weekly Oil Vapor Lamp and Mantle Report) has been abolished, and after the supply of blanks on hand have been exhausted, the report need not be submitted thereafter.

2. Hereafter the annual requisition for supplies on Form 30 should not be submitted to this office, in duplicate. Two copies only should be prepared by the keeper - one to be mailed to the Inspector and one retained by the keeper.

3. Keepers should use more care than heretofore in preparing reports on forms 30, 34 and 66. It has been found necessary in too many cases in the past to return these reports for correction.

4. When lighthouse employees ship supplies either by freight or express, they must obtain the original shipping or express receipt and forward it promptly to the Lighthouse Inspector. In cases where shipments are made to keepers or other lighthouse employees, the original shipping or express receipt, if received by the keeper or other employee must be mailed to the Lighthouse Inspector after the keeper or employee has indicated on it that the articles have been received in good order and condition and the date of receipt.

5. When bills for supplies are forwarded to keepers or employees for their O.K., both copies should be returned to the Inspector, the date of receipt of the articles to be indicated on both copies.

6. Keepers and lighthouse employees should alwayg obtain promptly from dealers bills in duplicate, certify as to their correctness, indicate the date of delivery and then forward the bills to the Inspector.

E. M. TROTT
Inspector.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

LAH-WW

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

July 23, 1912.

Keeper, Point Loma Light Station, Cal.

If correct, please certify to water bills for quarter ending June 30, 1912 and return them to this office as soon as possible.

When water bills are for your station only you are directed to return them direct to this office and not mail them to the keeper of Ballast Point. Previous instruction to that effect was intended for bills covering water supplied both Ballast Point and Point Loma Light Stations.

IN THE ABSENCE AND BY DIRECTION OF THE INSPECTOR

W. Wilson

WW:SA

OFFICE OF U. S. LIGHTHOUSE INSPECTOR
Eighteenth District

Property

Customhouse
San Francisco, California
June 7, 1917.

DISTRICT CIRCULAR NO. 51.

Keepers of Light Stations,
Laborers in charge,
Masters of Vessels,
Depot Keeper and Mechanician:

1. Commencing July 1, 1917, keepers and all other lighthouse employees will be guided by the following instructions in connection with lighthouse property and supplies pertaining to light stations. These instructions should be frequently read and studied by all employees.

2. The following changes in forms have been made and copies of new forms are inclosed. (DESTROY all old forms 25, 30 and 95.)

Form 30 - Keepers Annual Property Return and Receipt (omits requisition on old form).
Form 36 - Keepers Annual Requisition (new).
Form 95 - Requisition for Articles (amended).
Form 25 - Survey of Property (amended).

Form 36 - Keepers Annual Requisition:

Read carefully the instructions on inside of front and back pink covers.

In addition to the expendable class of supplies that are printed on this form, the following expendable class of supplies should be asked for at the bottom of page 8, on Form 36:

Wood for household use (State kind and size).
Coal for household use.
Coal for fog signal.
Crude oil for fog signal.
Gasoline for fog signal.
Gasoline for launch.
Distillate for fog signal.

No supplies other than those printed on Form 36 and listed above should be asked for on this form, but explanatory or descriptice notes may be inserted.

Carefully fill out two copies of this form on February 1st, and mail one copy immediately to the Inspector's Office accompanied by Form 95, (Requisition for Expendable Class of Supplies).

Form 95 - Requisition for Articles:

Read carefully the instructions on the back of this form as they have been changed materially and involve a new system of handling property and supplies for light stations. This form should be used for annual supplies which are not asked for on Form 36, and always used for the non-expendable class of supplies and proper i.e., the class of supplies and property that must be surveyed and condemned before it can be dropped from returns, such as tools, brushes, etc.

This form when used as an annual requisition should be prepared in duplicate on October 1st, and submitted to the first inspecting officer. Form 25 for such articles as are to be condemned should be prepared and submitted to the inspecting officer at the same time. One copy of Form 95 should be attached to Form 36 and mailed immediately on February 1st to the Inspector's office. If Form 95 has not been acted upon by an inspecting officer by February 1st, the form should be mailed on that date to the Inspector's office with Form 36.

This form when used as an emergency requisition may be forwarded at any time to the Inspector. A full explanation as to the emergency and necessity must be given on the requisition or in an accompanying letter.

When Form 95 is presented for approval of an inspecting officer, and the articles asked for thereon are to replace worn out or unserviceable similar articles, such worn out or unserviceable articles must be conveniently assembled at one point as far as practicable, so that the requisition can be readily acted on by the inspecting officer. The requisition must always show the number of similar kind of articles already on hand.

FORM 25 - SURVEY OF PROPERTY:

Read instructions on back of this form carefully, and also on back of Form 95. Two copies of Form 25 should be prepared, and after Board of Survey has acted on property covered therein, the articles or property to be returned to Lighthouse Depot should be delivered to first tender visiting station.

The master will receipt for the property on both copies of Form 25, the keeper retaining one copy for station files and the master delivering the other copy with the property listed thereon to Depot Keeper, who will receipt thereon for the property in the presence of an officer of tender and then mail receipted copy of Form 25 to Inspector's office for District office file.

Should it be impracticable for a lighthouse keeper to obtain a receipt from the tender, owing to distance of station from the point where the tender docks, or in the case of stations where shipment to Lighthouse Inspector, San Francisco, Cal., is made by railroad or commercial steamer or mail, both approved copies of Form 25 should be mailed to Inspector's office (together with original shipping receipt), which will forward both copies to Depot Keeper who will receipt both copies and then mail both copies to the Inspector's office, the Inspector's office will then mail one copy to keeper of the light station and file the other copy on district office file.

Upon receipt of property, the Depot Keeper will prepare the necessary incoming invoices, one copy of each invoice to be forwarded to the Inspector's office and one retained on the Depot files. Separate invoices must be prepared for "Class I" and for "Sale" property.

In the case of property to be repaired before it is placed in Stock and Stores, or property to be repaired and returned to the light station, work orders and written instructions at the proper time as to the disposition of the property will be given to the Depot Keeper or Mechanician by the Inspector's office.

