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

Date: 12/03/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	DEC 05 2024 AM 10:35
E-Mail Address:	**Phone Number:**
knfgbb@umsl.edu	217-440-1332

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
Shepherd, Douglas, H		1878 England

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: 1951 MA

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)
Also went by Henry M. Bailey

Researcher Signature: Kylie

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MA)	From: 1916	To: 1945
(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: 2-303434978 41

CMRS Search Request Number(s): Submitted to Arc. Search 12/11/24 SB

Attendant Signature:

Remarks:

24 DEC 23 PM 12:55:02

SCREENING NOTES

☒ Reviewed and Nothing Removed KW ☐ 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:

1/2

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

CMRS CASE #: 2-30343497841

Employee Name: SHEPHERD, DOUGLAS H **DOB:** 1878 ENGLAND DOD: 1951 MA

SOUNDEX:S163

Lighthouse 1916–1945 MA

[redacted]

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	(positive)	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	(negative)
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	(negative)

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	(positive)	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	(negative)
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	(negative)

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS: _____	Area: _____	positive	negative
ARCIS: _____	Area: _____	positive	negative

Notes: _____

Form 39A

pdp

436 1814

CERTIFICATE OF SETTLEMENT

GENERAL ACCOUNTING OFFICE

D. O. Voucher No.

PAID BY JOHN D. DANNING SUPT. ACCOUNT DEPT. WASHINGTON, D.C. PAID JAN 10 1952 TREASURY DEPT. SYMBOL NO. 365

CERTIFICATE No. 1995484

Paying Officer will please show this CERTIFICATE NUMBER on the check used in payment hereof, and insert the check number in space provided below.

Claim No. Z-857366

WASHINGTON, December 20, 1951 (Date)

Lucy May Shepherd, as executrix of the will of Douglas H. Shepherd, deceased, Provincetown, Massachusetts.

I CERTIFY there is due from the United States to the above-named claimant(s), payable from the appropriation(s) indicated, the sum of—

THIRTY-NINE AND 67/100 Dollars ($ 39.67)

on account of final retired pay due the estate of Douglas Harold Shepherd, deceased, Keeper, former Lighthouse Service, now United States Coast Guard, Retired. (Treasury Department, United States Coast Guard, PS, File P6-2/L16-4, 11/26/51)

2020241 Retired Pay, Coast Guard, 1952

(99-72 999000-1234)

5199

To:

MEMORANDUM

Copy for Administrative Office

☆ U.S. GOVERNMENT PRINTING OFFICE 1946 719114

CG 2661 A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Headquarters

Appropriation: 2020241, Retired Pay, Coast Guard, 1952 *Unit* Retired Roll-Lighthouse

Total years of service _____

THE UNITED STATES, *Dr.*,

To Douglas H. Shepherd, Keeper, Deceased FLHS Retired *Pay period, duty, or grade* _____
(Name)

Monthly rate of pay 129.22
(Base and longevity)

_____, *U. S. Coast Guard*
(Designation)

For pay and allowances—

_____
(Address)

From 8/1 51, *to* 8/10, 1951
(Inclusive)

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay	39.67	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS $	39.67	
CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $	None	

		NOTATIONS
Total Credits $	39.67	
Less—Total Charges, $		
Amt. retained		
TOTAL $		
Net amount to be paid on this voucher $	39.67	

REMARKS: Died: August 10, 1951. Last paid for the period 1-31 July, 1951 on D. O. Vou. No. 436 0205, settled in the July, 1951 account of Paul D. Banning, CDO Symbol No. 346. U.S.Treasurer's check No. 393,425 dated 31 August, 1951 returned and will be cancelled in the September, 1951 accounts of Paul D. Banning, CDO Symbol No. 346. Fed.Tax $3.40 withheld and disposed of on this claim.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION) 99-72 999000-1234

(Payee will NOT use this space)

Differences _____

Account verified; correct for $ 39.67

(Signature or initials) JCH wd

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____ is true and correct, and so remains at this time, except
(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____, 19____ (MEMORANDUM—DO NOT SIGN) _____, _____
(Date) (Name) (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 39.67

Date 19 September 51, 19____

(MEMORANDUM—DO NOT SIGN) _____
Commanding, District Commander.

R.L. EDMANDS, LTJG, USCG
Authorized Certifying Officer

U. S. GOVERNMENT PRINTING OFFICE 16—29661-3

21 September,1951
FA-1
LL

General Accounting Office
Claims Division
Washington 25, D. C.

Re: Douglas H. Shepherd,Keeper,FLHS
Retired,Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of death:	August 10, 1951
Gross pay to date of death:	$43.07
Federal Tax withheld and disposed of:	$ 3.40
Other deductions:	None
Net amount due on death:	$39.67

Last paid for the period 1-31 July,1951 on D. O. Vou. No. 436-0205, settled in the July,1951 accounts of Paul D. Banning, CDO Symbol No. 346.

Appropriation to which chargeable: 2020241, Retired Pay,Coast Guard, 1952.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

R. L. EDWARDS, LTJG, USCG
Chief, Pay and Audit Section

LEHynes 6-7

FA-1
LL 14 September,1951

Chief, Disbursing Section

Chief, Pay and Audit Section

Retired pay check; cancellation of

It is requested that the August,1951 retired pay check for the personnel cited below be cancelled due to the death of payee:

NAME	CHECK NO.	AMOUNT	DATE	DIED	VOU. NO.
Douglas H. Shepherd,(772) 25 Brewster St. Box L 54 Provincetown, Mass.	393,425	$125.82	8-31-51	8-10-51	436-0582

R. L. EDMANDS

Check attached

REH mb

Form W-2

WITHHOLDING STATEMENT-SPECIAL
Wages Paid and Income Taxes Withheld

EMPLOYEE TO WHOM PAID

DOUGLAS H. SHEPHERD, KEEPER, RETIRED, FLHS
25 BREWSTER STREET
PROVINCETOWN, MASSACHUSETTS

INFORMATION FOR INCOME TAX RETURN

Total wages (before payroll deductions) paid in AUGUST, 1949	Federal income tax withheld, if any
$ 159.79	$ 23.97

EMPLOYER BY WHOM PAID

U. S. COAST GUARD
WASHINGTON 25, D. C.

COPY OF THIS NOTICE NOT FURNISHED TO EMPLOYEE

CERTIFICATE OF SETTLEMENT

GENERAL ACCOUNTING OFFICE

D. O. Vou. No. _____

PAID BY

197

Claim No. 2893081 WASHINGTON 25, November 3, 1948 (Date)

CERTIFICATE No.

1694232

Paying Officer will please show this CERTIFICATE NUMBER on the check used in payment hereof, and insert the check number in space provided below.

Douglas H. Shepherd,
25 Brewster Street,
Box 154,
Provincetown, Massachusetts.

(Checks to be drawn as below)

PAY FROM 2081200 SALARIES AND EXPENSES, COAST GUARD, 1948 LIMITATION 2081200.700 PUBLIC LAW 119 JUNE 23, 1949.

I CERTIFY there is due from the United States to the above-named claimant(s), payable from the appropriation(s) indicated, the sum of—

ONE HUNDRED FIFTY-NINE AND 79/100 Dollars ($ 159.79)

on account of adjustment of retired pay for the period July 1, 1946 to June 30, 1947 as a retired member of the former Lighthouse Service. (Treasury, Coast Guard, FA-PA 75)

2071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1947

Checks to issue:

Claimant as above,	$135.82
Treasurer of the United States,	$ 23.97

For credit to:
"20F5867 Special Deposits, Federal Tax Withheld from Salaries of Federal Employees, Treasury Department"

This action is taken to effect collection of the withholding tax pursuant to the current tax law.

The amount due for the fiscal years 1944 through 1946 will be the subject of a separate settlement.

To: Chief Disbursing Officer,
Division of Bookkeeping and Warrants,
Treasury Department,
Washington 25, D. C.
(Coast Guard Headquarters).

Coast Gd

MEMORANDUM

JJR

Copy for Administrative Office

16—23452-1 U. S. GOVERNMENT PRINTING OFFICE

Form No. 1096
Comptroller General U. S.
June 25, 1936

SCHEDULE OF VOUCHER DEDUCTIONS

Schedule No. 128967
Sheet No.
November 3, 1948 (Date)

General Accounting Office (Department or Establishment)
(For Treasury Department)
(Coast Guard) (Bureau or Office)

Made by Chief Disbursing Officer, (Assistant Disbursing Officer, Coast Guard Headquarters), Washington, D. C. (Name) (Title) (Station)

Period November 1948 (Month or quarter ended)
D. O. Symbol No.

D. O. Voucher Number	Bureau or Office Voucher Number	Appropriation and/or Fund to be Credited (Symbol and title in full)	Amount of Deduction	Remarks
	Ctf. No. 1694232	"20F5867 Special Deposits, Federal Tax Withheld from Salaries of Federal Employees, Treasury Department"	$23.97	
		Total,	$23.97	

The accountable officer will deposit the total amount shown in the column headed "Amount of Deduction."

M. S. Crawford
(Signature of approving officer)

Deposit(s) with Treasurer, U. S.: Claims Division

Check No. ....., dated ....., for $....., C/D No. ....., dated .....

Check No. ....., dated ....., for $.....; C/D No. ....., dated .....

lpw

U. S. GOVERNMENT PRINTING OFFICE 10—2233

9 September 1948
PA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc-2893081.
Inclosed is a letter of Mr. Douglas H. Shepherd, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period December 1, 1943 to June 30, 1947. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Standard Form 50 (9 Part) describing this retirement. This form shows correct computation of retired pay to be $1190.72 per annum, whereas, for the period December 1, 1943 to June 30, 1947, Mr. Shepherd was paid at the rate of $1030.93 per annum - an underpayment of $159.79 per year, or $13.31 per month.

Computation of the amount due and appropriations chargeable are as follow:

2041255	- Retired Pay, Former Lighthouse Service, Coast Guard,	1944	$ 93.17
2051255	" " " " " " "	1945	159.79
2061255	" " " " " " "	1946	159.79
2071255	" " " " " " "	1947	159.79
		TOTAL	$572.54

For tax withholding purposes, the records of this office show that Mr. Shepherd claims 2 exemptions.

Mr. Shepherd's mailing address is 25 Brewster Street, Box 154, Provincetown, Mass., and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY, LIEUTENANT, USCG
Chief, Pay and Audit Section

Incls:
1. Claimant's letter dtd 12/24/47
2. Standard Form 50 (9 Part)

CC: Claimant
Budget Division, Sta. 6-3
JEMuzik:edl 6-7
9-8-48

August 9, 1948.

Misc-2893081-SJB

Treasury Department,
United States Coast Guard,
Washington 25, D. C.

Sirs:

Under date of February 19, 1948, this office addressed you as follows:

"Transmitted herewith for administrative examination and report is the claim of Douglas H. Shepherd, 25 Brewster Street, Provincetown, Massachusetts, for the difference between retirement pay received based on net salary and that alleged to be due based on gross salary as a former employee of the United States Lighthouse Service.

"In connection therewith, it is requested that this office be furnished with copies of claimant's appointment, promotions, or any other personnel action taken while he was in a pay status for the five year period immediately prior to the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and last day of duty.

"It is also requested that a payroll voucher be furnished, showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to the present time.

"The enclosure should be returned with your report."

Inasmuch as no reply has been received to the above-quoted letter and in view of the length of time that has elapsed, it is requested that action in the matter be expedited.

Respectfully,

P. E. Sours
Chief of Section.

By: D. N. Monaco

mct

REQUEST FOR INFORMATION FROM

NAVY ☐ MARINE ☐ COAST GUARD ☒

FORMS ON RECORD		DATA REQUESTED		1. C-No.
553 ☐	78 ☐	MEDICAL ☒	SERVICE ☒	XC 16 575 389

2. ORIGINATING UNIT	3. LOCATION OF REQUESTING OFFICE	4. TYPE OF CLAIM
VA District Office,P	Phila. 1, Pa.	Suppl Death (See Additional)

5. LAST NAME—FIRST NAME—MIDDLE INITIAL (UNDER WHICH SERVED)	6. SERIAL OR FILE No.	7. DATE
SHEPHERD, Douglas Harold	Not Given	

8. HOME ADDRESS (STREET, CITY, STATE)	9. DATE OF BIRTH

10. PLACE OF BIRTH	11. CONVERTED INSURANCE No.	12. NAT'L SERV. LIFE INSURANCE No.	13. DATE OF DEATH
	K-	N-	

14. DATE(S) OF ENROLLMENT(S) OR ENLISTMENT(S)	15. DATE(S) AND PLACE(S) OF ENTRY INTO ACTIVE SERVICE	16. DATE(S) AND STATION(S) OF ACTUAL DISCHARGE FROM SERVICE

17. IF NOT DISCHARGED, INDICATE DATE(S) AND STATION(S) FROM WHICH RELEASED FROM ACTIVE DUTY	18. CHARACTER OF DISCHARGE	19. LAST RANK OR RATING

ALLEGED DISEASE OR INJURY, DATE OF INCURRENCE, DATE(S) AND STATION(S) OF TREATMENT

ADDITIONAL It is desired that a further search of the veterans service records be made and the following be submitted:
(a) A statement showing the correct dates and basis for veterans retirement
(b) If there is no record available with reference to medical treatment received by the veteran especially between 12-7-41 and 11-30-43, a definite statement to that effect is required.

BY PAUL E. HUSSEY, Dir., Claims Service
(NAME AND TITLE)

DO NOT WRITE OR TYPE IN MARGIN

FROM (CHECK WHICH): ☐ CHIEF, BUREAU OF NAVAL PERSONNEL. ☐ COMMANDANT, U.S. MARINE CORPS. ☐ COMMANDANT, U.S. COAST GUARD.

(CHECK ONE) ☐ ALL ITEMS CORRECT. ☐ ALL ITEMS CORRECT EXCEPT:

(DATE FORWARDED) BY (NAME AND TITLE)

FROM (CHECK WHICH): ☐ CHIEF OF BUREAU OF MEDICINE AND SURGERY. ☒ CHIEF MEDICAL OFFICER OF THE U. S. COAST GUARD.

1. PHOTOSTATIC COPY OF MEDICAL RECORD IS ENCLOSED.

2. Form NCG 2523 forwarded your office 12-20-51 gives the basis for the veteran's retirement. There are no other medical records available in this case.

(DATE RETURNED TO VETERANS) BY T. H. BLAND (NAME AND TITLE) CDR USCG

VA FORM JAN 1946 3102 SUPERSEDES FORMS 3103 AND 3104, PREVIOUS EDITIONS MAY BE USED.

16—47305-1 U. S. GOVERNMENT PRINTING OFFICE

FILE 3-2

SEP 26 1951
H.H.

PS
25 September 1951
P6-2

Mrs. D. H. Shepherd
Provincetown, Massachusetts

My dear Mrs. Shepherd:

Headquarters has been advised of the death of your husband, Douglas Harold Shepherd, Keeper, former Lighthouse Service, now United States Coast Guard, Retired, on 10 August 1951. Please accept my sincere sympathy.

At the time of death there was due the estate of your husband final retired pay. This retired pay ceases at death and there is no law providing for the continuance of payment of any part to dependents. The forms necessary to effect settlement of the final pay are herewith inclosed.

If there will be no legal representative to administer the estate of your husband, the next of kin, or the person who paid, or will pay the funeral expenses should execute the inclosed Forms No. 1055, claim for the final pay, in the presence of two witnesses, taking care to answer all questions as checked. If a representative is appointed, a copy of the Court Order showing the appointment should be attached to Forms No. 1055. If the funeral expenses have been paid, a bill receipted by the undertaker should be forwarded, otherwise, the undertaker should sign the inclosed waiver form. This information is necessary to support the claim for the final retired pay.

In the event you have in your possession any uncashed retired pay checks these should be returned to Coast Guard Headquarters for settlement with your claim for the retired pay due on date of death.

When the inclosed forms have been completed, please return them to Coast Guard Headquarters in the inclosed pre-addressed envelope which requires no postage.

By direction of the Commandant.

Very truly yours,

R. J. BORROMEY
Captain, U. S. Coast Guard
Chief, Special Services Division

Incls.
1. Form No. 1055
2. Waiver
3. Envelope

MJM:hdh return to room 2107 sta 2-4

3-2 files (43)

21 September, 1951
FA-1
LL

General Accounting Office
Claims Division
Washington 25, D. C.

Re: Douglas H. Shepherd, Keeper, FLHS
Retired, Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of death:	August 10, 1951
Gross pay to date of death:	$43.07
Federal Tax withheld and disposed of:	$ 3.40
Other deductions:	None
Net amount due on death:	$39.67

Last paid for the period 1-31 July, 1951 on D. O. Vou. No. 436-0205, settled in the July, 1951 accounts of Paul D. Banning, CDO Symbol No. 346.

Appropriation to which chargeable: 2020241, Retired Pay, Coast Guard, 1952.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

R. L. EDMANDS, LTJG, USCG
Chief, Pay and Audit Section

LEHynes 6-7 LEH/wm

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-9964 (Rev. 5-50)

File
N.C. 3-2

REPORT OF DEATH

OF PERSONS OTHER THAN THOSE CARRIED AS MISSING

To: Chief, Office of Finance and Supply

DATE 14 September 1951

NAME	SERVICE NO.	GRADE OR RATING
SHEPHERD, Douglas Herold	(LHS) Keeper	Retired
DATE OF RECEIPT OF EVIDENCE OF DEATH	ESTABLISHED DATE OF DEATH	
14 September 1951	10 August 1951	

Information concerning death of the above-listed person has been received reporting established date of death as herein set forth.

R. J. BORROMEY, Captain, U. S. Coast Guard
Chief, Special Services Division
Chief, Military Morale Division

B6810

6-1

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2893081-SJB

August 9, 1948.

RECEIVED AUG 10 1948

Treasury Department,
United States Coast Guard,
Washington 25, D. C.

Sirs:

Under date of February 19, 1948, this office addressed you as follows:

"Transmitted herewith for administrative examination and report is the claim of Douglas H. Shepherd, 25 Brewster Street, Provincetown, Massachusetts, for the difference between retirement pay received based on net salary and that alleged to be due based on gross salary as a former employee of the United States Lighthouse Service.

"In connection therewith, it is requested that this office be furnished with copies of claimant's appointment, promotions, or any other personnel action taken while he was in a pay status for the five year period immediately prior to the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and last day of duty.

"It is also requested that a payroll voucher be furnished, showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to the present time.

"The enclosure should be returned with your report."

Inasmuch as no reply has been received to the above-quoted letter and in view of the length of time that has elapsed, it is requested that action in the matter be expedited.

Respectfully,

P. E. Sours
Chief of Section.

By: D.M. Monaco

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2893081-SJB

February 19, 1948.

Treasury Department,
United States Coast Guard,
Washington 25, D. C.

Sirs:

Transmitted herewith for administrative examination and report is the claim of Douglas H. Shepherd, 25 Brewster Street, Provincetown, Massachusetts, for the difference between retirement pay received based on net salary and that alleged to be due based on gross salary as a former employee of the United States Lighthouse Service.

In connection therewith, it is requested that this office be furnished with copies of claimant's appointment, promotions, or any other personnel action taken while he was in a pay status for the five year period immediately prior to the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and last day of duty.

It is also requested that a payroll voucher be furnished, showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to the present time.

The enclosure should be returned with your report.

Respectfully,

L. E. Sours

Chief of Section.

Enclosure.

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Shepherd, Douglas B. (Mr.)	7-24-1878	5	8-25-48

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
AMENDMENT Retirement (Disability)	Close 11-30-43	

FROM		TO
Keeper	8. POSITION TITLE	
Range $1380-1740) Plus $1620 per annum) $240 p.a. Qtrs.	9. SERVICE, GRADE, SALARY	
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS	
Boston, Mass. Rose Is. Lt. Sta., R. I.	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1030.93 to $1190.72, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 26 years, 7 months, 17 days.

Computation: ($1788.50 x 26.6305 ÷ 40) = $1190.72

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							
X											

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM Civilian Employees, CG TO:	LH 3-4-25		Mass.

U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765869

4. PERSONNEL FOLDER COPY

AUG 26 1948

(PA-PA)
CG-75

3-2

FILE
IKZ

30 June, 1947

From: Commandant
To: Douglas H. Shepherd, Keeper, Ret.
25 Brewster Street
Provincetown, Mass.

Subj: Retired pay; increase in

1. Reference is made to your letter of 9 October, 1946, relative to an increase in your monthly rate of retired pay.

2. Records at HQ show that you were retired, as a civilian, effective 1 December, 1943, under the Lighthouse Service Act of 4 March, 1925. Up to the present writing, no new legislation has been passed effecting an increase in the pay of retired personnel of the Former Lighthouse Service, U. S. Coast Guard. However, you will be promptly notified at such time an increase is due you.

J. A. WILBER
By direction

U. S. COAST GUARD
MAIL SECTION
MAILED JUL 2 - 1947

IKZ 6-1 PR3 wd MM3

3-2

25 Brewster Street,
Provincetown. Massachusetts.

9 October 1946.

Commandant, U. S. Coast Guard,
Washington, (25) D.C.

Sir;

Since I have not received any pension raise as provided by Congress, for the retired personnel of the Armed Forces of World War II, will you kindly advise me why I am not entitled to such raise under the following brief history of my Lighthouse and Coast Guard service.

I entered the Lighthouse Service May Ist I9I6, and retired from the Coast Guard Service on disability November 30th I943. Prior to the Coast Guard taking over the Lighthouse Service in I939, I had expressed my willingness officially in writing, and verbally to Coast Guard officers who interviewed me on station, but was led to understand that due to my length of service and age I could not be inducted into the Coast Guard Service - which was a something beyond my control. In September I939 I was transferred to take charge of the Coast Guard Light Station at Rose Island, Newport, R. I., and up to the time of my retirement in I943 I carried on under all war time orders and restrictions - as of the Armed Forces - even though a Coast Guard lighthouse keeper.

Very respectfully,

Douglas H. Shepherd.

Douglas H. Shepherd.
Coast Guard Lightgouse Keeper, Ret.

12-1-43
P.D. 26-7-17

OCT 17 1946

(FA-PA)
CG-75

22 October, 1946

To: Douglas H. Shephard, Keeper, USCG, Retired
25 Brewster Street
Provincetown, Massachusetts

Subj: Increase in retired pay; Public Law 474 - 79th Congress, approved 29 June, 1946

1. Reference is made to your letter of 6 September, 1946. The legislation you have reference to is Public Law 474 - 79th Congress, Chapter 523 - 2d Session, H.R. 6084, "An Act to amend the Pay Readjustment Act of 1942, as amended, so as to provide an increase in pay for personnel of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey and Public Health Service," approved 29 June, 1946.

2. The records relating to your retirement indicate that you were retired from the Lighthouse Service effective 1 December, 1943, due to physical disability under the provisions of Act of 4 March, 1924 entitled "An Act to Provide for Retirement for Disability in the Lighthouse Service."

It is regretted that there appears to be no subsequent legislation which would authorize an increase in your retired pay.

R. D. FRITZ
By direction

U. S. COAST GUARD
MAIL SECTION (2)
MAILED OCT 24 1946

CCG:moh
Return to 6-1

25 Brewster Street,
Provincetown. Massachusetts.
6 September 1946.

Allotment Disbursing Officer,
United States Coast Guard,
Washington (25) D. C.

Dear Sir;

Will you please advise if the retired personnel of the Coast Guard Lighthouse Keepers were considered in the recent pension pay raise, the same as the retired personnel of the Coast Guard.

Very respectfully,

Douglas H. Shepherd

Douglas H. Shepherd,
Retired Coast Guard Lighthouse Keeper.

SEP 10 1946

(PCP-6)
CG-75

31 January, 1945

Mr. Douglas H. Shepherd
25 Brewster Street
Provincetown, Massachusetts

Sir:

Reference is made to your letter of 15 January, 1945, addressed to Mr. W. H. Webb, Chief, Audit and Pay Roll Section, Division of Finance, in which you requested information concerning computation of your retired pay. You raised the question of whether the $240 per annum allowance for quarters was "deducted" in arriving at the rate of retired pay.

Section 6 of the Act of June 20, 1918, known as the Lighthouse Service Retirement Act, provides in part as follows:

> "...That the annual compensation of persons so retired shall be a sum equal to one-fortieth of the average annual pay received for the last five years of service for each year of active service in the Lighthouse Service or in a department or branch of the Government having a retirement system, not to exceed in any case thirty-fortieths of such average annual pay received: Provided further, That such retirement pay shall not include any amount on account of subsistence or other allowance."

In the administration of this Act the Department of Commerce, the Treasury Department, and the Navy Department have excluded allowances in the computation of retirement pay, in accordance with the provision underscored above. Therefore, your retired pay was based upon your average cash pay for the five-year period from December 1, 1938, to November 30, 1943 ($1548.10), exclusive of the allowance of $240 per annum for quarters, but including the amount withheld for tax purposes.

By direction of the Commandant:

1548.10

Very truly yours,

H. L. MORGAN, Assistant Chief
Civilian Personnel Division

U. S. COAST GUARD
MAIL SECTION (3)
MAILED FEB 2 1945

STENAFT items
Return 3-2

25 Brewster Street,
Provincetown. Mass.
I5 January I945.

JAN 18 1945

...Webb, Chief,
...dit and Pay Roll Section,
Division of Finance,
U. S. Coast Guard,
Washington. D. C.

Dear Sir;

I. I shall appreciate a check made of my retirement pay. Briefly my record is;

2. Douglas H. Shepherd, Keeper, U. S. Lighthouse Service for 29 years. Retired on disability November 30th I943.

3. Yearly salary from I934 to I94I $I830.00
Yearly salary from I94I to I943 2058.00

4. Salary received over a period of my last 5 years of active service; $9.606.00.

5. I understand that with my length of service I am entitled to full pension pay on my retirement through disability, and that such pension pay is based on a percentage of my last 5 years of active service.

6. In the fact that $240.00 was deducted from each year's salary in which I had earned and is considered a part of my salary, but paid back to the government for house rent, I'm wondering if this $I200.00 I paid for house rent over a period of 5 years has been deducted in arriving at my present pension pay of $84.8I plus the witholding tax. Also, if all witholding tax has been deducted from the amount of my last 5 years total salary. While my figures may not be exactly correct to the dollar, I feel that my monthly pension pay should be approximXXately $I06.40, and I shall appreciate and be interested to learn how my present monthly pension of $84.8I plus witholding tax, is arrived at.

Yours very truly,

Douglas H. Shepherd.

Retired pay 85.91
Inc. withholding 1.10
84.81

Retired 12-1-43

3-2.

FILE
I.R.Z.

(FA-AR)
CC-75

28 December, 1943

Commissioner of Internal Revenue
Washington, D. C.

Dear Sir:

The inclosed letter of Mr. Douglas H. Shepherd, a retired Keeper of the former Lighthouse Service, dated 17 December, 1943, is forwarded for your consideration.

By direction of the Commandant.

Very truly yours,

C. L. HERNDON
Lieutenant, USCG
Allotment Disbursing Officer

Incl
Letter dated 17 December, 1943,
from Douglas H. Shepherd

U. S. COAST GUARD (71)
DEC 28 1943

CLH:eh
LOS

97 Bradford Street,
Box I54, Provincetown. Massachusetts.

I7 December I943.

To; The Internal Revenue Service, Washington. D. C.
(Through, COMMANDANT, U. S. Coast Guard.

From; Douglas H. Shepherd, Keeper, Retired, U. S. Coast Guard.

Subject; Witheld Income Tax from Wages.

Reference;(a) Employee's Receipt, Form W-2.

I. May I at this time bring to your attention my ref. (a) wherein my salary from January Ist I943 to November 30th I943, was recorded my receiving as salary $I727.50, and from which $II4.40 was witheld as of subject.

2. In a communication to Internal Revenue Agents in Charge, and ~~others~~ concerned, from Mr. Guy T. Helvering, Commissioner of Internal Revenue, Washington. D. C. in paragraph 3 is quoted;

" As a general rule, the test of " convenience of employer " is satisfied if living quarters or meals are furnished to an employee who is required to accept such quarters and meals in order to erform properly his duties. For example, if an employee is subject to immediate service at any time during the 24 hours of the day,and therefor, cannot obtain quarters or meals elsewhere without material interference with his duties and on that account is required by the employer to accept quarters or meals furnished by the employer, the value thereof need not be included in the gross income of the employee."

3. It would seem therefor that the $220.00 I paid from January Ist. I943 to November 30th. I943 for rent of quarters should have been deducted from my gross income.

4. On March Ist. I943 I paid the Internal Revenue Office in Providence, R. I. $I0.50. On June Ist. I943 I again forwarded $I0.50 - as quarterly payments of my I943 as advised by Mr. Taylor, Intrenal Revenal Agent, Newport. R. I. who compiled my Income tax as being $42.00. So that as of this date, I have paid; $II4.40 witheld, and $2I.00 personally paid, making a total of $I35.40.

It will be highly appreciated if you can advise if some action on this may be forthcoming.

Douglas H. Shepherd

3-2

CG-PAD14-75

FILE
I.K.Z.

10 December, 1943.

From: Commandant.
To: Douglas H. Shepherd, Keeper, Retired,
Post Office Box 82, Newport, Rhode Island.

Subject: Retired pay; payment of.

Reference: (a) Navy Department letter, 29 October, 1943.

Inclosures: (A) Form N.C.G. 9671-B.
(B) Standard Form 1099 - Signature Card.
(C) Form W-4.

1. Having been transferred to the retired list of the Lighthouse Service, Coast Guard, effective, 1 December, 1943, your pay accounts will henceforth be carried at Headquarters.

2. Checks in settlement of your retired pay will be forwarded to you after the close of each month upon the receipt of dated and signed Form 9671-B, one of which is inclosed for use at the end of the current month. Since this form is submitted as evidence of your existence and right to retired pay, it must not be signed prior to the last day of the month and should not be predated. If address is changed, the new address for mailing your pay check should be submitted on this card at the end of the month in which the change occurs.

3. Inclosure (B) must be signed in the space provided therefor and returned to the Allotment Disbursing Officer for transmittal to the General Accounting Office. The name appearing on your pay checks will be identical to that appearing in the upper left corner of this card. The card must be signed in the same manner, using first name and middle initial.

C. L. HERNDON,
By direction.

DEC 10 1943

3097

3 - 20

UNITED STATES COAST GUARD

BOSTON, MASS.

File 83

1943 DEC 3 PM 2 22

PLEASE DO NOT NAME AN INDIVIDUAL IN ADDRESS OF REPLY. USE FOLLOWING FORM OF ADDRESS:

DISTRICT COAST GUARD OFFICER
CUSTOMHOUSE
BOSTON, MASS.

AND REFER TO FILE NO. pcp-75

1 December, 1943

To: The Commandant (PCP)

Subj: SHEPHERD, Douglas H., Keeper, Rose Island Light Station, R. I.; retirement (disability) close 30 November, 1943

1. In reply to your letter of 10 November, 1943 (CG-75), you are informed that subject man was last paid for the period 1-30 November, 1943 in the amount of $160.00 on D.O.Voucher No. 21286, Accounts H. R. Jones,S.D.A. 55-065-0 USN.

2. Subject's total taxable income for the current calendar year was $1727.50 to the close of 30 November, 1943 which was the last day he was carried in an active duty status by this District.

H. C. Prentice

H. A. PRENTICE
By direction

Copy to Lt. Herndon 12/4/43



(PCP)
CG-75

10 November, 1943

To: **DCGO, 1st Naval District**

Subj: Retirement of **Douglas H. Shepherd, Keeper at Rose Is. Light Station, R.I. (Disability)**

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

CC: Lt. Herndon ✓

Mailing Address:

Douglas H. Shepherd
Post Office Box 82
Newport, R.I.

4085

LJ

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared October 29, 1943

Name: Shepherd, Douglas N.

From: U. S. Coast Guard

Bureau No.: 1648

Retirement - Disability

Effective: Close November 30, 1943

	FROM 7366	TO
Position	Keeper	
Grade	Range $1380-1740	
Salary	$1620 p.a. plus $240 p.a. Clths.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Rose Is. Lt. Sta., R. I.	
Appropriation	Civilian Employees, C. G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1030.93.

Justification:

Total services: 26 years, 7 months and 17 days.

