'26 FEB 23 AM 8:59:05

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

Date: 02/13/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Powell, Robert, F.		1870 VA

MILITARY SERVICE

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

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

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

Date & Place of Death: 1924 VA

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (VA) 5th	
From: 1907	To: 1924
(Agency & Location)	
From:	To:
(Agency & Location)	
From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00070628 43

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to arch search 3/12/26 cam

'26 MAR 12 AM 9:17:27

SCREENING NOTES

- ☐ Reviewed and Nothing Removed
- ☐ Items Removed and User Informed
- Hold Requested: ☐ Yes ☐ No
- Total Requests:
- Screened Items:
- ☐ Additional charge outs and signatures on reverse side
- Time Out:
- Final Return:

Robert F. Powell

ROBERT F. POWELL

INACTIVE

STATE FROM WHICH APPOINTED
Virginia

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
Asst Kpr Deep-Water Shoals, Va.	$435pa	Light-House	April 8, 1907
" " " " " "	$40. mo.	"	July 1. 1908.
" " " " " "	$480.	"	July 1, 1912
" " Tue Marshes L.S. Va	$480	"	Jan 1. 1914
Keeper Increase "	780	"	Nov 4, 1918
" Incr. "	840	"	Feb. 21, 1924
" Raise of Pay "	1080	"	JUL 1 1924
	Died — Dec 16, 1924.		

INACTIVE

Department of Commerce and Labor

ATJ.
File No. 10584.

LIGHT-HOUSE BOARD
Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
APR 20 1907
DEPT OF COMMERCE AND LABOR

20 April, 1907.

DIVISION OF APPOINTMENTS
RECEIVED
APR 22 1907
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Robert F. Powell of Virginia, as Assistant Keeper of Deep-Water Shoals, Va., Light-Station, with pay at the rate of $435 a year, to date from 8 April, '07, the date of his entrance on duty, in the place of Mr. Charles F. Hudgins, transferred. apr 4/07.

Mr. Powell has passed the required Civil Service and received a rating of 89.90 in Class 5a.

Respectfully,

U Sebree

Captain, U. S. N.,
Naval Secretary.

3d on eligible list.
Considered with:
Wilber E. Megenney.
Wilson T. Garrett.
5th Instr.

OFFICE OF THE CHIEF CLERK
FORWARDED
APR 20 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
APR 22 1907
DEPT OF COMMERCE AND LABOR

PROBATIONARY APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

10584

April 22, 1907.

Mr. Robert P. Powell, of Virginia, having qualified under the civil-service regulations, is hereby appointed Assistant Keeper of Deep-Water Shoals Light-Station, Virginia, in the Light-House Service, with compensation at the rate of Four Hundred and Thirty-five dollars per annum, for a probationary period of six months, effective beginning April 8, 1907, he having entered upon duty on that date and since continuously served in the above-mentioned position. (Vice Charles P. Hudgins)

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken

CARDED

DIVISION OF APPOINTMENTS
REPORTED
APR 23 1907
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

REC'D APR 24 1907
U. S. COMMISSION.

Assistant Secretary.

11-1873

The Light-House Board,

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 23 1907
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Robert F. Powell

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

Robert F. Powell

Light House Board,
Entered upon duty.
Date 8 April '07

W. H. Guyon
Acting Chief Clerk.

[b] Sworn to and subscribed before me, this 14th day of May, A. D. 1907

[c] Name: Lewis Smith

Official title: Clk. Dis. Lt. Mathews Co. Va.

{Affix official seal.}

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper	Deep Water Shoals Light	Mathews Co. Va.	Virginia

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

N.B. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

CARDED

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 23 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

DIVISION OF APPOINTMENTS
11—944
RECEIVED
MAY 23 1907
G
DEPT OF COMMERCE AND LABOR

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

DIVISION OF APPOINTMENTS RECEIVED MAY 22 1907 G DEPT OF COMMERCE AND LABOR

Geo. B. Cortelyou

Secretary.

CARDED

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Robert Franklin Powell

2. How do you write your name on the pay roll? Robert F Powell

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county and Congressional district.) Hudgins (City or town.) Virginia (State or Territory.) Matthews (County.) First (Congressional district.)