FORM 30 - Keeper's Annual Property Return and Receipt;

Read carefully instructions on front and back of pink covers of this form. Prepare two copies and mail one copy to Inspector's office not later than August 1st. Use a spare copy of this form for keeping a record of receipts and expenditures during the fiscal year. All articles should be accounted for under proper headings. If no printed headings are available, headings should be provided on last blank pages of the form as "fog signal parts", "stove parts", "kitchen utensils", "furnitur etc., etc. Carefully bring forward quantities on hand at end of past fiscal year, take up all property received, expended and returned to Depot or destroyed at station after condemnation.

REQUISITIONS - GENERAL INSTRUCTIONS:

When submitting requisitions for supplies, property, machinery parts, stove parts, etc., the fullest description must be given including names of manufacturers, serial numbers, sizes, etc., accompanied by sketches or cuts where necessary. Keepers and other employees should not assume that the district office has a complete record and description of all sizes and makes of articles asked for. Unless known to be urgently required, articles which are not properly described on requisitions will be disallowed.

H. W. RHODES

Inspector.

(COPY AMG)

1010. HEADQUARTERS COAST DEFENSES OF SAN DIEGO.
FORT ROSECRANS, CALIFORNIA

MARCH 4, 1917

From: The Commanding Officer.

To: The Lighthouse Inspector, 18th Lighthouse District,
Custom House, San Francisco, Cal.

Subject: Auxiliary base end stations.

1. It is desired to construct in front of the Point Loma Light two small auziliary base end stations consisting of a pit about 4' x 4' by 2' deep containing a small 4" cast iron pipe pedestal, the whole to be covered by a housing for protection against the weather.

2. These stations are to be about 20 feet on sea side from base of light, and will in no way interfere with any of your equipment. The Lightkeeper, Mr. Beeman, says he can see no objection to their being put in.

3. It is requested permission be granted for their construction -- also for two others about 50' from the northwest junction of Lighthouse reservation with military reservation. The latter are not within 100 yards of any of your buildings.

G. T. PATTERSON,

Lieut. Colonel, C.A.C.

San Francisco, Cal.,
March 6, 1917.

1. Returned to Commanding Officer, Fort Rosecrans, Cal.

2. Permission is granted for the construction of the three auxiliary base end stations, above described, with the understanding that if the space occupied by any or all of them is required for Lighthouse purposes at a future date, they will be removed to other suitable positions on the reservation.

H. W. RHODES (SIGNED)

Inspector, 18th Lighthouse District

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OFFICE OF ENGINEER, 12TH DISTRICT
1992 GOLDEN GATE AVENUE
SAN FRANCISCO, CAL.

Oct. 14, 1907.

Keeper,

Point Loma Light-Station,

Point Loma, California.

Sir:

Your letter of October 10, 1907, informing me that it would take one laborer at $2.50 per day and board for a period of about one month to dig the ditches, is received. Please inform me if it is absolutely necessary to have these ditches dug. Owing to the lack of funds I would prefer to delay such work for several months.

Respectfully,

O. A. McFinstry

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Dec. 17. 06.

Engineer.

Sir.

I answer to your letter of Dec. 10. 06 I wish to state, that the servic lamps on this Station is not a Funck lamp, but a—U. S. ~~sound~~ Funck three wick Mineral Oil Lamps-1880 formerly called— Funk Lamps.— The outer wick is 3" in Diameta.— ~~The burners~~ I have carefully examined the burners on this Station, and I fail to find any mark or makers name thereon,— they are made at the General Supply Depot.

As Illustrations of these lamps and burners are in the book of Instruction to Light Keeper—1902—

Jan. 31st 07.

Engineer. and Inspector.

Sir

The water system on this station has been completed and hydrants for ~~or~~ 1" hose put in place 4 in number. but for the lack of hose the water cannot be used for the purpose it is intended. Therefore I respectfully request in 50 ft. sections that 200 feet of 1" rubber hose with nozzle be send to this station.

Very etc.

R. A. W.

Office of Light-House Engineer,
Twelfth District,
Room 651 Monadnock Building,
San Francisco.

November 12, 1907.

TO KEEPERS OF LIGHT-HOUSES:

On and after November 21st, 1907 the address of this office will be Room 651 Monadnock Building, 681 Market Street, San Francisco, Cal.

All communications should be addressed,

Light-House Engineer, Twelfth District,
Room 651 Monadnock Building,
681 Market Street,
San Francisco, Cal.

C. H. McKINSTRY,

Major, Corps of Engineers, U.S.A.,
Engineer, 12th Light-House District.

Point Loma L. Lt.
Oct. 25. 07.

To the L. H. E.
S. F.

Sir.

In answer to your letter of Oct. 17. inst. I wish to state that as it would be desirable to have the ditches dug on this Station for drainage – it is not absolutely necessary at present time, as the Keepers will do the best to avert the waters from doing any serious damages, until such time as you think it practicable of sending a laborer to do the work.

Very Resp. etc.
R. A. M.

Point Loma Light Station
Feb. 23. 07.

To the Inspector
12th. Light House Dist.
S. Fr.

Sir:

I hereby respectfully report that I have received the annual supply of Mineral Oil for the fiscal year, and that allmost all the cases were in bad condition, being nearly all broken, 16 cans were punctured by nail holes, and the contents allmost all leaked out, after examining all cans I have to state that the leakage amounts to 40 Gls.

Very Respectfully.

R. A. W.

Send by Owner.

Point Loma Light.
March 12th 1904.

To the Light House Inspector.
12th Distt. S. F.
Sir!

In obedience to your verbal order, I hereby wish to state to have furnished for the Assistants stove, the following as soon as practicable

2 sets of brick lining for Eureka Range No 7 Model 1885.

the best way is by P. C. Steamer to San Diego.

Very Resp.
R. A. W

(COPY AMG)

1010. HEADQUARTERS COAST DEFENSES OF SAN DIEGO.
FORT ROSECRANS, CALIFORNIA

MARCH 4, 1917

From: The Commanding Officer.

To: The Lighthouse Inspector, 18th Lighthouse District,
Custom House, San Francisco, Cal.

Subject: Auxiliary base end stations.

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2. These stations are to be about 20 feet on sea side from base of light, and will in no way interfere with any of your equipment. The Light-keeper, Mr. Beeman, says he can see no objection to their being put in.

3. It is requested permission be granted for their construction -- also for two others about 50' from the northwest junction of Lighthouse reservation with military reservation. The latter are not within 100 yards of any of your buildings.

G. T. PATTERSON,

Lieut. Colonel, C.A.C.

San Francisco, Cal.,
March 6, 1917.