Computation: ($1548.50 x 26.6305 ÷ 40) $1030.93.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 7-24-1878

LEGAL RESIDENCE: Mass.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE? No

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-4-25

DATE OF OATH

N. L. KANGAS, Admin. Asst.
Civilian Personnel Division

DATE APPROVED BY THE SECRETARY

NAVY

BUREAU OR DIVISION PERSONNEL FILES NOV 10 1943

1648
7366

Name SHEPHERD, Douglas H. Date of birth July 24, 1878

Designation Civilian Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse	May	1	1916	Feb.	16	1923	
Service & Coast Guard	Apr.	10	1923	Sept.	10	1923	
	July	1	1924	Nov.	30	1943	
Total service	26 yrs., 7 mo., 17 days ✓						

Does applicant receive or has he applied for a pension from the Government under any law? --No-- If so, give number of pension certificate or of claim: ---

Amended to include Qtrs. as result Comp. Gen. Dec. B-70029 dated 10-23-47.

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	Dec.	1	1938	Nov.	30	1943	5 yrs.	total	7742.50 ✓
Quarters	"	"	"	"	"	"	"	240.00	1200.00
									8942.50 ✓

Total compensation for last five years of active service $8942.50 ✓

Average compensation for last five years of active service $1788.50 ✓

Annual rate of retired pay ($1788.50 × years 26.6305 (Not exceeding 30) ÷ 40) = $1190.72 ✓

FEI 8/14

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

District Coast Guard Officer
~~Commander~~, First Naval District,
Boston, Mass.
(City)

Date 3 June, 1943

disability
I hereby apply for retirement from active duty effective 1 December, 1943
on the basis of service shown hereon.

Mailing address for retirement checks:
Post Office Box 82
Newport, Rhode Island
P.O. BOX 154
PROVINCETOWN, MASS

Douglas H. Shepherd
Douglas H. Shepherd
Civilian Keeper
(Designation)

District Coast Guard Officer
OFFICE OF THE ~~District Commander~~
First Naval District

City Boston, Mass. *Date* 3 June, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1030.935 per annum, effective at the close of 30 November, 1943

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office, and that all Government service shown has been verified. All accumulated and accrued sick and annual leave was granted to close of 30 November, 1943. Medical Certificate N.C.G. 2523 is attached.

H.W. Siegel
H.W. SIEGEL, By direction.
~~District Commander~~

COAST GUARD HEADQUARTERS, *Washington, D. C.*,

Submitted to the Secretary of the ~~Treasury~~ NAVY, recommending approval.

V.A.J.3

Commandant.

FOR USE OF DEPARTMENT

16—20161

OFFICE OF THE CHIEF MEDICAL OFFICER

COAST GUARD HEADQUARTERS

DATE 12 October, 1943

MEMORANDUM FOR - Chief Personnel Officer

Subj: SHEPHERD, Douglas H., Civilian Keeper; retirement, recommendation

The medical evidence contained in Form 2523 (Certificate of Medical Examination, Disability Retirement, Civilian Personnel), dated 12 June, 1943, has been reviewed and found satisfactory. It is recommended that subject-named man be retired by reason of physical disability.

Carl Michel

CARL MICHEL
Medical Director

MORE THAN 26 YRS SERVICE

BORN 7-24-1878

NAC. G.-2523

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT SHEPHERD, Douglas H. DESIGNATION Civilian Keeper

Height ..... Weight ..... pounds. Complexion .....

Color of eyes ..... Color of hair .....

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: .....

Description of duties of position (to be filled in by district commander): On watch and attending beacon light from sunset to sunrise; operate fog signal apparatus during foggy weather; cleaning, painting and minor repairs to station, quarters, light and fog signal apparatus; painting light tower; going for mail and supplies; render aid when necessary. The foregoing requires extreme alertness and at times employee is called upon to perform laborious duties such as climbing on tower.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: .....

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/ 20 L. E. 20/ 80

With correction in spectacles: R. E. 20/ 20 L. E. 20/ 20

Accommodation: Reads Jaeger No. NIL at 13 inches, without correction.

Reads Jaeger No. ONE at 13 inches, with correction.

Central color vision (binocular) Normal (Name method used) Ishihara

Inspection Normal

Pupils Round and regular Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 13 ft., L. E. at 15 ft.

Appearance of right drum Normal, left drum Normal

Is there any disease of the middle or internal ear or mastoid? NO If so, specify .....

[OVER]

16—17606-1

Shepherd 2E

Condition of nose and sinuses Normal

Condition of mouth and throat, including tonsils and teeth Edentulous. Pharynx negative (WP)

Bones, joints, muscles, including atrophies Normal
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Lungs normal

Cardiovascular system:

(a) Heart Sl. enlarged by x-ray. EKG normal

(1) Murmurs none (2) Arrhythmias Frequent ectopic beats.

(b) Pulse rate: (1) Sitting 88 (2) After exercise 120 (3) 2 minutes after exercise 92

(c) Blood pressure: (1) Sitting—Syst. 150 Diast. 80 (2) After ex.—Syst. 190 Diast. 90

(d) Condition of blood vessels All peripheral arteries strong.

Evidence of thyroid or other endocrine disturbance Emotional instablity - hot flashes

Abdomen and gastro-intestinal system, including hernia Relaxed inguinal rings, no impulse

Genito-urinary system:

Urinalysis—Sp. gr. 1.025 Reaction acid Albumin + Sugar 0

Sediment microscopic (required when albumin or sugar is found)

Reflexes, motor disturbances, etc.:

(a) Station OK (e) Gait OK

(b) Tremor Intention, of hands (f) Coordination OK

(c) Patellar reflexes OK (g) Peripheral circulation Satisfactory

(d) Other motor disturbances None

Alcohol Very little Drugs None Syphilis None Epilepsy None

Other neurological findings None

General impression 1) Chronic bronchitis; 2) Generalized arteriosclerosis with heart disease; 3) Mole climacteric

Here describe fully nature of disability:

Above complaints result in exertional dyspnoea, fatigue, inability to concentrate on job because of emotional instability. Cough is chronic, but acute attack such as patient recently had, may occur.

Is disability to perform duty of a permanent character? Yes

Is it indicated that applicant may recover from disability and be fit for restoration to active duty? No Do you recommend reexamination with this in view? No

I HEREBY CERTIFY that upon examination I find the above-named claimant to be disabled for useful and efficient service by reason of the disability above described, which is not due to vicious habits, intemperance, or willful misconduct on his part.

The examining physician must be in the Federal Service

U. S. Marine Hospital
(Place of examination)

V. G. Guenther
(Examining surgeon)

Boston, Mass.

June 12, 1943
(Date)

Assistant Surgeon (R), USPHS
(Title and branch of medical service)

dd

U. S. GOVERNMENT PRINTING OFFICE 16—17606

1943 AUG 28 PM 3 19

DO NOT NAME AN INDIVIDUAL IN ADDRESS. USE FOLLOWING FORM:

DISTRICT COAST GUARD OFFICER
CUSTOM HOUSE,
BOSTON, MASS.

AND REFER TO FILE NO. pcp-75

UNITED STATES COAST GUARD

BOSTON, MASSACHUSETTS

3-8

27 August, 1943

To: The Commandant(PCP)

Subj: SHEPHERD, Douglas H., civilian Keeper, Rose Island Light Station; change of address.

Reference subject's Form 2521, dated 3 June, 1943, HQ is informed that subject has notified this office that his mailing address has been changed to P. O. Box 154, Provincetown, Mass.

W. A. Prentice

H. A. PRENTICE
By direction

N.C.G. No. 2599
U.S.Coast Guard

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.	Civilian	Keeper
(Surname)	(First Name)	(Middle Initial)	(Service No.)	(Rank or Rate)

NEWPORT STATION	(5-01-101)	Newport, R. I.	24 May, 1943
	(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station.

1400, 9 April, 1943, placed in status absent on account of sickness.

NEWPORT STATION Muster Roll for the month of April, 1943 should be corrected accordingly.

Authority: Form 2599 from subject named man dated 22 May, 1943.

G. P. LEWIS, Ensign, USCG,
(Commanding)

Acting.
(Title)

Original to:
DCGOIND,
Copy to:
HDQTS.

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	22 October, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station.

Effective 1 October, 1942, given an administrative increase in salary from $1560.00 per annum, including $240.00 per annum for quarters to $1620.00 per annum, including $240.00 per annum for quarters.

AUTHORITY: U.S. Navy Dept. Personnel Notification (Form 2249) dated 1 October, 1942.

John L. Wilson
(Commanding)
JOHN L. WILSON,
Commanding Officer.
(Title)

Original to:
Headquarters.
Copy to:
DCGO 1ND.
Rose Island Light Station.

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	N.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	15 October, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station

1600, this date, reported at Rose Island Light Station from three (3) days' annual leave of absence.

AUTHORITY: Approved application (Form 2217).

Original to:
Headquarters.
Copy to:
DCGO 1ND.

John L. Wilson
(Commanding)

John L. Wilson,
Commanding Officer.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE 0

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	11 October, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station

0800, this date, departed Rose Island Light Station on three (3) days' annual leave of absence.

AUTHORITY: Approved application (Form 22-17).

Original to:
Headquarters.
Copy to:
DCGO 1ND.

John L. Wilson
(Commanding)

John L. Wilson,
Commanding Officer.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Shepherd, Douglas H.

From: U. S. Coast Guard

Bureau No.: 1648

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1560 p.a. plus $240 p.a. Qtrs.	$1620 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Boston, Mass. Rose Is. Lt. Sta., N. I.
Appropriation		Civilian Employees, C. G.
Allotment		
	FIELD ☐ DEPRTMTL ☒	FIELD ☒ DEPRTMTL. ☐

Remarks:

The action herein represents an administrative increase in salary effective as indicated above.

Justification:

Mr. Shepherd was last promoted January 16, 1941 in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Very Good.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 7-24-78

LEGAL RESIDENCE: Mass.

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

CHARLES POSEY

DATE APPROVED BY THE SECRETARY

BUREAU OR DIVISION PERSONNEL FILES

OCT 8 1942

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: January 10, 1941.

Name: Shepherd, Douglas H.

From: U.S.Coast Guard

Bureau No: 1648

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1500 p.a. plus $240 p.a.Qtrs.	$1560 p.a. plus $240 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U.S.Coast Guard
Headquarters		Boston, Mass.
Post of Duty		Rose Is Lt.Sta., R.I.
Appropriation		Civilian Employees,C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE *Remarks:* January 16, 1941.

Justification:

No increase in pay since July 1, 1928.

2806 + sta. conducted. AJ.M.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 7-24-1878

LEGAL RESIDENCE: Mass.

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

1641

BUREAU OR DIVISION PERSONNEL FILES

FEB - 7 1941

U. S. COAST GUARD (15)

Form 2522
TREASURY DEPARTMENT
U. S. Coast Guard
Revised March 1938

REC'D OCT 31 1941

FOLLOW INSTRUCTIONS ON BACK

SHEPHERD, Douglas H.		Keeper	Rose Island Light Station
(Name, surname first)	(Service number)	(Rank or rating)	(Unit)

*REGULAR
*SPECIAL
TEMPORARY
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place Newport, R.I., Date 28 October, 19 41

FILE TO LEB

To: Commanding Officer, Newport Station
(Coast Guard unit)
Newport, R.I.
(Address)

The above-named patient was discharged from {~~*inpatient~~ / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Sprain of sacro-iliac joint	4110	10/28/41	10/28/41

U. S. COAST GUARD
REC'D NOV 3 1941 BY
MEDICAL SECTION

He {*is / *~~is not~~} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *~~No.~~} Absent without permission? {*~~Yes.~~ / *No.} Guilty of insubordination? {*~~Yes.~~ / *No.}

Philomen P. Ciarla
PHILOMEN P. CIARLA
A.A.Surgeon *U. S. Public Health Service.*

NOTICE OF MEDICAL TRANSFER

_____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)
treatment at _____ {*office / *hospital} at _____ for
(Diagnosis)
_____ since _____, 19 , has been
transferred this date _____, 19 , to the U. S. Marine Hospital at _____
for further treatment.

_____
U. S. Public Health Service.

*Strike out words not applicable.

2—663

...ARTMENT
...T GUARD
...March 1938

U. S. COAST GUARD (15)

FOLLOW INSTRUCTIONS ON BACK

RECD OCT 31 1941

...HERD, Douglas H. | | Keeper | Rose Island Light Station
(Name, surname first) | (Service number) | (Rank or rating) | (Unit)

APPLICATION TO THE U. S. PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE U. S. COAST GUARD

*REGULAR
*SPECIAL
TEMPORARY
(Enlistment status)

Place Newport, R.I., Date 28 October, 19 41

To: Medical Officer

U.S.P.H.S., Newport R.I.

U.S.C.G. Lighthouse Keeper

SIR: You are requested to examine the above-named {*~~officer~~ / *~~enlisted man~~} of the U. S. Coast Guard, attached to the above-named unit, and furnish him such treatment as may be required. It is requested that the RETURN MEDICAL CERTIFICATE be returned to Commanding Officer, Newport Station, Newport. R.I

Douglas H. Shepherd
(Signature of patient)

R. E. Larkin
Boatswain (T) U. S. Coast Guard.

RETURN MEDICAL CERTIFICATE

Place Newport R.I., Date October 28, 1941

I CERTIFY that I have examined the above-named person and find him suffering from 4110

Sprain of sacro-iliac joint
(Give diagnosis by number and name according to official nomenclature)

My professional opinion in the case is expressed below for the information of the Coast Guard administrative officers. Incident of service? {*Yes. / *~~No.~~} Fit for duty? {*Yes. / *~~No.~~} Absent from duty on account of the effects of a disease, as distinguished from injury, directly attributable to and immediately following his own intemperate use of alcoholic liquor or habit-forming drug? {*~~Yes.~~ / *No.} Absent from duty on account of the direct effects of a venereal disease due to his own misconduct? {*~~Yes.~~ / *No.} If "yes," did the initial symptoms appear less or more than one year ago? {*Less. / *More.} Treatment will require approximately 0 days absence from duty. He was admitted to {*~~inpatient~~ / *outpatient} treatment at 105 Pelham Street Newport, R.I. {*~~hospital~~ / *office} on October 28, 19 41

Philomen P. Ciarla
PHILOMEN P. CIARLA
A.A.Surgeon U. S. Public Health Service.

*Having been informed that I am suffering from _____
(Diagnosis)
and that in the opinion of the medical officer, this disease is the result of my own misconduct, I (*do not) desire to submit a statement. (Attach statement if made.)

U. S. COAST GUARD
RECD NOV 3 1941 BY
MEDICAL SECTION

WITNESS: _____ (Patient's signature)

_____
(Signature of medical officer)
_____ U. S. Public Health Service.

*Strike out words not applicable.

2—863

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

U. S. COAST GUARD
REC'D SEP 12 1940

REPORT OF CHANGE IN PERSONNEL

SHEPHERD, (Surname)	Douglas (First name)	H. (Middle initial)	(Service No.)	Keeper (Rank or rating)

Wood End Lifeboat Station, (Unit)	Provincetown, Mass. (Place)	5 September, 1940. (Date)

The above named man departed at 6:30,A.M. this date, having been transferred from Wood End Light Station to Rose Island Light Station, Newport, R.I.

AUTHORITY: District Commander's letter, dated 17 August, 1940. (75-531)

Edward L. Silva
Edward L.Silva, C.B.M.
(Commanding)

Officer in Charge.
(Title)

BOSTON DISTRICT SEP 11 1940
1. Forwarded, approved
Commander, Boston District
By Direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS
	CRR		

U. S. GOVERNMENT PRINTING OFFICE 0 10035

TREASURY DEPARTMENT
U. S. Coast Guard

~~Supt. of Lighthouses~~
~~South Portland, Maine~~

Boston, Massachusetts.

Date 10 September, 1940.

CHANGE IN DESIGNATION, PAY, OR STATUS OF EMPLOYEE

Name Douglas H. Shepherd.

Nature of action Transfer

Effective date 5 September, 1940.

	FROM:	TO:
Position	Keeper	Keeper
Pay	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)
Station	Wood End Light Station	Rose Island Light Station.

Remarks: This change is reported in accordance with Department letter Dated July 10, 1940. (approval).

~~U. S. LIGHTHOUSES~~
~~Superintendent of Lighthouses~~
O. A. LITTLEFIELD
By direction.

HEADQUARTERS - U. S. COAST GUARD - WASHINGTON - September 26, 1940.

Submitted to the Department for information.

By direction of the Commandant.

Very truly yours,

R. J. GROSS,
Chief, Civilian Personnel.

SEP 27 1940

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

U. S. COAST GUARD
RECD SEP 20 1940 By

REPORT OF CHANGE IN PERSONNEL

Shepherd	Douglas	H.	S C.G.C.E.	Keeper.
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

From;

Wood End Light Station,	Provincetown. Mass.	4 September 1940.
(Unit)	(Place)	(Date)

En route to Rose Island Light Station, Newport. R.I.

(via - Newport Station.)

Above named keeper arrived at Rose Island Light Station, Newport, R. I. at 4-PM 5 September 1940. Keeper used personal car for Transportation.

On departure from Wood End Light Station, Provincetown. Mass, speedometer registered 5644 miles. and upon arrival at Newport, R. I. speedometer registered 5830 miles. Miles travelled on official duty 186.

AUTHORITY: Commander's orders 17 ~~September~~ August 1940.

D. F. Shepherd
(Commanding)

Keeper.
(Title)

BOSTON DISTRICT SEP 19 1940
1. Forwarded, approved
Commander, Boston District
By Direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS
	CRR		

U. S. GOVERNMENT PRINTING OFFICE 0 10935

CP-75

2 July, 1940.

Honorable Charles L. Gifford,
House of Representatives,
Washington, D. C.

My dear Mr. Gifford:

I have your letter of June 29, 1940, requesting information as to the proposed transfer of Mr. Douglas H. Shepherd, from his present position of Keeper at Wood End Light Station, Massachusetts, to a corresponding position at Rose Island Light Station, Rhode Island.

As a result of the consolidation of the Lighthouse Service with the Coast Guard, it has become practicable to provide for the operation and maintenance of Wood End Light Station by the personnel of the nearby Provincetown Coast Guard Station, and it is for this reason that Mr. Shepherd's transfer, as above indicated, is being arranged.

In his new station Mr. Shepherd will have family quarters provided just as at his present station and his pay will also be the same so that no special hardship is involved, and the proposed action is deemed necessary in the interest of the Service under the circumstances.

Very sincerely yours,

JUL 5 1940

R. R. WAESCHE,
Rear Admiral, U. S. Coast Guard,
Commandant.

Copy to:

Boston District

Recommendation for the transfer of Mr. Shepherd shows him to be vice Keeper Charles H. Eldridge, who it is indicated is to be transferred to Gould Island Light Station. However, the recommendation for Mr. Eldridge's transfer has not been received by Headquarters.

PEB

CHARLES L. GIFFORD
15TH DISTRICT MASSACHUSETTS

COMMITTEES:
BANKING AND CURRENCY
EXPENDITURES IN THE EXECUTIVE DEPARTMENTS

SELECT COMMITTEE ON GOVERNMENT ORGANIZATION

ELIOT H. ROBINSON
SECRETARY

Congress of the United States

House of Representatives

Washington, D. C.

June 29, 1940

U. S. COAST GUARD
REC'D COMDT'S OFFICE
JUL 1 - 1940

Rear Admiral R. R. Waesche
Commandant, The Coast Guard
Treasury Department
Washington, D. C.

My dear Admiral Waesche:

I am in receipt of a wire from the weekly newspaper in Provincetown, Massachusetts, urging that Douglas Shepherd be retained as keeper of the Wood End Light.

While I am not familiar with the circumstances of this case, I am naturally glad to transmit this message to you with a request that it be given favorable consideration and shall appreciate your advice as to Mr. Shepherd's status and the prospect of his being retained.

Respectfully yours,

Charles L. Gifford

DEPT. STOCK FORM 324

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL ACTION

Date Prepared: 29 June, 1940.

Name: Shepherd, Douglas H.

From: U. S. Coast Guard

Nature of Action: Transfer

BUREAU OR DIVISION NO. Lt. #1648

DATE OF BIRTH: 7-24-1878

LEGAL RESIDENCE: Massachusetts

VETERAN'S PREFERENCE: No

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL

VICE VACANCY:

VICE: Charles H.Eldridge (transferred)

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT:

SUBJECT TO RETIREMENT ACT: 6-20-18

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1380-1740	Field (Range $1380-1740
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1500 p.a. plus $240 p.a. Qtrs.
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Boston, Massachusetts	Boston, Massachusetts
Unit		
Division		
Section		
Sub-Section	Boston, Massachusetts	Boston, Massachusetts
Headquarters	Wood End Lt. Sta., Mass.	Rose Island Lt. Sta., R.I.
Post of Duty	Sal., Kprs. of Lhs., Coast Guard	Civilian Employees, C.G. 1941
Appropriation		
Allotment		

EFFECTIVE: F.O.B. (but not prior to July 1, 1940) FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

Justification: The services of this employee will no longer be required at Wood End Light Station because the operation of that station is being taken over by the nearby Provincetown Coast Guard Station.

DATE APPROVED 7-10-40

BUREAU OR DIVISION PERSONNEL FILES

JUL 27 1940

Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Approved Sept. 1, 1938

NOMINATION

Boston ~~LIGHTHOUSE~~ DISTRICT, Boston, Mass. (City), 24 June, (Date), 19 40

Commandant, U.S.Coast Guard
~~Commissioner of Lighthouses~~:

Action recommended Transfer (involving no change in salary)

Name Douglas H. Shepherd Date of birth July 24,1878 Legal residence Mass.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1500 p.a. ($1380-1740) (qrs. $240 p.a.)	$1500 p.a. ($1380-1740) (qrs. $240 p.a.)
Station	Wood End Light Station Mass	Rose Island Light Station R.I.

Appropriation Salaries, Keepers of Lighthouses, Coast Guard

Effective 1 July, 1940 { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

#1648 --

Vice Charles H. Eldridge Pay $1380 p.a. Services to be terminated close 30 June,1940

Reason Recommended for transfer to Gould Island Light Station

REMARKS:[2] This transfer is recommended in accordance with Action by the Reviewing Authority, Board of Investigation, Wood End Coast Guard Station and the Wood End ~~Lighthouse Station, transmitted with Headquarters' letter, 19 February, 1940, (L-123, 601).~~ See attached letter relative to recommendation for the maintenance and operation of Wood End Light Station being taken over by the Wood End Coast Guard Station. ~~Selection regular~~, This transfer is in accordance with the general policy set forth in Headquarters' circular letter, 19 March, 1940 (CP-75).

NOT ENTITLED TO MILITARY PREFERENCE

~~Manager, Civil Service District~~ O.A.LITTLEFIELD, Lt.Comdr.,USCG
Personnel Officer, Boston District.

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

75

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

U. S. COAST GUARD
REC'D JUN 25 1940 By
ANS'D

Office of Commander

~~XXXXXXXXXXXXXX~~
Boston District

Boston, Mass.,

24 June, 1940.

From: Commander, Boston District.
To : Commandant.

Subject: Transfer of Keeper of Wood End Light Station to Rose Island Light Station.

Reference: (a) Action by the Reviewing Authority, Board of Investigation, Wood End Coast Guard Station and the Wood End Light Station, transmitted with Headquarters' letter, 19 February, 1940, (L-123-601).

(b) Headquarters' letter, 17 June, 1940, (PB-020-601).

Inclosure: (1) Nomination Form 73.

1. Inclosure (1) is forwarded herewith in compliance with instructions contained in reference (a). In connection with the contemplated group organization of units as authorized by reference (b), the operation and maintenance of the Wood End Light Station will be taken over by the Provincetown Coast Guard Station, upon the transfer of Keeper Douglas H. Shepherd.

T.A.SHANLEY.

123

Form 73
~~DEPARTMENT~~

U. S. COAST GUARD (3)
RECD APR 29 1940 By
ANS'D

75

NOMINATION

BOSTON
~~LIGHTHOUSE~~ DISTRICT Boston, Massachusetts (City) 25 April (Date), 1940.

COMMANDANT:
~~COMMISSIONER OF LIGHTHOUSES~~

Action recommended Transfer, involving no change in salary

Name SHEPHERD, Douglas H. Date of birth July 24, 1878 Legal residence Massachusetts.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1500 p.a. ($1380-1740) ^ $240 grs.	$1500 p.a. ($1380-1740) ^ $240 grs.
Station	Wood End Light Station, Mass.	Gay Head Light Station, Mass.

Appropriation 2001252 - Salaries, Keepers of Lighthouses, Coast Guard, 1940.

Effective 1 May, 1940 not notify others on which contingent — [1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

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

Vice GRIEDER, Frank A. # 1317 Pay $1440 p.a. Services to be terminated close of 30 April, '40.

Reason Recommended for transfer to position of Assistant Keeper, West Chop Light Station.

REMARKS:[2] In connection with the transfer of Mr. Shepherd, as recommended above, Headquarters' attention is invited to its letter dated 19 February, 1940 (L-123-601) transmitting copy of Headquarters' action in connection with the Board of investigation to inquire into the alleged lack of cooperation between the personnel at the Wood End Light Station and the Wood End Coast Guard Station. The above action is in accordance with advice contained in Headquarters' Circular Letter 19 March, 1940, file PB-75 (Induction of former Lighthouse Service personnel) except Paragraph 4.

Selection regular, ------, 19----

T. A. SHANLEY.

Manager, Civil Service District. *Superintendent of Lighthouses.*

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Second ok

See Hodgdon letter 5/13/40 in file T. A. Shanley nomination returned

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

Form 9626
TREASURY DEPARTMENT
U. S. Coast Guard
Sept. 1930

U. S. COAST GUARD

OFFICIAL DISPATCH

TRANSMIT

DATE 3 MAY 1940

FROM COMMANDANT
~~COAST GUARD HEADQUARTERS~~

	CODE
	CIPHER
	ACKNOWLEDGE
	PRIORITY
X	ROUTINE

TO (FOR ACTION)

COMMANDER BOSTON DISTRICT

UNLESS DESIGNATED OTHERWISE TRANSMIT THIS DISPATCH AS NITE.

TO (FOR INFORMATION)

	ACKNOWLEDGE
	PRIORITY
	ROUTINE

MAIL TO

TELEPHONE TO

MESSENGER TO

OUTGOING HEADING

TEXT

copy in file

YOUR NOMINATION APRIL 25 FOR TRANSFER FRANK A GRINDER TO WEST CHOP X PROPOSED PAY SHOULD BE 1200 ANNUM ACCORDANCE RULE GOVERNING PAY OF KEEPERS ON TRANSFER SHOWN BUREAU LIGHTHOUSES CIRCULAR NUMBER 390 DATED 12 JUNE 1933 X IS HE AGREEABLE TO THE TRANSFER WITH REDUCTION TO THAT CASH PAY BEGINNING JULY 1 NEXT X TRANSFER OF D H SHEPHARD TO GAY HEAD CANNOT BE MADE EFFECTIVE UNTIL OTHERS IN CHAIN OF TRANSFERS UPON WHICH CONTINGENT HAVE BEEN APPROVED BY DEPARTMENT BUT HE MAY BE DETAILED AT PRESENT PAY IF EMERGENCY REQUIRES

PERSONNEL
C H J
INITIALS OF "RELEASING" OFFICER.

OPERATOR'S RECORD.

OFFICIAL BUSINESS.

HLM-hjm

U. S. GOVERNMENT PRINTING OFFICE 2—15417

- 75
701

U. S. COAST GUARD 3
REC'D APR 8 - 1940 By

75

Office of Commander
xxxxxxxxxxxx
BOSTON

Boston, Mass.,

4 April 40.

From: Commander, Boston District.
To : DOUGLAS H. SHEPHERD, Keeper, Wood End Light Station.

Subject: Orders; transfer.

Reference: (a) Headquarters' letter 19 February, 1940 (L-123-601).

1. Effective upon relief by Fred S. Vidler, Keeper, Nauset Beach Light Station, you are detached from further duty at Wood End Light Station. Proceed to Nauset Beach Light Station, North Eastham, Massachusetts, and assume duties as keeper thereof.

2. Transportation of personal effects from the Wood End Light Station to the Nauset Beach Light Station will be effected by the truck attached to the Nauset Coast Guard Station. If necessary to use a smaller truck to transport the effects from Wood End Light Station to the end of the hard surfaced road at Provincetown, Massachusetts, enroute to the Nauset Beach Light Station, the truck attached to the Wood End Coast Guard Station will be used. In this connection, you will communicate with the officer-in-charge of the Nauset Coast Guard Station and he will make the necessary arrangements for the transportation of your personal effects.

3. Forms 2599 and 2668, ORIGINAL AND ONE COPY OF EACH, showing hour and date of departure from Wood End Light Station and hour and date of subsequent arrival at Nauset Beach Light Station, shall be prepared and submitted to this office.

T. A. SHANLEY.

Copy to:
Headquarters,
Pay Office, Boston District,
Nauset Station,
Keeper, Nauset Beach Light Station,
Personnel.
Wood End Station.

75

U. S. COAST GUARD (3)
RECD APR 29 1940 By
ANS'D

75
701

25 April, 1940.

From: Commander, Boston District.
To : SHEPHERD, Douglas H., Keeper, Wood End Light Station.

Subject: Orders; cancellation of.

Reference: (a) Commander Boston District orders, 4 April, 1940, (75-701).

1. Reference (a), which directs your transfer from Wood End Light Station to Nauset Beach Light Station is hereby cancelled.

T. A. SHANLEY.

Copy to:
Headquarters.
Keeper, Nauset Beach Light Station.

P-75

4 June, 1940.

From: Commandant.
To: Commander, Boston District.

Subject: Form 6, Personal History Statement, Douglas H. Shepherd.

Inclosure: 1. Form 6 for subject employee.

1. The attached Form 6 is returned with request that the full middle name be given under item 1 instead of the initial, and that the State be given under item 3, and the form promptly returned to Headquarters.

By direction,

W. H. DERBY,
Assistant Personnel Officer.

E-K

MAILED
JUN 3 1940
MAIL DESK

EH RGTOR

STANDARD FORM N
(Approved by the Presid /28/24)
Revised Dec. 3, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Barnstable District U.S. Coast Guard Date October 7-1939

1. Name in full (Mr., Miss, or Mrs.) Shepherd (Surname) Douglas (Given name) Harold (Middle name)
2. Present address Wood End Light Station Provincetown Mass (Number) (Street) (City) (State)
3. Legal (voting) residence Provincetown (State and Congressional District) Barnstable (County) Provincetown (City or town) Mass
4. Where born England (State or foreign country) Bunnyhams (City or town) When born July 24-1878 (Month Day Year) age 55.
5. If foreign-born, state whether naturalized or alien Naturalized
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
✓			✓			✓		

7. Number and ages of dependents domiciled with you One - Wife - 64
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
U.S. Lighthouse Service	Granet L.S.	Asst. Keeper	$516.	May	1	1916			
"	Nauset "	L.S. Keeper	$660.	Apr	1	1917	Feb	16	1923
"	Sankaty Head	L.S. Keeper	$720.	Apr	10	1923	Sept	10	1923
"	Nauset	L.S. Custodian	$1. per yr.	Jun. 14		1924	Nov	12	1924
"	Wood End	L.S. Keeper	$1500	Nov	13	1924			
The past 10 years my salary has been as above ↑									

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
None	Position Department or office None	None
None	Position Department or office None	None
None	Position Department or office None	None

10. Do you now hold any State or municipal office? If so, state below:

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

NO

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted None	Discharged None	Enlisted None	Discharged None
Rank None	Rank None	Rank None	Rank None
Organization None	Organization None	Organization None	Organization None

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) None

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
W. A. Gray & Son 93 Lothrop St. Boston Mass.	Glass Eye Maker, Taxidermist	7 years
J. P. Babbitt Taunton Mass	Glass Eye Maker " " "	3 "
Capt Geo. Studley Edgartown Mass	Fishing	3 "
John Randolph Gay Head Mass	Fishing	2 "

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	None

16. In case of emergency, notify Mrs. D. H. Shepherd

Relationship Wife Post office address Provincetown, Mass.

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

Douglas H. Shepherd

(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Copy of this form has not been sent to the Department.

75

75
701

U. S. COAST GUARD
REC'D DEC 6 1939

4 December, 1939.

From: Commander, Boston District.
To : Officer in Charge, Wood End Station.

Subject: Personnel: orders; temporary duty; relief for Keeper, D. H. Sheperd, Wood End Light Station, Provincetown, Mass.