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

5. Where were you born? Matthews County Virginia

6. When were you born? December (Month.) 15th (Day.) 1874 (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

11—1434

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationship, the Departments and Bureaus or Services in which they are employed and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
		None		

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.)

By making application and answering questions on form sent to me about

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

None

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

None

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

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

Sailing Painting Carpentering

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

None but Public Scools in my County

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

Carpenter

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

None other than as Stated

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

Yes

19. State the date upon which the above blanks were filled May 14th, 1907

Witness: (Signature) Robert F. Powell

In case signature is by mark.

P. O. Address: Cricket Hill P.O.
City or town.
Matthews Co
Number and street.
Virginia
State or Territory.

Reviewed, approved, and forwarded May 18, 1907.

(Signature) Edward Terry

(Official title) Commander, U. S. N., Inspector, 5th L. H. Dist.

PART II.

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

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

Light-House Service. (Bureau or Service.) Deep-Water Shoals, Va. (Place (city, town, or station).) Fifth (District.)

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

3. State the date of appointment. April 22, 1907.

4. State the date the appointee or employee entered on duty. April 8, 1907.

5. What is his salary? $435. per annum.

6. From what appropriation is he paid? Salaries of Keepers of Light-Houses.

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

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

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

Non-educational examination.

10. Is the appointee or employee required to give bond? No.

(Signature) Edward Terry

(Official title) Commander, U. S. N., Inspector, 5th L. H. Dist.

Date: May 18, 1908.

11—1431

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

10584

Office of the Inspector, 5th L. H. Dist.,

Baltimore, Md.,

The Light-House Board,

Washington, D. C.

October 9, 1908.
(Date)

Promotion

Sirs: I have the honor to recommend the (1) reappointment
(Probationary appointment, transfer, promotion, etc.)

of (2) Robert F. Powell ---- Ef. not reported ---- of (3) Virginia
(Name of person—letter for letter—as reported to Board) (State of legal residence)

from (4) Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Deep-Water Shoals Light-Station, Va.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $435. per an. to (7) Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Deep-Water Shoals Light-Station, Va., at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $40. month, effective beginning (10) July 1, 1908, (the date
(Salary recommended)

of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~
(Strike out the clause not appropriate)

~~in the place of (11)~~
(State name of *last* person holding position)

~~who (12)~~ on ~~(13)~~
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

~~Mr. (14) stands No. (15) in list of eligibles,~~

~~class (16)~~; ~~with an average of (17)~~ ~~per cent, and~~

This increase is recommended in accordance with the Board's
~~was considered with (18)~~
letter of July 15, 1908.
~~(19) letters of declination of~~ Appointment Equalization Reports herewith.

Respectfully,

Robt. F. Russell

Commander, U.S.N., L. H. Inspector.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

October 13, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

Lt. Colonel, Corps of Engineers, U. S. A.
Engineer Secretary.

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos. ____

11—2314

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

10584

October 16, 1908.

Mr. Robert F. Powell, of Virginia, is hereby appointed Assistant Keeper of Deep-Water Shoals Light-Station, Virginia, in the Light-House Service, at a salary of Forty dollars per month, this appointment to be effective beginning July 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position, (vice himself.)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By promotion from $[illegible] per annum.)

APPROVED

Acting Secretary.

Date of oath [illegible], 190[illegible]

The Light-House Board.

Le
D

DIVISION OF APPOINTMENTS
RECEIVED
OCT 19 1908
TO DISPENSING CLERK
DEPT. OF COMMERCE AND LABOR

CHANGE REPORTED
OCT — 1908
U. S. COMMISSION.

Enclosure.

NOV 15 1908

State of Virginia, County of Warwick--To Wit:

I W. B. Burnham Clerk of the County Court for the County of Warwick, in the State of Virginia, (said Court being a Court of Record,) do hereby certify that P. H. Wright whose name is subscribed to the certificate of proof, or acknowledgment of the annexed instrument, and thereon written, was, at the time of taking such proof, or acknowledgment, a Justice of the peace of the State of Virginia, in and for the said County of Warwick, dwelling in said County, commissioned and sworn and duly authorized to take the same. And further, that I am well acquainted with the handwriting of such Justice of the peace, and verily believe the signature to the said certificate is genuine, and that the said instrument is executed according to the laws of the State of Virginia.