1. Returned to Commanding Officer, Fort Rosecrans, Cal.

2. Permission is granted for the construction of the three auxiliary base end stations, above described, with the understanding that if the space occupied by any or all of them is required for Lighthouse purposes at a future date, they will be removed to other suitable positions on the reservation.

H. W. RHODES (SIGNED)

Inspector, 18th Lighthouse District

WW:AMG

OFFICE OF U. S. LIGHTHOUSE INSPECTOR

Eighteenth District

DISTRICT CIRCULAR NO.64

Blank Forms

Customhouse
San Francisco, Calif.
June 13,1918

Keepers of Light Stations,
Laborers in Charge, and
Laborers (River Post Lights)

Commencing July 1, 1918, the following forms will be abolished, and employees submitting reports on these forms will discontinue doing so after submitting the report for the period ending June 30,1918:

Form 34 - Report of Principal Supplies used at Stations
Form 78 - Report of Vapor Lamp

Commencing with the month of July, every Keeper and Laborer in Charge (including river lights) will submit Form 65 (Monthly Report of Light Station).

With the abolishment of Forms 34 and 78, the District Office will not be informed as to the quantities of principal supplies at stations and must depend upon the information contained in Paragraph 7 of Form 65, which paragraph gives the number of days principal supplies on hand will last, in order to plan the resupplying of stations on tender trips. Keepers must include under Paragraph 7 of Form 65 such principal supplies as fuel oil, coal, gasoline and distillate, mineral oil, mantles, lubricating oil, etc., writing in such additional items as may be applicable to the station .

Keepers and Laborers in Charge must give particular attention to the preparation of the information called for under Paragraph 7 of Form 65.

Stations reporting rainfall should give this data under Paragraph 5 or 7 of Form 65, as heretofore directed. A number of stations which have heretofore been directed to submit monthly rainfall reports have neglected to do so.

H. W. RHODES

Inspector

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

WW:LS Eighteenth District

Customhouse
San Francisco, California,
January 24th, 1919

District Circular No. 71.

Form 65 (Monthly Report)

Keepers of light stations,
Masters of light vessels,
Laborers-in-Charge,
Laborers (River lights)

1. The following instructions relative to the preparation of the Monthly Report on Form 65 are submitted for your information and guidance and supersede all previous rules, regulations and instructions pertaining to the preparation and submission of this report.

2. One copy of this form must be submitted promptly on the first day of each month to the District Office.

3. Instead of reporting the number of days supplies will last, you are directed to report the quantities on hand at the end of the month, including distillate or other fog signal fuel, lubricating oil, alcohol, gasoline and mantles. In view of the fact that the District Office must depend on the information given by keepers as to quantities of principal supplies on hand under paragraph 6, great care must be exercised to see that this information is not omitted from the report.

4. Under paragraph 5, monthly rainfall should be reported by stations heretofore directed to keep rainfall records.

5. All absences in excess of two hours must bd reported on Form 65, and marked "O. B.", "A. L." or "Sick" to indicate whether the absence is on official business, annual or sick leave.

H. W. RHODES,

Superintendent.

HWR:AMG

Office of Superintendent of Lighthouses
18th Lighthouse District
San Francisco, California.
Jan. 15, 1920

From: Superintendent of Lighthouses

To : Keeper, Point Loma Light Station

Subject: Auxiliary base end stations

1. You are directed to report in detail if any of the auxiliary base end stations referred to above have been constructed at your station. If so, describe these stations in detail and state whether they have been used at all by the War Department and if so how frequently.

H.W. Rhodes.

WW:BFH

District Circular No. 75

Medical Treatment of Injured Employees.

San Francisco, California.
January 21st, 1920.
Office of Superintendent,
18th Lighthouse District.

TO : Lighthouse Keepers
Masters of Tenders
Masters of Light Vessels
Depot Keepers
District Mechanician

1. The United States Employees' Compensation Commission informs this Office that medical treatment of injured employees may be had in San Francisco and vicinity as follows:

UNITED STATES HOSPITALS AND DISPENSARIES

United States Marine Hospital Lake St. & 14th Ave., San Francisco, Cal.
U.S.P.H.S. Dispensary, Old Appraisers Bldg. Washington and Sansome Streets, San Francisco, Cal.

DESIGNATED PHYSICIANS

Dr. Henry Alexander Brown	275 Post St.	San Francisco, Cal.
" Solomon Hyman	135 Stockton St.	" " "
" Howard H. Markel	135 Stockton St.	" " "
" George J. McChesney	870 Market St.	" " "
" Howard H. Dignan	275 Post St.	" " "
" Thomas Ed. Bailly	Flood Bldg.	" " "
" Arthur L. Fisher	909 Hyde St.	" " "

2. Lighthouse employees who may be injured in San Francisco, or vicinity, must first make application for medical treatment to the United States Marine Hospital, or to the Dispensary in the Old Appraisers' Building, and if for any reason treatment at either of these two places is impracticable, treatment by one of the designated physicians listed above is authorized by the Commission.

3. The Commission has supplied the District Office with a number of copies of Form C. A. - 16 (Request for Treatment) which are to be used when application is made to a designated physician for treatment on account of accidental injury.

4. When medical treatment cannot be obtained at the United States Marine Hospital or the Dispensary in the Appraisers' Building, the District Office should be immediately notified in order that a request for treatment by one of the designated physicians can be prepared by the Superintendent on Form C. A. - 16.

H. W. RHODES,

Superintendent.

WW:LD

UNITED STATES LIGHTHOUSE SERVICE
Eighteenth District

Office of Superintendent
San Francisco, California,
March 4th, 1921.

Telegrams

District Circular No. 83.

TO ALL LIGHTHOUSE EMPLOYEES:-

1. The following instructions governing the transmitting of official telegrams are issued for your information and guidance.

2. Telegrams sent to the District Office must be sent "Collect". If Lighthouse Form 56 (Telegram) is used in transmitting a telegram to the District Office, the form should be changed at the bottom by striking out the words "Bureau of Lighthouses, Washington, D. C.", and inserting the words "Superintendent of Lighthouses, San Francisco, California", as payment for these telegrams is to be made hereafter by the District Office. If a commercial telegram blank is used, notation should be made on such telegram "Government, exempt from war tax, charge to Superintendent of Lighthouses, San Francisco, Calif.".