1. Direct a qualified surfman to proceed to Wood End Light Station on temporary duty during the absence of the Keeper, D. H. Sheperd, from 9 to 12 December, 1939, inclusive. Upon completion of the above temporary duty, the man selected will return to his regular station and resume his regular duties.

2. No expense is necessary to the execution of this order and none is authorized.

3. Forms 2599 and 2668, showing hour and date of departure from your station will be submitted when the man departs. Forms 2599 and 2668, showing hour and date of return from the temporary duty will be submitted by your station when the man returns from the above temporary duty.

4. The Keeper of the Wood End Light Station will submit Forms 2599 and 2668, showing hour and date of the man's arrival. On these forms he will show the name, grade and salary of the person that the Coast Guard man relieved. He will also submit Forms 2599 and 2668, showing the hour and date that the man departs from the Light Station upon completion of the temporary duty.

5. The submission of Forms 2599 and 2668 by the units effected is important in that it effects the payrolls at this office and prompt submission of the forms is requested.

O. A. LITTLEFIELD,
By direction.

Copy to:
Headquarters,
Pay Office, Bos. Dist.
Keeper, Wood End Light Station.

75

U. S. COAST GUARD
REC'D OCT 6 By
ANS.

District
~~xxxxx~~
~~xxxxx~~
District

5 October, 1939

From: Commander, Boston District
To: SHEPHERD, Douglas H., Keeper, Wood End Light Station

Subject; Commendation.

1. You are commended for the excellent condition of your station at the time of inspection on 3 October, 1939.

2. A copy of this letter has been sent to Headquarters, and the fact that you have been commended will be made a part of your official history in the service.

Eaton

Geo. E. Eaton
By direction.

Copy to:
HEADQUARTERS

Office of Supt. of Lighthouses, 2nd Dist.,
Chelsea, Mass., Sept. 26, 1938.

SHEPHERD, Douglas H., Keeper.

Mr. Shepherd was born in England, July 24, 1878. He was issued certificate (unnumbered) by the First District Court of Bristol, Mass., at Taunton, Mass., October 18, 1905.

Certified seen.

Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

GEE*MEH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1935 JUL 12 AM 11 30

OFFICE OF SUPERINTENDENT, 2D DISTRICT
37 MARGINAL STREET
CHELSEA, MASS.

July 10, 1935

Douglas H. Shepherd, Keeper,
Wood End Light Station:

The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on July 6, 1935.

A copy of this letter has been sent to the Commissioner of Lighthouses, and the fact that you have been commended will be made a part of your official history in the Service.

Geo. E. Eaton
Superintendent.

Copy to Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

GEE:HFO

OFFICE OF SUPERINTENDENT, 2D DISTRICT
37 MARGINAL STREET
CHELSEA, MASS.

July 22, 1937.

Douglas H. Shepherd, Keeper,
Wood End Light Station.

File
apH
7/24

The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on July 6th, 1937.

A copy of this letter has been sent to the Commissioner of Lighthouses, and the fact that you have been commended will be made a part of your official history in the service.

GEO. E. EATON,
Superintendent.

Copy for Commissioner of Lighthouses.

JAT-54 H-SCVM.31
TICHTHONSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

GEE*MEH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IGHTHOUSES

1934 JUL 13 PM 3:42

OFFICE OF SUPERINTENDENT, 2D DISTRICT
37 MARGINAL STREET
CHELSEA, MASS.

July 11, 1934

Douglas H. Shepherd, Keeper,
Wood End Light Station:

WPM 7/13

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on July 2, 1934.

2. A copy of this letter has been sent to the Commissioner of Lighthouses, and the fact that you have been commended will be made a part of your official history in the Service.

Geo. E. Eaton
Superintendent

Copy to Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

GED*LEH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

933 JUL 10 10 AM AB :8050

OFFICE OF SUPERINTENDENT, 2D DISTRICT
37 MARGINAL STREET
CHELSEA, MASS.

July 7, 1933

Douglas H. Shepherd, Keeper,
Wood End Light Station:

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on July 2, 1933.

2. A copy of this letter has been sent to the Commissioner of Lighthouses, and the fact that you have been commended will be made a part of your official history in the Service.

Geo. E. Eaton
Superintendent.

Copy to Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GEE*MEH

OFFICE OF SUPERINTENDENT, 2D DISTRICT
37 MARGINAL STREET
CHELSEA, MASS.

August 12, 1932

Douglas H. Shepherd, Keeper,
Woods End Light Station:

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on August 1, 1932.

2. A copy of this letter has been sent to the Commissioner of Lighthouses, and the fact that you have been commended will be made a part of your official history in the Service.

Geo. E. Eaton
Superintendent.

Copy for the Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GEE-HL

LIGHTHOUSES

1926 OCT 21 PM 12 40

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

October 20, 1926

Douglas H. Shepherd,
Keeper, Wood End Light Station.

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on October 11, 1926.

2. A copy of this letter has been sent to the Commissioner of Lighthouses and the fact that you have been commended will be made a part of your official history in the service.

Eaton

Superintendent

COPY FOR COMMISSIONER OF LIGHTHOUSES.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
GEE-RMC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 AUG 27 AM 9
BOSTON, MASS.

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.
August 24, 1928.

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constrn.
Mar. Engr.
Personnel
Finance
Lands & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

Douglas H. Shepherd,
Keeper, Wood End Light Station.

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on August 9, 1928.

2. A copy of this letter has been sent to the Commissioner of Lighthouses and the fact that you have been commended will be made a part of your official history in the service.

Filed R 8/27

Superintendent.

COPY FOR COMMISSIONER OF LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

GEE-HL

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 SEP 13 PM 3:56

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

September 12, 1928

Douglas H. Shepherd,
Keeper, Wood End Light Station.

1. The Superintendent takes pleasure in commending you for the excellent condition of your station at the time of inspection on September 6, 1928.

2. A copy of this letter has been sent to the Commissioner of Lighthouses and the fact that you have been commended will be made a part of your official history in the service.

Superintendent.

COPY FOR COMMISSIONER OF LIGHTHOUSES.

Airway
Surv.
Constr.
Commun.
Weather
Clerical
Adm. Offer.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constn.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm'y Assist.
Dep. Comm'r.
Commissioner

FOG SIGNAL

The Fog Bell is of the 1,000 pound type operated jointly by clockwork and a 1,000 pound balance weight, which is wound up by hand in order that it will keep the Bell in operation for about 6 hours. I am considered on continuous watch day and
25% night, at any hour to start the Fog Bell during Fog or snow storms. When I go to town for mail or supplies my wife has to stand a watch until my return, in order that she may put the Fog Bell in operation in case of thick weather during my absence.

PAINTING, DOING MINOR REPAIRS, CLEANING AND GENERAL CARE OF STATION RESERVATION

The buildings on this station reservation are: Wooden Bell Tower about 35 feet high. Light Tower of brick about 45 feet high, the upper part of iron. An Oil-house of brick. A two story 6 room wood dwelling and a woodshed. Wherever necessary I have to scrape, paint or whitewash these buildings inside and out, exposed iron parts are constantly being scraped, red leaded and painted as a preven
20% tative against rust and corrosion. Varnish floors, wash the white woodwork in dwelling constantly due to the use of kerosene oil lamps in the dwelling. Keep t gutters on dwelling clean and free from dirt at all times from the fact that we have to use rain water for all purposes, clean and scour two large cisterns in the cellar every Spring and Fall for the rain water, clean outdoor toilet each week to minimize the objectional odors and germs that is characteristic of such places, and minor repairs such as making new bulkhead doors, putting up new plaster rock ceilings, new fence and other replacements where the property has become weather worn. The station reservation is kept clean and free from drifting litter caused by the high winds.

MAIL AND SUPPLIES.

The only means of convenient transportation to obtain mail and light household supplies is by foot, covering one way by about a $\frac{1}{2}$ mile of soft sand, about one mile of uneven rocky breakwater, which can only be traversed between low and half high tides, and about $\frac{5}{8}$ of a mile of State road to the Provincetown Post Office.
5% The cheapest way of obtaining the heavy household supplies, I hire a team 2 or 3 times amonth which costs me between $60 and $75.00 a year. While the Government allows this station 7 tons of coal a year, it is not sufficient to last through the winter owing to the exposed position of this single dwelling, and it is necessary for me to expend between $30 to $50.00 each year for extra coal that is required to keep the dwelling habitable during the latter part of winter. I alone are responsible for the operation of this station and all the public property under my care, day and night, Sundays and holidays inclusive.

24. I hereby certify that the foregoing was composed by me after reading P.C.B. Form No. 15, and that it is a true statement of my duties.

Douglas H. Shepherd.

1355

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 4b. Sheet No. 2(b)75

Space reserved for the use of the Board

1. Shepherd (Surname) Douglas (Given name) H. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Wood End Light Station
(b) Subdivision Second District
(c) City or town Provincetown State Mass.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1380-1680
9. Present gross rate of pay $ 1740.00
10. Deduction for allowances $ 240.00
11. Net rate paid in cash $ 1500.00

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☐ Light ☐ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost
Uniform - $50.00

15. (a) Regular hours of work: From No regular hours m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Winter (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year }
(d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty

16. (a) Rate of pay for overtime (b) Amount of overtime pay in last 12 months

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)
(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Works largely on his own responsibility but is governed by general directions
[illegible] but is subject to periodical inspection by the Superintendent without previous notice
George L. Eaton - Superintendent.

20. What is the name, official position, and sheet number of the employee's immediate superior?
Sheet No. 2(a)1

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Seaman; 10 years service as asst. keeper at various light stations.

10—1856

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

LIGHT

Percentage of working time	
50%	Being the only keeper on this station I am considered on duty 24 hours each day including Sundays and holidays. This percentage of time is taken up in the operation of an Incandescent Oil Vapor Red Flash Light of 8,500 candle power from sunset to sunrise. I visit and inspect the Light twice each night between sunset and sunrise to see that it is functioning properly, for improper operation can be detected by the ear and eye. Each morning at sunrise kerosene oil is filtered in the oil house and enough carried up 42 stairs to the Light Lantern to operate the Light through the next night. This oil is put into a brass tank in Lantern, and about 40 pounds of air is pumped in the tank by hand to obtain the necessary pressure for the Light to operate. The oil Vaporizer in burner, and also the burner, is carefully cleaned and inspected, this latter is done for possible carbon that may have formed during the night, and if any particles of carbon become loose while the Light is in operation, it would very quickly plug up the tiny hole in the Vaporizer Tube and the Light would be extinguished. These precautions are taken to insure the Light being in perfect working order at sunset. During the extra severe cold stormy nights in winter I have to watch the Light constantly, due to the fact that the oil will not vaporize so readily in extreme cold, and alcohol has to be fed to the burner at times to obtain the necessary heat. After breakfast, the Lens and all the brass work in Lantern and watch room is cleaned, and perhaps twice a week the white woodwork in Lantern and watch room is washed and the Tower is swept down daily.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties. (continued on attached page No. 2)

Douglas H. Shepherd
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

I concur in the above and attached memorandum.

26. How long have the employee's duties been substantially as described above? 2½ years.

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

September 29, 1928 (Date) — Edward J. Gilman (Signature of Preparing Officer) — Chief Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680

September 29, 1928 (Date) — Geo. E. Eaton (Signature of head of field office or station) — Superintendent (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680

OCT -8 1928 (Date) — J. S. CONWAY (Signature of head of bureau or his representati) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

10—1856

Commander, 1st CG District
Boston 13, Massachusetts
pc-75

8 April, 1948

Mr. Douglas H. Shepherd
25 Brewster Street
Provincetown, Massachusetts

Dear Sir:

In reply to your letter dated 7 April, 1948, and inclosure letter of Collector of Internal Revenue, the following directive from the Commandant is quoted for your information and guidance:

> "The retired pay of personnel retired under the provisions of the Lighthouse Service Retirement Act is not an annuity in that no deduction was made from the pay of employees to be placed in a retirement fund. The Commissioner of Internal Revenue has held that the entire amount of retirement pay is taxable for Federal income tax purposes and subject to withholding. No distinction is made between retirement for disability and longevity of service."

Cited directive refutes any claim for refund of withholding tax deductions of personnel retired under the Lighthouse Service Retirement Act.

Very truly yours,

R. G. WHITTEMORE
Chief, Civilian Personnel Section

Incl

25 Brewster Street
Provincetown, Mass.
April 7, 1948

Chief, Civilian Personnel
U. S. Coast Guard
Light House Division
Broad Street
Boston, Mass.

Dear Sir:

At your earliest convenience would you please furnish me with a statement relative to my disability pension, as requested by the Internal Revenue Service.

Attached is copy of self-explanatory letter from Internal Revenue Service, Treasury Department.

Very truly yours,

Douglas H. Shepherd

DOUGLAS H. SHEPHERD

Encl: 1

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Shepherd, Douglas H. (Mr.)	7-24-1878	5	8-25-48

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
AMENDMENT Retirement (Disability)	Close 11-30-43	

FROM		TO	
Keeper	8. POSITION TITLE		
Range $1380-1740) Plus $1620 per annum) $240 p.a. Qtrs.	9. SERVICE, GRADE, SALARY		
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS		
Boston, Mass. Rose Is. Lt. Sta., R. I.	11. HEADQUARTERS		
X FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☐ DEPARTMENTAL	

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-29-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1030.93 to $1190.72, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 26 years, 7 months, 17 days.

Computation: ($1788.90 x 26.6305 ÷ 40) = $1190.72

14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							
X											

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: TO: Civilian Employees, CG	LH 3-4-25		Mass.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765989

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE COMMANDANT (PCP) WASHINGTON

REFER TO FILE CG-75

10 November, 1943

pcp-75

1 December, 1943

To: The Commandant (PCP)

Subj: SHEPHERD, Douglas H., Keeper, Rose Island Light Station, R. I.; retirement (disability), close 30 November, 1943

1. In reply to your letter of 10 November, 1943 (CG-75), you are informed that subject man was last paid for the period 1-30 November, 1943 in the amount of $160.00 on D.O.Voucher No. 21286, Accounts H. R. Jones,S.D.A. 55-065-0 USN.

2. Subject's total taxable income for the current calendar year was $1727.50 to the close of 30 November, 1943 which was the last day he was carried in an active duty status by this District.

H. A. PRENTICE
By direction

CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

CRJ

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP)
REFER TO FILE: CG-75

WASHINGTON

BOSTON DISTRICT
RECEIVED
NOV 12 1943
U.S. COAST GUARD

10 November, 1943

To: DCGO, 1st Naval District

Subj: Retirement of Douglas H. Shepherd, Keeper at Rose Is. Light Station, R.I. (Disability)

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick

CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

P.O. Box 154
Provincetown Mass

4085

UNITED STATES NAVY DEPARTMENT

To:

Date
October 29, 1943

Name: **Shepherd, Douglas H.**

Bureau No.: **1648**

From: **U. S. Coast Guard**

This is to notify you of the following personnel action:

Retirement - Disability

Effective: **Close November 30, 1943**

Civil Service or other Legal Authority

	From 73663	To
Position	**Keeper**	
Grade	**Range $1380-1740**	
Salary	**$1620 p.a. plus $240 p.a. Qtrs.**	
C.S.C.No.		
Bureau or Div. Organizational Subdivisions	**U. S. Coast Guard**	
Headquarters	**Boston, Mass.**	
Post of Duty	**Rose Is.Lt. Sta., R. I.**	
Appropriation	**Civilian Employees, C. G.**	
Allotment		

Field [x] Departmtl [ ] Field [ ] Departmtl [ ]

Appropriation **Regular**

Date of Birth **7-24-1878**

Legal Residence **Mass.**

Sex **M**

Nature of Position: New [ ] Addtl. Ident. [ ]

Vice Vacancy [ ] Vice [ ]

Name

C.S.C.No.

Action No.

Date

Has C.S. Comm. allowed Veterans preference? **no**

Subject to retirement act? **Lighthouse Act 3-4-25**

Date of oath

Remarks:

The annual rate of retired pay is $1030.93

Justification:

TRANSFER OR MISC. ENTRY [ ] NEW MAN [ ]

FROM Rose Is Lt Sta R.I.

TO Dead File

ALREADY AT [ ] CHANGE RATE [ ]

AT

Carl E. Herrick

Date approved by the Sec.

10-29-43

NSO 110(b)

NAVY DEPARTMENT
WASHINGTON

NOV 3 - 1943
(Date)

From: DCGO, 1st Naval District

To: SHEPHERD, Douglas H.

Subject: Notification of efficiency rating.

CLASSIFICATION		
SERVICE	GRADE	TITLE
----	----	Keeper

1. Your efficiency rating and conduct report for the 12-month period ended March 31 is indicated below:

EFFICIENCY RATINGS	
ADJECTIVE	Very Good
NUMERICAL	3

CONDUCT REPORT	
SATISFACTORY	Yes (Yes or no)

RULES FOR SALARY ADVANCEMENTS.—Subject to conditions established by law and Executive order:

A. An employee whose efficiency rating is "Excellent" or "Very Good" is eligible for salary advancements to the highest rate of compensation in the grade.

B. An employee whose efficiency rating is "Good" is eligible for salary advancement up to and including the middle rate of compensation in the grade (C. S. C. Dept'l Cir. 302).

RULES FOR SALARY REDUCTIONS, DEMOTIONS, OR DISMISSALS.—The following rules are prescribed for the demotion of an employee to a lower grade position, reduction in salary, or both, or dismissal from the service as a result of an efficiency rating (C. S. C. Dept'l Cir. 302):

A. The rate of compensation of an employee whose efficiency rating is "Fair" shall be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction on that account.

B. An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. If he is serving his probationary period, he shall be separated from the service under the rules prescribed for such cases. If he has completed his probationary period, he shall be assigned to a position more nearly commensurate with his ability, in a lower classification grade, and his rate of compensation shall not be in excess of the middle rate for such grade, or if no suitable vacancy is available in a lower classification grade, he shall be separated from the service for inefficiency.

C. No employee who has completed his probationary service shall be demoted to a lower grade position, reduced in salary, or dismissed from the service on the basis of an efficiency rating covering a period of less than 90 calendar days.

INSPECTION OF RATINGS BY EMPLOYEES:

A. A list of all ratings on Standard Form 52 shall be open to inspection by any employee of the department, independent establishment, or other agency under such conditions as to time and place as the head of such organization may prescribe (C. S. C. Dept'l Cir. 302).

B. Every employee has the right to see his rating form, Standard Form 51.

H. W. SIEGEL, Principal Clerk
Civilian Personnel Officer
USCG, 1st Naval District

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 March, 1943 based on performance during period from 31 March, 1942 to 31 March, 1943

Douglas H. Shepherd (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

First Naval District (Division) — NEWPORT STATION, Rose Island Light Sta., Newport, R.I. (Section / Subsection or unit / Field office)

ON LINES BELOW MARK EMPLOYEE
√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:
Administrative, supervisory, or planning ..... ☐
All others ..... ☑

+ (1) Maintenance of equipment, tools, instruments.
√ (2) Mechanical skill.
√ (3) Skill in the application of techniques and procedures.
√ (4) Presentability of work (appropriateness of arrangement and appearance of work).
√ (5) Attention to broad phases of assignments.
√ (6) Attention to pertinent detail.
√ (7) Accuracy of operations.
√ (8) Accuracy of final results.
√ (9) Accuracy of judgments or decisions.
√ (10) Effectiveness in presenting ideas or facts.
√ (11) Industry.
√ (12) Rate of progress on or completion of assignments.
√ (13) Amount of acceptable work produced. (Is mark based on production records? n.a.) (Yes or no)
√ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
√ (17) Initiative.
√ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
(24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
(25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
(26) *Effectiveness in instructing, training, and developing subordinates in the work.*
(27) *Effectiveness in promoting high working morale.*
(28) *Effectiveness in determining space, personnel, and equipment needs.*
(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
(30) *Ability to make decisions.*
(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED
(A) .....
(B) .....
(C) .....

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official [signature]		3
Reviewing official Very Good	3	

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by [signature] (Signature of rating official) Lieut. (Title) 5 April 1943 (Date)

Reviewed by [signature] (Signature of reviewing official) Captain, U.S.C.G. (Title) 15 April, 1943 (Date)

W. N. DERBY

Rating approved by efficiency rating committee ___ (Date) Report to employee Very Good (Adjective rating) 3 (Numerical rating)

16—26177-1

3/18

pcp-75

3 September, 1943

To: Section Coast Guard Officer, Newport.

Subj: Availability of keeper's quarters at Rose Island light Station.

1. In furtherance of telephone conversation on 26 August, 1943, between Commander F. C. Hingsburg and Mr. Siegel, also your letter of 30 August, 1943, you are informed that Mr. Stockbridge is resigning from the Service, and for that reason there need be no haste in Mr. Shepherd's removal of his household effects from the Rose Island Station quarters.

2. It is recommended that the Commanding Officer, Newport Station, and Mr. Shepherd be advised of the foregoing.

3. It is also recommended that the Commanding Officer, Newport Station, be informed that it is permissible to utilize Governmental facilities to move Mr. Shepherd's household effects at such time as will fit the availability of such CG transportation facilities (boat and/or truck) after Mr. Shepherd declares his readiness to move. No contract carrier nor commercial means should be utilized for this moving, as no basis has been established for obtaining prior HQ authorization and Navy Dept. personnel approval.

H. W. SIEGEL
By direction

UNITED STATES COAST GUARD

NEWPORT, RHODE ISLAND

Address reply to:
SECTION COAST GUARD OFFICE (p)

30 August, 1943

To: DCGO, 1st Naval District

Subj: Availability of dwelling at Rose Island Lighthouse Station, East Passage, Narragansett, R.I.

With reference to a telephone conversation on 26 August, 1943 between Commander F. C. Hingsburg, USCG. and Mr. Siegle of the civilian personnel division, information as to the availability of the dwelling at Rose Island Lighthouse Station was requested. Mr. H. G. Sheperd, present keeper, is due to retire on 1 December, 1943. There seems to be some doubt as to whether Shepherd will be able to move his furniture before that date. If so, there is a possibility that the quarters at Rose Island may be available on 20 September, 1943 as Shepherd starts his accrued leave on that date.

W W Price
W. W. PRICE
By direction

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

15

UNITED STATES COAST GUARD

BOSTON DISTRICT RECEIVED AUG 30 1943 U.S. COAST GUARD

Rose Island Light Station,
Newport. R. I.
26 August I943.

From; Douglas H. Shepherd, Civilian Keeper, Provincetown. Mass.
To; Commanding Officer, Newport Station.

Subject; Household Furniture, Transportation of from Newport to 97 Bradford Street, Provincetown. Mass.

Ref; (a) Letter of DCGO, First Naval District, 2 June, I943(pcp-75)

I. Attached please find copy of letters sent to the following Furniture Moving Concerns;

I. M. G. M. Transportation Co. 39 Chapel St. Newport. R. I. (Tel. 238)
2. Manuel Bros. I89 Third St. Newport. R. I. (Tel. I856 & 4095)
3. Regan Moving Service, Ellery Road, Newport. R. I. (Tel. 900)

2. Subject matter was inquired into relative to the Navy transporting furniture from Rose Island Light Station to a Navy Wharf in Newport, and the information received was in effect, that such transfer would have tobe made by the Coast Guard.

3. It is my intention, unless otherwise directed, to return to Rose Island Light Station about the I5th of September, and trust that arrangements may be amde to transport my furniture about September 20th I943.

Douglas H. Shepherd.

Douglas H. Shepherd.

Ind-1
Newport CG Sta
27 Aug., 1943

To: DCGO, First Naval District

Forwarded for advisement as to whether Shepherd's household effects can be removed at Government expense prior to the effective date of his retirement. Also advise as to what arrangements will be made to transport his furnishings to Newport, R.I.

G. P. LEWIS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

pcp-75

27 August, 1943

To: The Commandant(PCP)

Subj: SHEPHERD, Douglas H., civilian Keeper, Rose Island Light Station; change of address.

Reference subject's Form 2521, dated 3 June, 1943, HQ is informed that subject has notified this office that his mailing address has been changed to P. O. Box 154, Provincetown, Mass.

H. A. PRENTICE
By direction

Douglas H. Shepherd

Douglas H. Shepherd.

1nd-1

Newport, R.I.
23 August, 1943

To: DCGO, First Naval District
Attn: Civilian Pay Officer

Forwarded

G. F. LEWIS

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

NEWPORT STATION RECEIVED AUG 23 1943 U.S. COAST GUARD

Rose Island Light
COAST GUARD STATION

Newport, R. I.
(POST OFFICE ADDRESS)

First Naval
DISTRICT

23 August, 1943.

From; SHEPHERD, Douglas H., Civilian Keeper, Rose Island Light Station.

To; District Coast Guard Officer, 1st Naval District.
(Via Commanding Officer, Newport Station.)

Subject;
Change of address while on authorized leave.

Until further notice, and from this date 23 August 1943, will you please forward my pay checks to;

DOUGLAS H. SHEPHERD, P. O. BOX 154 - PROVINCETOWN. MASS.

Noted on pay address Shepherd

Douglas H. Shepherd

Douglas H. Shepherd.

1nd-1
NEWPORT CG STATION
Newport, R.I.
23 August, 1943

To: DCGO, First Naval District
Att: Civilian Pay Officer

Forwarded.

Forwarded

G. P. LEWIS

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Rose Island Light

COAST GUARD STATION

First Naval

DISTRICT

P. O. Box 82. Newport. R. I.

(POST OFFICE ADDRESS)

17 June, 1943.

District Coast Guard Office. Boston. Mass.

Civil Service Personnel Section.

I. Knowing that the attached EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE should be checked correctly, I am a little confused as to the proper bracket to check, and respectfully request assistance after the following points have been considered.

(a) My 1941 income tax was overpaid in the sum of $18.42. Re-imbursement has been requested.

(b) My 1942 income tax is $42.00. Payments have been made on this 1942 income tax on March 1st -$10.50 and June 1st - $10.50 - 1943.

(c) My 1942 salary was $1800.00 from what $240.00 was deducted for " Rent for Quarters " This $240.00 for rent is exempt from income tax (see attached ruling by Mr, Guy Hevering, Commissioner of Internal Revenue, Washington, D.C. in his letter - Par. (3) - which leaves my base pay $1560.00 subject to income tax, which was $42.00.

See Finance Cir 160 for M/A for W

(d) It is assumed therefor, that my 1943 base pay is only subject to income tax.

(e) My wife and I have no other income other than my base pay salary.

2. With these points considered, I'll appreciate it if you will please check the proper bracket to which my status belongs, and I'm sure it will be quite satisfactory.

Douglas H. Shepherd

Douglas H. Shepherd, Keeper.

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

District Coast Guard Officer
~~Commander~~, First Naval District,
Boston, Mass.
(City)

Date 3 June, 1943

disability
I hereby apply for retirement from active duty effective 1 December, 1943
on the basis of service shown hereon.

Mailing address for retirement checks:
Post Office Box 82
Newport, Rhode Island

Douglas H. Shepherd
(Name)
Civilian Keeper
(Designation)

District Coast Guard Officer
OFFICE OF THE ~~DISTRICT COMMANDER~~
First Naval District

City Boston, Mass. *Date* 3 June, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1030.935 per annum, effective at the close of 30 November, 1943

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office, and that all Government service shown has been verified. All accumulated and accrued sick and annual leave was granted to close of 30 November, 1943. Medical Certificate N.C.G. 2523 is attached.

~~*District Commander.*~~
H.W. SIEGEL, By direction.

COAST GUARD HEADQUARTERS, *Washington, D. C.*,

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

Name SHEPHERD, Douglas H. Date of birth July 24, 1878

Designation Civilian Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse	May	1	1916	Feb.	16	1923	
Service & Coast Guard	Apr.	10	1923	Sept.	10	1923	
	July	1	1924	Nov.	30	1943	
Total service	26 yrs., 7 mo., 17 days						

Does applicant receive or has he applied for a pension from the Government under any law? --No-- If so, give number of pension certificate or of claim: ---

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? --No-- If so, give number of claim: ---

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? --No--

If so, state the compensation received: ---

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Civ. Keeper	Dec.	1	1938	June	30	1939	---	$1500 pa	$ 875
	July	1	1939	June	30	1940	---	1500 pa	1500
	July	1	1940	Jan.	15	1941	---	1500 pa	812.50
	Jan.	16	1941	June	30	1941	---	1560 pa	715
	July	1	1941	June	30	1942	---	1560 pa	1560
	July	1	1942	Sept.	30	1942	---	1560 pa	390
	Oct.	1	1942	June	30	1943	---	1620 pa	1215
	July	1	1943	Nov.	30	1943	---	1620 pa	675

Total compensation for last five years of active service $7742.50

Average compensation for last five years of active service $1548.50

Annual rate of retired pay ($ 1548.50 × 9587/360 years (Not exceeding 30) ÷ 40) = $1030.935

U. S. GOVERNMENT PRINTING OFFICE 16—20161

(pcp)75

2 June, 1943

To: Commanding Officer, NEWPORT STATION.

Subj: SHEPHERD, Douglas H., civilian Keeper, Rose Island Light Station.

1. This office has been informally advised by the Brighton Marine Hospital that subject has been recommended for retirement on account of physical disability. Accordingly, leave slips were obtained from subject covering all his accumulated and accrued annual and sick leave, which carries him to the close of 30 November, 1943. It would therefore appear that his proposed retirement will become effective on 1 December, 1943. In the meanwhile he is not permitted to be in a working duty status.

2. You are also advised that Mr. Shepherd is being charged $20 per month quarters to the close of 30 November, 1943, on the basis of existing pay scale. It would therefore appear that he should be permitted to reside there while in such leave status. However, should he voluntarily decide to move his household effects before 30 November, 1943, he will still be charged for quarters throughout his leave period.

3. It is anticipated that HQ will not take final action on approval of his retirement until shortly before November, 1943, at which time arrangements will be made to move subject's household effects to Provincetown, Mass.

H. W. SIEGEL
By direction

BOX 82 NEWPORT - RHODE ISLAND

District Coast Guard Officer
First Naval District
Boston, Mass -

Ferry - Keeper, Rose Island Light Station, U.S.C.G.

Will you please mail my May Pay-Check to address below.

Douglas H. Shepherd,
U.S. Marine Hospital,
Brighton, Mass.
3rd Floor - Room 330.

BOSTON DISTRICT
RECEIVED
MAY 28 1943
U.S. COAST GUARD

noted

For Files

26 May 1943.

CP-75

24 May, 1943

Medical Officer in Charge
U.S. Marine Hospital
Brighton, Mass.

Dear Sir:

Enclosed is NCG Form 2523, with request that Mr. Douglas H. Shepherd, Civilian Keeper, Rose Island Light Station, be examined with a view of ascertaining whether he should be retired on account of physical disability.

Kindly return accomplished Form 2523 in quadruplicate. A self-addressed envelope is enclosed for your convenience.

Very truly yours,

H. W. SIEGEL, Principal Clerk,
Asst. Civilian Personnel Officer,
U.S. Coast Guard,
First Naval District.

CP-75

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

12 May, 1943

From: District Coast Guard Officer, 1st Naval District.
To: SHEPHERD, Douglas H., Civilian Keeper, Rose Island Light Station.

Via: Commanding Officer, NEWPORT STATION.

Subject: Disability retirement; request for.

Reference: (a) Your letter 5 May, 1943, with first indorsement of Commanding Officer, Newport Station thereon.

1. In reply to reference (a), it is suggested that you call at the Civilian Personnel Section, District Coast Guard Office, 40 Broad St., Boston, Mass. for the purpose of submitting yourself for a medical examination at the Brighton Marine Hospital, and also to sign the necessary applications and leave slips, in connection with your proposed retirement on account of physical disability.

2. It is understood that the travel involved will be performed at your own expense.

H. W. SIEGEL,
By direction.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Rose Island Light
COAST GUARD STATION

First Naval
DISTRICT

P. O. Box 82 Newport. R. I.
(POST OFFICE ADDRESS)

5 May, 19 43

BOSTON DISTRICT RECEIVED MAY 11 1943 U.S. COAST GUARD

From; Keeper, Rose Island Light Station, U. S. Coast Guard.
To; DISTRICT COAST GUARD OFFICER, First Naval District.
Via - Commanding Officer, Newport Station.