In testimony whereof, I have hereunto set my hand and affixed the seal of said County and Court, this 4th day of November 1908, ~~189~~.

W. B. Burnham Clerk.

(Address.) (Date.)

The above-named appointee entered upon duty on July 1, 1908.
(Date.)

(Signed:) Robt. T. Russell
Commander, U. S. N., Inspector, 9th L. H. Dist.

RECORDED

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

11—044

DIV. OF APPOINTMENTS RECEIVED NOV 20 1908 DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK FORWARDED NOV 20 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

Ent'd NOV 18 1908

L.

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 20 1908
DEPT OF COMMERCE AND LABOR

I, Robert F. Powell

do solemnly[a] Swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

Robert F. Powell

[b] Sworn to and subscribed before me, this 31 day of Oct., A. D. 1908

(Affix official seal here.)

[c](Name:) P. H. Wright, J. P.

(Official title:)

Official Title.	Name of Station.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper $40. per month	Deep-Water Shoals Light-Station, Va.	Virginia	Virginia

Office of the Inspector, 5th Light-House District,

Baltimore, Md., Nov. 14, 1908.
(Address.) (Date.)

The above-named appointee entered upon duty on July 1, 1908.
(Date.)

(Signed:) Robert Russell
Commander, U. S. N., Inspector, 5th L. H. Dist.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

11—944

DIVISION OF APPOINTMENTS
RECEIVED
NOV 20 1908
DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
FORWARDED
NOV 20 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Ent'd NOV 18 1908

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Lighthouse Service
2. Where employed Deep-Water Shoals Light-Station, Va.
3. Name Robert F. Powell
4. Where born Virginia
5. Age 34
6. Position Assistant Keeper, entered on duty April 8, 1907.
7. Compensation $40. per mo.
8. When appointed (a) April 22, 1907
9. How appointed (b) Through Civil Service Examination
10. Appointed from: State Virginia; Congressional District First; County Mathews
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Assists in care and maintenance of station.
15. Efficiency: Quantity of work (d) 10 tenths; Quality of work (e) Excellent; Interest manifested in work (f) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

O.R.

RECEIVED

C

Lt. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robert Russell
Commander, U. S. N., Inspector, 8th Light House Dist
Head of Bureau or Office.

June 5, 1909.

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Robert F. Powell 2. Age 37 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Assistant keeper

5. Compensation $40. per mo. 6. Where employed Deep-Water Shoals Light, Va.

7. When appointed (*a*) Apr. 22, 1907 8. How appointed (*b*) Through Civil Service examination.

9. Status under Civil Service Rules (*c*) Classified competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount

12. Other Government service None.

13. Duties (describe fully) Assists in care and maintenance of station.

14. Has the employee special qualifications? No. If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.	
Quantity of work	95	2	190	00
Quality of work	85	3	255	00
Interest manifested in work (see also Question 17)	100	3	300	00
Attendance	100	2	200	00
Total		10	945	00
Average percentage			94	50

RECEIVED JUN 21 1911 DIVISION OF APPOINTMENTS DEPT OF COMMERCE AND LABOR

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Is not a purely routine employee and manifests interest in his work and in the service.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No. If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

W R Watson

Commander, U. S. N. Inspector, 5th Dist.

The official who approves the statements thus submitted will sign here—

[redacted]

[redacted] Putnam

Chief of Bureau or Office.

11—4259

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES JUN 8 1912 FIFTH DISTRICT

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT.
Baltimore, Maryland
June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

APPOINTMENT DIVISION RECEIVED JUN 27 1912 DEPT OF COMMERCE AND LABOR

Action proposed, Appointment

Name, Robert F. Powell — Legal residence, Virginia

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

Location, Deep Water Shoals Lightstation, Va.

Effective July 1, 1912 ~~or as soon thereafter as he enters on duty.~~

Former position, Asst. Keeper — Former salary, $40.00 per mo.

Location, Deep Water Shoals Lightstation, Va.

Rank in list of eligibles, — Rating, — Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, — Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rutland.
Inspector.