3. Copy of all telegrams sent by employees should be mailed to the District Office.

4. Should it become necessary to pay cash for transmitting a telegram, payment should be made at Government rate, which on this date, is 40% of commercial rate. A receipt for the payment of the message should be obtained and attached with a copy of the telegram to travel expense voucher. All Government telegrams are exempt from war tax.

5. The telegraph rates given in Travel Regulations of the Department of Commerce, 1913, are obsolete. Under the present method of counting the number of words, in a telegram, the name and address of the party to whom the telegram is addressed, and the name of the party signing the telegram are not counted. As each punctuation mark in the body of a telegram is counted as one word, punctuation marks should not be used in sending official telegrams.

6. As telephones are installed at all light stations, it is preferred that the telephone be used, as far as practicable, instead of the telegraph.

H. W. RHODES

Superintendent of Lighthouses.

WW:LD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Office of Superintendent,
13th Lighthouse District,
San Francisco, California,
February 26th, 1921.

ACCIDENTAL INJURY.

District Circular No. 82.

TO ALL LIGHTHOUSE EMPLOYEES:-

1. The following instructions are issued for the information and guidance of all Lighthouse employees, in connection with the accidental injury of Lighthouse employees while in the performance of duty.

2. The U.S.Employees' Compensation Commission forms C.A.1 (Notice of Injury) and C.A.2 (Report of Injury) and C.A.3 (Report of Termination of Injury) and C.A.4 (Claim for Compensation) should be submitted promptly to the Superintendent of Lighthouse for forwarding to the Commission. A supply of forms C.A.1, C.A.2 and C.A.3 should always be kept on hand, and requisitions for these forms when needed, should be submitted to the Superintendent of Lighthouses.

3. Section 9 of the Act of September 7th, 1916, pertaining to injury of employees in the line of duty, provides as follows:-

"That immediately after an injury sustained by an employee while in the performance of his duty, whether or not disability has arisen, and for a reasonable time thereafter, the United States shall furnish to such employee reasonable medical, surgical and hospital services and supplies unless he refuses to accept them. Such services and supplies shall be furnished by United States medical officers and hospitals, but where this is not practicable shall be furnished by private physicians and hospitals designated or approved by the Commission and paid for from the employees' compensation fund. If necessary for the securing of proper medical, surgical and hospital treatment, the employee, in the discretion of the Commission, may be furnished transportation at the expense of the employees' compensation fund."

4. It will be noted that treatment is to be obtained from United States hospitals and dispensaries where practicable. Where there is no United States hospital or dispensary, or where the distance to them is so great, or where the nature of the injury or other conditions are such that it is impracticable to secure treatment from them, then treatment is to be secured from one of the "designated" physicians in the locality.

5. In places where there is no United States medical officer, hospital or dispensary or "designated" physician, the injured employee should be advised to select, for the treatment of his disability, any reputable physician licensed under State law to practice medicine or surgery, or if hospital treatment is required, the employee should be advised to go to a well equipped hospital and obtain service in a general ward, unless the injury is so serious as to require care in a private room, or in case the employee desires to pay the difference between a private room rate and a general ward rate.

WW:LD

Office of Superintendent of Lighthouses,
San Francisco, Calif., February 26th, 1921.

LIST OF HOSPITALS AND DESIGNATED PHYSICIANS AVAILABLE TO EMPLOYEES OF THE UNITED STATES GOVERNMENT, INJURED IN THE PERFORMANCE OF DUTY.

City	United States Medical Officers and Hospitals	Designated Physicians
Benicia		Dr. P. B. Fry
Eureka	Medical Officer in Charge, U. S. Public Health Service (Dr. C. C. Falk)	Dr. C. Oliver Falk
Los Angeles	Dispensary, U. S. Public Health Service (Dr. B. W. Brown)	Dr. E. A. Bryant Dr. Guy Cochran Dr. W. W. McKenzie Dr. W. W. Richardson Dr. Maurice Kahn Dr. Philip Stephens Dr. A. B. Cooke Dr. R. W. Graham
Mare Island	Naval Hospital	
Oakland		Dr. W. A. Clark Dr. Daniel Crosby Dr. O. D. Hamlin Dr. F. R. Stratton Dr. Channing Hall
Oxnard		Dr. G. A. Broughton
San Diego	Medical Officer in Charge U. S. Public Health Service (Dr. A. L. Derbyshire)	Dr. M. C. Harding
San Francisco	Naval Hospital	Dr. H. A. Brown Dr. H. H. Dignan Dr. T. E. Bailly
	U. S. Marine Hospital, No. 19, Lake Street and Fourteenth Avenue Dispensary, U. S. Public Health Service Old Appraisers' Bldg., Washington and Sansome Sts.,	Dr. A. L. Fisher Dr. Solomon Hyman Dr. H. H. Markel Dr. C. J. McChesney Dr. W. S. Draper Dr. Harold Brunn Dr. L. P. Howe Dr. W. S. Franklin
San Luis Obispo	Medical Officer in Charge U. S. Public Health Service (Dr. R. M. Cox)	Dr. W. M. Stoner
San Pedro		Dr. M. C. Robins
Santa Barbara		Dr. Ben Bakewell Dr. Rexwald Brown Dr. B. F. Cunnin[illegible]
Santa Cruz		Dr. P. T. Phill[illegible]

6. Physicians' bills and hospital bills should not be paid by employees, but itemized bills for such services should be forwarded to this office in order that they may be submitted to the U. S. Employees' Compensation Commission for approval. All bills must be itemized and the rates and charges must be just and reasonable.

7. A letter in the following form should be given the injured employee who is to apply at the U. S. Hospital, U. S. Medical Officer or "designated" physician for medical treatment:-

"Los Angeles Harbor Light Station,
February 1st, 1921.

To U.S.Public Health Service Office,
Los Angeles, Calif.

Gentlemen:

The bearer, John Doe, is a civil employee of the United States, employed as assistant keeper at Los Angeles Harbor Light Station, San Pedro, Calif. He was injured in the performance of duty on January 27, 1921. Nature of injury: right arm broken at elbow. Treatment is requested for the results of said injury pursuant to the provisions of Section 9 of the United States Employees' Compensation Act.

(Sgd) Willard Miller,
Keeper, Los Angeles Harbor
Light Station,San Pedro,Calif."

