'26 AUG 19 PM 2:38

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

Date: 08/21/2026

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
Reed, Elza		

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 (LA) 8th District	From: 1919	To: 1919
(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-00080353780

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Archival search 8/25

'26 SEP 4 PM 12:51

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:

Elza Reed

Elza Reed

LEGAL RESIDENCE
Louisiana

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Temp. Keeper, " "	780	L. H.	Dec. 8, 1918
Last day served Feb 6, 1919.			

INACTIVE

11—1248

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ SUPERINTENDENT OF LIGHTHOUSES Eighth DISTRICT.

New Orleans, La., (City.) December 11 (Date.) 1918.

THE 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 permanent appointment.

Name, **Elza Reed** Legal residence, **Louisiana**

Position, ~~Additional~~ **Keeper in the Lighthouse Service.** Salary, **$780 per annum.**

Location, **South Pass East Jetty L.S., South Pass West Jetty Rge., and So.Pass Rge.Front Lights, Louisiana.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **December 8, 1918,** { the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

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

Location, - - -

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

No eligibles available.

Previous incumbent, **Rene L. Buras** Services terminated, **December 7, 1918.**

Reason, **Resigned.**

Members of family in Government Service, **None.**

Remarks: Due to the emergency existing at this station, caused by regignation of Rene L. Buras, Elza Reed was assigned to duty on December 8, 1918. He has never been employed under any branch of the Department of Commerce. This nomination is made to fill the lowest rated position at this station, in accordance with Department letter of June 5, 1918.

Selection regular, subject to the action of the U. S. Civil Service Commission, December 11, 1918

Secretary, 10 Civil Service District.

Superintendent of Lighthouses.

Pending the establishment of a register of eligibles.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Approved:

E. F. Sweet
Assistant Secretary.

Acting Commissioner.

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 20, 1918.

Mr. Elza Reed,

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 December 8, 1918.

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

CARDED

APPOINTMENT DIVISION ENTERED DEC 21 1918 ON JOURNAL DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

D
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

DEC 20 1918

Vice: Rene L. Buras.

Legal Residence: Louisiana.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

LIGHT JAN 14 1919 HOUSE

APPOINTMENTS JAN 15 1919

CHIEF CLERK

I, Elza Reed

JAN 14 1919 9 35 AM

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.

Elza Reed

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 9 day of January, A. D. 1919

(Affix official seal here)

[4] (Name) George. W. Delesdernier

(Official title) Justice of the Peace

My commission expires April 30. 1920

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.		
Present [5] Add'l Keeper	$780 p.a.	South Pass East Jetty L.S., South Pass West Jetty Rge., & So. Pass Rge. Front Lights, Louisiana

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

LEC

Superintendent of Lighthouses

Office of ~~Lighthouse Inspector~~ 8th District

New Orleans, La., January 11, 1919.
(Address) (Date)

CARDED

The above-named appointee entered upon duty on December 8, 1918
(Date)

R B Doorly

(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

FEB 14 1919 9 14 AM

5

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
FEB 14 19
HOUSES

APPOINTMENTS

Name of employee Elza Reed

1919 FEB 14 PM 3 1

Designation Keeper (Addl.) in the L.H. Service *Compensation* $780 p.a.

CHIEF CLERK

Place of employment South Pass East Jetty L.S., etc., Louisiana.

Date of appointment: Dec. 20, 1918, effective Dec. 8, 1918, for a period not to exceed 30 days from date of receipt of certification of eligibles for probational appointment in above-mentioned position.

APPOINTMENT DIVISION
FEB 15 1919
DEPT OF COMMERCE

1919 FEB 14 PM 1 31

Last day served February 6, 1919.

CARDED

Superintendent of Lighthouses, 8th Dist.

(*Official title.*)

Lighthouse Service.

(*Bureau or service.*)

Date February 11, 1919.

11—2876

1919 JAN 27 AM 11 10

5

DEPARTMENT OF COMMERCE

APPOINTMENTS JAN 23 1919

JAN 27 19

LIGHT HOUSES JAN 27

PERSONAL QUESTION SHEET

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. If unable to write, he may sign by mark in the presence of one witness.)

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

Mr. Elza Reed. OWE CLERK

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

1919 JAN 27 PM 1 21

3. Bureau or Service, place, and district in which employed:

Lighthouse (Bureau or Service.) Port Eads, (Place (city, town, station or vessel).) So. Pass East Jetty U.S., La. 8th (District.)

4. Position to which appointed Assistant Keeper

5. Compensation $780 per annum.

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

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination ——, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Without examination--temporary appointment.

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

Morgan City (City or town.) La. (State or Territory.) St. Mary's (County.) Third (Congressional district.)

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

- - - - - -

CARDED

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

11. Where were you born? Orange County, Ohio,

12. When were you born? September (Month.) 2nd (Day.) 1875 (Year.)

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

14. What is your marital condition? Single.

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

Mrs. Florda Reed (Name.) (Number and street.)

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

11—1434

16. Are there any members of your family, besides yourself, in the civil service of the United States? No.

(If answer is "Yes," give 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		

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

No.

18. Have you ever held any other position in the civil service of the United States? (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.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No.					

19. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

No.

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No.			

21. 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.

22. Are you the widow or orphan of an honorably discharged soldier or sailor? No. (If answer is "Yes," give the information called for by the blanks below.)

Relationship (widow or orphan).....

Name under which soldier or sailor rendered service .....

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

23. 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 indicated in answer to questions 18, 19, 20, and 21.)

Woods Foreman for 11 years, employed by P. L. Leonard of Harveys Canal, La.

LIGHT HOUSES

24. 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.)

Public Schools 5-4th grade

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

Good Boatman

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

No.

27. 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.)

W. Gordon, Port Eads, La.

Date, Dec. 6th, 191 8. (Signature) Elza Reed

Witness (in case signature is by mark):

P. O. Address: Port Eads, La.
City or town.

Number and street.

State or Territory.

(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.)

MCC

Reviewed, approved, and forwarded January 23, 1919.

(Signature) B B Dorr

(Official title) Superintendent of Lighthouses, 8th District.

11—1434