Subject; Request for; Retirement. physical disability

I. On April 9th I was taken ill, notified my Commanding Officer, Newport Station, that I had taken to my bed and unable to continue duty. April I1, I was attended by Dr. R. C. Norton, Lt. j.g. U. S. Coast Guard attached to Newport Station who ordered my removal to Newport Hospital. I was examined and treated at the hospital by Dr. P. P. Ciarla, U.S.P.H.S. Surgeon until April I8th. The latter discharged me on that date for convalesance and continued sick leave for home treatment. I reported each week for further examinations and checkup.

2. On my May 4th visit to Dr. Ciarla, he advised continued sick leave and home treatment with his attached recommendation.

3. It is belived that I have accumulated over 90 days annual and sick leave, and I therefor request retirement as of subject. I shall be 65 years of age on 24 July I943.

Douglas H. Shepherd

Douglas H. Shepherd.

NEWPORT STATION
75

First Indorsement

Newport, Rhode Island
8 May, 1943

From: Commanding Officer, NEWPORT STATION.
To: DISTRICT COAST GUARD OFFICER, First Naval District.

1. Forwarded, approved, attention invited to attached memorandum from Dr. P.P. Ciaria, A.A. Surgeon, U.S.P.S.

John L. Wilson

John L. Wilson.

REG. No. 3855

P. CIARLA[illegible] M. D.

NEWPORT, R. I.

OFFICE HOURS: 2-3 AND 7-8 P. M.
SUNDAY, WEDNESDAY, HOLIDAYS AND MONDAY EVENINGS

℞

NAME Wm Douglas Shepherd AGE 60

ADDRESS Rose Island DATE 5-4-42

Honestly believe that
above named should be
retired because of physical
condition.

P. P. Ciarla M.D.
Ass Surgeon

BOSTON DISTRICT
RECEIVED
JAN 28 1943
U.S. COAST GUARD

D. H. Shepherd
Rose Island L. H.

22 January, 1943.

From: District Coast Guard Officer, First Naval District.
To : All Civilian Employees.

Subject: HOME ADDRESS.

1. In connection with the Income Tax Report to be submitted to Collector of Internal Revenue at Washington, showing the earnings of all civilian personnel in this district, it is requested that each individual promptly report by indorsement hereon, his or her present home address also showing whether he or she is married or single.

2. In the event there is any change in address in the future, it is requested that same should be promptly reported to the District Coast Guard Officer, First Naval District.

3. This must be returned to the Civilian Personnel Section, District Coast Guard Officer, First Naval District, before 1 February, 1943.

G.J. O'LEARY,
By direction.

- -

1st. Indorsement.

26 January 1943.
(Date)

From: Keeper. Rose Island Light Station. U. S. Coast Guard.
To : District Coast Guard Officer, First Naval District.

SHEPHERD (Surname), DOUGLAS (First Name), H. (Middle Initial)

Rose Island Light Station. P. O. Box 82 Newport. Rhode Island.
(Address)

Telephone Number, if any none

Married ~~or single~~ (Cross out one)

Douglas H. Shepherd
(Signature)

jhn

NEWPORT STATION (75)

Newport, Rhode Island
18 January, 1943.

From: Commanding Officer, NEWPORT STATION.
To: Keeper, Rose Island Light Station.

Subject: Form 2217, Application of D.H. Shepherd for leave, dated 16 January, 1943.

Inclosure: (A) Subject forms, in triplicate.

1. The laws governing the granting of leave to civilian personnel state that they are entitled to twenty six (26) days' leave a year, not counting Sundays and holidays, which no doubt took into consideration that if an individual was granted the full twenty six (26) days at one time he would have four Sundays therein which would not be counted and any other National holidays included.

2. Your practice of applying for one (1) days leave at a time and always on a Saturday which if granted would give you an additional Sunday for each day charged against your leave account is not approved of.

3. Your request, form 2217, is therefore returned, disapproved.

John L. Wilson.

Copy to:
DCGO1ND.

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	23 November, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station.

1300, this date, reported at Rose Island Light Station from one (1) day annual leave of absence.

Departed on the above leave 0800, 21 November, 1942. One (1) day and five (5) hours leave should be checked against leave account.

AUTHORITY: Approved application (form 2217)

John L. Wilson
(Commanding)
John L. Wilson, Lieut.,
Commanding Officer.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE 0

2599
T GUARD
rised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	21 November, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station

0800, this date, departed Rose Island Light Station on one (1) day annual leave of absence.

AUTHORITY: Approved application (form 2217)

John L. Wilson
(Commanding)
John L. Wilson, Lieut.,
Commanding Officer.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0

75

HWS
mmh

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

31 October, 1942.

From: District Coast Guard Officer, First Naval District.
To : Douglas H. Shepherd, Keeper, Coast Guard Light Station, Rose Island.

Via : Commanding Officer, NEWPORT STATION.

Subject: Petty Officer ratings in the Coast Guard Reserve.

Reference: (a) DCGO1ND letter 17 October, 1942.
(b) Your letter 29 October, 1942.

1. In reply to reference (b), you are advised that due to the fact that you are over the 55 year age limit, you are not considered eligible in connection with the matter contained in reference (a).

C. J. O'LEARY,
By direction.

Douglas H. Shepherd.

NEWPORT STATION 75 First Indorsement Newport, R. I.
29 October, 1942.

From: Commanding Officer, NEWPORT STATION.
To: District Coast Guard Officer, First Naval District.

1. Forwarded.

John L. Wilson.

BOSTON DISTRICT
RECEIVED
OCT 30 1942
U.S. COAST GUARD

NEWPORT STATION
RECEIVED
OCT 29 1942
U.S. COAST GUARD

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Coast Guard Light Station.
COAST GUARD STATION

First Naval
DISTRICT

Rose Island. Newport. R. I.
(POST OFFICE ADDRESS)

29 October, 1942.

From; Keeper, Coast Guard Light Station, Rose Island.
To; District Coast Guard Office, First Naval District,
40 Broad Street, Boston. Mass. (Via Newport Station)

Subject; Petty Officer ratings in the Coast Guard Reserve.

Reference (a) Your letter I7 October I942.

I. Before making a personal application for subject matter, further information is respectfully requested relative to my qualifications as follows.

2. 27 years of former lighthouse service, age 64, held Lighthouse Commissioner's Efficiency Star for past I8 years, physical condition excellent, as far as is known, and earnestly desire to carry on for the duration regardless of age or length of service, and capable of assuming the duties of a Petty Officer in the Coast Guard Reserve. Am I eligible for the latter consideration.

Douglas H. Shepherd.

Douglas H. Shepherd.

NEWPORT STATION 75 First Indorsement Newport, R. I.
29 October, 1942.

From: Commanding Officer, NEWPORT STATION.
To: District Coast Guard Officer, First Naval District.

1. Forwarded.

John L. Wilson.

John L. Wilson.

N.C.G. No. 2599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD,	Douglas	H.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NEWPORT STATION	Newport, R. I.	22 October, 1942
(Unit)	(Place)	(Date)

Sub Unit: Rose Island Light Station.

Effective 1 October, 1942, given an administrative increase in salary from $1560.00 per annum, including $240.00 per annum for quarters to $1620.00 per annum, including $240.00 per annum for quarters.

AUTHORITY: U.S. Navy Dept. Personnel Notification (Form 2249) dated 1 October, 1942.

John L. Wilson
(Commanding)
JOHN L. WILSON,
Commanding Officer.
(Title)

Original to:
Headquarters.
Copy to:
DCGO 1ND
Rose Island Light Station.

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 10

Date Prepared 1 October, 1942

Name: Shepherd, Douglas W.

From: U. S. Coast Guard Bureau No.: 1648

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1560 p.a. plus $240 p.a. ctrs.	$1620 p.a. plus $240 p.a. ctrs.
Bureau or Div.		
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Rose Is. Lt. Sta., R. I.
Appropriation		Civilian Employees, C. G.
Allotment		
	FIELD ☒ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 7-24-78

LEGAL RESIDENCE: Mass.

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

Remarks:

The action herein represents an administrative increase in salary effective as indicated above.

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

Justification:

Mr. Shepherd was last promoted January 16, 1941 in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Very Good.

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

mmh

20 October, 1942.

From: District Coast Guard Officer, 1st Naval District.
To : Commanding Officer, NEWPORT STATION.

Subject: SHEPHERD, Douglas H. - Keeper - Promotion - - Rose Island Light Station -

Reference: (a) Form 2249.

Inclosure: (A) Certified copy of reference (a).

1. Inclosure (A) is forwarded for your information and files.

2. Forms 2668 and 2599 are to be accomplished indicating thereon subject's promotion and the effective date.

G. J. O'LEARY,
By direction.

1620
9-40
1860

UNITED STATES NAVY DEPARTMENT
WASHINGTON, D. C.

...K Form

...:

Date Prepared
1 October, 1942.

Name: Shepherd, Douglas H.

Bureau No.
1648

From: U. S. Coast Guard

Promotion

Effective: 1 October, 1942.

C.S. or other legal authority

	FROM	TO
Position Grade Salary	Field(Range$1380-1740) $1560p.a.plus$240paqtrs.	Keeper Field(Range$1380-1740) $1620p.a.plus$240pa qtrs.
Bureau or Div. Organiz'l. Subdiv.		
Hdqtrs. Post of Duty Appropriation Allotment		Boston, Mass. Rose Is. Lt.Sta.,R. I. Civilian Employees ... G.

Appropriation
Regular

Date of birth
7-24-78

Legal Residence
Mass.

Sex

Nature of Position

New	Add.	Iden.

Vice	Vac.	Vice

Field X Dptmtl___ Field X Dptmtl___

Remarks: The action herein represents ad administrative increase ~~in salary effective as indicated above.~~

From: Civilian Personnel Officer.
To : Pay Officer.

1. Certified to be a true copy of original.
Make adjustments to salary accordingly.

G. J. O'Leary

20 October, 1942. G.J.O'LEARY, Ensign, USCGR

Has C.S.Comm. allowed Vet.Pref.

CHARLES PIOZET

Justification:
Mr. Shepherd was last promoted January 16, 1941 in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Very Good.

Subject to Retirement Act?
Lighthouse Act

Date of Oath

orig. cvd. Past 1924

Date Approved by the Secretary
10-1-42

SUBORDINATE ADMINISTRATIVE OFFICE

Form 207
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BOSTON DISTRICT
RECEIVED
SEP 2 1942
U.S. COAST GUARD

(SEE INSTRUCTIONS AND REGULATIONS ON BACK)

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK OR DISABLED EMPLOYEES IN THE LIGHTHOUSE SERVICE

Office of the Superintendent of Lighthouses, First Naval District.

Newport Coast Guard Station, Newport, R. I.,
(Place)

1 September, 1942

TO THE MEDICAL OFFICER IN CHARGE,

U. S. PUBLIC HEALTH SERVICE,
105 Pelham Street,
Newport, R. I.

SIR:

The bearer, Douglas H. Shepherd
(Name and title of applicant for medical relief)
is a beneficiary of the U. S. Public Health Service:

1. An officer or member of the crew of a vessel belonging to the Lighthouse Service (including lightship), i. e., the _____
(Name of vessel)

or—

2. A lightkeeper or an assistant lightkeeper on duty at ROSE ISLAND LIGHT STATION
(Name of station)

You are requested to examine this applicant and to furnish him with such medical relief as may be required. The signature and description of the applicant appear below.

Signature of employee to be examined Douglas H. Shepherd
Douglas H. Shepherd

Naturalized citizen born at Birmingham, England

Nativity English Age 64 years. Height 5 feet 7 inches.

Color of eyes Hazel Color of hair Gray

Distinguishing marks scar on palm of left hand

*Date of original appointment in the Lighthouse Service 1 May, 1914

†Date of certificate by the Public Health Service that person named passed physical examination, _____, 19____

John L. Wilson
(Title of officer signing certificate)
John L. Wilson, Chief Boatswain,

*Fill in only if person to be examined is a lightkeeper or assistant lightkeeper.

†Fill in only in case of lightkeeper or assistant lightkeeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

(OVER)

11—5992

75

HWS
mmh

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

BOSTON DIST. OFFICE
RECEIVED
AUG 13 1942
U.S. COAST GUARD

Rose Island Light Station.
COAST GUARD STATION

Newport, R. I.
(POST OFFICE ADDRESS)

First Naval
DISTRICT

26 August, 1942.

From: District Coast Guard Officer, First Naval District.
To : Keeper, Rose Island Light Station.

Via : Commanding Officer, NEWPORT STATION.

Subject: Pay, increase of for non-inducted Coast Guard Lighthouse Keepers.

Reference: (a) Your letter 10 August, 1942, with indorsement.

1. For your information re subject, it appears that the policy of Headquarters is to grant increases to subject class of civilian personnel at the beginning of the next governmental financial quarter after eighteen months since last increase.

2. Incidentally, you are informed that Douglas H. Shepherd and George S. Bell, Jr., are being considered for increases to become effective 1 October, 1942.

G. J. O'LEARY,
By direction.

Personnel

~~TREASURY DEPARTMENT~~

UNITED STATES COAST GUARD

BOSTON DISTRICT
RECEIVED
AUG 13 1942
U.S. COAST GUARD

Rose Island Light Station.
COAST GUARD STATION

First Naval
DISTRICT

Newport. R. I.
(POST OFFICE ADDRESS)

IO August, 1942.

From; Keeper, Rose Island Light Station.
To; Senior Coast Guard Officer,
First Naval District.
Via. Newport Station.

Subject; Pay, increase of for non-inducted Coast Guard Lighthouse Keepers.

Can you furnish any information on any action being considered on subject matter.

D. H. Shepherd

D.H.Shepherd.

- -

NEWPORT STATION First Indorsement Newport, R. I.
75 12 August, 1942.

From: Commanding Officer, NEWPORT STATION.
To: District Coast Guard Officer, First Naval District.

1. Forwarded.

John L. Wilson

John L. Wilson.

NSO 110(b)

NAVY DEPARTMENT
Washington

24 June, 1942
(Date)

CLASSIFICATION		
SERVICE	GRADE	TITLE
F	---	Keeper

From: District Coast Guard Officer,
First Naval District.
To: SHEPHERD, Douglas H.
ROSE ISLAND LIGHT STATION.
Subject: Notification of efficiency rating.

1. Your efficiency rating and conduct report for the 12-month period ended March 31 is indicated below:

EFFICIENCY RATINGS	
Adjective	Very Good
Numerical	2

CONDUCT REPORT	
Satisfactory (Yes or no)	Yes

RULES FOR SALARY ADVANCEMENTS.-Subject to conditions established by law and Executive order:

A. An employee whose efficiency rating is "Excellent" or "Very Good" is eligible for salary advancements to the highest rate of compensation in the grade.

B. An employee whose efficiency rating is "Good" is eligible for salary advancement up to and including the middle rate of compensation in the grade (C.S.C.Dept'l Cir. 302).

RULES FOR SALARY REDUCTIONS, DEMOTIONS, OR DISMISSALS.-The following rules are prescribed for the demotion of an employee to a lower grade position, reduction in salary, or both, or dismissal from the service as a result of an efficiency rating (C.S.C.Dept'l Cir. 302):

A. The rate of compensation of an employee whose efficiency rating is "Fair" shall be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction on that account.

B. An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. If he is serving his probationary period, he shall be separated from the service under the rules prescribed for such cases. If he has completed his probationary period, he shall be assigned to a position more nearly commensurate with his ability, in a lower classification grade, and his rate of compensation shall not be in excess of the middle rate for such grade, or if no suitable vacancy is available in a lower classification grade, he shall be separated from the service for inefficiency.

C. No employee who has completed his probationary service shall be demoted to a lower grade position, reduced in salary, or dismissed from the service on the basis of an efficiency rating covering a period of less than 90 calendar days.

INSPECTION OF RATINGS BY EMPLOYEES:

A. A list of all ratings on Standard Form 52 shall be open to inspection by any employee of the department, independent establishment, or other agency under such conditions as to time and place as the head of such organization may prescribe (C.S.C.Dept'l Cir. 302).

B. Every employee has the right to see his rating form, Standard Form 51.

R. J. BORROMEY, By direction.

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 March, 1942 based on performance during period from 16 Aug., 1941 to 31 March, 1942.

Douglas H. Shepherd (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

First Naval District (Division) — Newport Station (Section) — Rose Island Light Station, Newport, R.I. (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE
√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:
Administrative, supervisory, or planning ☑
All others ☐

± (1) Maintenance of equipment, tools, instruments.
± (2) Mechanical skill.
√ (3) Skill in the application of techniques and procedures.
± (4) Presentability of work (appropriateness of arrangement and appearance of work).
√ (5) Attention to broad phases of assignments.
√ (6) Attention to pertinent detail.
√ (7) Accuracy of operations.
√ (8) Accuracy of final results.
√ (9) Accuracy of judgments or decisions.
√ (10) Effectiveness in presenting ideas or facts.
√ (11) Industry.
± (12) Rate of progress on or completion of assignments.
√ (13) Amount of acceptable work produced. (Is mark based on production records? no) (Yes or no)
± (14) Ability to organize his work.
√ (15) Effectiveness in meeting and dealing with others.
√ (16) Cooperativeness.
± (17) Initiative.
√ (18) Resourcefulness.
± (19) Dependability.
√ (20) Physical fitness for the work.

√ (21) *Effectiveness in planning broad programs.*
√ (22) *Effectiveness in adapting the work program to broader or related programs.*
√ (23) *Effectiveness in devising procedures.*
√ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
√ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
√ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
√ (27) *Effectiveness in promoting high working morale.*
√ (28) *Effectiveness in determining space, personnel, and equipment needs.*
√ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
√ (30) *Ability to make decisions.*
√ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) ----------
(B) ----------
(C) ----------

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	*Numerical rating*
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or— a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	*Numerical rating*
Rating official	Very good	2
Reviewing official		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by H. W. JOHNSON (Signature of rating official), Chief Boatswain, USCG, Comdg., Newport Station (Title), April 1, 1942. (Date)

Reviewed by C.G. ROEMER (Signature of reviewing official), Captain, U.S.C.G. (Title), 4 May, 1942. (Date)

Rating approved by efficiency rating committee ---- (Date) Report to employee Very good (Adjective rating) 2 (Numerical rating)

16—26177-1

75

COPY

UNITED STATES COAST GUARD

Office of
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT

Boston, Mass.

16 June, 1942

From: District Coast Guard Officer, 1st Naval District.
To: Commanding Officer, NEWPORT STATION.

Subject: D. H. Shepherd, Keeper, Rose Island Light Station, leave.

Reference: Form 2217, dated 2 June, 1942.

1. The records of this office indicate that the subject-named man was on leave from 13 June to 15 June. Form 2217 was received but was sent back for the exact date and hour of departure and return.

2. In order that the records of this office may be kept accurate and current, it is desired that you forward this office the date and hour of departure and return of the subject-named man from leave.

3. It is requested that the matter be expedited.

/s/ GEO. M. WALKER,
By direction.

NEWPORT STATION-75 First Indorsement Newport, R. I.
18 June, 1942

From: Commanding Officer, NEWPORT STATION.
To: Keeper, Rose Island Light Station.

1. Forwarded. If the leave referred to above has been taken submit forms 2599 at once showing hour and date of departure and return. Also return form 2217 showing information needed as outlined above.

2. If this leave was not taken so indicate on form 2217 and return same promptly to this office. Form 2599 not required, of course, if leave was not taken.

H. E. JOHNSON.

Form 207
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

(SEE INSTRUCTIONS AND REGULATIONS ON BACK)

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK OR DISABLED EMPLOYEES IN THE LIGHTHOUSE SERVICE

Office of the Superintendent of Lighthouses, Newport Coast Guard Station First Naval District.

Newport, R.I. (Place)

18 March, 19 42

TO THE MEDICAL OFFICER IN CHARGE,

U. S. PUBLIC HEALTH SERVICE,

105 Pelham St., Newport, R.I.

SIR:

The bearer, Douglas H. Shepherd, Keeper (Name and title of applicant for medical relief)
is a beneficiary of the U. S. Public Health Service:

1. An officer or member of the crew of a vessel belonging to the Lighthouse Service (including lightship), i. e., the _____ (Name of vessel)

or—

2. A lightkeeper or an assistant lightkeeper on duty at Rose Island Light Station (Name of station)

You are requested to examine this applicant and to furnish him with such medical relief as may be required. The signature and description of the applicant appear below.

Signature of employee to be examined Douglas H. Shepherd

Nativity NZ Age 63 years. Height 5 feet 7 inches.

Color of eyes Hazel Color of hair Gray

Distinguishing marks None

*Date of original appointment in the Lighthouse Service 1915

†Date of certificate by the Public Health Service that person named passed physical examination, 1 May, 1942

H. E. Johnson
H. E. Johnson, Chief Boatswain (L) U.S.C.G.
(Officer signing for Superintendent)

*Fill in only if person to be examined is a lightkeeper or assistant lightkeeper.

†Fill in only in case of lightkeeper or assistant lightkeeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

(OVER)

11—5093

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

[redacted] (Surname) DOUGLAS (First name) H. (Middle initial) Civilian (Component) Keeper (Rank or rating)

ROSE ISLAND LIGHT STATION (Unit) BOSTON DISTRICT (Place) 10 February, 1941. (Date)

SALARY CHANGED FROM $1500 PER ANNUM ($1380-$1740) PLUS $240 P.A. QUARTERS TO $1560 PER ANNUM WITHOUT CHANGE IN RANGE OR QUARTERS EFFECTIVE 16 JANUARY, 1941.

AUTHORITY:

Form 2249, approved 1-16-41.

(Commanding)
O. A. LITTLEFIELD
By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: January 10, 1941.

Name: Shepherd, Douglas H,

From: U.S.Coast Guard

Bureau No: 1648

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1500 p.a. plus $240 p.a.Qtrs.	$1560 p.a. plus $240 p.a.Qtrs.
Bureau or Div.		U.S.Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Rose Is Lt.Sta., R.I.
Appropriation		Civilian Employees,C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since July 1, 1928.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 7-24-1878

LEGAL RESIDENCE: Mass.

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act 6-20-12

DATE OF OATH

+1641

SUBORDINATE ADMINISTRATIVE OFFICE

SHEPHERD	DOUGLAS	HAROLD	July	24	1878	Mass.	Barnstable	Provincetown	
			M		W				x
Birthplace: Birmingham, England. (Naturalized)					70				x

					Com.,2nd LH Dist.,Chelsea,
Prob.Appt.	Assistant Keeper	516.pa.	516.pa.	5-1-16	Mass. - Plymouth LH.
Pro.	Keeper	660.pa.	660.pa.	4-1-17	Monomay Point LH.
Chg.in pay		840.pa.	840.pa.	11-1-18	do.
Inc.in pay		960.pa.	960.pa.	2-7-19	do.
Inc.in pay		1080.pa.	1080.pa.	8-24-20	do.
Inc.in pay		1140.pa.	1140.pa.	5-1-21	do.
Disch.wo.prej.	(position abolished)	1140.pa.	1140.pa.	2-16-23	do.
Reins.	Assistant Keeper	720.pa.	720.pa.	4-10-23	Sankaty Head LH.
Res.wo.prej.		720.pa.	720.pa.	9-10-23	do.
Appt.	Custodian	1.00 pm.	1.00 pm.	7-1-24	Monomay Point LH.
Res.wo.prej.				11-12-24	do.
Reins.	Keeper	1080.pa.	1080.pa.	11-13-24	Wood End LH.
Chg.in pay		1260.pa.	1260.pa.	2-1-25	do.
Inc.in pay		1320.pa.	1320.pa.	7-1-25	do.
Inc.in pay		1380.pa.	*1620.pa.	1-1-27	do.
Act.5-28-28	(Range: 1380-1740)	1500.pa.	*1740.pa.	7-1-28	do.
A. Trans. Reorg. Plan No. II, 5-9-39				7-1-39	Treasury - Coast Guard, Boston, Mass.

* Includes $240 pa. allowed for family quarters.

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD, (Surname)	Douglas (First name)	H. (Middle initial)	(Service No.)	Keeper (Rank or rating)

Wood End Lifeboat Station, (Unit)	Provincetown, Mass. (Place)	5 September, 1940. (Date)

The above named man departed at 6:30,A.M. this date, having been transferred from Wood End Light Station to Rose Island Light Station, Newport, R.I.

AUTHORITY: District Commander's letter, dated 17 August, 1940. (75-531)

Edward L. Silva
Edward L. Silva, C.B.M.
(Commanding)

Officer in Charge.
(Title)

BOSTON DISTRICT SEP 11 1940
1. Forwarded Approved
Commander, Boston District
O. A. LITTLEFIELD.
By Direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

Shepherd	Douglas	H.	C.G.C.I.E.	Keeper.
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

From;

Wood End Light Station, (Unit) Provincetown. (Place) Mass. 4 September I940. (Date)

En route to Rose Island Light Station, Newport. R.I.

(via - Newport Station.)

Above named keeper arrived at Rose Island Light Station, Newport, R. I. at 4-PM 5 September I940. Keeper used personal car for Transportation.

On departure from Wood End Light Station, Provincetown. Mass, speedometer registered 5644 miles. and upon arrival at Newport, R. I. speedometer registered 5830 miles. Miles travelled on official duty I86.

AUTHORITY: Commander's orders I7 August I940.

D. H. Shepherd
(Commanding)

Keeper.
(Title)

BOSTON DISTRICT SEP 19 1940
1. Forwarded, approved

Commander, Boston District
U. A. LITTLEFIELD.
By Direc

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

CP-75

4 June, 1940.

From: Commandant.
To: Commander, Boston District.

Subject: Form 6, Personal History Statement, Douglas H. Shepherd.

Inclosure: 1. Form 6 for subject employee.

1. The attached Form 6 is returned with request that the full middle name be given under item 1 instead of the initial, and that the State be given under item 3, and the form promptly returned to Headquarters.

By direction,

W. N. DERBY,
Assistant Personnel Officer.

E-K

TREASURY DEPARTMENT
U. S. Coast Guard

xxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxx

Boston, Massachusetts.

Date 10 September, 1940.

CHANGE IN DESIGNATION, PAY, OR STATUS OF EMPLOYEE

Name Douglas H. Shepherd.

Nature of action Transfer

Effective date 5 September, 1940.

	FROM:	TO:
Position	Keeper	Keeper
Pay	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)
Station	Wood End Light Station	Rose Island Light Station.

Remarks: This change is reported in accordance with Department letter

Dated July 10, 1940. (approval.)

H. M. IUGALLS
xxxxxxxxxxxxxxxxx
Superintendent of Lighthouses
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

O. A. LITTLEFIELD
By direction.

75

Office, Commander,
BOSTON DISTRICT.
XXXXXXXXXXXXX

Boston, Massachusetts,
23 August, 1940.

From: Commander, Boston District.
To : Keeper D. H. Shepherd, WOOD END LIGHT STATION (Via Officer-in-Charge, PROVINCETOWN STATION).

Subject: Transfer to ROSE ISLAND LIGHT STATION.

Reference: (a) Your letter, 12 August, 1940 (75).

1. Replying to reference (a), you are advised that orders have been issued, directing you to proceed to ROSE ISLAND LIGHT STATION on or about 3 September, 1940.

2. Authority has been issued for you to perform the necessary travel by your personally owned automobile.

3. Your request to transfer the cook stove from WOOD END LIGHT STATION to ROSE ISLAND LIGHT STATION is disapproved. A board of survey will be convened at ROSE ISLAND LIGHT STATION to determine its condition. Action will then be taken to either repair the stove or replace it from stock, if available, otherwise another stove will be requisitioned.

L. H. MORINE,
By direction.

Copy to:
Headquarters.
District Accounting Office.
District Pay Officer.

75
531
(99)

Office, Commander,
BOSTON DISTRICT.

Boston, Massachusetts

17 August, 1940.

From	To
XXXXXXXXXXXXXX	
Dist. Comdr.	
Chief of Staff	
Operations	
Maintenance	
Law	
Personnel	
Communications	
Reserve	
Pay	
Supply	
Gunnery	
Mail &	
Chelsea Base	
Woods Hole Base	
So. Port. Base	

Order No. 135 - Bost. Dist.

From: Commander, Boston District.
To: D. H. Shepherd, Keeper, WOOD END LIGHT STATION.

Subject: Orders; travel.

1. Proceed on or about 3 September, 1940, to Rose Island Light Station for assignment to duty as keeper of the unit indicated.

2. In lieu of all expenses for subsistence, a per diem of $3.50 is allowed, subject to provisions of Standardized Travel Regulations and paragraph 6 of Headquarters' letter, 29 July, 1939 (P-531). Travel by your personally-owned automobile, at the rate of four cents per mile, being more economical and advantageous to the United States, is authorized.

3. Travel is required by the public interests and is authorized, chargeable to Travel Allotment Code 59.

L. H. MORINE,
By direction.

Copy to:
Headquarters.
District Accounting Office.
District Pay Officer.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Wood End Light
COAST GUARD STATION

Boston
DISTRICT

Provincetown, Mass.,
(POST OFFICE ADDRESS)

12 August, 1940

BOSTON DISTRICT RECEIVED AUG 13 1940 U.S. COAST GUARD

From: D. H. Shepherd, Keeper, Wood End Light Station.
To: Commander, Boston District (via Officer in Charge, Provincetown Station.)

Subject: Transfer to Rose Island Light Station.

Reference: (a) Personnel Notification.
(b) Boston District letter dated 10 August, 1940 (75).

1. In as much that 2 September is Labor Day, Keeper will be prepared whenever Government truck is available on 3 September, 1940 to transfer household effects.

2. Authority is requested for Keeper to furnish his trnasportation from Wodd End Light Station to Rose Island Station by personal car.

3. Keeper is informed that the cook stove in Keeper's quarters at Rose Insland Light Station is in very poor condition, top badly warped and baking qualities very poor. Authority is requested to transfer the cook stove (Atlantic Queen #308) at Wood End Light Station to Rose Island Light Station if it is not required at Wood End Light Station.

D. H. Shepherd.

Provincetown Station - 75 1st Indorsement Provincetown, Mass., 12 August, 1940.

From: Officer in Charge, Provincetown Station.
To: Commander, Boston District.

1. Forwarded.

A.N.Ormsby.

Office of Commander
xxxxxxxxxxxxx
BOSTON DISTRICT

Boston, Mass.,

10 August, 1940.

From: Commander, Boston District.
To: D. H. Shepherd, Keeper, Wood End Station (via Officer in Charge, PROVINCETOWN STATION.)

Subject: Transfer to Rose Island Light Station.

Reference: (a) Personnel Notification.

Inclosure: (1) Reference (a).

1. Reference (a) authorizes your transfer from the position of Keeper, Wood End Light Station to the position of Keeper, Rose Island Light Station, without change in salary, and you will proceed to your new station on or about 2 September, 1940.

2. It is proposed to effect a transfer of your household effects by Government truck to Bristol, Rhode Island, and from that point to Rose Island by the cutter SHRUB.

3. Advise this office in regard to the date service truck should arrive to move your household effects.

O. A. LITTLEFIELD
By direction.

Copy to:
CO. SHRUB.

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL ACTION

Date Prepared: 29 June, 1940.

Name: Shepherd, Douglas H.

From: U. S. Coast Guard

Nature of Action: Transfer

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1380-1740	Field (Range $1380-1740
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1500 p.a. plus $240 p.a. Qtrs.
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Boston, Massachusetts	Boston, Massachusetts
Unit		
Division		
Section		
Sub-Section	Boston, Massachusetts	Boston, Massachusetts
Headquarters	Hood Ind Lt. Sta., Mass.	Rose Island Lt. Sta., R.I.
Post of Duty	Sal., Kprs. of Lhs., Coast Guard	Civilian Employees, C.G. 1941
Appropriation		
Allotment		

EFFECTIVE: C.O.B. (but not prior to July 1, 1940) FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

BUREAU OR DIVISION NO.: Lt. #1648

DATE OF BIRTH: 7-24-1879

LEGAL RESIDENCE: Massachusetts

VETERAN'S PREFERENCE: No

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL

VICE VACANCY:

VICE: Charles H. Eldridge (transferred)

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT:

SUBJECT TO RETIREMENT ACT: 6-20-18

Justification: The services of this employee will no longer be required at Hood Ind Light Station because the operation of that station is being taken over by the nearby Provincetown Coast Guard Station.

DATE APPROVED: 7-1-40

SUBORDINATE ADMINISTRATIVE OFFICE

DATE

Office of Commander

xxxxxxxxxxxxxx
Boston District

Boston, Mass.,

9 July, 1940.

From: Commander, Boston District.
To : Douglas H. Shepherd, Keeper - WOOD END LIGHT STATION.