8. In case the injured employee is not to be treated at a U. S. Hospital or by a U. S. Medical Officer or "designated" physician, he should be furnished with a letter similar to the above, addressed to the private physician or private hospital at which treatment is to be obtained. The Superintendent of Lighthouses should be immediately advised of the address of the private hospital or physician to which an injured employee is sent.

9. In cases where it is necessary to travel from the Station to obtain medical treatment for accidental injury in the line of duty, reasonable transportation charges will be allowed by the U. S. Employees' Compensation Commission.

10. There is enclosed, a list of U. S. Hospitals and medical officers and "designated" physicians furnished by the U. S. Employees' Compensation Commission, under date of December, 1920.

11. SPECIAL NOTICE. The above instructions and regulations pertain only to cases where an employee is injured in the line of duty. In all other cases where medical treatment is necessary, free treatment can be obtained only at U. S. Public Health Service hospitals or from a medical officer in charge of a U.S. Public Health Service station. Free medical treatment cannot be obtained from "designated" physicians or from private physicians or hospitals in cases of sickness or physical incapacity not due to an accidental injury in the line of duty. The Government will not pay for cost of transportation in any case where the medical services involved are not due to accidental injury.

H. W. RHODES

Superintendent of Lighthouses

UNITED STATES LIGHTHOUSE SERVICE
Eighteenth District.

Office of Superintendent
San Francisco, California,
March 4th, 1921.

Telegrams

District Circular No. 83.

TO ALL LIGHTHOUSE [illegible]

1. The following instructions governing the transmitting of official telegrams are issued for your information and guidance.

2. Telegrams sent to the District Office must be sent "Collect". If Lighthouse Form 56 (Telegram) is used in transmitting a telegram to the District Office, the form should be changed at the bottom by striking out the words "Bureau of Lighthouses, Washington, D. C.", and inserting the words "Superintendent of Lighthouses, San Francisco, California", as payment for these telegrams is to be made hereafter by the District Office. If a commercial telegram blank is used, notation should be made on such telegram "Government, exempt from war tax, charge to Superintendent of Lighthouses, San Francisco, Calif.".

3. Copy of all telegrams sent by employees should be mailed to the District Office.

4. Should it become necessary to pay cash for [illegible] a telegram, payment should be made at the Government rate, which at this date, is 40% of ordinary rate. A receipt for the payment of the message should be obtained and attached to a copy of the telegram to travel expense voucher. All Government telegrams are exempt from war tax.

5. The telegraphic rates given in Travel Regulations of the Department of Commerce, 1918, are obsolete. Under the present method of counting the number of words in a telegram, the name and address of the party to whom the telegram is addressed, and the name of the party signing the telegram are not counted. Each punctuation mark in the body of a telegram is counted as one word, punctuation marks should not be used in sending official telegrams.

6. As telephones are installed at all light stations, it is preferred that the telephone be used, as far as practicable, instead of the telegraph.

H. T. RHODES

Superintendent of Lighthouses.

WW:L

UNITED STATES LIGHTHOUSE SERVICE
Eighteenth District

Illuminating
Oil in Bulk

Office of Superintendent
San Francisco, California,
May 4th, 1921.

District Circular No. 84.

TO ALL LIGHTHOUSE KEEPERS, 18th District:-

1. Hereafter, it is proposed to furnish illuminating oil both for tower and for household purposes in bulk.

2. Heavy galvanized iron tanks of sufficient capacity to hold from eight months' to one year's supply of tower oil will be furnished each station immediately. There will also be furnished suitable stands upon which the tanks are to be mounted.

3. For the storage of household oil at shore stations, it is proposed to furnish each keeper and assistant keeper with a 60 gallon tank, tanks to be stored in an out building. A full annual allowance of 50 gallons of oil will be issued to each keeper, and thereafter, the keeper and assistants will be held responsible for the proper accounting of the full year's supply.

4. Should an assistant keeper be transferred or leave the station, it will be necessary for him to leave in his tank, a correct or proper amount of oil for the use of his successor. If the correct amount of oil is not on hand at the time the assistant leaves the station, the keeper will be required to so inform the assistant, and if the oil account is not properly adjusted at that time, the keeper will report the amount of the shortage to the District office in order that the value thereof may be deducted from the assistant's pay check.

5. On receiving bulk oil before June 30, 1921, Keepers will take into account the amount of household oil which each keeper has on hand, and issue at this time only sufficient oil to start each keeper off with a supply of 50 gallons on July 1st.

6. It is to be understood that the allowance of 50 gallons for household purposes is a maximum which is not to be exceeded and that only so much oil is to be used by keepers as is required for illuminating purposes. Under no circumstances is the issue oil to be used by keepers for cooking or heating purposes.

7. Keepers are hereby directed to report quarterly on October, January, April and July 1st, on Form 65, the amount of household oil which each keeper has on hand. Household tanks hold 1.72 gallons for each inch of depth.

H. W. RHODES

Superintendent of Lighthouses.

WW:LH

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of Superintendent, 12th District,
San Francisco, Calif., December 7, 1921.

Painters' Torches.

DISTRICT CIRCULAR NO. 87.

To: Keepers of Light Stations,
Masters of Tenders,
Masters of Light Vessels,
Depot Keeper,
District Mechanician,
District Foreman.

1. Complaints have been made to the District Office regarding defective painters torches (gasoline or kerosene), the complaints generally being to the effect that the valve leaks, torch will not hold pressure, etc. In this connection attention is invited to the following report of the District Mechanician on the use and abuse of torches:

"The needle valve on a gasoline torch should never be closed tight while torch is hot. The valve is steel, the nozzle is brass; and can easily be ruined the first time torch is used by closing off tight while hot. This practice opens the hole in nozzle too large and allows too rich a mixture and torch will not remain hot if used outside where the wind strikes it.

"If torch is to be placed out of service for several weeks, the pump leather should be oiled with neatsfoot oil as the gasoline tends to dry out the leather on plunger and valve seat and prevents torch holding air.

"The main thing required to keep the torch in working condition is to be sure not to enlarge nozzle by forcing needle valve closed tight at any time and especially when torch is hot."

2. Employees are directed to handle torches with care and to see that the valve is not closed so tightly as to enlarge the nozzle, and also to keep pump leather in proper condition when the torch is not in use.

H. W. RHODES

Superintendent of Lighthouses.

HWR:LH

UNITED STATES LIGHTHOUSE SERVICE

Eighteenth District

Customhouse,
San Francisco, California,
March 11, 1922.