6-27-12

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 29 1912

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

11—2314

APPOINTMENT DIVISION APPOINTMENT WRITTEN JUN 29 1912 DEPT OF COMMERCE AND LABOR

F E Putnam

~~Acting~~ Commissioner

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 29, 1912.

Mr. Robert F. Powell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective July 1, 1912.

(By change from $40 per month.)

Not to be reported to C. S. C.

APPOINTMENT DIVISION. REPORTED JUL 1 1912 TO DISBURSING CLERK DEP'T OF COMMERCE AND LABOR.

CARDED

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.

F
D

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Virginia.

Not to be reported to C. S. C.

11—1393

Form 111

OFFICE OF DISBURSING CLERK RECEIVED JUL 17 1912 DEPT. OF COMMERCE AND LABOR

BUREAU OF LIGHTHOUSES JUL 16 1912 DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Robert F. Powell

do solemnly[1] Swear (See below.) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

☞ Robert F. Powell
(Appointee signs here.)

[2] Sworn to (See below.) and subscribed before me, this[3] 12th day of July, A. D. 1912

(Affix Official seal here.)

[4](Name) Wade Smith

(Official title) Clk. to Lt. Watkins COVR

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
Assistant Keeper	$480.00 p.a.	Deep Water Shoals Light, Va.
" "	40.00 p.m.	" " " " "

Formerly

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

DIVISION OF APPOINTMENTS RECEIVED JUL 19 1912 DEPT OF COMMERCE AND LABOR

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address.) July 15, 1912 (Date.)

The above-named appointee entered upon duty on July 1, 1912 (Date.)

CARDED.

(Signature, followed by title.) Edw Rulland Inspector

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

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

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

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

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

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., Dec. 18, 191 3

LIGHT HOUSES DEC 19 1913

CHIEF CLERK DEC 22 1913

APPOINTMENTS DEC 22 1913 10.41

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on or about January 1, 1914

#480.7a

Name, Robert F. Powell — Position, Asst. Keeper

From Deep-Water Shoals L. S., Va. — To Tue Marshes L. S., Va.

Previous incumbent, Elijah Irison

Services terminated, Dec. 31, 1913 - at close of business — Reason, Resignation

In the absence and by direction of the Inspector,

APPOINTMENT DIVISION. REPORTED DEC 22 1913 TO DISBURSING CLERK

H. Hawkinson

Superintendent, L.H.S.

E.S.H.

, 191

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

.....

CARDED.

12-22-13

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

DEC 19 1913

Submitted to the Secretary of Commerce for his information.

E. C. Gillette

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

FROM. Baltimore, Md., Dec. 18, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on or about January 1, 1914

Name, Robert F. Powell — Position, Asst. Keeper 480

From Deep-Water Shoals L. S., Va. — To Tue Marshes L. S., Va.

Previous incumbent, Elijah Irison

Services terminated, to Dec. 31, 1913 - at close of — Reason, Resignation 1091

In the absence and by direction of the Inspector,

Superintendent, L.H.S.

Report date of effect

January 8, 1914

CARDED

The above-referred-to transfer became effective beginning with Jan. 1, 1914

In the absence and by direction of the Inspector,

Superintendent, LHS.

E.S.H.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

REPORTED JAN 12 1914 TO DISBURSING CLERK

JAN 9 1914

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

LIGHT HOUSES JAN 9 1914

CHIEF CLERK JAN 10 1914

DISBURSING JAN 10 1914

APPOINTMENTS JAN 12 1914

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT
NOV 14 1916
HOUSES

CHIEF CLERK
NOV 15 1916

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Powell, Robert F.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Assistant Keeper

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

6. Annual earnings:

$480.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 435. p.a.

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

Substitute— Years:	Months:	Regular— Years:	Months:
		9	3

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

Virginia

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: December

Year: 1874

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

E7

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 1 Virginia

County: Mathews

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 14, 1918.

Mr. Robert F. Powell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Eighty dollars per annum

effective November 1, 1918.

By promotion from assistant keeper at $[illegible] per annum.

(The above rate of pay includes longevity pay of $60.)

CARDED

By direction of the Secretary:

Respectfully,

NOV 15 1918

(Signed) Clifford Hastings.