Subject: Transfer from Wood End Light Station.

Reference: (a) Your letter, 1 July, 1940.

1. Receipt of reference (a) is acknowledged and you are advised that no communication from the Provincetown Advocate has been received at this office. Your attitude in this matter is appreciated.

O.A.LITTLEFIELD,
By direction.

...MUNICATIONS TO
...ENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

BOSTON DISTRICT
RECEIVED
JUL 2 1940
...AST GUARD

SECOND DISTRICT

Wood End Light Station.
(Station, Depot, or Vessel)

1 July 1940., 19

From; Douglas H. Shepherd, Keeper, Wood End Light Station.
To; Commander, Boston District.

Subject; Transfer from Wood End Light Station.

Reference; (a) Commander's letter 13 June 1940.

1. It has come to my attention that some action has been taken by the Provincetown Advocate that I be retained as keeper of Wood End Light Station.

2. Above action is entirely without my consent or knowledge.

3. It is my desire to be transferred to Rose Island Light Station as recommended in reference (a).

D. H. Shepherd

Office of Commander
xxxxxxxxxxxxxx
Boston District

Boston, Mass.,
24 June, 1940.

From: Commander, Boston District.
To : Commandant.

Subject: Transfer of Keeper of Wood End Light Station to Rose Island Light Station.

Reference: (a) Action by the Reviewing Authority, Board of Investigation, Wood End Coast Guard Station and the Wood End Light Station, transmitted with Headquarters' letter, 19 February, 1940, (L-123-601).

(b) Headquarters' letter, 17 June, 1940, (PB-020-601).

Inclosure: (1) Nomination Form 73.

1. Inclosure (1) is forwarded herewith in compliance with instructions contained in reference (a). In connection with the contemplated group organization of units as authorized by reference (b), the operation and maintenance of the Wood End Light Station will be taken over by the Provincetown Coast Guard Station, upon the transfer of Keeper Douglas H. Shepherd.

T.A.SHANLEY.

Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Approved Sept. 1, 1938

NOMINATION

Boston ~~LIGHTHOUSE~~ DISTRICT Boston, Mass. (City) 24 June, (Date), 1940

Commandant, U.S.Coast Guard
~~COMMISSIONER OF LIGHTHOUSES~~:

Action recommended Transfer (involving no change in salary)

Name Douglas H. Shepherd Date of birth July 24,1878 Legal residence Mass.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1500 p.a. ($1380-1740) (qrs. $240 p.a.)	$1500 p.a. ($1380-1740) (qrs. $240 p.a.)
Station	Wood End Light Station	Rose Island Light Station
Appropriation	Salaries, Keepers of Lighthouses, Coast Guard	

Effective 1 July, 1940 {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

-

Vice Charles H. Eldridge Pay $1380 p.a. Services to be terminated close 30 June,1940

Reason Recommended for transfer to Gould Island Light Station

REMARKS:[2] This transfer is recommended in accordance with Action by the Reviewing Authority, Board of Investigation, Wood End Coast Guard Station and the Wood End Lighthouse Station, transmitted with Headquarters' letter, 19 February, 1940, (L-123, 601). See attached letter relative to recommendation for the maintenance and operation of Wood End Light Station being taken over by the Wood End Coast Guard Station. ~~Selection regular~~, This transfer is in accordance with the general policy set forth in Headquarters' circular letter, 19 March, 1940 (CP-75).

NOT ENTITLED TO MILITARY PREFERENCE

~~Manager~~, ~~LIGHTHOUSE DISTRICT~~.

O.A.LITTLEFIELD, Lt.Comdr.,USCG
~~Superintendent of Lighthouses~~
Personnel Officer, Boston District.

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

Office of Commander
Boston District

13 June, 1940.

From: Commander, Boston District.
To : Douglas H. Shepherd, Keeper, WOOD END LIGHT STATION.

Subject: Transfer from Wood End Light Station.

Reference: (a) Headquarters' action dated 19 February, 1940, (L-123-601-73-75) on Board of Investigation, Wood End Station, 31 October, 1939.
(b) Your letter, 6 April, 1940.

1. On or about 1 July, 1940, a vacancy will exist in the position of keeper at Rose Island Light Station, and in view of the fact that reference (a) directs your transfer from Wood End Light Station, you are advised that nomination is being submitted to Headquarters recommending your transfer to fill this anticipated vacancy.

2. In view of the circumstances set forth above, your request, as contained in reference (b), cannot be given favorable consideration.

O.A.LITTLEFIELD,
By direction.

HEADQUARTERS

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. CP 75

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

WASHINGTON 13 May, 1940.

BOSTON DISTRICT
RECEIVED
MAY 20 1940
U.S. COAST GUARD

From: Commandant.
To: Commander, Boston District.

Subject: Douglas H. Shepherd)
Frank A. Grieder) Keeper
James H. Dobbins)

Reference: (a) Nomination Forms 73 of 25 April, 1940.
(b) District Dispatch 111717.

Inclosure: 1. Reference (a).

1. In accordance with the request contained in reference (b), nomination forms are herewith returned for the keepers above indicated.

By direction,

W. N. DERBY,
Assistant Personnel Officer.

Form 73

NOMINATION

BOSTON
~~LIGHTHOUSE~~ DISTRICT Boston, Massachusetts (City) 25 April (Date), 1940.

COMMANDANT:
~~COMMANDANT LIGHTHOUSES~~

Action recommended Transfer, involving no change in salary

Name SHEPHERD, Douglas H. Date of birth July 24, 1878 Legal residence Massachusetts.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1500 p.a. ($1380-1740)	$1500 p.a. ($1380-1740)
Station	Wood End Light Station, Mass.	Gay Head Light Station, Mass.

original file 1425

Appropriation 2001252 - Salaries, Keepers of Lighthouses, Coast Guard, 1940.

Effective 1 May, 1940 [1] the actual date of entrance on duty, ~~or the date of the order directing such duty~~

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

Vice GRIEDER, Frank A. Pay $1440 p.a. Services to be terminated close of 30 April, '40.

Reason Recommended for transfer to position of Assistant Keeper, West Chop Light Station.

REMARKS: [2] In connection with the transfer of Mr. Shepherd, as recommended above, Headquarters' attention is invited to its letter dated 19 February, 1940 (L-123-601) transmitting copy of Headquarters' action in connection with the Board of investigation to inquire into the alleged lack of cooperation between the personnel at the Wood End Light Station and the Wood End Coast Guard Station. The above action is in accordance with advice contained in Headquarters' Circular Letter 19 March, 1940, file PB-75 (Induction of former Lighthouse Service personnel) except Paragraph 4.

Selection regular, ----------, 19-----

Manager, Civil Service District.

T. A. SHANLEY,
~~Superintendent of Lighthouses.~~

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

75 - 25 April, 1940.
Boston District
Subject: VIDLER, Fred S., Keeper, Nauset Beach Light Station; proposed transfer.

Name	From	To
Ellis, Charles A.	Asst.Kpr, West Chop	Keeper, West Chop
Grieder, Frank A.	Keeper Gay Head	Asst.Kpr West Chop
Shepherd, Douglas H.	Keeper Wood End	Keeper Gay Head
Dobbins, James H.	Add'l Kpr, Gen.Assignment	Keeper Wood End

Formal nominations covering the above are being prepared for prompt submission to Headquarters.

4. In view of the foregoing advice, Headquarters is advised that the transfer of Fred S. Vidler from his present position as Keeper, Nauset Beach Light Station, to Wood End Light Station, as previously proposed, has been cancelled, and he will continue to perform the ditues of Keeper at the latter station.

T. A. SHANLEY.

25 April, 1940.

From: Commander, Boston District.
To : Commandant.

Subject: VIDLER, Fred S., Keeper, Nauset Beach Light Station; proposed transfer to position of Keeper, Wood End Light Station.

Reference:
(a) Headquarters' indorsement, 18 April, 1940, on copy of Headquarters' letter, same date, to Honorable Joseph W. Martin, Jr.
(b) Letter, 17 April, 1940, from Honorable Joseph W. Martin, Jr., to Headquarters.
(c) Headquarters' letter, 19 February, 1940 (L-123-601) transmitting copy of Headquarters' action, same date, regarding Board of Investigation to inquire into alleged lack of cooperation between personnel at Wood End Coast Guard Station and Wood End Light Station.

1. It being inferred that reference (c) constituted authority for this office to initiate the transfer of the personnel concerned, action in the case of Douglas H. Shepherd, Keeper, Wood End Light Station, was given first consideration. Since there was no suitable existing vacancy to which Mr. Shepherd could be transferred, and as there were no vacancies contemplated at the time to which this Keeper might subsequently be detailed, it was necessary, in order to comply with Headquarters' instructions in the matter, to give consideration to his exchanging positions with another Keeper in the district where the duties and pay ranges approximated each other as closely as possible.

2. In taking the latter action it was decided, as indicated in District's letters dated 4 April, 1940 (75-701) (copies of which were furnished Headquarters), to transfer Douglas H. Shepherd, Keeper, Wood End Light Station, to the position of Keeper, Nauset Beach Light Station, and accordingly transfer the Keeper of the latter station to Wood End Light Station.

3. Pending the actual accomplishment of these transfers, it so happened that James Yates, Keeper, West Chop Light Station, applied for retirement on account of physical disability. In view of this latter action, which according to Headquarters' dispatch 231945 is expected to be approved, it is proposed to recommend the following promotions and transfers:

Treasury Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
~~LIGHTHOUSE DISTRICT~~

NOMINATION

BOSTON
~~LIGHTHOUSE~~ DISTRICT Boston, Massachusetts (City) 25 April (Date), 1940.

COMMANDANT:
~~COMMISSIONER OF LIGHTHOUSES~~

Action recommended Transfer, involving no change in salary

Name SHEPHERD, Douglas H. Date of birth July 24, 1876 Legal residence Massachusetts.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1500 p.a. ($1380-1740)	$1500 p.a. ($1380-1740)
Station	Wood End Light Station, Mass.	Gay Head Light Station, Mass.

Appropriation 2001252 - Salaries, Keepers of Lighthouses, Coast Guard, 1940.

Effective 1 May, 1940 [1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

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

Vice GRIEDER, Frank A. Pay $1440 p.a. Services to be terminated close of 30 April, '40.

Reason Recommended for transfer to position of Assistant Keeper, West Chop Light Station.

REMARKS: [2] In connection with the transfer of Mr. Shepherd, as recommended above, Headquarters' attention is invited to its letter dated 19 February, 1940 (L-123-601) transmitting copy of Headquarters' action in connection with the Board of investigation to inquire into the alleged lack of cooperation between the personnel at the Wood End Light Station and the Wood End Coast Guard Station. The above action is in accordance with advice contained in Headquarters' Circular Letter 19 March, 1940, File PB-75 (Induction of former Lighthouse Service personnel) except Paragraph 4.

Selection regular, ..., 19.....

Manager, Civil Service District.

T. A. SHANLEY.
~~*Superintendent of Lighthouses.*~~

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

Office of Commander

BOSTON

Boston, Mass.,

4 April 40.

From: Commander, Boston District.
To : DOUGLAS H. SHEPHERD, Keeper, Wood End Light Station.

Subject: Orders; transfer.

Reference: (a) Headquarters' letter 19 February, 1940 (L-123-601).

1. Effective upon relief by Fred S. Vidler, Keeper, Nauset Beach Light Station, you are detached from further duty at Wood End Light Station. Proceed to Nauset Beach Light Station, North Eastham, Massachusetts, and assume duties as keeper thereof.

2. Transportation of personal effects from the Wood End Light Station to the Nauset Beach Light Station will be effected by the truck attached to the Nauset Coast Guard Station. If necessary to use a smaller truck to transport the effects from Wood End Light Station to the end of the hard surfaced road at Provincetown, Massachusetts, enroute to the Nauset Beach Light Station, the truck attached to the Wood End Coast Guard Station will be used. In this connection, you will communicate with the officer-in-charge of the Nauset Coast Guard Station and he will make the necessary arrangements for the transportation of your personal effects.

3. Forms 2599 and 2668, ORIGINAL AND ONE COPY OF EACH, showing hour and date of departure from Wood End Light Station and hour and date of subsequent arrival at Nauset Beach Light Station, shall be prepared and submitted to this office.

T. A. SHANLEY.

Copy to:
Headquarters,
Pay Office, Boston District,
Nauset Station,
Keeper, Nauset Beach Light Station,
Personnel.

Wood End Station.

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

File No. 2427

Name S H E P H E R D, Mr. DOUGLAS H.

BORN: July 24, 1878

Service COAST GUARD (L.H.S.)

U. S. GOVERNMENT PRINTING OFFICE 2—16392

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

PAGE: 3282

January 10, 1941.

TO DIRECTOR OF PERSONNEL

Date

Name: Shepherd, Douglas H.

From: U.S.Coast Guard (BUREAU OR DIVISION) Bureau No: 1648

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1500 p.a. plus $240 p.a.Qtrs.	$1560 p.a. plus $240 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U.S.Coast Guard
Headquarters Post of Duty		Boston, Mass. Rose Is Lt.Sta., R.I.
Appropriation		Civilian Employees,C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE *Remarks:* January 16, 1941.

Justification:

No increase in pay since July 1, 1928.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

N.R.STILES,
Commander, U.S.Coast Guard,
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY
1-16-41

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
7-24-1878

LEGAL RESIDENCE
Mass.

SEX: M RACE: W

NATURE OF POSITION
NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act
6-20-18

DATE OF OATH

INTERLEAVED-PAID.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Douglas H. Shepherd. Sex Male.

Present address Wood End Light Station. Date of birth July 24th. 1878

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
Nov. 24th 1924	Present	Wood End Light Station.	Provincetown. Mass.

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? no.
If so, give details in space provided below. (Yes or no)

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I.
Apparently No Criminal Record.

Have you ever been fingerprinted? no. Where?

When? If for the Civil Service, what position?

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

U. S. COAST GUARD

Douglas H. Shepherd
Customary payroll signature of employee

Subscribed and sworn to before me this 9th day of October 1939

George L. Chapman
Notary Public

My commission expires June 23, 1945

75

TREASURY DEPARTMENT
U. S. Coast Guard
Boston, Massachusetts.

U. S. COAST GUARD
REC'D SEP 12 1940

Date 10 September, 1940.

1940 SEP 28 AM 11

CHANGE IN DESIGNATION, PAY, OR STATUS OF EMPLOYEE

Name Douglas H. Shepherd.

Nature of action Transfer

Effective date 5 September, 1940.

	FROM:	TO:
Position	Keeper	Keeper
Pay	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)	$1500 per annum (Range: $1380-$1740) (Qtrs. $240 p.a.)
Station	Wood End Light Station	Rose Island Light Station.

Remarks: This change is reported in accordance with Department letter Dated July 10, 1940. (approval.)

O. A. LITTLEFIELD
By direction.

HEADQUARTERS - U. S. COAST GUARD - WASHINGTON - September 26, 1940.

Submitted to the Department for information.

By direction of the Commandant.

Very truly yours,

R. J. GROSS,
Chief, Civilian Personnel.

DEPT. STOCK FORM 2249

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 41272

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date: 29 June, 1940.

Name: Shepherd, Douglas H.

From: U. S. Coast Guard
(BUREAU OR OFFICE)

Nature of Recommendation

Transfer

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1380-1740	Field (Range $1380-1740
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1500 p.a. plus $240 p.a. Qtrs.
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Boston, Massachusetts	Boston, Massachusetts
Unit		
Division		
Section		
Sub-Section		
Headquarters	Boston, Massachusetts	Boston, Massachusetts
Post of Duty	Wood End Lt. Sta., Mass.	Rose Island Lt. Sta., R.I.
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	Civilian Employees, C.G. 1941
Allotment		

EFFECTIVE: FIELD [X] DEPRTMTL. [ ] FIELD [X] DEPRTMTL. [ ]

E.O.D. (but not prior to July 1, 1940)

Remarks:

BUREAU OR DIVISION NO.: Lt. #1648

DATE OF BIRTH: 7-24-1878

LEGAL RESIDENCE: Massachusetts

VETERAN'S PREFERENCE: No

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE: Charles H.Eldridge (transferred).

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT: SEP 5 1940

SUBJECT TO RETIREMENT ACT: Lighthouse Act 6-20-18

Justification:

The services of this employee will no longer be required at Wood End Light Station because the operation of that station is being taken over by the nearby Provincetown Coast Guard Station.

Consideration given all other eligible employees.
Certified as to Sufficiency of Appropriated Funds.

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.

Bureau or Division Head

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

a

DATE APPROVED BY THE SECRETARY

7-10-40
DATE

July 1, 1939. Lighthouse Districts No. FIRST AND SECOND

consolidated with BOSTON Coast Guard District,

Headquarters BOSTON, MASS.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Douglas H. Shepherd (Name) Mass (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Asst Keeper	Prob.	516	L H Plymouth (Gurnet) & S Mass	May 1, 1916
Keeper	Trans	660	" Monomoy Pt & S. Mass	April 1, 1917
"	Incr	840	" "	Nov. 1, 1918
"	Prom	960	" "	Feb. 7, 1919
"	"	1080	" "	Aug 24, 1920
"	"	1140	" "	May 1, 1921
	Services discontinued close Feb. 16, 1923			
"	Reins	720	L H Sankaty Head & S. Mass	April 10, 1923
	Resigned close of Sept 10, 1923			
Custodian	Excepted	1 p mo.	L H Monomoy Pt & S. Mass	July 1, 1924
	Resigned close of Nov. 12, 1924			
Keeper	Reinst	1080 pa	L H Wood End & S Mass	Nov. 13, 1924
"	Read of Pay	1260	" "	Feb. 1, 1925
"	Inc in Comp	1320	" "	July 1, 1926
"	INCREASE IN COMPENSATION	1380	" "	JAN 1 1927
"	COMPENSATION Act May 29 1928	1500	" "	JUL 1 1928

Office of Supt. of Lighthouses, 2nd Dist.,
Chelsea, Mass., Sept. 26, 1938.

SHEPHERD, Douglas H., Keeper.

Mr. Shepherd was born in England, July 24, 1878. He was issued certificate (unnumbered) by the First District Court of Bristol, Mass., at Taunton, Mass., October 18, 1905.

Certified ~~seen~~.

Superintendent of Lighthouses.

See misc. file 13457 2

Form 78

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS

4063-2

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
JUN 18 1936
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 2nd DISTRICT,

Chelsea, Mass., June 12, 1936

Name of vessel, station, or other aid to navigation involved:

Date of accident: May 29, 1936

Nature and cause of accident: Broken Rib. Overhauling and cleaning kitchen sink drain, disconnecting pipe and wrench slipped causing handle of wrench to sharply strike employee's right side.

1936 JUN 17 AM 10 15
CHIEF CLERK
DEPARTMENT OF COMMERCE

Estimated cost of damage { to property of the Department: $ / to private property: $

What steps have been taken to recover cost of damage to Department property?

Where accidents result in injury to, or death of, any employees, or others, furnish following information for each person injured:

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	HAS WORK TIME BEEN LOST BY EMPLOYEE
Douglas H. Shepherd	Keeper, Wood End Lt. Station, Provincetown, Mass.	Symptoms of fracture of 7th rib right side.	None as yet.

Reports will be duly submitted to the Employees' Compensation Commission in case any medical or other charges are involved under the Employees' Compensation Act.

Remarks or recommendations:
Proper Forms have been sent to the U.S.Employees' Compensation Commission.

Geo E Emerson
Superintendent of Lighthouses.
2nd District.

CARDED

Date June 16, 1936

Submitted, in duplicate, to the Secretary of Commerce, for his information.

Noted:
W Wildey
Chief Clerk.

For the Commissioner.
R.J.Gross
Chief, Personnel Division

11—11418

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Douglas H. Shepherd,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1380

To: $1500

11—0564

C

JUL 2 1928
DEPARTMENT OF COMMERCE

CARD

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1320 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

JAN 12 1927

APPOINTMENT DIVISION ENTERED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

APPROVED BY THE ACTING SECRETARY 1/12/27

FILE 10934.1

1 F 2 CARDED

GOVERNMENT PRINTING OFFICE 11—9051

CROSS REFERENCE

SEE FILE--464/16/ D#1

NAME Shepherd, Douglas H. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 2nd Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt.per annum to be Added	Subtracted
720	240	960	XCR	404.25	1364.25	LHS	3	1320			

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

approv. $1140

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1020 TO $1260

...SIFICATION BOARD FORM NO. 1
...ot in accordance with detailed ...uction sheet, Form No. 2)

Sheet No. 53.
2—12758

Shepherd (Surname) Douglas (Given name) H. (Initial)

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Second Lighthouse District
   (b) Subdivision Sankaty Head Light Station
   (c) City or town Siasconset State Mass.
6. Pay-roll title Keeper
7. Customary office title Assistant Keeper

8. (a) Number of regular working hours of the position, per day about 12; per week 84
   (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 m. to to sunrise 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 $ 720 per annum; bonus, $ 240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 1140 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: ☒ Quarters; ☒ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☐ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum 45 cents per diem commutation of rations, $164.25
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, $ 20.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☒ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ---; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ---; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ---; number of lessons ---; number completed ---

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

	Percentage of total time given to each task
1. Operating the light every night from sunset to sunrise.	50
2. Cleaning and caring for grounds, quarters, and light.	25
3. Painting buildings and light tower and making minor repairs as necessary.	15
4. Going for mail and supplies.	10

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

Works under the immediate supervision of the Keeper, and follows detailed instructions in regard to his work.

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

21. How long have the employee's duties been substantially as described above? Since April 10, 1923.

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

May 31, 1923. (Date) — Fred E Eaton (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 $ 900 to $ 1140

May 31, 1923. (Date) — Fred E Eaton (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1260 per annum to $1320 per annum, effective July 1, 1925.

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,

ADW. J. GARDNER

Acting Chief of Appointment Division.

11—6074

H
2nd

CARDED

APPOINTMENT DIVISION
JUL
DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED FEB 4 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1260.

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

EK

24

CARDED

FEB 6 1925

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK
1924 NOV 22 PM 2 18
LIGHTHOUSES
1924 NOV 22 AM 11 47
DEPARTMENT OF COMMERCE NOV 26 1924 APPOINTMENT DIVISION

I, Douglas H. Shepherd

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.

Douglas H. Shepherd
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 19th day of November, A. D. 19 24

(Affix official seal here)

[4] (Name) Louis A Law

(Official title) Notary Public

My commission expires Sept. 8, 1927

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$1080 per annum	Wood End Light Station, Mass.
Former [5]		

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

Office of Superintendent of Lighthouses, 2nd District

Boston, Mass. (Address), November 21, 1924. (Date)

The above-named appointee entered upon duty on November 13, 1924. (Date)

CARDED U. S. [illegible]

(Signature, followed by title)
Superintendent.

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

11—944

NOT TO BE ACCEPTED AS A [redacted] FOR INVESTIGATION OPERATIONS UNLESS AC[redacted]ED BY OFFICIAL CREDENTIALS

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 23, 1924.

Mr. Douglas H. Shepherd,

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 Ten Hundred and Eighty dollars per annum,

effective November 13, 1924, or as soon thereafter as you enter on duty.

(By reinstatement in accordance with authority contained in Certificate No. 9311, issued by the Civil Service Commission, "subject to the restriction that there are not two or more members of his family in the classified service.")

APPOINTMENT DIVISION ENTERED OCT 28 1924 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

OCT 28 1924

Respectfully,

EDW. J. GARDNER

IC

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Philip R. Smith.

Legal Residence: Massachusetts.

CARDED

Form A-13

11—1926

Form 1788—Jan., 1923.

No. 9311

CERTIFICATE AUTHORIZING REINSTATEMENT.

UNITED STATES CIVIL SERVICE COMMISSION.

OCT 24 1924
ECH

Washington, D. C., October 23, 1924.

To the Secretary o f Commerce,

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

Douglas H. Shepherd of

STATUS AUTHORIZED.	FORMER STATUS.
Commerce, (Department.)	Same (Department.)
Lighthouse Service, (Bureau or office.)	Same (Bureau or office.)
Keeper, $1080 per annum (Position and salary.)	Keeper, $720 per annum (Position and salary.)
Sankaty Head Light Station, Mass. (City in which to be employed.)	Field. (City in which formerly employed.)
October 16, 1924. (Date of request.)	September 10, 1923, resigned, w. o.p. (Date and manner of separation.)

Amendment to Rule IX of June 25, 1921.

Subject to the restriction that there are not two or more members of his family in the classified service.

Very respectfully,

T. P. Chapman

6—3058 Assistant Secretary.

DWB

SPECIAL NOTICE

The certificate to which this is attached is issued subject to fulfilling a certain condition or observing a certain restriction, failure to do which invalidates the certificate. Any condition should be promptly met, so that the case may be closed.

UNITED STATES CIVIL SERVICE COMMISSION.

9-18-24

FORM 381 SUPPLEMENTAL
DEC. 1921

UNITED STATES CIVIL SERVICE COMMISSION

LIGHTHOUSES
1924 OCT 13 AM 9 05

REASONS FAVORING REINSTATEMENT.

This form should accompany requests for approval of reinstatements involving waiver of the year-limit.

Name of person. Douglas H. Shepherd

1. Age on last birthday. 46 years.

2. Total length of service. From May 1, 1916, to Feb.16,1923, as Keeper.
" Apr.10,1923, to Sep.10,1923, as Keeper.
" Jul.1, 1924, to present time as Custodian.

3. What was the reason for his leaving the service?

On Feb.16,1923, his position was abolished on account of the light being discontinued.
On Sep.10,1923, he resigned of his own accord.

4. What was his efficiency rating while in the service?

Excellent - being commended several times for his efficiency.

5. On what class of work, if any, was he considered especially efficient?

Incandescent oil vapor lights. He is also a good mechanic.

6. What has he been doing since he left the service?

Was in the hospital.

7. What particular need can he fill that cannot just as well be filled by promotion or appointment from a register?

In view of his long and efficient service as keeper in this district, he is well fitted for the position and is far above the average.

8. State any reason in favor of the reinstatement not covered by the above answers.

Mr. Shepherd was in this Service from May 1, 1916, to Feb.16, 1923, when his services were discontinued on account of the light of which he was keeper being discontinued. He re-entered the Service on Apr.10,1923, but resigned Sept.10,1923. On July 1, 1924, he was appointed Custodian of Monomoy Point Reservation (this Service), which position he now holds.

[signature]
SIGNATURE

Superintendent 2nd Lighthouse District.
OFFICIAL TITLE

Form 381.
Jan., 1923.

REQUEST FOR REINSTATEMENT.

DEPARTMENT OF COMMERCE
(Department, Commission, or Office.)

Washington, D. C., October 16, 1924.

To the U. S. Civil Service Commission:

Request is made for certificate for the reinstatement of Douglas H. Shepherd, age 46, who resides at

to the position of Keeper

at a salary of $1080 in the Lighthouse Service
(Bureau or Office.)

Sankaty Head Light Station, Mass. This person was, without delinquency or
(Location.)

misconduct on his part, separated by resignation
(Removal or resignation.)

on September 10, 1923 from the position of Keeper
(Date.)

at a salary of $720 in the Lighthouse Service,
(Department and Bureau or Office.)

Department of Commerce.

Form 381-supplemental is enclosed for the consideration of the Commission.

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

(State names, degree of relationship, and where employed.)

MILITARY OR NAVAL RECORD.

(If applicant's reinstatement may be authorized only under paragraph (b) or (c) of Rule IX, the Department should submit* his original discharge or release, a photostat copy, or a certified copy thereof; or if this is not possible, then the official record of his military or naval service based upon the records of the War or Navy Department.) OCT 17 1924

By direction of the Secretary:

Signature: EDW. T. GARDNER

Official title: Acting Chief of Appointment Division.

* Inclosure.

6—2107

IC
Inclosure 2077.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5 CHIEF CLERK
1924 OCT 13 PM 3

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

Boston, Mass. October 11 1924.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement.

Name, Douglas H. Shepherd (see file as custodian yfa) Legal residence, Massachusetts

Position, Keeper Salary, $1080 per annum

Location, Wood End Light Station, Mass. Appropriation, Salaries of Keepers of Lighthouses.

Effective November 13, 1924 {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper Former salary, $720 per annum

Location, Sankaty Head Light Station, Mass.

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

Previous incumbent, Philip R. Smith Services terminated, November 12, 1924.

Reason, Retirement.

Members of family in Government Service, None.

Date of birth, July 24, 1878.

Remarks: Mr. Shepherd resigned September 10, 1923, from position of Assistant Keeper, Sankaty Head Light Station, Mass. A letter from him indicating his desire for reinstatement at Wood End Light Station is enclosed. Form 381, in duplicate, covering Mr. Shepherd's case is also enclosed.

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

10/13/24

Secretary, Civil Service District.

Geo E Scanlon
Superintendent.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 13 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:
ACTING SECRETARY OF COMMERCE.

Acting Commissioner of Lighthouses.

TPG

{ Strike out the clause which does not apply.

11—2314

LIGHTHOUSES
SUPT. OF LIGHTHOUSES
OCT
10
1924
2nd DIST. BOSTON, MASS.

1924 OCT 13 AM 9 05

Monomoy Point Light Station,

Chatham. Massachusetts.

October 9th 1924

Lighthouse Superintendent,

Boston. Massachusetts.

Respected Sir:-

I respectfully request to be reinstated in the Lighthouse Service in the position of Keeper of Wood End Light Station.

Respectfully submitted,

D. H. Shepherd

Custodian.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 7, 1924.

M r. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on November 12, 1924.

Bureau..... Lighthouses.

Station..... Monomoy Point Light Station, Mass.

Position..... Custodian.

Salary..... $12 per annum.

By direction of the Secretary:

Respectfully,

NOV 1 0 1924

EDW. T. GARDNER

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED NOV 10 1924 ON JOURNAL DEPARTMENT OF COMMERCE

IC
2nd

CARDED

Form 93

NOTICE OF RESIGNATION OR DEATH

CHIEF CLERK 1924 NOV 7 AM 10 08

1924 NOV 6 AM 11 58

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., November 5, 1924.

DEPARTMENT OF COMMERCE NOV 7 1924 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

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

Name, Douglas H. Shepherd Position, Custodian

Legal residence, Massachusetts Station, Monomoy Point Light Station, Mass.

Salary, $12 per annum

The acceptance of this resignation is recommended effective at the close of November 12, 1924.

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

Remarks:

See appt by rein as keeper at Wood End L.S.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 10 1924 DEPARTMENT OF COMMERCE

Geo. E. Eaton
Superintendent.

11/7/24 Enclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 6 - 1924

Submitted to the Secretary of Commerce, approved.

11—4623

S. Conway
Acting Commissioner of Lighthouses.

Monomoy Point Light[illegible]tion,
Chatham. Mas[illegible]achusetts.
November 1st 1924

SUPT. OF LIGHTHOUSES
NOV 4 1924
2nd DIST. BOSTON, MASS.

1924 NOV 6 AM 11 59

Lighthouse Superintendent,
Boston. Massachusetts.

Respected Sir:-

I wish to tender my resignation as Custodian of Monomoy Point Lighthouse Reservation, the same to take effect at the close of November 12th. 1924.

Respectfully submitted,

[illegible]

Custodian.

Form 1f1

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK
1924 JUL 10 PM 2 41
DEPT OF COMMERCE
LIGHTHOUSES
APPOINTMENT
1924 JUL 9 AM 11 48

I, Douglas H. Shepherd,

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.

Douglas H. Shepherd
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 7th day of July, A. D. 1924

(Affix official seal here)

[4] (Name) Theodore H. Beard

(Official title) Notary Public

My commission expires Jan 21. 1926

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Custodian	$1.00 per month	Monomoy Point Light Station, Mass.
Former [5]		

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

Office of Superintendent of Lighthouses, 2nd District

CARDED

Boston, Mass. (Address), July 8, 1924. (Date)

The above-named appointee entered upon duty on July 1, 1924. (Date)

Geo E Eaton
(Signature, followed by title)
Superintendent.

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

11—944

Not to be accepted as authority for investigation operations unless accompanied by official credentials

Form A-8

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON June 14, 1924.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Custodian

in the Lighthouse Service

at a salary of One dollars / month per ,

effective on the date on which you enter upon duty in the above-mentioned position.

(Excepted appointment under the provisions of Schedule A, Subdivision 1, Paragraph 6 of the Civil Service Rules.)