DISTRICT CIRCULAR NO. 92.

To All Lighthouse Keepers:

1. All Keepers are instructed that hereafter, in addition to information furnished on Form #65, requisitions for all principal supplies, such as coal, fuel oil, kerosene, distillate, alcohol, gasoline, lubricating oil, etc., must be submitted to this office at least sixty days in advance of the date on which a new supply will be required.

2. Requisitions should state clearly the quantity of the supplies on hand and the date on which a new supply will be needed. This information is required in order that deliveries may be made by one of the Tenders whenever practicable.

H. W. RHODES,

Superintendent of Lighthouses.

HWR:LH

UNITED STATES LIGHTHOUSE SERVICE

Eighteenth District

Customhouse,
San Francisco, California,
Feb. 17, 1922.

Chelsea Marine Clocks.

DISTRICT CIRCULAR NO. 91.

Masters of Vessels,
Depot Keeper,
Keepers of Light Stations.

1. It has been found that the Chelsea marine clocks, which have been issued to the vessels and to a number of stations in this District, require cleaning and oiling at least once in two years to insure satisfactory service and to prevent undue wear.

2. It is hereby directed that all vessels and stations having these clocks send them to this office by mail, carefully boxed to avoid injury, once in two years in order that they may be overhauled and returned. Clocks should be forwarded by parcel post and this office informed of the amount of postage paid in order that the sender may be reimbursed.

3. Vessels or stations having clocks which have not been overhauled within two years are directed to forward them at once, although vessels having more than one clock should forward only a portion of them at one time.

4. Tag each clock carefully with the name of the vessel or station forwarding it, and send a transmitting letter in order that this office may be informed of all clocks forwarded. A memorandum should be kept of the number stamped on the back of each clock in order that each clock may be returned to its proper station.

5. Should clocks get out of order before the two year period has elapsed due to breaking of the main spring or other causes, they should be forwarded immediately to this office with letter of explanation.

H. W. RHODES,

Superintendent of Lighthouses.

OCT 1 1922

ADDITIONAL DESIGNATIONS

Arizona		
	Douglas	Dr. M. Lafayette Downs 1 Room 5 Brophy Bldg.
California		
	Pittsburg	Dr Harry E. Peters Frankel Bldg.
Colorado		
	Denver	Dr. Frank W. Kenney 6 712 Metropolitan Bldg.
	Estes Park	Dr Henry S. Reid, Metropolitan Bldg. Denver, Col. Estes Park through the summer.
Delaware		
	Wilmington	Dr. A. J Gross , 907 Tatnall St.
Dist. Columbia		
	Washington	Dr. J. Thomas Kelley 1312 Fifteenth St. N.W.
		Dr. Thomas E. Neill, 1824 Massachusetts Ave N.W.
		Dr. H.F. Strine, 1736 Connecticut Ave., N.Y.
		Dr. J.A. Talbott, 2, 1621 Connecticut Ave N.W.
Idaho		
	Orofino	Dr. Erle W. Horswill
Illinois		
	Chicago	Dr. Theodore L. Hansen, 1020 LaSalle St. Sta.
		Dr. Will J. Thompson 6600 S. Halstead St.
		Dr. S.A. Waterman. 7849 Eggleston Ave.
Iowa		
	Algona.....	Dr. A. J. Konefick, 221 East State St.
	Davenport	Dr. J. B. Rock , 1 509 New Putnam Bldg.
Kansas		
	Arkansas City	Dr. Ernest F. Day, Trimper Bldg.
Kentucky		
	Columbia	Dr. W.J. Flowers, S.E. Cor. Burkesville & College Sts.
	Covington	Dr. E.W. Northcutt, 402 Coppin Bldg.
Minnesota		
	Luverne	Dr. E.C. Thorson , 120 Main St.
	Minneapolis	Dr Walter E. Camp , 1 , 910 Donaldson Bldg.
		Dr. Frank T. Cavenor, 1 , 500 Phys. & Surg. Bldg.
	St.Paul	Dr. H. Buscher, 802 University Ave.
		Dr. William C. Carroll, Lowry Bldg.
		Dr. E. F. Murphy, 1 , 1144 Lowry Bldg.
Missouri		
	Sedalia	Dr. Kenneth R. Barnum, Third Nat'l. Bank Bldg.
		Dr. Wm. A. Beckemeyer, 410 So. Ohio St.
		Dr. A.L. Walton 120 West 5th St.
		Dr. Frank R. Morley, 503 S. Engineer St.
Montana		
	Columbia Falls	Dr. Wm. C. Allison , Bank Building
Nebraska		
	Mitchell	Dr. C.R. Watson
New Mexico		
	Las Cruces	Dr. Charles W. Gerber
	Vaughn	Dr. Norman M. McClelland
New York		
	Brooklyn	Dr. B.P. Bartley, 2, 65 S. Portland Ave.
		Dr. Robert J. Morrison, 1173 Dean St.
		[illegible]
		Dr. Henry H. Waugh, 1, 39 Schermerhorn St.
		Dr. Ernest M. Sgniter 1, 634 - 10th St
	Elmira	Dr. Elliott T. Bush 222 W. Church St.
	Ithaca	Dr. William Forrest Lee, 415 College Ave
	Poughkeepsie	Dr. Wm. Andrew Krieger, 1, 35 Market St
	Whitehall	Dr. Arthur F. Falkenbury , 40 Saunders St.
		Dr. Robert E. Plunkett, 6, 103 Main St.

1 Eye Specialist
2 Orthopedist
6 T.B.

OFFICIAL CORRESPONDENCE SHOULD BE ADDRESSED TO THE COMMISSION

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

F BUILDING, SEVENTH AND E STREETS
WASHINGTON

COMMISSIONERS
BESSIE P. BRUEGGEMAN
CHAIRMAN
CHAS. H. VERRILL
JNO. J. KEEGAN

S. R. GOLIBART, Jr.
SECRETARY

In reply refer to File No _____

September 10, 1923.

Dear Sir:

Reference is made to the Commission's letter to you dated April 16, 1923, in regard to the treatment of employees of the United States Government suffering from occupational diseases or conditions due to occupation which cannot be considered as accidental injuries. In that letter official superiors were requested not to refer such cases for treatment on form C.A.16, or for examination on form C.A.17, to Government or designated physicians. In the light of a recent opinion from the Attorney General of the United States, the Commission now feels that such cases may be considered compensable and entitled to treatment.