Chief of Appointment Division.

OR BASIS OF THIS ACTION SEE
R LETTER DATED 10-17-18
He
IN FILE OF 109-5

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position. (By increase in compensation.)

Legal Residence: Virginia.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEC 2 1918 BALTIMORE, MD.
LIGHT DEC 7 1918 HOUSES
CHIEF CLERK DEC 17 1918 19 19 AM 11 16

I, Robert F. Powell

do solemnly [1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

Robert F. Powell
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 29" day of November, A. D. 1918

(Affix official seal here)

[4] (Name) W B Smith

(Official title) Clerk Circuit Court Marlboro Co.

My commission expires

OFFICIAL TITLE	Annual RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present ~~Asst.~~ Keeper	Base &L. $780. Actual 900.	Tue Marshes Light Station, Va.
Former [5] ~~Asst~~ "	$ 480 p.s., base.	" " " " "

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

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

Baltimore, Md., Dec. 6th, 1918
(Address) (Date)

The above-named appointee entered upon duty on November 1, 1918.
(Date)

P. D. King.
(Signature, followed by title)

Supt. of Lighthouses.

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

CARDED

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

11—044

Hol-KK

JUN 30 1921

Sir:

Referring to report of assistance rendered by you on June 18, 1921, in sending a message for aid for the motor launch from the Naval Air Station, which was sighted by you in distress about one-half mile east of the light station, the Department is pleased to commend you for the assistance rendered and for your prompt action on this occasion, which will be noted on the records as part of your official history.

Respectfully,

Secretary of Commerce.

Robert F. Powell, Assistant Keeper,
Tue Marshes Light Station, Va.
(Through Commissioner of Lighthouses).

ASSISTANT LIGHTHOUSES---Appointment Division's files
Exact copy as signed by
Mailed JUL 1 1921 by

will be given the keepers of this station. See Form 80 dated June 6, 1923.

Members of family in Government Service, None

Date of birth, Dec. 15, 1870

Remarks:

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

1/23/24

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 23 1924

Submitted to the Secretary of Commerce, approved. It is recommended that the base pay of this position be increased from $720 to $780 per annum, for the reason stated by the Superintendent above, effective February 16, 1924.

64c

APPROVED:

ACTING SECRETARY OF COMMERCE.

J. S. CONWAY
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

Form 73

NOMINATION

ICA

LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1924 JAN 24 AM 11 05

DEPARTMENT OF COMMERCE JAN 25 APPOINTMENT DIVISION.

Fifth District.

1924 JAN 23 AM 8 40

Office of Superintendent of Lighthouses,

Baltimore, Md., January 22, 1924, 19
(City.) (Date.)

DEPARTMENT OF COMMERCE JAN 23 1924 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Robert F. Powell

Position, Keeper

Location, Tue Marshes, Va.

Effective February 16, 1924

Legal residence, Virginia

Salary, $840. p.a. incl. $60. longv.

Appropriation, Salariess, Keepers of Lighthouses

~~the service, or~~ as soon thereafter as he enters on duty.

Former position, Keeper

Location, Tue Marshes, Va.

Former salary, $780. p.a. incl. $60. longv.

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

Previous incumbent, Himself

Services terminated,

Reason, This increase is recommended as the care of Sedger Creek Light (York River) will be given the keepers of this station. See Form 80 dated June 6, 1923.

Members of family in Government Service, None

Date of birth, Dec. 15, 1870

Remarks:

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

1/23/24

Secretary, Civil Service District.

King

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 23 1924

Submitted to the Secretary of Commerce, approved. It is recommended that the base pay of this position be increased from $720 to $780 per annum, for the reason stated by the Superintendent above, effective February 16, 1924.

64C

APPROVED:

ACTING SECRETARY OF COMMERCE.

J. S. CONNOLLY

Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 23, 1924.

Mr. Robert F. Powell,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $780 per annum to $840 per annum, effective February 16, 1924, or as soon thereafter as you enter on duty (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER

Acting Chief of Appointment Division.

11—6074
C
G
5th

APPOINTMENT DIVISION ENTERED JAN 25 1924 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

(CROSS REFERENCE)

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

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
Powell, R.F.	Keeper	$840	Increase	1/23/24	2/21/24

See file of A. B. Mead.