JUN 19 1924 DEPARTMENT OF COMMERCE

C. S. REPORT DATA ENTERED

By direction of the Secretary:

Respectfully,

Acting EDW. J. GARDNER.
Chief of Appointment Division.

1C
6
2nd

Appropriation: General Expenses, Lighthouse Service.

CARDED

Vice: New position.

Legal Residence: Massachusetts.

11—3692

2992E

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 JUN 11 PM 4 00

FJM-HL

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

June 10, 1924

DEPARTMENT OF COMMERCE
JUN 17 1924
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
JUN 14192+
APPOINTMENT DIVISION

Commissioner of Lighthouses:

Subject: Monomoy Point Reservation, use of dwelling.

1. The Monomoy Point disused Light Station is located on an isolated part of the coast and has been broken into once and some damage done.

2. D. H. Shepard was its former keeper. He has expressed a willingness to go to this station as temporary custodian at a nominal salary of $1.00 per month until an opening as keeper at some station is available.

3. It is recommended that D. H. Shepard be employed as temporary custodian of Monomoy disused Light Station at $1.00 per month and be authorized to reside in the dwelling until it is sold.

Superintendent.

Bureau of Lighthouses, Washington

JUN 13 1924

Submitted to Secretary of Commerce recommended for approval. It is further recommended that the temporary position of custodian of Monomoy Point Light Station at $1.00 per month, be authorized, for the reasons stated by the Superintendent. Appropriation: Salaries, Keepers of Lighthouses.

Gen Expenses.

Acting Commissioner

6/14/24 APPROVED:

ACTING SECRETARY OF COMMERCE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 16, 1923.

M

Through the Mr. Douglas H. Shepherd.
Commissioner of Lighthouses.

Sir:

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

Bureau ~~September 10, 1923.~~ Lighthouse Service.

Station Sankaty Head Light Station, Mass.

Position Keeper (Assistant)

Salary $720.00 per annum.

By direction of the Secretary:

Respectfully,



EDW. J. GARDNER.
Chief of Appointment Division.

C

2nd.

CARDED

Form 93

NOTICE OF RESIGNATION OR DEATH

CHIEF CLERK
1923 AUG 16 AM 9 04
LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 AUG 14 PM 3 35

Superintendent,
OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Second DISTRICT.

Boston, Mass., August 13, 1923.

THE COMMISSIONER OF LIGHTHOUSES:

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

DEPARTMENT OF COMMERCE
AUG 16 1923
APPOINTMENT DIVISION

Name, Douglas H. Shepherd Position, Assistant Keeper

Legal residence, Massachusetts Station, Sankaty Head Light Station, Mass.

Salary, $720. per Annum

The acceptance of this resignation is recommended effective at the close of September 10, 1923

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

Remarks: ---

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN.
AUG 23 1923
DEPARTMENT OF COMMERCE

8-16

Superintendent.

Enclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 15 1923

Submitted to the Secretary of Commerce, approved.

11—4623

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
AUG 7 - 1923
RECEIVED
BOSTON, MASS.

Sankaty Head Light Station
(Station, Depot, or Vessel)

Lighthouse Superintendent,
Respected Sir:-

August 6th, 1923

1923 AUG 14 PM 3 35

I. It is with regret that after due consideration I find it necessary to tender my resignation as assistant keeper of this station, to take effect at your convenience on or about September 10th.

2. I respectfully request that my name be placed on the eligible list to be considered for the position of keeper of a shore station when such vacancy occurs.

Respectfully submitted,

Shepherd
Assistant Keeper,
(Through the Keeper.)

Attest
Larsen
Keeper

LIGHTHOUSES

1923 MAY 8 PM 3 41

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE MAY 9 1923 APPOINTMENT DIV. CHIEF CLERK

1923 MAY 8 PM 4 33

PERSONAL QUESTION SHEET

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

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

PART I.

1. Name of employee: Mr. Douglas H. Shepherd

2. Position to which appointed: Keeper

3. Bureau or Service: Lighthouse Service, District: Second

4. Place of duty: Sankaty Head Light Station, Massachusetts
(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).

By reinstatement.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

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

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

Mr Douglas Harold Shepherd

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

Douglas H. Shepherd

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

Mass.	Nantucket	Siasconset	16th
(State or Territory.)	(County.)	(City or town.)	(Congressional district.)

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

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

11—6922

6. Where were you born? Birmingham England ~~1880~~

7. When were you born? July (Month.) 24th (Day.) ~~1897~~ 1878 (Year.)

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

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

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

Mrs. Minnie Mason (Name.) 222 Wilbraham Road (Number and street.)

Springfield (City or town.) Mass. (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.") no If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

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

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

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

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

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

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Commerce	Lighthouse Service	Asst. Keeper	$516 p.a.	Apr 20 1916	Feb 16 1923
		and Keeper	$660 "		
			$840 "		
			$960 "		
			$1080 "		
			$1140 "		

11—6922

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.)

Glass eye maker

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.)

Public School

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

Boatmanig

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

Assistant Lighthouse Keeper Feb 8 1916

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, April 25, 1923

Witness (in case signature is by mark):

Douglas H. Shepherd

(Signature) Douglas H. Shepherd

(Present address) Butterfly Head Light Station
(Number and street.)

Swansea Mass
(City or town.) (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 May 7, 1923

(Signature) Geo E Eaton

(Official title) Superintendent, 2d District.

11—6922

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSES
MAY 9 1923
APPOINTMENT DIVISION.

1923 MAY 8 PM 3 40
CHIEF CLERK

4

1923 MAY 8 PM 4 35

I, Douglas H. Shepherd

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.

Douglas H. Shepherd
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 18th day of April, A. D. 1923

(Affix official seal here)

[4] (Name) Lamiston Bunker

(Official title) Notary Public

My commission expires May 1, 1924

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$720. per annum	Sankaty Head Light Station, Mass.
Former [5] Keeper	$1140.per annum	Monomoy Point Light Station, Mass.

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

Office of Superintendent of Lighthouses, Second District

Boston, Mass. (Address), May 7, 1923. (Date)

The above-named appointee entered upon duty on April 10, 1923. (Date)

CARDED

Fred E. Eaton
(Signature followed by title)
Superintendent, 2d District

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

11—944

Not to be accepted as authority for investigation operations unless accompanied by official credentials

Form A-8

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 10, 1923.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Twenty dollars per annum,
(including $60 per annum longevity pay)

effective on the date on which you enter upon duty in the above-mentioned position.

(By reinstatement in accordance with authority contained in Certificate No. 1358, issued by the Civil Service Commission).

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED APR 13 1923 ON JOURNAL DEPARTMENT OF COMMERCE

APR 13 '23

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

2nd.
C
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edgar P. Sanborn.

Legal Residence: Massachusetts.

CARDED

11—8692

FORM 1788 - OCT., 1921

No. 1358

CERTIFICATE AUTHORIZING REINSTATEMENT

UNITED STATES CIVIL SERVICE COMMISSION

ECH.

Washington, D. C., April 10, 1923.

DEPARTMENT OF COMMERCE. APR 11 1923 APPOINTMENT DIVISION.

To the Secretary of Commerce,

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX.

~~Douglas H. Shepherd~~ of _____

STATUS AUTHORIZED	FORMER STATUS
Commerce (DEPARTMENT)	Same (DEPARTMENT)
Lighthouse Service (BUREAU OR OFFICE)	Same (BUREAU OR OFFICE)
Keeper, $720 per annum (POSITION AND SALARY)	Keeper, $1140 per annum (POSITION AND SALARY)
Sankaty Head Light Station, Mass. (CITY IN WHICH TO BE EMPLOYED)	Field (CITY IN WHICH FORMERLY EMPLOYED)
April 4, 1923. (DATE OF REQUEST)	February 16, 1923, discontinued, (DATE AND MANNER OF SEPARATION) W.O.p.

APR 13 10 3 PM DEPARTMENT OF COMMERCE

Application has ___ been made for refund under the Retirement Act.

Amount $_____.

Very respectfully,

T. P. Chapman

Asst. Secretary.

Form 381.
Jan., 1920.

REQUEST FOR REINSTATEMENT.

Department of Commerce
(Department, Commission, or Office.)

Washington, D. C., April 4, , 1923.

To the U. S. Civil Service Commission:

Request is made for certificate for the reinstatement of Douglas H. Shepherd, a legal resident of Massachusetts, to the position of Keeper at a salary of $720 per annum in the Lighthouse Service (Bureau or Office.) Sankaty Head Light Station, Massachusetts (Location.). This person was, without delinquency or misconduct on his part, separated by discontinuance, without prejudice, on account of position being abolished (Removal or resignation.) on February 16, 1923, (Date.) from the position of Keeper at a salary of $1140 per annum in the Lighthouse Service (Department and Bureau or Office.) Monomoy Point Light Station, Massachusetts.

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

None
(State names, degree of relationship, and where employed.)

MILITARY OR NAVAL RECORD.

(If applicant's reinstatement may be authorized only under paragraph (b) or (c) of Rule IX, the Department should submit* his original discharge or release, a photostat copy, or a certified copy thereof; or if this is not possible, then the official record of his military or naval service based upon the records of the War or Navy Department.)

By direction of the Secretary:

Signature:

Official title: Chief of Appointment Division.

A
C * Inclosure.

6—2107

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1923 MAR 29 AM 11 48

GEE-SE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

Boston, Mass. (City.), March 28 (Date.), 1923

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

Action recommended, Reinstatement.

Name, Douglas H. Shepherd — Legal residence, Massachusetts

DEPARTMENT OF COMMERCE MAR 30 1923 APPOINTMENT DIVISION

1923 MAR 30 PM 4 21

Position, Keeper — Salary, $720. per annum, which includes $60. longevity pay.

Location, Sankaty Head Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective April 9, 1923, [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1140. per annum, which included $60 longevity pay.

Location, Monomoy Point Light Station, Mass.

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

Previous incumbent, Edgar F. Sanborn — Services terminated, April 8, 1923.

Reason, Resignation.

Members of family in Government Service, None.

Remarks: Monomoy Point Light Station, Massachusetts, of which station Mr. Shepherd was formerly keeper, was discontinued on February 16, 1923, and his position was abolished and his services discontinued without prejudice on that date. He will be allowed $60. per annum longevity pay, as his separation from the Service was due to circumstances beyond his control. A letter from Mr. Shepherd, indicating his desire for this position, is inclosed. He was born July 24, 1878.

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

3/31/23 RK

Geo. E. Eaton

Secretary, Civil Service District. Superintendent

APPOINTMENT DIVISION NECESSARY ACTION TAKEN APR 4 1923 DEPARTMENT OF COMMERCE

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 29 1923

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

H. B. BOWERMAN

HMD RK

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES 2d DIST. MAR 24 1923 RECEIVED BOSTON, MASS.

SECOND DISTRICT

.....
(Station, Depot, or Vessel)

....., 19

Monomoy Point,
Chatham. Massachusetts.
March 22nd 1923

Capt. George E. Eaton,
Lighthouse Superintendent,
Boston. Massachusetts.

Respected Sir:-

Your letter of March 19th.

I should be glad to be considered for the position as Assistant Keeper at Sankaty Head Light Station, until such time as a position of keeper is vacant.

Owing to the uncertainty of receiving mail here, should this request be acted upon favorable, may I suggest that I be allowed several days in which to finish the necessary packing if possible.

Having no horse here, would you please kindly take up the matter of getting my furniture to the beach with the Coast Guard Station No. 44 through the Coast Guard Superintendent at Provincetown, Mass.

Should be very glad to receive any instructions regarding the Government Property here.

Very respectfully,

D. H. Shephard

February 24, 1923.

Sir:

In view of the fact that the position which was occupied by you has been abolished, the Department, upon recommendation of the Acting Commissioner of Lighthouses, has discontinued, without prejudice, your services as Keeper at $1140 per annum (including $60 per annum longevity pay) of Monomoy Point Light Station, Massachusetts, effective at the close of February 16, 1923.

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Douglas H. Shepherd,
Through the Commissioner of Lighthouses.

P
C
2nd

APPOINTMENT DIVISION ENTERED FEB 27 1923 ON JOURNAL DEPARTMENT OF COMMERCE,

FEB 27 s'd — S. E. REPORT DATE ENTERED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
-MEH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
FEB 24 1923
APPOINTMENT DIVISION.

1923 FEB 23 PM
1923 FEB 20 PM 3

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

February 19, 1923.

Commissioner of Lighthouses.

Subject: Monomoy Point Light Station, separation of keeper.

Reference: Bureau's file No. 1329, letter to Department January 23 Department's approval January 26, 1923.

Monomoy Point Light Station having been discontinued on February 16 and the position of keeper thereof having been abolished at the close of that date, it is recommended that Douglas H. Shepherd, the keeper, be separated from the Service without prejudice, beginning February 17, 1923. This man has been one of the most efficient employees in this district, and it is the intention of this office to reinstate him in the first desirable vacancy that occurs.

Superintendent.

FEB 27 1923

Bureau of Lighthouses, Washington.
FEB 21 1923

Submitted to Secretary of Commerce recommended for approval.

J. S. CONWAY
Acting Commissioner

APPROVED:
ACTING SECRETARY OF COMMERCE.

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO

JEH-EK
Inclosure.

CHIEF CLERK

5

1922 MAY 16 AM 8 03

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

May 15, 1922.

DEPARTMENT OF COMMERCE
MAY 16 1922
APPOINTMENT DIVISION.

Subject: 2d Supt's. letter, April 26, 1922, Douglas H. Shepherd, kpr., Monomoy Point Light Station, illness.

Submitted to the Secretary of Commerce with recommendation that, in view of the circumstances in this case, the Department authorize the granting to Shepherd at this time the 30 days of annual leave to which he is entitled during the present calendar year, and upon the expiration of such leave 30 days additional leave with pay. The Bureau considers this a meritorious case and as Mrs. Shepherd will act as substitute the additional leave recommended will not result in additional expense to the Lighthouse Service.

Commissioner of Lighthouses.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
MAY 17 1922
DEPARTMENT OF COMMERCE

5/16/22.

APPROVED:
Acting Secretary of Commerce.

May 17, 1922.

Respectfully returned to the Commissioner of Lighthouses.

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

G-M

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

GEE-MMB

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

2 APR 28 AM 8 57

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

April 26, 1922.

Commissioner of Lighthouses.

Subject: Monomoy Pt. Light Station, temporary additional keeper.

1. Douglas H. Shepherd, Keeper of Monomoy Point Light Station, on account of threatened tuberculosis, has requested that he be granted at this time thirty days annual leave and at the end of that period leave without pay as may be necessary, in order that he may enter a sanitarium in an endeavor to regain his health.

2. Shepherd, who has been in the Lighthouse Service since May 1, 1916, has been one of the most efficient and desirable keepers in this district, and his record makes him deserving of every consideration that the Bureau can grant, especially so as his present condition is the result of pneumonia contracted four years ago, which was at least aggravated by his continuing on duty when he should have been in the hospital. Copy of a letter from this office to the U. S. Employees' Compensation Commission in regard to the matter is enclosed.

3. Shepherd has already taken all the annual leave that has accrued to him to date, and it is recommended that he be granted at this time the balance of the thirty days annual leave. It is also strongly recommended, if there is any way by which such an allowance can be made, that he be granted leave with pay in addition to the thirty days annual leave.

4. In case such additional leave cannot be granted, it is recommended that an additional keeper be authorized for Monomoy Point Light Station at $1140 per annum, beginning May 13, 1922, and that the Bureau endeavor to obtain from the Civil Service Commission authority for this office to nominate Mrs. Shepherd for that position. Mrs. Shepherd is now serving as substitute for her husband, as the regular substitute keeper of the district is now relieving the keeper of Palmer Island Light Station, who is on leave without pay on account of illness, and is not available for Monomoy. Mrs. Shepherd is thoroughly competent to perform the duties of the station during the absence of her husband, having acted as his substitute in the past. It would be imprudent to appoint a green man from the civil service eligible list as temporary additional keeper to attend the I.O.V. light, and it would be impracticable for Mrs. Shepherd to remain at the station with a stranger.

5. If the above appointment can be arranged, it will not only be of advantage to the government under the circumstances, but will assist a deserving employee whose present condition results from an illness aggravated by faithful attention to duty.

Eaton

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
RHG-MH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

January 31, 1919.

To: United States Employees' Compensation Commission,
Washington, D. C.

Subject: Claim for payment for medical services,
Douglas H. Shepherd.

Reference: Your letter January 28, 1919, File No. 29023.

Sirs:

1. Replying to your letter of the 28th inst. regarding the claim of Douglas H. Shepherd for payment for medical service, Mr. Shepherd contracted pneumonia while engaged in the performance of his duties as Keeper of Monomoy Point Light Station.

2. Although very ill he continued at his work, which no doubt aggravated his disease, until his condition was so serious that when he finally sought to reach a United States Hospital he was unable to proceed farther than Chatham where the local Doctor immediately ordered him to bed.

3. The Superintendent considers the claim, that his sickness was contracted while in the performance of his duties, to be a just and true one.

Respectfully,

Signed - R. H. Goddard

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 MAY 3 AM 9 25

SI

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

May 2, 1921.

5

Commissioner of Lighthouses,
Washington, D. C.

1921 MAY 5 AM 9 18

Subject: Douglas H. Shepherd, Keeper - Change in Salary.

Reference: Notice of Change in Salary, dated April 18, 1921.

CARDED

APPOINTMENTS
MAY 5 1921

C. G. REPORT DATA ENTERED

The effective date of Change in Salary referred to above was May 1, 1921.

1921 MAY 5 AM 9 13

Superintendent.

Bureau of Lighthouses, Washington
MAY 3 - 1921

Submitted to Secretary of Commerce for his information.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON April 18, 1921.

M

r. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1080 per annum to $1140 per annum, effective May 1, 1921, (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,

CARDED

CLIFFORD HASTINGS

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED APR 18 1921

U. S. REPORT DATA ENTERED

P
C
2nd

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 APR 16 AM 10 02

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., (City.) April 14, (Date.) 1921.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Allowance of longevity pay.

CHIEF CLERK

Name, Douglas H. Shepherd — Legal residence, Massachusetts

Position, Keeper — Salary, $1140 per annum

1921 APR 16 PM 3 18

Location, Monomoy Point Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses.

Effective May 1, 1921, {'the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

Former position, Keeper — Former salary, $1080 per annum.

Location, Monomoy Point Light Station, Mass.

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

APPOINTMENTS

Previous incumbent, Himself — Services terminated, --

Reason, --

1921 APR 16 PM 4 13

Members of family in Government Service, None.

Remarks: On April 30, 1921, Mr. Shepherd will have completed five years' continuous service in the Lighthouse Service, and it is recommended that he be granted longevity pay of $60. per annum, effective May 1, 1921.

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

4/16/21

Secretary, Civil Service District.

Fred E. Eaton
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON APR 16 1921

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN APR 18 1921 DEPARTMENT OF COMMERCE

1921 APR 16 PM 3 13

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1920 SEP 11 PM 12 10

SI

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

September 10, 1920.

CHIEF CLERK
5

To: Commissioner of Lighthouses.

CARDED

1920 SEP 14 PM 2 40

Subject: Douglas H. Shepherd, Keeper - Change in Salary.

Reference: Notice of Change in Salary, dated August 26, 1920.

Monomoy Pt.

The effective date of Change in Salary referred to above was August 24, 1920.

APPOINTMENTS

Bureau of Lighthouses, Washington
SEP 13 1920

Superintendent.

1920 SEP 15 AM 9 52
U. S. REPORT DATA ENTERED

Submitted to Secretary of Commerce for his information.

H. 1920 SEP 14 PM 12 49
Acting Commissioner

2992-E LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
EWS-MEH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1920 SEP 1 AM 8 27

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.
August 30, 1920.

CHIEF CLERK

To: Commissioner of Lighthouses.

Subject: Monomoy Pt. L. S., increase in pay of Keeper. 1920 SEP 4 AM 11 50 APPOINTMENTS

Reference: Bu. file No. 2992-E, end. Aug. 21 to Dept. on Supt's. let. Aug. 9.

Enclosures: (2). 1920 SEP 4 PM 12 2

1. Referring to Bureau's recommendation of August 21, that the pay of the Keeper of Monomoy Pt. Light Station be increased from $960 to $1080.

2. Returned herewith is Notice of Change in Salary, increasing same from $960 to $1000. As it is thought that this may be in error, the form is returned for correction or for information as to its correctness.

For and in the absence of the Superintendent:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 7 - 1920 DEPARTMENT OF COMMERCE.

Sawyer
Chief Clerk.

APPOINTMENT DIVISION ENTERED SEP 0 1920 TREASURY DEPARTMENT

CARDED

JEH-Hol.
2 inclosures.

Bureau of Lighthouses, Washington, D. C.,
Sept. 2, 1920.

1. Submitted to the Secretary of Commerce with recommendation that the inclosed notice of appointment addressed to Douglas H. Shepherd, be amended so as to provide for increase in pay to $1,080 instead of $1,000, in accordance with Bureau recommendation of August 21, approved by the Department on August 24, 1920.

2. With reference to the Secretary's inquiry on Department approval of August 24, as to delivery of supplies at this station, the Department is informed that this matter is under consideration and that report will be submitted at an early date.

1920 SEP 4 AM 10 07

E. R. Putnam

JCB 9/4/20

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 26, 1920.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 960. per annum to $ 1080. per annum, effective August 24, 1920, or as soon thereafter as you enter upon duty at the increased rate of pay, and to continue so long as you furnish a horse and wagon for official use at Monomoy Point Light Station, Mass. No new appointment will be issued to you as a result of this change, and an oath of office is not required. 1080 - Amended

By direction of the Secretary:

Respectfully,
(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

C. S. REPORT DATE ENTERED

APPOINTMENT DIVISION RECEIVED AUG 26 1920 DEPT. OF COMMERCE

CARDED

M
Second

FOR BACK OF THIS ACTION SEE LETTER DATED 8/31/20
IN FILE 6216

Form 73

WBJ

FEB 27 1919 8 51 AM

CHIEF CLERK

5

LIGHT FEB 27 1919 HOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1919 FEB 28 PM 4 21

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

Boston, Mass., (City.) February 25 (Date.), 1919.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Change in salary- to continue as long as he furnishes a horse and wagon for official use at this station

Name, Douglas H. Shepherd — Legal residence, Massachusetts

Position, Keeper — Salary, $960 per annum

Location, Monomoy Point Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective February 7, 1919 — [1] the actual date of entrance on duty, ~~or~~ ~~the first day of the month succeeding date of entrance on duty~~.

Former position, same- — Former salary, $840 per annum-

Location, same as above-

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

1919 MAR 1 AM 9 10

Previous incumbent, Himself- — Services terminated, --

Reason, --

Members of family in Government Service, None

Remarks: Bureau's endorsement of February 19th on copy of letter from Appointment Division dated the 10th instant, authorizing above change in salary. Notice of Change in Salary of Keeper has already been received from Appointment Division.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

For and in the absence of the Superintendent:

Dane D.T. Feb 10/19

Secretary, Civil Service District.

Sawyer

Chief Clerk.

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 28 1919

Submitted to the Secretary of Commerce, approved.

3-1-19

1919 FEB 28 PM 3 58

Conway

Acting Commissioner

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

11—2314

File

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 10, 1919.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $840. per annum to $960. per annum, effective February 7, 1919, and to continue so long as you furnish a horse and wagon for official use at the Station.

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,

APPOINTMENT DIVISION ENTERED FEB 8 1919 DEPT. JOURNAL OF COMMERCE

CARDED

M
C

(SIGNED) W. S. GILCHRIST
Acting Chief of Appointment Division.

(Copy)

McC.

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

Allow. hay & grain,
keeper's horse, Monomoy L.S.

January 27, 1919.

Superintendent of Lighthouses, Boston, Mass.:

1. Referring to your letter of January 10, 1919, recommending that authority be granted to obtain bids for furnishing an annual supply of hay and grain for the keeper's horse at the Monomoy Light Station, Mass.

2. The keepers at two lightstations in the First District, who furnish their own horse and wagon to haul coal to station, are allowed $120 additional salary for cartage. Your recommendation is desired as to authorizing a similar arrangement in this case. Also advise the Bureau how long this keeper has maintained a horse for the purpose referred to and other use made of it.

(Signed) PUTNAM

APPOINTMENTS ACTION TAKEN FEB 10 1919 DEPARTMENT OF COMMERCE

Boston, Mass., January 29, 1919.

1. Returned to the Commissioner with the information that as this station is some eleven miles from Chatham it is necessary that the Keeper maintain a horse and wagon for transporting his supplies. The present Keeper has been at this station since April 1, 1917, during which time he has maintained a horse and wagon to haul his coal and other supplies.

2. It is recommended that he be allowed $120 per annum additional salary for maintenance of his horse and wagon.

(Signed) GODDARD
Superintendent.

McC.
1 incl.

Bureau of Lighthouses, February 6, 1919.

1. Submitted to Secretary of Commerce recommending that the base pay of the position of keeper, Monomoy Point Light Station, Mass., be increased from $840 to $960 per annum, effective beginning February 7, 1919, and to continue so long as the keeper furnishes a horse and wagon for official use at the station.

2. The rate of pay recommended is reasonable and is not in excess of that paid for the same or similar services during the preceding fiscal year.

3. Appropriation: Salaries, Keepers of Lighthouses.

4. It is also recommended that notice of increase in pay be issued the incumbent.—Douglas H. Shepherd

1919 FEB 7 PM 2 53

Approved.

FEB 1919

Secretary.

(Copy)

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of Superintendent, 2d District
Customhouse
Boston, Mass., January 10, 1919.

To: Commissioner of Lighthouses.

Subject: Supply of hay and grain, Monomoy Point Light Station.

Reference: Keeper's letter January 4.

Enclosures: (1)

1. It is the Superintendent's opinion that the request of the Keeper of Monomoy Point Light Station, that he be furnished an annual supply of hay and grain for his horse, is a reasonable one. Conditions at the station are as stated.

2. It is recommended that authority be granted for this office to obtain bids for furnishing an annual supply of hay and grain to the Monomoy Point L. S., the Keeper to obtain same in Chatham and deliver to the Light Station.

(Signed) GODDARD

Superintendent.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 9, 1918.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 840 per annum, effective November 1, 1918.

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,

(Signed) Clifford Hastings

Chief of Appointment Division.

CARDED

R
Ho

APPOINTMENT DIVISION ENTERED NOV 1 1918 DEPARTMENT OF COMMERCE

ON BASIS OF THIS ACTION BY LETTER DATED 10/16/18 IN FILE OF 10955/2

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT APR 4 1917 HOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK APR 9 1917 5

I, Douglas H. Shepherd,

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.

Douglas H. Shepherd
(Appointee signs here)

APPOINTMENTS APR 6 1917

[2] Sworn (See below) and subscribed before me, this [3] 31st day of March, A. D. 1917.

(Affix official seal here)

[4] (Name) E. W. Burton

(Official title) Master L. V. & L.

My commission expires /

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper-	$660. per annum-	Monomoy Point Light Station, Mass.
Former [5] Assistant Keeper-	$516. per annum-	Plymouth (Gurnet) Light Station, Mass.

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

Office of Lighthouse Inspector, Second District

Boston, Mass. (Address), April 2, 1917. (Date)

The above-named appointee entered upon duty on April 1, 1917. (Date)

In the absence and by direction of the Inspector:

Yeager
(Signature, followed by title)
Chief Clerk.

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.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 23, 1917.

Mr. Douglas H. Shepherd,
Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Sixty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $516 per annum.)

CARDED.

APPOINTMENT DIVISION ENTERED MAR 23 1917 DEPARTMENT OF COMMERCE JOURNAL

By direction of the Secretary:

Respectfully,

FOR BASIS OF THIS ACTION SEE LETTER DATED 3-21-17 IN FILE OF

(SIGNED) CLIFFORD HASTINGS

L
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Harry M. Bailey.

Legal Residence: Massachusetts.

11—3692

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

WGY-WLLC.

LIGHT HOUSES MAR 21 1917

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass. (City.), March 19 (Date.), 1917.

CHIEF CLERK MAR 23 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion-

Name, Douglas H. Shepherd-

Legal residence, Massachusetts-

Position, Keeper-

Salary, $660.00 per annum-

Location, Monomoy Point Light Station, Mass.

Appropriation, Salaries of Keepers of Lighthouses, 1917.

Effective April 1, 1917, {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

APPROPRIATION MAR 23 19

Former position, Assistant Keeper-

Former salary, $516.00 per annum-

Location, Plymouth (Gurnet) Light Station, Mass.

APPOINTMENT DIVISION NECESSARY MAR 23 1917 DEPARTMENT OF COMMERCE

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

Previous incumbent, Harry M. Bailey

Services terminated, March 31, 1917.

Reason, Transfer- requested

Members of family in Government Service, --

Remarks: Mr. Shepherd is an efficient employe, deserving of this promotion.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Savage
Superintendant.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

3-23-17

Submitted to the Secretary of Commerce, approved.

MAR 22 17

Conway
Acting Commissioner

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

11—2314

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

E NO
RIES IN
THIS
COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Shepherd, Douglas H.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 2d District.

4. Designation of position:

Assistant Keeper-

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

Maintenance of light and care of property

6. Annual earnings:

$104.30

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 516. PA

9. Initial rate of pay:

$ 516.

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:
--	--	--	2

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

England

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: July

Year: 1878

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

ES

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 9 Mass.

County: Suffolk

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Plymouth

State: Mass.

DO NOT FOLD THIS CARD.

11—5869

1124

PERSONAL QUESTION SHEET

LIGHT
MAY 8 1916
HOUSES

CHIEF CLERK
MAY 9 1916

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

APPOINTMENTS
MAY 9 1916

William C. Redfield
Secretary.

CARDED.

PART I.

(Part I should be filled out 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 should 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. If name itself is merely a letter, it should be so stated.)

Mr. Douglas Harold Shepherd

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

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

Boston	Mass.	Suffolk	9th
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Birmingham, England

6. When were you born?

July	24th	1878
Month.	Day.	Year.

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

Mrs George Bosmall — 231 Broadway
Name. — Number and street.
Taunton — Mass
City or town. — State or Territory.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
No				

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: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Asst. Lighthouse Keeper - Feb 8 - 1916

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

No

11. 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					

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

No

13. 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.)

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

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

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

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.) No

Name under which service was rendered.....

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

1 13

16. 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 11, 12, 13, and 14.)

Glass Eye Maker

17. 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 School

18. 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.")

Boatman

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

Asst. Lighthouse Keeper - Jan 8 - 1916

20. 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

21. State the date upon which the above blanks were filled. April, 1916

Witness:

In case signature is by mark.

(Signature) Douglas H. Shepherd

P. O. Address: 26 Upham St
City or town.
Boston.
Number and street.
Mass
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded May 6, 1916.

(Signature) Gracewell

(Official title) Inspector, 2d L.H. District.

11—1434

PART II.

(Part II should be executed 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 foregoing questions is employed:

Lighthouse Service- (Bureau or Service.) Plymouth (Gurnet) Light Station, Mass., (Place (city, town, station, or vessel.)) Second. (District.)

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

3. State the date of appointment. April 20, 1916.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

May 1, 1916.

5. State the date of the oath. April 21, 1916.

6. State the date the employee entered on duty. May 1, 1916.

7. What is his salary? $516. per annum.

8. From what appropriation is he paid? Salaries of Keepers of Lighthouses, 1916.

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

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

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

Selected from Civil Service eligible register.

12. Is the employee required to give bond? No.

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

---

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

Certificate of Naturalization issued by First District Court at Taunton, Mass., October 18, 1905.

Reviewed, approved, and forwarded to the Department.

(Signature) Gaucutt

(Official title) Inspector, 2d L.H. District.

Date: May 6, 1916.

11—1434

1123

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT MAY 6 1916 HOUSES

Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK MAY 11 1916

I, Douglas H. Shepherd,

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.

☞ Douglas H. Shepherd
(Appointee signs here)

APPOINTMENTS MAY 12 1916

[2] Sworn to (See below) and subscribed before me, this[3] 21st day of April, A. D. 1916

(Affix official seal here)

[4] (Name) W. G. Yeager

(Official title) Chief Clerk

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Assistant Keeper-	$516. per annum-	Plymouth (Gurnet) Light Station, Mass.
Former[5] --	--	--

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

CARDED.