It is desired to impress upon official superiors, however, the importance of the utmost discrimination in the handling of such cases. An employee claiming compensation or medical treatment for any condition not an accidental injury should supply definite information of the most detailed character in regard to the alleged cause or causes of his condition. If the slightest doubt remains in the official superior's mind in regard to the validity of such a claim, the employee should be referred to the nearest Government or designated physician for examination only on form C.A.17, procedure may then be continued in accordance with the Commission's Regulations, Par. 31, and full information concerning the claim should be immediately forwarded to the Commission.

Yours very truly,

Bessie P. Brueggeman

Mrs. Bessie P. Brueggeman,
Chairman.

HWR:AMG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES
Eighteenth District

District Circular No.69.

Customhouse
San Francisco, California
Nov. 19,1918

To all

Lighthouse Keepers, 18th District

The Department has approved a revised schedule of base rates of pay for this district effective November 1, 1918, as follows:

Station	Keeper	1st Asst. Keeper	2nd Asst. Keeper	3rd Asst. Keeper	4th Asst. Keeper
SPECIAL CLASS					
St. George Reef	$1140.	$960.	$900.	$840.	$760.
CLASS I					
Mile Rocks	1080.	900.	840.		
CLASS II					
Los Angeles Harbor	1020.	840.	780.		
Ano Nuevo Island	1020.	840.	780.		
Farallon	1020.	840.	780.	720.	
Pt. Reyes	1020.	840.	780.	720.	
CLASS III					
Pt. Conception	960.	780.	720.	660.	
Piedras Blancas	960.	780.	720.	660.	
Pt. Sur	960.	780.	720.	660.	
Punta Gorda	960.	780.	720.		
CLASS IV					
Ballast Point	900.	720.			
Pt. Loma	900.	720.	660.		
San Luis Obispo	900.	720.	660.		
Pt. Arguello	900.	720.	660.		
Pigeon Point	900.	720.	660.	600.	
Pt. Montara	900.	720.			
Bonita Point	900.	720.	660.	600.	
Fort Point	900.	720.	660.		
Roe Island	900.	720.			
Pt. Arena	900.	720.	660.	600.	
Pt. Cabrillo	900.	720.	660.		

Station	Keeper	1st Asst. Keeper	2nd Asst. Keeper	3rd Asst. Keeper	4th Asst. Keeper
CLASS V					
Point Hueneme	$840.	$660.			
Point Pinos	840.	660.			
Lime Point	840.	660.			
Angel Island	840.	660.			
Alcatraz	840.	660.	$600.		
Goat Island	840.	660.			
Oakland Harbor	840.				
Southampton Shoal	840.	660.			
East Brother Island	840.	660.			
Carquinez Strait	840.	660.			
Cape Mendocino	840.	660.	600.		
Table Bluff	840.	660.	600.		
Humboldt Bay Fog Signal	840.	660.			
Trinidad Head	840.	660.			
CLASS VI					
Point Fermin	780.				
Santa Barbara	780.				
Santa Cruz	780.				
Humboldt Bay Beacons	780.				
Crescent City	780.				

Additional Keepers

Two are authorized for the district at $600. per annum each.

In addition to the above base rates of pay, all keepers are entitled to an additional $10. per month during the present fiscal year ending June 30, 1919.

Keepers who have had five or more years of continuous service will be allowed longevity pay at the rate of $5.00 per month additional to the above.

In view of the changes in pay herein authorized, all applications by keepers for transfers, previously filed in this office, are cancelled and new letters should be furnished, in duplicate, by each keeper and assistant keeper, giving the list of stations, with positions, to which he will accept transfer.

The salaries of the laborers assisting at lightstations have been fixed as follows:

Point Fermin	$360.
Santa Barbara	360.
Santa Cruz	360.
Oakland Harbor	360.
Crescent City	360.

The total pay per annum of laborers in charge of lights has been fixed as follows:

San Diego Upper Bay Lights	$420.
La Playa	240.
Inner Harbor Fog Signal (Los Angeles)	240.
Redwood Slough Light	240.
Immigration Station Light and Fog Signal	240.
Petaluma Creek Lights	480.
Napa River Lights	480.
Arcata Channel Lights	480.

The total pay per annum of laborers in charge of post lights has been fixed as follows:

New York Slough West End Light	$240.	
New York Slough East End Light	240.	
Van Sickle Island Light	240.	
Grand Island and Junction Point Lights	240.	(for 8 months)
	360.	(for 4 months)
Horseshoe Bend Cut Lights	420.	

H. W. RHODES

Superintendent of Lighthouses

ADDITIONAL DESIGNATIONS

North Carolina
Ashville.....Dr. Bert O.Edwards, 6, 15 Haywood St.
Dr. Thompson Frazer, 6, Castanea Bldg. Haywood St.
Dr. A.T.Pritchard, French Broad Hospital

North Dakota
Kenmare.....Dr. Fred Ewing Hospital Building

Ohio
Fostoria.....Dr. F.H.Pennell, Main & Tiffin Sts.
Lima.....Dr. George R. Clayton, 1, 8th floor Citizens Building
Xenia.....Dr. Paul D Espey, 122 N. Detroit St.

Oklahoma
Shawnee.....Dr. J. M. Byrum, 4th floor Mammoth Bldg.

Oregon
Canyon City.....Dr. F. R. Hunter
Harrisburg.....Dr. L. S. Kent, Cor.2nd & Smith Sts.

Pennsylvania
Braddock.....Dr. W. J. Lourie, 714 Braddock Ave

South Dakota
Watertown.....Dr. A. J. Paulson, Broadway & Kemp Sts.

Texas
Fort Worth.....Dr.W. C. Duringer, Ft.Worth Club Bldg. 6th & Main Sts.
Sherman.....Dr. Alfred L. Ridings Commercial Bank Bldg.

Utah
Duchesne.....Dr. G. F. Cresswell, Main St.

Virginia
Petersburg.....Dr J. Bolling Jones, 431 Washington St.

Washington
Goldendale.....Dr. H. H. Hartley , Brooks Building

West Virginia
Glenville.....Dr. Waitman T. Smith
Moorefield Dr. Omer V. Brooks, Main St.

Wyoming
Lander.....Dr. W. Francis Smith, First Nat'l.Bank Bldg.

1 Eye specialist
2 Orthopedist
6 T. B. Specialist

CANCELLATIONS.