APPOINTMENT DIVISION ENTERED NOV 20 1924 ON JOURNAL DEPARTMENT OF COMMERCE

W. D. King

Superintendent of Lighthouses

11/19/24

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 19 1924

Submitted to the Secretary of Commerce, ~~approved~~ for his information.

11—4023

CARDED

J. Murray

Acting Commissioner of Lighthouses

NOTICE OF DESIGNATION OR CHANGE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

(CROSS REFERENCE)

Powell Robert F. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1680, effective July 1, 1924.

Legal residence, Virginia Station, Tue Marshes, Va.

For authorization see letter dated JUL 2 3 1924 File No. 1095/21.

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

Remarks:
Mr. Powell died November 16, 1924. He has been on leave without pay since October 16, 1924, on account of illness.

APPOINTMENT DIVISION ENTERED NOV 20 1924 ON JOURNAL DEPARTMENT OF COMMERCE

H. D. King

Superintendent of Lighthouses

11/19/24

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 19 1924

for his information.

itted to the Secretary of Commerce, approved.

CHIEF CLERK

1924 NOV 19 PM 1 40

Form 93

NOTICE OF RESIGNATION OR DEATH

ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 NOV 19 AM 8 53

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

, 19

DEPARTMENT OF COMMERCE
NOV 19 1924
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

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

Name, Robert F. Powell Position, Keeper

Legal residence, Virginia Station, Tue Marshes, Va.

Salary, $1080. per annum incl. $60. longv.

~~The acceptance of this resignation is recommended effective at the close of~~

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

Remarks:

Mr. Powell died November 16, 1924. He has been on leave without pay since October 16, 1924, on account of illness.

APPOINTMENT DIVISION
ENTERED
NOV 20 1924
ON JOURNAL
DEPARTMENT OF COMMERCE

W. D. King

Superintendent of Lighthouses

11/19/24

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 19 1924

Submitted to the Secretary of Commerce, ~~approved~~ for his information.

11—4023

CARDED

J. Murray

Acting Commissioner of Lighthouses

CROSS REFERENCE

SEE FILE--464/16/~~D~~ #1

NAME Powell, Robt. A. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Allowances Value	Allowances Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
780	240	1020	CR	164.25	1184.25	LHS	2	1200	yes	60	

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

approv-$1260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM ~~$~~ 1260 TO ~~$~~ 1500

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

Kind of equipment Uniform; annual cost, $ Est. $20.

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

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

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

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

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

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

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

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

Percentage of total time given to each task

WATER STATION

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

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

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

Sheet No. 138
2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Powell (Surname) Robert (Given name) P. (Initial)
2. Department Commerce
3. Bureau ~~Treasury~~ Lighthouse
4. Field Service Lighthouse
5. (a) Field Station 5th Lighthouse District
   (b) Subdivision Tue Marshes L. S.
   (c) City or town ..... State Va.
6. Pay-roll title Light Keeper
7. Customary office title Asst. Keeper

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day ....; or per week ....
   (c) If night work, wholly or in part, state the hours: From 1/2 of time from sunset to sunrise m. to ..... m.
9. If this is not an all-year-round position, state approximate number of days employed each year ....
   During what months ....
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ....
11. Present rate of pay, exclusive of bonus ..... $ 780. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 780. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: X Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; X Fuel; X Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum Uniform 45¢ per diem commutation of rations.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ Est. $20.
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 X 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ....; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ....; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ....; number of lessons ....; number completed ....

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

Percentage of total time given to each task

WATER STATION

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

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

19. Does employee work under immed[illegible] supervision, or to a large extent upon his own [illegible]nsibility? (Describe fully.)

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

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

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

21. How long have the employee's duties been substantially as described above? Since Jan. 1, 1914

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

May 25., 1923. (Date) — H. D. King (Signature of Preparing Officer) — Supt. of Lighthouses (Title)

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

.....
(Signature of Employee)

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

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

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

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

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

.....

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

.....

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1020. to $ 1260. exclusive of allowances mentioned in Question 15.

May 25., 1923. (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses (Title)

GOVERNMENT PRINTING OFFICE 2—12758