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

Date: 9/22/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Ralph, J. W.		

MILITARY SERVICE

Branch of Service:

- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature:

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (TX)	
From:	**To:**
1920	1920
(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:

Attendant Signature:

CMRS Search Request Number(s):

Remarks:

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:

PRINT FORM CLEAR FORM SAVE FORM

J. W. Ralph

J. W. Ralph

LEGAL RESIDENCE
Ohio

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY Keeper (Pump Cab) Galveston Jetty Div	$720	L. H.	Nov 9, 1920
LAST DAY OF SERVICE		Dec 28, 1920	

INACTIVE

11—1248

Form 73

X

WJB.

LIGHT DEC 3 1920 HOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., (City.) November 18th, 1920. (Date.)

1920 DEC 6 AM 8 57

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appt.

Name, J. W. Ralph — Legal residence, Texas.

Position, Keeper in the Lighthouse Service — Salary, $720 per annum.

Location, Galveston Jetty Light Station, Tex. — Appropriation, Salaries of Keepers of Lighthouses.

Effective November 9th, 1920. [1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

Former position, - - - - - - - - - - - - Former salary, - - - - - - - - -

APPOINTMENTS

Location, -

1920 DEC 6 AM 9 58

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

No eligibles available.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 7 1920 DEPARTMENT OF COMMERCE.

Previous incumbent, Oscar Jacobsen Services terminated, November 8th, 1920.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Due to the necessity for maintaining the full authorized complement of keepers at Galveston Jetty Light Station, J.W.Ralph was assigned to duty in above position on Nov. 9th,1920. He has never been employed under any brance of the Dept. of Commerce. This nomination is made to fill the lowest-rated position at above station, in accordance with Dept. authority of June 5, 1918.

Selection regular, subject to the action of the U. S. Civil Service Commission, Nov. 30, , 1920.

SOS 12/6/20.

E H [signature]

TEMPORARY PENDING THE ESTABLISHMENT OF A REGISTER OF ELIGIBLES

Secretary, 10th *Civil Service District.*

E. S. Lanphier.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON DEC 3 1920

Submitted to the Secretary of Commerce, approved.

No Papers K

1920 DEC 4 PM 4 43

H. B. Bowerman

Acting Commissioner of Lighthouses.

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 6, 1920.

Mr. J. W. Ralph,

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 Twenty dollars per annum, effective November 9, 1920.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

CARDED

By direction of the Secretary:

Respectfully,

APPT. DIV. ENTERED DEC 7 1920 SEC'D ON JOURNAL DEPT. OF COMMERCE

(SIGNED) CLIFFORD WOODS

S
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Oscar Jacobson.

Legal Residence: Texas.
8th district

U. S. REPORT PAID ENTERED

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS DEC 20 1920

LIGHT CHIEF CLERK DEC 18 1920 HOUSES

1920 DEC 20 AM 9 24

I, J. W. Ralph,

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.

J. W. Ralph
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 14th day of December, A. D. 1920.

(Affix official seal here)

[4] (Name) S. R. Parsons

(Official title) Notary Public Gal Co Tex

My commission expires June 1st 1921

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Light-house Service.	$720 p.a.	Galveston Jetty Light Station, Tex.
Former [5] Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment in above position.		

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

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT

New Orleans, La., (Address) December 16th 1920. (Date)

The above-named appointee entered upon duty on November 9th, 1920. (Date)

CARDED

E. S. Lamphier
(Signature, followed by title)
Superintendent of Lighthouses.

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

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

[3] The oath may be taken any time 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—944

REPORT DATA ENTERED

APPOINTMENTS DEC. 8 1920

DEPARTMENT OF COMMERCE

CHIEF CLERK 5

LIGHT HOUSES DEC 8 1920

PERSONAL QUESTION SHEET

1920 DEC 9 AM 9 13

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

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

PART I.

1. Name of employee J. W. Ralph

2. Position to which appointed Keeper in the Lighthouse Service.

3. Bureau or Service Lighthouse, District 8th

4. Place of duty Galveston Jetty Light Station, Texas.
(City, town, station, or vessel.)

5. Salary $720 per annum.

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

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

Temporary appointment - without examination.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

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

ORDERED

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

Mr John William Ralph

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

John W Ralph

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

~~Ct~~ Ohio (State or Territory.) Cuyhaga (County.) Cleveland (City or town.) 20th (Congressional district.)

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

—

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

C. S. REPORT DATA ENTERED

6. Where were you born? Cleveland Ohio

7. When were you born? April (Month.) 10 (Day.) 1870 (Year.)

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

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

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

Mrs W. H. Macdonald (Name.) 1484 Alameda (Number and street.)

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

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

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

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

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

~

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U S Ds { Massachusetts / Minneapolis / Buffalo	Mar 26 1898	Mar 25 1901	Time expired

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

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

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

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

11—6022

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

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

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

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

Rigger, Sailor, Longshoreman Fisherman on ~~Sch~~ Snapper Schnooner

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

Parish School 7th grade

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

None

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

none

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

Date, Nov 27, 1920

Witness (in case signature is by mark):

(Signature) John W Ralph

(Present address) P O box 149
(Number and street.)

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

INDORSEMENT.

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

Reviewed, approved, and forwarded December 6th, 1920.

(Signature) E. S. Langhier.

(Official title) Superintendent of Lighthouses.

11—6922

WJB.

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

LIGHT HOUSES JAN 8 1921

1921 JAN 10 AM 9 51

Name of employee J. W. Ralph

Designation Keeper in the Lighthouse Service. *Compensation* $720 p.a.

Place of employment Galveston Jetty Light Station, Texas.

Date of appointment, Dec. 6,1920, effective Nov.9,1920, for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment.

Last day served December 28th, 1920.

CARDED

JAN 10 1921 DEPARTMENT OF COMM

For and in the absence of the Superintendent.

F. A. Muth

First Assistant Superintendent.
(*Official title.*)

Date January 5th, 1921.

Lighthouse Service.
(*Bureau or service.*)

11-2876

U. S. REPORT DATA ENTERED