ALABAMA.....Sheffield.....Dr. W. H. Dyer.

ARIZONA.....Bisbee.....Dr. George Bridge.
Nogales.....Dr. A. Wallace.

ARKANSAS.....Hot Springs....Dr. M. G. Thompson.

CALIFORNIA....National City..Dr. Edward M. Fly.
Sacramento.....Dr. T. G. Cox.

COLORADO.....Palisade.....Dr. L. R. Carson.

ILLINOIS.....Rock Island....Dr. G. L. Eyster.

MAINE.....Bangor.....Dr. W. C. Mason, Medical Officer in Charge, U. S. Public Health Service Relief Sta.No.207, replaced by Dr. Leonard Ford.

MASSACHUSETTS..Springfield...Dr. H. L. Devine.

MISSOURI.....Webb City.....Dr. C. E. McBride.

NEW YORK.....Jamestown.....Dr. F. H. Nichols.
Troy.....Dr. J. P. Marsh.

OKLAHOMA.....Nowata.....Dr. R. I. Allen.

PENNSYLVANIA...Blossburg.....Dr. S. D. Molyneux.
Mount Carmel...Dr. R. W. Montelius.

VIRGINIA.....Richlands.....Dr. I. W. Cunningham.

CHANGES.

CALIFORNIA.....Bakersfield.....Dr. F. J. Gundry not Cundry.
Berkeley.....Dr. R. T. Legge not L. T.
Visalia.....Dr. G. B. Furness not G. W.

GEORGIA.....Columbus.....Dr. Elliah L. Baker not Elliott.

ILLINOIS.....Champaign.....Add Dr. Jno. C. Dallenbach, 421 Illinois Bldg.
Elgin.....Dr. H. H. Pillinger not H. N.
La Salle.....Dr. W. W. Greaves not graves.
Mt. Carroll.....not Mt. Carrol.

INDIANA.....Evansville.....U. S. Marine Hosp. No. 8, General and T.B.
No negroes admitted.
Fort Wayne.....Dr. Noah Zehr, address changed to 406-7
Noll Bldg. Calhoun & Washington Blvd.

IOWA.....Council Bluffs..Dr. A. A. Robertson, address changed to Room 5,
Rogers Building.

Fort Dodge.....Dr. Wm. F. Carver "1" not 2.
Dr. E. M. Kersten, address changed to 8th floor,
Carver Bldg.

KANSAS.....Clay Center.....Dr. E. C. Morgan "1".
Parsons.....Dr. G. A. Landes, "1".

MARYLAND.....Elkton.....Dr. G. B. Pearson also at Newark, Delaware, not
Newark, Maryland. Cross off at Newark, Md.
and add to Newark, Del.

MICHIGAN.....Detroit.....U. S. Public Health Service Dispensary is located
on the 4th floor in Post Office Bldg.

MISSOURI.....Kansas City....Dr. J. G. Hayden, address changed to 1222 Rialto
Building.
St. Louis.....U. S. Public Health Service Dispensary, cross
off Old Custom House, 7th & Olive Sts.

MONTANA.....Kalispell.....Add Dr. Hugh E. Houston, Buffalo Block.

NEW JERSEY.....Newark.....Dr. J. N. Bassin, address "259 Clinton Ave."

OREGON.....Grants Pass....Dr. Sherman Loughridge not Longbridge.
Portland.....Dr. L. H. Hamilton, address "416 Journal Bldg."

SOUTH CAROLINA...Parris Island..not Paris Island.

SOUTH DAKOTA.....Watertown.....Dr. Olaf Haraldson not Olof Haroldson.

VIRGINIA.....Staunton.....Dr. T. M. Parkins, address "405 West Frederick St."

WASHINGTON.....Seattle.....Dr. J. C. Moore, address "Roosevelt Clinic,
1114 Boylston Ave."

WISCONSIN.....Oshkosh.....Dr. F. G. Connell, address "The Oshkosh Clinic,
19 Jefferson Ave."

TO : Keepers and Assistant Keepers:

1. Referring to Article 105 of Instructions to Employees, 1915, pertaining to leave and shore liberty of Keepers and Assistants, the Department has authorized an amendment to the Regulations affecting the leave of Keepers and Assistant Keepers at Stations having not more than two Keepers.

2. The following paragraph is substituted for Par. 2 of Article 105:-

"Class 2 includes shore stations where quarters for families are provided, except as set forth in Par. 3; and, Keepers at such Stations may be granted 30 days leave per annum, exclusive of Sundays and holidays, but inclusive of sick leave.

"At Stations having only one keeper the Station may be left in charge of a member of the Keeper's family during his absence on leave, without charge to the Government; provided that where, by reason of the character of the machinery, or other conditions at a Station, such an arrangement for the relief of the Keeper is considered impracticable or inadvisable by the Superintendent, arrangements may be made to allow the Keeper not exceeding 15 days' leave in any calendar year, by the employment of a substitute where necessary at Government expense. In meritorious cases, such Keepers may be allowed, in the discretion of the Superintendent, not exceeding 30 days' leave in any calendar year, without providing a substitute at their expense. Where substitutes are provided at Government expense, annual leave must be taken in not more than two periods each year, and the Keeper shall be required to cooperate in providing board and lodging for the substitute at reasonable cost."

3. The following paragraph is substituted for Par. 5 of Article 105:-

"At Stations where two Keepers are authorized, a Keeper may be granted leave in not exceeding four-day periods, within the total number of days authorized for such stations, without the employment of a substitute; provided, that such periods of absence may be limited to not more than two days each at certain Stations upon the recommendation of the Superintendent and the approval of the Commissioner; provided, further, that where Keepers desire leave in more extended periods, arrangements may be made to allow a Keeper leave in not less than ten-day periods, within the authorized total number of days allowed, by the employment of a substitute at Government expense where necessary, either for the entire periods of absence or for so much thereof as may be required. Where substitutes are provided at Government expense, the Keepers shall be required to cooperate in providing board and lodging for the substitute at reasonable cost.

4. As it will frequently not be practicable to send substitutes from distant points to serve as substitutes, Keepers and Assistants are expected to cooperate in the matter of furnishing substitutes and should bear in mind the desirability of having friends or reliable and responsible parties living in the vicinity of the Station available for substitute duty when necessary.

H. W. RHODES,
Superintendent of Lighthouses.