Office of Lighthouse Inspector, Second District

Boston, Mass. (Address), May 6, 1916. (Date)

The above-named appointee entered upon duty on May 1, 1916. (Date)

Godfrey
(Signature, followed by title)
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.

[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

Enld

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 20, 1916.

M. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

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

By selection from certificate of eligibles (No. - - - -) issued by the local Civil Service Board for the Second Lighthouse District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

RC

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Horace I. Hamilton.

Legal Residence: Massachusetts.

(See reverse side.)

APR 20 1916

CARDED.

CHANGE REPORTED

MAY 1916

U. S. COMMISSIONS

Form 73

WGY-WLLC.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT APR 18 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

CHIEF CLERK APR 19 1916

Boston, Mass. (City.) April 15 (Date.) 1916.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment-

Name, *Douglas H. Shepherd- Legal residence, Massachusetts-

APPOINTMENTS APR 19 1916 3

Position, Assistant Keeper- Salary, $516. per annum-

Location, Plymouth (Gurnet) Light Station, Mass. Appropriation, Salaries of Keepers of Lighthouses, 1916-

Effective May 1, 1916, {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, 3 Rating, Asst. Lighthouse Keeper- Percentage, 89. , Other eligibles considered: -- James Yates, C- John Hennessy, FR- Oscar Johnson, C-

Previous incumbent, Horace I. Hamilton- Services terminated, March 31, 1916- Removed

Reason, Recommended for dismissal-

RECEIVED APR 15 1916 FIRST C. S. DIST.

Relatives in Government Service, None-

Remarks: Quarters are provided for families of Keepers at this station. Mr. Shepherd appeared at this office and showed clear record in previous employment. He has had no previous Government service. None of the men considered are deaf mutes.

Selection regular, subject to the action of the U. S. Civil Service Commission. April 15, 1916. In the absence and by direction of the Inspector:

E. L. Reynolds
Acting Secretary, 1st Civil Service District

Yeager
Chief Clerk.

JEL

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 18 1916

Submitted to the Secretary of Commerce, approved.

See Bureau indorsement of April 14, 1916, on Second Inspector's letter of April 10, 1916, recommending the dismissal of Hamilton, and Department letter of April 17, 1916, dismissing Hamilton from the service.

Acting Commissioner

*Strike out the clause which does not apply.

11—2314

3-2
file 73
JEH

25 Brewster Street,
Provincetown. Mass.
4 November 1946.

Allotment Disbursing Officer;

This is to report that there was no return card, which is forwarded to you at the end of each month, enclosed with my retired pay check received this date.

Douglas H. Shepherd

Douglas H. Shepherd, C.G.L.H. Ret.

Answered by form letter 11/12/46

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols
(Service) (Grade) (Class)

As of 31 March, 1942 based on performance during period from 16 Aug., 1941 to 31 March, 1942.

Douglas H. Shepherd	Keeper	U. S. Coast Guard
(Name of employee)	(Title of position)	(Bureau)

First Naval District	Newport Station	Rose Island Light Station, Newport, R.I.
(Division)	(Section)	(Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE
√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:
Administrative, supervisory, or planning ..... ☑
All others ..... ☐

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
√ (3) Skill in the application of techniques and procedures.
+ (4) Presentability of work (appropriateness of arrangement and appearance of work).
√ (5) Attention to broad phases of assignments.
√ (6) Attention to pertinent detail.
√ (7) Accuracy of operations.
√ (8) Accuracy of final results.
√ (9) Accuracy of judgments or decisions.
√ (10) Effectiveness in presenting ideas or facts.
√ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
√ (13) Amount of acceptable work produced. (Is mark based on production records? No) (Yes or no)
+ (14) Ability to organize his work.
√ (15) Effectiveness in meeting and dealing with others.
√ (16) Cooperativeness.
+ (17) Initiative.
√ (18) Resourcefulness.
+ (19) Dependability.
√ (20) Physical fitness for the work.

√ (21) *Effectiveness in planning broad programs.*
√ (22) *Effectiveness in adapting the work program to broader or related programs.*
√ (23) *Effectiveness in devising procedures.*
√ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
√ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
√ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
√ (27) *Effectiveness in promoting high working morale.*
√ (28) *Effectiveness in determining space, personnel, and equipment needs.*
√ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
√ (30) *Ability to make decisions.*
√ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) .....
(B) .....
(C) .....

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	*Numerical rating*
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	(2) or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	*Numerical rating*
Rating official	Very good	2
Reviewing official		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by H. E. Johnson (Signature of rating official) H. E. JOHNSON, Chief Boatswain, USCG, Comdg., Newport Station, April 1, 1942. (Title) (Date)

Reviewed by ..... (Signature of reviewing official) Captain, U.S.C.G. (Title) 4 May, 1942. (Date)

Rating approved by efficiency rating committee C.G. ROEHR ---- (Date) Report to employee Very good (Adjective rating) 2 (Numerical rating)

16—26177-1

Commander, 1st CG District
1400 Custom House, Boston 9, Mass.

p
2 January, 1952

Mrs. Lucy May Shepherd
25 Brewster Street
Provincetown, Massachusetts

Dear Mrs. Shepherd:

In compliance with the request contained in your recent undated letter addressed to First Coast Guard District, Constitution Base, you are advised that following is a transcript of the service record of Douglas Harold Shepherd, born 24 July 1878, in Birmingham, England, which is on file in the office of the Commander, First Coast Guard District, Civilian Personnel Section:

Probational appointment as Assistant Keeper, Plymouth Lighthouse 1 May 1916; served as such until he was promoted to Keeper, Monomoy Lighthouse on 1 April 1917, in which capacity he served until the position was abolished on 16 February 1923. He was re-instated as Assistant Keeper of Sankaty Head Lighthouse on 10 April, 1923 and served until he resigned without prejudice at that unit on 10 September 1923. He was appointed Custodian Monomoy Lighthouse on 1 July 1924 and served as such until he resigned on 12 November 1924. He was reinstated as Keeper, Wood End Lighthouse on 13 November 1924 and served in that capacity until he was transferred to the position of keeper of Rose Island Lighthouse on 5 September 1940. He continued in that capacity until his retirement on account of physical disability became effective on 30 November 1943.

Very truly yours,

R. G. WHITTEMORE
Chief, Civilian Personnel Section

Telephone 247

Mrs. DOUGLAS H. SHEPHERD
Provincetown, Massachusetts

First District Coast Guard, Constitution Bar, -

I am writing for information about
Douglas Harold Shepherd, who was a Lighthouse
Keeper, please give me the exact date month and
year, he started as Lighthouse Keeper, also date
month and year he retired. I was told you
have this information.

Thank you

his wife
Mrs. Lucy May Shepherd.
25 Bowditch St.
Provincetown
Mass.

NCG 2599
U. S. Coast Guard
(Jan. 1943)

REPORT OF CHANGE IN PERSONNEL

SHEPHERD, (Surname) Douglas (First name) H. (Middle initial) Civilian (Service No.) Keeper (Rank or rating)

NEWPORT CG STATION (Unit) Newport, Rhode Island (Place) 20 December, 1943 (Date)

Sub Unit: Rose Island Light Station - 01-735-25

Effective 1 December, 1943, retired from the Service on account of physical disability, duty as Keeper at Rose Island Light Station terminated.

AUTHORITY: DCGO, 1st ND, Ltr, 6-2-43 (pcp-75)

Original to: DCGO, 1st ND
Copy to: SCGO, Newport

R. C. RICH, Lieutenant, USCG,
(Commanding)

Commanding Officer
(Title)

TRANSFER OR MISC. ENTRY ☐ NEW MAN ☐
FROM
TO
AT

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16—29594-1

75

25 April, 1940.

From: Commander, Boston District.
To : SHEPHERD, Douglas H., Keeper, Wood End Light Station.

Subject: Orders; cancellation of.

Reference: (a) Commander Boston District orders, 4 April, 1940, (75-701).

1. Reference (a), which directs your transfer from Wood End Light Station to Nauset Beach Light Station is hereby cancelled.

T. A. SHANLEY.

Copy to:
Headquarters.
Keeper, Nauset Beach Light Station.

Boston District,
U. S. Coast Guard.

11 April, 1940.

From: Commander, Boston District.
To : SEE BELOW

Subject: Orders.

Reference: (a) Boston District letter, 4 April, 1940 (75-701).

1. The transfer orders contained in reference (a) will be held in abeyance pending further instructions from Coast Guard Headquarters.

O.A.LITTLEFIELD,
By direction.

Copy to:
Headquarters.

Sent to:

Keeper, WOOD END LIGHT STATION
Keeper, NAUSET BEACH LIGHT STATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Boston District,
U. S. Coast Guard.

SECOND DISTRICT

Wood End Light Station.
(Station, Depot, or Vessel)

Provincetown. Mass. 6 April, 1940

BOSTON DISTRICT RECEIVED APR 8 1940 U.S. COAST GUARD

From; Douglas H. Shepherd, Keeper, Wood End Light Station.
To; COMMANDER, BOSTON DISTRICT, U. S. COAST GUARD.

Subject; Orders; transfer.

Reference: (a) Headquarters letter I9 February, I940 (L-I23-60I).

Reference: (b) Commander's letter, Boston District, 4 April I940.

I. Your orders for my transfer from keeper of Wood End Light Station, to keeper of Nauset Beach Light Station have been received.

2. It is requested that re-consideration be taken up that I be allowed to remain keeper of Wood End Light Station, until my Coast Guard retirement age becomes effective July 24 I942.

3. While my wife is not connected with the government service in any way, she has however, proved her interest and efficiency to the government in serving as an authorized emergency substitute keeper, during periods of illness when I have been unable to carry on my duties. She is 65 years of age, and the shock of breaking up her home here for so short a period, is a something I feel humanely justified in making this request.

D. H. Shepherd

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Office of Commander
XXXXXXXXXXXXX
BOSTON

Boston, Mass.,

4 April 40.

From: Commandant.
To: Commander, Boston District.

From: Commander, Boston District.
To: DOUGLAS H. SHEPHERD, Keeper, Wood End Light Station.

Subject: Orders; transfer.

Reference: (a) Headquarters' letter 19 February, 1940 (L-123-601).

1. Effective upon relief by Fred S. Vidler, Keeper, Nauset Beach Light Station, you are detached from further duty at Wood End Light Station. Proceed to Nauset Beach Light Station, North Eastham, Massachusetts, and assume duties as keeper thereof.

2. Transportation of personal effects from the Wood End Light Station to the Nauset Beach Light Station will be effected by the truck attached to the Nauset Coast Guard Station. If necessary to use a smaller truck to transport the effects from Wood End Light Station to the end of the hard surfaced road at Provincetown, Massachusetts, enroute to the Nauset Beach Light Station, the truck attached to the Wood End Coast Guard Station will be used. In this connection, you will communicate with the officer-in-charge of the Nauset Coast Guard Station and he will make the necessary arrangements for the transportation of your personal effects.

3. Forms 2599 and 2668, ORIGINAL AND ONE COPY OF EACH, showing hour and date of departure from Wood End Light Station and hour and date of subsequent arrival at Nauset Beach Light Station, shall be prepared and submitted to this office.

T. A. SHANLEY.

Copy to:
Headquarters,
Pay Office, Boston District,
Nauset Station,
Keeper, Nauset Beach Light Station,
Personnel.

Wood End Station.

HEADQUARTERS

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. L-123
601.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

WASHINGTON 19 February, 1940.

BOSTON DISTRICT
RECEIVED
FEB 26 1940
U.S. COAST GUARD

From: Commandant.
To: Commander, Boston District.

Subject: Board of investigation to inquire into the alleged lack of cooperation between the Wood End Coast Guard Station and the Wood End Lighthouse Station.

Reference: (a) Record of proceedings of subject board of investigation.

Inclosure: 1. Copy of Headquarters' action 19 February, 1940.

1. There is transmitted herewith a certified copy of Headquarters' action on the proceedings, finding of facts, opinion and recommendation of the foregoing board of investigation.

By direction,

K. S. Harrison
K. S. HARRISON,
Chief Counsel.

Personnel - misconduct of keepers. See McCumber
on placing for L.H. Keepers.

L-123
601
73
75

19 February, 1940.

BOARD OF INVESTIGATION,
CONVENED AT U. S. COAST GUARD WOOD END STATION,
PROVINCETOWN, MASSACHUSETTS, 31 OCTOBER, 1949,
ALLEGED LACK OF COOPERATION BETWEEN THE WOOD END
COAST GUARD STATION AND THE WOOD END LIGHTHOUSE STATION.

ACTION BY THE REVIEWING AUTHORITY.

The proceedings, finding of facts, opinion and paragraph 2 of the recommendation of the foregoing board of investigation are approved. Paragraphs 1 and 3 of the recommendation are disapproved.

Douglas H. Shepherd, Keeper of the Wood End Light Station, Joseph White, chief boatswain's mate, officer in charge, Wood End Coast Guard Station, Manuel Henrique, boatswain's mate, first class, U. S. Coast Guard, and William A. Forrest, machinist's mate, first class, U. S. Coast Guard, will be transferred from their respective units to other units within the Boston District, in such a manner that no two will be attached to the same unit or in close proximity to each other.

L. C. COVELL,
Acting Commandant.

Washington, D. C. February 19 1940
Certified to be a true copy.
By direction of the Commandant.
K. S. Hannon
Chief Counsel, U. S. Coast Guard.

MCF:LRF

STANDARD FORM NO. 6
(Approved by the President 8/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Commander - Boston District U.S. Coast Guard Date October 7-1939

1. Name in full (Mr., ~~Miss, or Mrs.~~) Shepherd Douglas H
(Surname) (Given name) (Middle name)

2. Present address Ward End Light Station Gloucester, Mass.
(Number) (Street) (City) (State)

3. Legal (voting) residence Gloucester Dist. Boston Gloucester Mass.
(State and Congressional District) (County) (City or town)

4. Where born England Birmingham When born July 24-1878
(State or foreign country) (City or town) (Month Day Year)

5. If foreign-born, state whether naturalized or alien Naturalized

6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
√			√			√		

7. Number and ages of dependents domiciled with you One - Wife - 64

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
U.S. Lighthouse Service	Gurnet L.S.	Asst. Keeper	$516.	May	1	1916			
"	Minots Pt. L.S.	Keeper	$660.	Apr.	1	1917	Feb	16	1923
"	Sankaty Head L.S.	Keeper	$720.	Apr.	10	1923	Sept	10	1923
"	Minots Pt. L.S.	Custodian	$1 per mo	Jun.	14	1924	Nov	12	1924
"	Ward End L.S.	Keeper	$1500	Nov.	13	1924			
The past 10 years my Salary has been as above?									

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
None	Position / Department or office none	none
None	Position / Department or office none	none
None	Position / Department or office none	none

10. Do you now hold any State or municipal office? If so, state below:

No
(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

No
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted None	Discharged None	Enlisted None	Discharged None
Rank None	Rank None	Rank None	Rank None
Organization None	Organization None	Organization None	Organization None

[OVER]

10—1030

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) None

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
M. A. Gragan. 93 Ludlow St Boston	Glass Eye Maker. Jr Journeyman	7 years
J. P. Bassett. Taunton. Mass	Glass Eye Maker. Prosthesis " " "	3 "
Capt. Geo. Study, Edgartown Mass	Fishing	3 "
John Randolph Vineyard Haven Mass.	Fishing	2 "

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	None

16. In case of emergency, notify Mrs. D. H. Shepherd

Relationship Wife Post office address Provincetown. Mass

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

Douglas H. Shepherd
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

HL

September 17, 1928

Keeper, Wood End Light Station:

Referring to your letter of September 8th, regarding Commissioner's Star, you are informed that if a keeper is awarded the Superintendent's Star for two consecutive years and if at the end of the third year he is still deserving of this award he is then eligible for the Commissioner's Star. You have been awarded the Superintendent's Star for two consecutive years.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES SEP 12 1928 2nd DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

September 8th 1928, 192

Lighthouse Superintendent,
Respected Sir:

Look letter up
says he has had
Supt on 4 years
Initial

On your recent inspection of this station, the keeper was instructed to call your attention to his record for the award of the Commissioner's Star.

Respectfully submitted,

D. H. Shepherd

Keeper.

Supt. ✓
1st Asst. Supt.
Chief Clerk
Asst. Supt.
Draftsman
Junior Engr.
1st Clerk
2nd Clerk
3rd Clerk
4th Clerk
5th Clerk
Messenger
Depot Kpr.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF LIGHTHOUSES
AUG
1
1928
CHELSEA, MASS.

July 1, 1928.

Mr. Douglas H. Shepherd,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1380

To: $1500

11—0564

C

Ent Rec'd

PERSONNEL CLASSIFICATION BOARD FORM NO. [redacted] FIELD QUESTIONNAIRE
(To be filled out in accordance with the [redacted]ctions given in P. C. B. Forms Nos. 15 a[redacted])

Bureau No. [redacted] Sheet No. 21,175

Space reserved for the use of the Board

1. Shepherd (Surname) Douglas (Given name) H. (Initial)

2. Department Commerce
3. Bureau Lighthouse
4. Field service Lighthouse Service
5. (a) Field station Second District Station
(b) Subdivision
(c) City or town Provincetown State Mass.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1200-1600
9. Present gross rate of pay $ 1740.00
10. Deduction for allowances $ 240.00
11. Net rate paid in cash $ 1500.00

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☐ Light ☐ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost
Uniform - $50.00

15. (a) Regular hours of work: From No regular hours m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Winter (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty

16. (a) Rate of pay for overtime (b) Amount of overtime pay in last 12 months

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)
(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

Yes
Works largely on his own responsibility but is governed by general directions [illegible] and written in-

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? (b) If so, in what way? (See Form 16 before answering.)
but is subject to periodical inspection by the Superintendent without previous notice
Assists D. Inspector Superintendent.

20. What is the name, official position, and sheet number of the employee's immediate superior?
Sheet No. 3(8)I

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Between 10 years service as asst. keeper at various light stations.

10—1856

District
XXXXX
XXXXX
District

5 October, 1939

From: Commander, Boston District
To: SHEPHERD, Douglas H., Keeper, Wood End Light Station

Subject: Commendation.

1. You are commended for the excellent condition of your station at the time of inspection on 3 October, 1939.

2. A copy of this letter has been sent to Headquarters, and the fact that you have been commended will be made a part of your official history in the service.

Geo. E. Eaton
By direction.

Copy to:

HEADQUARTERS

GEE:HFO

September 5, 1936.

Robert Newton Ward, Th. D., Pastor,
The Church of the Redeemer,
128 Commercial Street,
Provincetown, Massachusetts.

Dear Mr. Ward:

The writer is pleased to note from your letter of September 2nd that the recent talk given to your congregation by Mr. Douglas Shepherd, Keeper of our Wood End Light Station was delivered in such creditable manner and was so appreciably received.

Very truly yours,

GEO. E. EATON,
Superintendent.

cc
a cle
+ file his
personal

Minister's Residence
128 Commercial Street

The Church of the Redeemer

Robert Newton Ward, Th. D., Pastor
PROVINCETOWN, MASSACHUSETTS

September 2, 1936.

Capt. George E. Eaton,
Superintendent of Light Houses,
47 Marginal St.,
Chelsea, Mass.

My dear Captain Eaton:

Last Sunday evening Captain Douglas H. Shepherd, Keeper of the Wood End Light House, was the guest speaker at our Church. His message was "The Gleam of a Light House". There was a goodly turnout to greet and hear him, and he did himself and the Light House Service proudly. He not only gave us a wealth of information, but he did it in a manner peculiar to himself: pleasing, direct and to the point.

I am sending him a note of thanks in the name of the Church; but I want you to know how well he was received, for, I believe, without your sanction he would not have been with us: therefore, I send you our thanks for the favor. You should be proud to have a man like Captain Shepherd in your Service, for he is a genuine credit to it.

It was a personal treat to me; for, as he spoke, I couldn't help seeing that he and I are in much the same profession: his, the prevention of shipwreck and loss of life: mine, the prevention of soul shipwrecking. At any rate it was a happy and profitable evening.

Gratefully yours,

Robert N. Ward.

Robert N. Ward,
Pastor.

67

EJC-HFO

August 27th, 1936.

Keeper, Wood End Light Station:

In reference to your letter of August 26th relative to your being invited to give a talk on the work of the Lighthouse Service before a congregation in a Provincetown church on Sunday, August 30th you are advised that the Superintendent has no objections in this respect.

In connection with the inquiries contained in paragraph two of your said letter it is stated that the cost of the new Nantucket Lightship is $330,000. This vessel has an authorized complement of 17 regular men.

For and in the absence of the Superintendent.

Chief Clerk.

...UNICATIONS TO
...OF LIGHTHOUSES
...SEA, MASS.

...pt.
...man
...or Engr.
...dio Elec.
...st Clerk
...Clerk
...Clerk
...Clerk
5th Clerk
6th Clerk
...ger
...pr. (WH)
...pr. (CH)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
AUG 27 1936
2nd DIST. CHELSEA, MASS.

SECOND DISTRICT

Wood End Light Station.
(Station, Depot, or Vessel)

August 26th. 1936., 19

Superintendent of Lighthouses;

Dear Sir;

The minister of a Provincetown church informs me that the interest created by out-of-State visitors and others in his congregation in the four lighthouses in this vicinity, is such, that he has asked me if I would come to his church and give a talk on this branch of our government's service next Sunday August 30th. It will be my intention to dwell on the efficient service rendered by the United States Lighthouse Service in maintaining the Lightships - Lighthouses - Tenders and other aids to safe navigation.

If there is no objection to my complying to the minister's request, would you be kind enough to inform me the actual cost of the new Nantucket Lightship before she could be put in service, and how many are there in the crew.

ok $330 000
Auth. complement of 17 men.

Very respectfully,
T. N. Shepherd Keeper.

TAL-GWC

March 26, 1928.

Keeper, Wood End Light Station:

Your letter of March 23, received. Call at office for check.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Wood End Light Station
(Station, Depot, or Vessel)

March 23rd 1928, 191

SUPT. OF LIGHTHOUSES 2nd DIST. CHELSEA, MASS. MAR 26 1928

Lighthouse Superintendent.

Respected Sir:-

I. The keeper would be glad to receive his salary check by Noon, March 31st.

2. If it cannot be conveniently arranged, will you kindly hold my check at your office, and I will call for it.

Respectfully submitted,

D R Shepherd Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JAN
5
1928
CHELSEA, MASS.

SECOND DISTRICT

Wood End Light Station
(Station, Depot, or Vessel)

January 4th 1928, 192

Captain George E. Eaton,
Superintendent of Lighthouses.

Respected Sir:-

I. It was announced on the air last October that my next broadcast would be on LIGHTSHIPS, and I am being reminded of this fact daily. Will you kindly fill out the enclosed questionaire for me, to be used in a proposed broadcast in the very early Spring, in order that it will not interfere with the Spring work on the station.

2. Referring to questions; 5 - 6 and 7. I was at Momomoy Point at the time and thoroughly understand the adverse condition at the time. I sincerely hope that you will please fill in these questions, and place confidence in my bringing before the public the splendid efficiency of our Government's Lighthouse Service - what it means to life and property to keep the lightships on their stations - the constant researches of man to further overcome the greatest danget at sea - Natures Elements - over which at times we have no human control.

3. In the books you loaned me I find much of the material and data pertaining to equipement of a modern lightship, all of which properly put together will bring before the public many things they are ignorant of - as to the tremendous work of guarding our coasts day and night by our Government's Lighthouse Service.

Thanking you in advance for any further details you can enlighten me on regarding lightships.

Respectfully submitted

J. W. Shipherd

Keeper.

TAL-HL

67

November 22, 1927

Commissioner of Lighthouses:

Subject: Radio broadcast on duties of Lighthouse Tenders.

1. Herewith is draft of broadcast delivered by Mr. Douglas H. Shepherd, keeper Wood End Light Station, on the evening of October 19, 1927, in conjunction wit the Big Brothers Lighthouse News Exchange, as conducted by the Edison Electric Illuminating Co., of Boston, Mass.

2. A brief description of the Big Brother Club was forwarded to the Bureau under date of July 30, 1927, and this broadcast together with six of the 366 letters received are now forwarded for the Bureau's information.

Superintendent.

TAL-HL

November 22, 1927

Douglas H. Shepherd,
Keeper, Wood End Light Station:

Herewith returned are copies of letters forwarded. Your broadcast and letters forwarded have been sent to the Commissioner of Lighthouses, Washington, for his information.

Superintendent.

ORDERS

INVOICES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES
NOV
22
1927
2nd DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

November 20th 1927, 192

Lighthouse Superintendent,

Respected Sir:-

I. Superintendent's letter Nov. 8th.

2. Attached herewith are manuscripts of the keeper's last two broadcasts, from Station W.E.E.I. Boston, during the weekly meeting of Big Brother's Lighthouse News Exchange - htrough the courtesy of the Big Brother Club.

3. Each manuscript is correct in all details as broadcast word for word. It was necessary however to make a few last minute changes and these are noted in pencil.

4. The few letters enclosed are a part of the 366 received by the keeper, and for your further information the weekly dues of the members of The Big Brother Club, are a letter each week to Big Brother from the 40.000 club members, and the keeper understands that each and every letter received by Big Brother, contained such comments as are expressed in the enclosed letters.

5. By the contents of all these letters the keeper feels that these broadcasts have a very inspiring and educational effect on the boys and girls of New England as well as the public in general, as to the importance of our Government's Lighthouse Service.

Respectfully submitted,

D. H. Shepherd Keeper.

TO ALL BIG BROTHER'S LIGHTHOUSE FAMILY ON THE WATER WAYS OF OUR ATLANTIC COAST AND HIS MANY FRIENDS AND CLUB MEMBERS - ~~I BID YOU ALL~~ GOOD EVENING.

The courtesy extended to me by Big Brother in being able to talk to you for a few minutes places me in a position where I have the pleasure to state - that this past winter has been the most pleasant one since we have been in the lighthouse service - and I feel very sure that every keeper would agree with me in that respect from the contents of their letters that we exchange between each other. Big Brother's Lighthouse news exchange has brought about a sort of family gathering - both before the receiving set and by mail - and while we are about it - let's look into a little of the home life of a lighthouse keeper on our coasts - the Great Lakes and the Lightships. After sunset the keeper perhaps has a large comfortabe chair in some place where he can watch his Light - if on a lighthouse Mrs. Keeper will be busy with some sewing or reading - outdoors the night is shrouded in that mystery of darkness with the wind perchance a gentle summer breeze of 50 miles an hour - and what a stranger will not notice during the day - at night one will be asked " what's that noise ;" to answer correctly we reply - that's tons of water constantly breaking on the beach or rocks to spend its fury in boiling surf. Offshore we may catch sight of a small blinking light - and by its actions we know that some of the boys are OUT THERE ever anxious to make the harbor with the friendly glow of the lighthouse to guide them to safety. We

Cannot very well steer clear of these scenes like our brothers and

ters in the large cities and towns and take a car and attend some Theater or visit friends, or perhaps decide to be present at a dance - neither do we expect a party of friends to drop in of an evening and spend a pleasant hour that way - so when we look very deep into the everyday life of Uncle Sam's Light keepers - you will all agree when I say we make a very feeble attempt to thank Big Brother for presenting entertainments that tend to make us all forget that some of us are marooned - perhaps many miles from our nearest neighbor. We must admit that his programs are very original and instructive - as must be recalled when he hustled round and obtained the services of the Trained Seal that he had up here one evening recently - at that time I remarked to my wife - that it was to be hoped that a Trained Giraffe would not come to Boston - even then - I presume he would place this MIKE out of the window in order to accommodate the critter as well as his friends. Another thing I'd like to mention at this time - and that is - I don't think he knows anything about our Big Brother Club Radio Family - which was started by Miss Cora Bass, Myra Preston, Luthera, Jimmie Rush, Fred Switzer - and I would deem it a pleasure to mention you all - but as you know time will not permit - but I want to assure you that their enjoyable communications can only be compared with rays of sunshine seeping through dark clouds. Big Brother is here - and we take great pleasure at this time to personally thank him for the many pleasant evenings we have spent with him on the air - and all the pleasure we are having - that it has led up to.

THIS IS THE BIG BROTHER CLUB: STATION W. E. E. I. BOSTON.

During the past winter we have received many interesting letters from club members and friends of the Big Brother Club - and while I have answered maost of their inquiries pertaining to the Lighthouse Service there are two that required more detail to be explained correctly and by condensing these inquiries I'm glad to tell you what you requested. The two question were: Incandescent Vapor Light and operation of Lighting up - both of which causes The Gleam of a Lighthouse. If any of you have entertained the idea that we begin to light up - say about an hour before sunset - you will be interested to know that we begin these preparations while most of you are enjoying what is known as beauty sleep - and that is before sunrise each morning the year round. The principle of an incandescent vapor light - is kerosene oil under air pressure maintained at about 26 pounds. A small feed pipe runs from a tank in the lantern to the burner inside the Lens. There are two parts - the burner itself - and a vaporizer. This is a small steel tube about the size of a lead pencil perhaps a trifle larger - and about 5 inches long. Screwed into the top of this tube is a nozzle in the center of which is a very tiny hole - so small - that it would be hard for you to get the point of Mother's sewing needle into that hole. Now in the construction of the burner itself - it is so arranged that small pilot lights play on the vaporizer tube which very soon becomes a dull red hot. Before we light up we will prepare for this operation before sunrise. Each morning enough oil is strained through Chamios Skin - this care is taken to prevent the smallest particles of dust or dirt - or if by any chance any water has got into the oil - the Chamios Skin will stop all this from going through into the oil - it is then carried up into the Light and just

as Old Sol shows his head out of the water in the eastern sky - the Light is extinguished. Now all the oil that is left in the tank is drawn off - set aside - and that oil is used in the dwelling for Table and Hand lamps. The new oil which we have carried up is again strained through a funnel in which there are several layers of the finest copper gauze - to insure further precaution - all the valves on the tank are then tightly closed and air in pumped in to a pressure of about 26 pounds - some Lights need more pressure than other - but Wood End requires between 22 and 26 pound. Now we take out the burner and also the vaporizer I spoke of - and these are thoroughly cleaned and inspected to such an extent as to leave no doubt whatever as to both being in perfection condition - and we have the whole day before us to bring both the burner and vaporizer to a point of perfection before sunset - which brings to our mind that the Light must not fail those who are looking for them through the long hours of the night - be calm or storm. About a half hour before sunset we begin to put the Light in operation by feeding the small cup in the burner with alcohol until the vaporizer tube becomes very very hot - then the pressure is turned on from the tank - and by looking into the burner one will see the small pilot lights beginning their work by heating the tube a dull red hot - this causes the oil in the tube to turn to vapor which is forced through the tiny hole in the top of the vaporizer and is sprayed on to a specially constructed Welsback mantle which produces a pure white light. Lets look at the tiny hole again and then we will understand that the smallest particles of dirt in the oil will be forced into that hole and -- out goes the Light - so extreme caution is taken to keep the oil absolutely clean. You will find that some time or other

that most Lighthouse Kepers are men who have followed the sea - and in the past have been some of the boys OUT THERE - all of which helps us to realize the importance of our duty through the night - not alone for the hardy fishermen - whose work OUT THERE is a continous battle with the elements - but also for the enormous number of human freight and valuable cargoes that ply these great waterways of oceans and the great lakes that is guided to - and along our shores by -

THE GLEAM OF A LIGHTHOUSE.

THIS IS THE BIG BROTHER CLUB - STATION: W. E. E. I. BOSTON.

And now for a short reading for the boys and girls of The Big Brother Club - which will somewhat remind you of the days of OLD IRONSIDES: It is entitled :

FIRE AND BUTTER.

We sailed from the Downs in a ship called the Lion - and with fifty brass guns our crew could rely on - to larboard and starboard we had a bold crew to which no equal number our foes could subdue .

Besides we'd some passengers bound for the West - and one was a Quaker most curiously dressed - and all though quite demure he was a stiff joker - you'd thought his backbone was made of a poker. We'd an Irishman too which former one of our crew - who never before wore a jacket of blue - he was but for the ship and did each dirty job - such as 'er empting a bucket or wringing a swab. For several days we had a fair wind - the white cliffs of Albion we left far behind - till early one morning the man at the mast cries - Yea Ho - strange sails bear down on us fast - prepare then for action - cries the Captain abaft - then - spying the Quaker - " come old barebones to those guns sir immediately march - and help those brave fellows to fight for our country - Huh - I'll tell thee friend Captain I'll do no such thing- if thee and thy crew have come here to slay - thou cans't not compel ME to take fife away - thou mays't go on with thy murderous work if thou wilt - but Scripture says plainly - THOU SHALT NOT KILL - We fought and we conquered our victory was sure and part of it owing to stiff Simion puwe. There was one daring Frenchman had just got his hand on - to leap on the deck where the Quaker was standing - Simon picked up an axe - chopped off his hand clear - saying " Friend keep thy own ship - what dost thou want here ??.

Now during the action poor Paddy the swabber was kicked about deck and

a landlubber - Paddy didn't care how much they derived him - so as he could find a snug place to hide in - at last he got between some barrels of butter - where he lay concealed with his heart in a flutter - till a ball from the French - bored broard side in - slap bang in the butter where Paddy was hiding -- Paddy ran up deck flourishing his hat - the sailors all startled at the courage of Pat - then seizing a gun cries: " FIRE ON BOYS YER'S NEED NOT BE TIRING -- FOR SURE ITS NOTHING * BUT BUTTER THEY'RE FIRING.

Good night - and a pleasant summer to you all.

Time 20 Minutes

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES
OCT
13
1927
2ND DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

October 10th 1927, 192

Supt.
1st Asst. Supt.
Chief Clerk
Asst. Supt.
Draftsman
Junior Engr.
1st Clerk
2nd Clerk
3rd Clerk
4th Clerk
5th Clerk
Messenger
Depot Kpr.

Lighthouse Superintendent,
Respected Sir:-

If the enclosed notes meet with your approval - the keeper would appreciate your forwarding a copy to each Master of the Tenders.

Respectfully submitted,

D. H. Shephard Keeper.

Forwarded approved to tenders October 13,1927.

Wood End Light Station, Oct. 10th, 1927

Master, Tender ANEMONE

Through Superintendent of Lighthouses.

The keeper of Wood End Light Station will broadcast a talk on the U. S. Lighthouse Tenders and their work in the second district, through - Station W. E. E. I., Boston, on the evening of Oct. 19th ~~the broadcast may be of some~~ from 6-45 to 7-30. If it will not interfere with official duties, the broadcast may be of some interest to you.

/s/ Shepherd

Keeper

Approved:

Eaton

Superintendent.

TAL-HL

67

September 22, 1927

Keeper, Wood End Light Station:

I have your letter of September 19, with regard to radio broadcast and though I personally appreciate very much the efforts of Mr. Bob Emery, I would not consider it feasible to recommend as you suggest. However, you may carry my personal appreciation to him.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHELSEA, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Wood End Light Station
(Station, Depot, or Vessel)

September 19th 1927, 192

SUPT. OF LIGHTHOUSES SEP 20 1927 2ND DIST. CHELSEA, MASS.

Not Issued

Capt. George E. Eaton,

Superintendent of Lighthouses,

Chelsea. Massachusetts.

Respected Sir:-

The keeper wishes to extend his appreciation for your efforts in obtaining authority for Mr. Bob Emery, of The Boston Edison Big Brother Club - Station; W. E. E. I., Boston, to fill the position of keeper on watch, of Wood End Light Station from Sunset August 17th to sunrise of the 18th, for his broadcast of the experience of a U. S. Government Lighthouse Keeper, to his 40.000 club members of Boys and Girls, and the public in general of New England.

The keeper hopes that a letter commending him for this splendid broadcast, can be obtained through you, from the Commissioner of Lighthouses in Washington, D. C. to be forwarded to Mr. Emery.

Respectfully submitted,

D. W. Shepherd Keeper.

SUPT. OF LIGHTHOUSES
SEP
20
1927
2ND DIST. CHELSEA, MASS.

Wood End Light Station

Provincetown. Massachusetts. Sept. 19th 7

Mr. Bob Emery (Big Brother)
Station; W. E. E. I.,
Boston. Massachusetts.

Dear Mr. Emery:-

As keeper of Wood End Light Station, I wish to extend to you my sincere thanks for the splendid talk you gave to your 40.000 club members of boys and girls of the Boston Edison Big Brother Club, on the evenings of September 15th and 16th. The broadcast of your experience as a U. S. Government Lighthouse Keeper should prove exceptional value from an educational point, and no doubt created intense interest throughout all New England.

The keeper was indebted to Capt. George E. Eaton, Superintendent of Lighthouses, in this second district for his efforts through the Lighthouse Commissioner at Washington D.C. to obtain authority for you to assume the duties of acting keeper of this station, and a letter of appreciation for this courtesy has been forwarded to him.

Wishing you and your club every success, I am

Yours very sincerely,

D. H. Shepherd Keeper.

" Copy of letter forwarded to Mr. Emery "

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES SEP 15 1927 2nd DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

September 14th 1927, 192

Lighthouse Superintendent
Respected Sir:

The keeper respectfully reports, that through your efforts Mr. B. Emery, (Big Brother) of the Boston Edison Electric Illuminating Company -Station; W.E.E.I. Boston, was authorized to act as keeper on watch at Wood End Light Station on the night of August 17th -18th.

Thursday evening Sept. 15th at 6-45 Mr. Emery will broadcast his experience of a government lighthouse keeper in a 45 minute talk. Understanding that this broadcast is considered official, the keeper would be very glad if you can arrange to listen to his talk, and comment on it, so that the keeper may be guided accordingly for future broadcasts.

Respectfully submitted,

S. H. Shepherd Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES AUG 22 1927 2nd DIST. CHELSEA, MASS.

67

Supt.
1st Asst. Supt.
Chief Clerk
Asst. Supt.
Draftsman
Junior Engr.
1st Clerk
2nd Clerk
4th Clerk
6th Clerk
Messenger
Depot Kpr.

SECOND DISTRICT

Wood End Light Station
(Station, Depot, or Vessel)

August 19th 1927, 19

Lighthouse Superintendent,

Respected Sir:-

I. For your information the keeper respectfully reports that Mr. Bob Emery, better known as Big Brother of the Boston Edison Big Brother Club, has visited this station for the purpose of a broadcast; Big Brother as a Lighthouse Keeper. With the keeper in charge during this sunset to sunrise watch, Mr. Emery was permitted to assume the duties of a keeper on watch according to your instructions. Commander H. Wilcox of the Coast Guards in this second district very kindly placed at my disposal both Coast Guard power boats and crew for transporting Mr. Emery to this station and return. This presented an opportunity for him to visit Long Point Light Station, and also Race Point Light. Apart from his proposed broadcast, several hundred feet of moving pictures were taken on these three Light Stations, which should prove very instructive. Its a pleasure to report that Mr. Emery was very much impressed with this station.

2. A visit was made to the Wood End Coast Guard Station, where a beach drill was filmed showing actual service with the breeches buoy.

3. It is understood that Mr. Emery's broadcast will be published in book form - or rather booklet form, together with pictures and mailed out to his ~~$~~ 40.000 club members and other listeners in of W.E.E.I., and the keeper feels that this action will prove very valuable - and point out the facts of the importance of our Governments Lighthouse and Coast Guard Service.

4. Mr. Emery proposes to visit this station again in the near future to show the moving pictures taken for the benefit of the Lighthouse and Coast Guard officials, and the personal of each service that can be present, and the keeper hopes you may be able to be among those present. A letter of thanks has been forwarded to Mr. Emery, a copy of which is herewith attached.

5. The keeper desires to express his thanks for your cooperation, all of which he hopes, is, for the good of the service.

Respectfully submitted,

D. H. Shipley

Keeper.

SUPT. OF LIGHTHOUSES
AUG
29
1927
2nd DIST. CHELSEA, MASS.

Population of Provincetown, 3,722

The Advocate

PROVINCETOWN, MASS.

Thursday, Aug. 25, 1927

Published every Thursday Afternoon by
HOWARD F. HOPKINS,
Publisher and Proprietor.

Entered as second-class matter at the post-office, at Provincetown, Mass., under the Act of Congress, of March 3, 1879.

TERMS . . $2.00 A YEAR
Payable in advance
SINGLE COPIES, · FIVE CENTS

Big Brother Visits Wood End Lighthouse

Known to hundreds of thousands of the invisible audience of station WEEI, Boston, and as Big Brother to some 40,000 club members, Mr. Bob Emery chose the delightful atmosphere and quaint surroundings of Provincetown for his proposed broadcast of: Big Brother's experiences of a Lighthouse Keeper. He was a recent guest of Mr. Douglas H. Shepherd, keeper of Wood End Lighthouse, where arrangements had been arranged for him to assume the actual duty of a Lighthouse Keeper on watch.

His broadcast in the very near future will tell of that experience. He will also tell of the spirit of Provincetown's fishermen which was brought out by one of the trap boats. Capt. Simmons anchored his boat off Wood End Light and he and his crew came ashore to present Big Brother with a large basket of fish and several large lobsters. Commander H. Wilcox of the Coast Guards in this second district very kindly placed both Coast Guard power boats at his disposal for transportation to and from Wood End. This presented an opportunity for him to visit Long Point Light and Race Point Light. Several drills were held at Wood End Coast Guard Station including a breeches buoy drill, and during his visit to the three lighthouse and coast guard stations, several hundred feet of moving pictures were taken. It is understood that the broadcast will be published in booklet form with pictures, and will be available to all who write to him. This broadcast should not only prove very instructive, but of an educational value to boys and girls whom we must consider: Young America of Tomorrow, as to the importance of our Government's Lighthouse and Coast Guard Service—all of which is brought about by Big Brother and his Lighthouse News Exchange.

D. H. S.

Visit of Mayor Bauer of Lynn

Mayor Ralph S. Bauer of Lynn, native of Provincetown, with Mrs.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES AUG 22 1927 2nd DIST. CHELSEA, MASS.

SECOND DISTRICT

Wood End Light Station
(Station, Depot, or Vessel)

August 19th 1927, 192

Mr. Bob Emery,
Station; W. E. E. I.,
Boston. Massachusetts.

Dear Big Brother:-

The keeper desires to express his sincere thanks to you for your untiring efforts to place before your 40.000 club members, and vast army of listeners in of Station W.E.E.I., by actual experience, the duties of Uncle Sam's Lighthouse Keepers. Such a broadcast will not only prove very instructive - but of a very edcuational value to Boys and Girls, whom we must consider: Young America of Tomorrow.

Very sincerely,

D. H. Lighthouse Keeper.

TAL-HL

67

August 6, 1927

Keeper, Wood End Light Station:

Referring to your recent letter with regard to allowing a representative of the Edison Company to stand watch, etc., you are informed that the Bureau of Lighthouse does not approve of this arrangement. There is no objection, however, to his standing watch providing you are with him. Otherwise your request has been approved. Be guided accordingly.

Superintendent.

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.
WPH:HAS
1279

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

Forward this to Supt. ev to Keep. Wood End. In his info. & to his right. - be governed accordingly by Instructions

SUPT. OF LIGHTHOUSES AUG 5 1927 2nd DIST. CHELSEA, MASS.

Supt.
1st Asst. Supt.
Chief Clerk
Asst. Supt.
Draftsman
Junior Engr.
1st Clerk
2nd Clerk
3rd Clerk
4th Clerk
5th Clerk
Messenger
Depot Kpr.

August 3, 1927.

Superintendent of Lighthouses, Chelsea, Massachusetts.

1. Referring to your letter of July 30, 1927, regarding suggestion that Mr. Emery, of the Boston Edison "Big Brother Club", be allowed to act as keeper for one night at Wood End Light Station:

2. The Bureau does not approve this arrangment on the proposed basis, and cannot approve a plan which even in appearance would indicate that a lighthouse station was left in charge of a person other than a lighthouse keeper, who would have no real responsibility and over whom the Government would have no control. There would be no objection, however, to his standing watch with the keeper over-night.

Putnam

Commissioner of Lighthouses.

TAL-HMC

July 30, 1927.

Commissioner of Lighthouses.

Subject: Wood End Light Station.

1. Herewith, enclosed, is copy of letter received from the keeper of Wood End Light Station, this district.

2. Since the keeper will be on duty himself, and if the Bureau sees no serious objection, recommendation is made that the request be granted, with the usual provisos, etc.

3. It should be stated that Mr. Emery is the announcer at the Edison Broadcasting Station, Boston, and approximately one hour per week is devoted entirely to broadcasting articles of interest of the Lighthouse Service, this gathering going by the name of "The Big Brother Club", and a great many Lighthouse Service employees are closely identified therewith. This method is considered of exceptional value to the Lighthouse Service, as it brings absolute facts and information regarding the Service, to those who are not acquainted therewith.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

Supt.
1st Asst. Supt.
Chief Clerk
Asst. Supt.
Draftsman
Junior Engr.
1st Clerk
2nd Clerk
3rd Clerk
4th Clerk
5th Clerk
Messenger
Depot Kpr

1

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES JUL 30 1927 2nd DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

July 29th 1927, 19

Lighthouse Superintendent,

Respected Sir:-

I. Mr. Bob Emery, better known as Big Brother of the Boston Edison Big Brother Club, has been extended an invitation to visit Wood End Light Station as guest of the keeper and his wife over night, on some date convenient to him in August. Mr. Emery has been placed in charge of many commercial enterprises for the time being, in order for him to broadcast the full value of modern business.

2. The keeper is very desirous of placing Mr. Emery in full charge of this Light for one night from sunset till sunrise in order that he may fully comprehend the important work of our government's lighthouse keepers - when he broadcasts his experiences on a lighthouse. The keeper will assume all responsibility, and will stand by all that night unknowing to him, and he very kindly requests authority to carry out this plan.

3. The keeper understands that a Tender recently recovered a buoy that had been lost for several years off Peaked Hill Bar ? - and would appreciate a brief detail of this work for his proposed broadcast. He also hopes that you will be here on inspection before October Ist - for I would be very glad to have you go over copy and correct any detail. Rough copy is ready.

Respectfully submitted,

S. H. Shephard Keeper.

GEE-HL

July 9, 1927

D. H. Shepherd,
Keeper, Wood End Light Station,
Provincetown, Mass.

1. Receipt is acknowledged of your letter of the 8th instant.

2. I have filled in your questionnaire and am returning same herewith with some printed matter on the subject you requested.

3. If I can be of any further assistance, don't hesitate to let me know. It is suggested that copies of your talks be forwarded for the District's files and part of your official history.

Edw. S.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES
JUL
9
1927
2nd DIST. CHELSEA, MASS.

Wood End Light Station
(Station, Depot, or Vessel)

July 8th 1927, 19

Lighthouse Superintendent,
Respected Sir:-

I very kindly inquire if you will give me the desired data herewith attached.

For the past two years many of my communications pertaining to our government's Lighthouse Service, have been read over the air from the Boston Edison Big Brother Club of Station: W.E.E.I., which has a membership of between 38 and 40.000 boys and girls, which we may consider, young America of tomorrow. On Nov. Ist 1926, and on May I8th 1927, I gave a 20 minute talk relative to the work of the U.S. Lighthouse Service of today, and from the hundreds of letters received personally, I find that these talks have proved very instructive and of an educational value to both young and old. The officials of the Boston Edison Light Broadcasting Company inform me that these broadcasts have been of keen interest to their vast army of listeners. During spare time I am preparing to speak of the important work of the Lighthouse Tenders next October, and of which so little is known to our citizens, and as nothing must go on the air but facts, would you kindly spare a little of your valuable time to give me the desired data on the attached memo. While we are very prone to talk about ourselves, I should be very glad if you would kindly give me a brief outline of the worst trip you made while you were in command of a Tender, and all particulars, it would not only serve to bring out the point of the valuable service performed by the Lighthouse Service, but it would inspire the thousands of boys just what it means to be determined to accomplish any XXXXX task they may encounter through life - always with promotion as a reward.

Since I can only work on this during spare time, I should be very glad to receive this data as soon as convenient.

Thanking you in advance for this and any further information along these lines, that in your mind will prove valuable to young America, of the importance of their Government's Lighthouse Service.

Very respectfully,

D. N. Shepherd

Keeper.

P.S. Copy of proposed talk will be forwarded for approval if desired.

Form A-38

Douglas H. Shepherd 102

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF LIGHTHOUSES 2nd DIST. CHELSEA, MASS. JAN 20 1927

January 1, 1927.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1320 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

F
2

GOVERNMENT PRINTING OFFICE 11—9051

Form A-21

( )

Douglas H. Shepherd 102

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

U.S. LIGHTHOUSES JUL 13 1925 2nd DIST. BOSTON, MASS.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1260 per annum to $1320 per annum, effective July 1, 1925.

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,

WM. T. GARDNER
Acting Chief of Appointment Division.

11—8074

H
2nd

Douglas H. Shepherd 102

11

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF DOCUMENTS
FEB 5 1925
WASH. D.C.

January 31, 1925.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

EDW. J. GALLIN

Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1260.

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

ZK

2d

Douglas H. Shepherd

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES NOV 14 1924 2nd DIST. BOSTON, MASS.

102

Wood End Light Station
(Station, Depot, or Vessel)

Lighthouse Superintendent,
Boston. Massachusetts.

November 13th, 1924

Respected Sir:-

1. Your letter of instructions Nov. 5th.

2. Keys to Monomoy Point Light Station have been forwarded by registered mail. Large Key locks iron door in tower. All windows and doors have been made solid and no one can enter without keys.

3. Reported for duty here on the morning of November 12th. @ Wood End Lt.

4. Oath of Office herewith enclosed. Notary Public's commission expires is so stamped in Seal.

Respectfully submitted,

D. Shepherd

Keeper.

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON November 8, 1924.

1924 NOV 17

LIGHTHOUSES 2992E

SUPT. OF LIGHTHOUSES NOV 18 1924 AM 8 38 2nd DIST. BOSTON, MASS.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of November 7, 1924, the Department has discontinued the position of Custodian of Monomoy Point Light Station, at $12 per annum, effective at the close of November 12, 1924.

By direction of the Secretary:

Edw. J. Gardner

Acting Chief of Appointment Division.

IC

NOV 17 1924

Bureau of Lighthouses, Wash., Copy to 2nd Supt. Be guided accordingly.

Douglas H. Shepherd 102

Douglas H. Shepherd

swear

/signed/ Douglas H. Shepherd

sworn 19th

November 24.

/signed/ Louis A. Law
Notary Public

(SEAL)

Sept. 8, 1927.

Keeper $1080 per annum Wood End Light Station, Mass.

2nd

Boston, Mass. November 21, 1924.

November 13, 1924.

Superintendent.

EWS-MEH

November 17, 1924.

Keeper, Wood End Lt. Station:

It is noted that your Oath of Office was taken on November 12, the day before the effective date of your appointment. Another form is enclosed, which it is requested you sign and have same sworn to. Besides those designated in footnote 4 at the bottom of the form, the oath may be taken before a master of a tender.

For and in the absence of the Superintendent:

1st Asst. Superintendent.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1924 NOV 11 AM 10 00

November 7, 1924.

SUPT. OF LIGHTHOUSES BOSTON, MASS. 2nd DIST. NOV 12 1924

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on November 12, 1924.

Bureau..... Lighthouses.

Station..... Monomoy Point Light Station, Mass.

Position..... Custodian.

Salary..... $12 per annum.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

IC
2nd

GEE-MEH

November 5, 1924.

Commissioner of Lighthouses.

Subject: Monomoy Point Light Station, custodian at.

It is recommended that the position of Custodian of Monomoy Point Light Station be discontinued at the close of November 12, 1924, as it will then be no longer necessary.

Superintendent.

Form 93

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., November 5, 1924.

COMMISSIONER OF LIGHTHOUSES:

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

Name, Douglas H. Shepherd Position, Custodian

Legal residence, Massachusetts Station, Monomoy Point Light Station, Mass.

Salary, $12 per annum

The acceptance of this resignation is recommended effective at the close of November 12, 1924.

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

Remarks:

Superintendent.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

COPY-MEH

Monomoy Point Light Station,
Chatham. Massachusetts.
November 1st 1924

Lighthouse Superintendent,
Boston, Massachusetts.

Respected Sir:-

I wish to tender my resignation as Custodian of Monomoy Point Lighthouse Reservation, the same to take effect at the close of November 12th, 1924.

Respectfully submitted,

/signed/ Shepherd

Custodian.

custodian at Monomoy was an appointment and resignation is necessary. Shall we recommend position be discontinued? Yes.

Night Shepherd to lock doors & fasten windows securely before he leaves & if necessary board up any doors & windows likely to get loose or broken into.

GEE-MEH

October 31, 1924.

Mr. Douglas H. Shepherd,
C/o Capt. Leon Long,
Monomoy Point,
Chatham, Mass.

1. Herewith is your appointment as Keeper of Wood End Light Station. It is suggested that you report there sometime on the 12th in order to become familiar with the operation of the light before taking charge of the station, and also to check up and sign the inventory which the keeper will have ready.

2. Please execute the enclosed Oath of Office after you enter on duty, and then return the form to this office.

3. Please send to this office a letter tendering your resignation as Custodian of Monomoy Point Lighthouse Reservation effective at the close of November 12, 1924, at which time the position will be discontinued.

Superintendent.

GEZ-MEH

October 31, 1924.

Keeper, Wood End Light Station:

Your successor, Mr. Douglas H. Shepherd, will probably arrive at the station sometime on November 12 in order to familiarize himself with the operation of the light before taking charge. You can then turn over your property to him and have the inventory ready for him to check and sign, according to instructions on the Form 30.

Superintendent.

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

GENERAL APPOINTMENT—FIXED DATE

SUPT. OF LIGHTHOUSES OCT 30 1924 2nd DIST. WASH.

1924 OCT 28 PM 4 28

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 23, 1924.

Mr. Douglas H. Shepherd,

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 Ten Hundred and Eighty dollars per annum,

effective November 13, 1924, or as soon thereafter as you enter on duty.

(By reinstatement in accordance with authority contained in Certificate No. 9311, issued by the Civil Service Commission, "subject to the restriction that there are not two or more members of his family in the classified service.")

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

IC Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Philip R. Smith.

Legal Residence: Massachusetts.

Form A-13 GOVERNMENT PRINTING OFFICE 11—1365

2nd

GEE-MEH

Mr. Douglas H. Shepherd,
C/o Capt. Leon Long,
Monomoy Point,
Chatham, Mass.

October 11, 1924.

Recommendation for your reinstatement in position of Keeper of Wood End Light Station has this day been made. You will be further advised when your appointment is received.

Superintendent.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

Boston, Mass. (City.) October 11 (Date.) 1924.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement.

Name, Douglas H. Shepherd — Legal residence, Massachusetts

Position, Keeper — Salary, $1080 per annum

Location, Wood End Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses.

Effective November 13, 1924 — {[1] ~~his actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $720 per annum

Location, Sankaty Head Light Station, Mass.

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

Previous incumbent, Philip E. Smith — Services terminated, November 12, 1924.

Reason, Retirement.

Members of family in Government Service, None.

Date of birth, July 24, 1876.

Remarks: Mr. Shepherd resigned September 10, 1923, from position of Assistant Keeper, Sankaty Head Light Station, Mass. A letter from him indicating his desire for reinstatement at Wood End Light Station is enclosed. Form 381, in duplicate, covering Mr. Shepherd's case is also enclosed.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 19

Secretary, Civil Service District. — Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Form 381 Supplemental

UNITED STATES CIVIL SERVICE COMMISSION

REASONS FAVORING REINSTATEMENT

Name of person — Douglas H. Shepherd

Age on last birthday — 46 years.

Total length of service. — From May 1, 1916, to Feb.16,1923, as Keeper.
" Apr.10,1923, to Sep.10,1923, as Keeper.
" Jul.1, 1924, to present time as Custodian.

What was the reason for his leaving the service?

On Feb.16,1923, his position was discontinued on account of the light being discontinued.
On Sep.10,1923, he resigned of his own accord.

What was his efficiency rating while in the service?

Excellent - being commended several times for his efficiency.

On what class of work, if any, was he considered especially efficient?

Incandescent oil vapor lights. He is also a good mechanic.

What has he been doing since he left the service?

Was in the hospital.

What particular need can he fill that cannot just as well be filled by promotion or appointment from a register?

In view of his long and efficient service as keeper in this district, he is well fitted for the position and is far above the average.

State any reason in favor of the reinstatement not covered by the above answers.

Mr. Shepherd was in this Service from May 1, 1916, to Feb.16, 1923, when his services were discontinued on account of the light of which he was keeper being discontinued. He re-entered the Service on Apr.10,1923, but resigned Sept.10,1923. On July 1, 1924, he was appointed Custodian of Monomoy Point Reservation (this Service), which position he now holds.

Superintendent 2nd Lighthouse District.

SUPT. OF LIGHTHOUSES
OCT
15
1924
2nd DIST. BOSTON, MASS.

Monomoy Point Light Station,

Chatham. Massachusetts.

October IIth I924

Lighthouse Superintendent,

Boston. Massachusetts.

Respected Sir:-

I wish to confirm my recent letter to you a copy of which is below herewith:

(COPY)

Monomoy Point Light Station,

Chatham. Massachusetts.

October 9th I924

Lighthouse Superintendent,

Boston. Massachusetts.

Respected Sir:-

I respectfully request to be reinstated in the Lighthouse Service in the position of Keeper of Wood End Light Station.

Respectfully submitted,

D. H. Shepherd

Custodian.

a/e

COPY-MEH

Monomoy Point Light Station,
Chatham, Massachusetts.
October 9th 1924

Lighthouse Superintendent,
Boston, Massachusetts.

Respected Sir:-

I respectfully request to be reinstated in the Lighthouse Service in the position of Keeper of Wood End Light Station.

Respectfully submitted,

/signed/ D. H. Shepherd

Custodian

Monomoy Point,
Chatham. Massachusetts.

June 4th 1924

Capt. George E. Eaton,
Lighthouse Supt.,
Boston. Massachusetts.

Dear Sir:-

I wish to report that I went down to the Light and found the Lantern Door down on the ground. It is my intention to go down to the Light and replace the door just as soon as I get somewhat straightened out here.

I should be very glad if you can obtain permission for me to act as Caretaker of the Light and to reside there for the time being while we are on the beach.

Mr. Long, keeper of Coast Guard Station # 44 has extended every kindness to us since we landed here, and I shall be very glad follow any instructions you may have in mind for the interest I have in the Service.

Very respectfully,

D. H. Shepherd

Douglas H. Shepherd 102

Douglas H. Shepherd,

swear

/signed/ Douglas H. Shepherd

sworn 7th

July 24.

/signed/ Theodore H. Bearse

Notary Public

My commission expires Jan. 21, 1926.

Custodian $1.00 per month Monomoy Point Light Station, Mass.

2nd

Boston, Mass. July 8, 1924.

July 1, 1924.

Eaton

Superintendent.

DEPT. OF LIGHTHOUSES
JUL
8
1924
1ST. DIST. MASS.

Monomoy Point,

Chatham. Massachusetts.

July 7th 1924

Capt. George E. Eaton,

Lighthouse Superintendent,

Boston. Massachusetts.

Respected Sir:-

I. Enclosed please find Oath of Office duly signed and sworn to before Notary Public.

2. Keys have been received for Monomoy Point Light Station.

3. Please note change of Address below.

Respectfully submitted,

D. H. Shepherd

Douglas H. Shepherd,
c/o Capt. Leon Long,
Monomoy Point,
Chatham. Massachusetts.

GEE-MEH

June 30, 1924.

Mr. Douglas H. Shepherd,
C/o Keeper, Chatham Light Station,
Chatham, Mass.

Sir:

1. Herewith is your appointment as Custodian of Monomoy Point Light Station at $1.00 per month, effective July 1, 1924, and you are now authorized to occupy the dwelling.

2. Also enclosed is an Oath of Office which it is requested you have sworn to before a Notary Public. Please sign your name on the line marked with the pencil cross, DOUGLAS H. SHEPHERD, the same as it is typewritten at the head of the form, and see that the notary public impresses his seal in the proper place, after which return the form to this office.

Respectfully,

Superintendent.

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

1924 JUN 19 PM 3 58

LIGHTHOUSES

U.S. BUR. OF LIGHTHOUSES JUN 23 1924 2nd DIST. BOSTON, MASS.

June 14, 1924.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of June 13, 1924, the Department has authorized the position of custodian of Monomoy Point Light Station at $1.00 per month.

By direction of the Secretary:

Edw J Gardner

Acting Chief of Appointment Division.

IC
G

JUN 21 1924

Bureau of Lighthouses, Wash., Copy to 2nd Dist. Be guided accordingly.

Not to be accepted as authority for investigation operations unless accompanied by official credentials

Form A-S

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON June 14, 1924.

SUPT. OF LIGHTHOUSES
JUN 23 1924
1924 JUN 19 PM 3 59

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Custodian

in the Lighthouse Service

at a salary of One dollars per / month,

effective on the date on which you enter upon duty in the above-mentioned position.

(Excepted appointment under the provisions of Schedule A, Subdivision 1, Paragraph 6 of the Civil Service Rules.)

By direction of the Secretary:

Respectfully,

1C
2nd

Acting WM. J. GARDNER.
Chief of Appointment Division.

Appropriation: General Expenses, Lighthouse Service.

Vice: New position.

Legal Residence: Massachusetts.

11—3692

GSE-HL

June 21, 1924

Mr. D. H. Shepherd,
c/o Keeper, Chatham Light Station,
Chatham, Mass.

1. Your letter of June 18.

2. This office recommended to the Bureau that you be appointed temporary custodian of Monomoy Point Reservation at a nominal salary of $1.00 per month and be allowed to occupy the dwelling. You will be informed as soon as reply is received from the Bureau.

Eaton

Superintendent.

SUPT. OF LIGHTHOUSES
JUN
21
1924
2nd DIST. BOSTON, MASS.

Monomoy Point,
Chatham. Massachusetts.

June 18th 1924

Capt. George E. Eaton,
Lighthouse Supt.,
Boston. Mass.

Dear Sir:-

June 4th I reported that the north door in the tower was down on the ground. I have since been down to the Light and replaced same.

In the same communication I respectfully requested that I be allowed to use the Station for a temporary residence awaiting a vacant Station.

Up to this time of writing I have received no answer to the above communication, and should be very pleased to receive instructions regarding my request.

Respectfully submitted,

D. H. Shepherd

Advise over action
The will be advised
when vacancy

FJM-HL

June 10, 1924

Commissioner of Lighthouses:

Subject: Monomoy Point Reservation, use of dwelling.

1. The Monomoy Point disused Light Station is located on an isolated part of the coast and has been broken into once and some damage done.

2. D. H. Shepard was its former keeper. He has expressed a willingness to go to this station as temporary custodian at a nominal salary of $1.00 per month until an opening as keeper at some station is available.

3. It is recommended that D. H. Shepard be employed as temporary custodian of Monomoy disused Light Station at $1.00 per month and be authorized to reside in the dwelling until it is sold.

Eaton

Superintendent.

D. H. Shepherd

182

SUPT. OF LIGHTHOUSES
APR
25
1924
3rd DIST. BOSTON, MASS.

Barber Point Light Station,
Westport. New York.
C/O H. C. Andersen.

April 24th 1924

Captain George E. Eaton,
Lighthouse Superintendent,
Boston. Massachusetts.

Dear Sir:-

I understand that the keeper of Split Rock Light Station on Lake Champlain has put in his application for retirement, but no action has been taken on it as yet so. far as I know.

The keeper of Crown Point Light Station on Lake Champlain resigned April Ist and while he wrote me of the vacancy about to occur which was sent to me by " Special Delivery " unfortunately, up to date I have not received the letter, or I might have been considered for that Station.

Your knowledge of my case, and if my former record in the Service under you will permit, and regulations allow, I should be very glad indeed if you could take up the matter with Mr. Yates Superintendent of the 3rd District for me to be favorably considered for the position of keeper of Split Rock Light Station when such vacancy occurs, or any other Station on Lake Champlain.

In the meantime I shall be very glad to be considered for a desirable Station either as keeper, Additional keeper or Assistant in your district which I shall sincerely regret to leave for a transfer up here.

Very respectfully,

D. H. Shepherd

m. w.t.

Douglas H. Shepherd

102

Westport. New York.

April 21st. 1924



Capt. George E. Eaton,
Lighthouse Superintendent,
Boston. Massachusetts.

Dear Sir:-

Referring to Mrs. Shepherd's recent call at the office regarding my being considered for the position of Ist Asst. keeper of Cape Ann Light Station, I respectfully wish to say that I do not deem it advisable to be considered for the above position.

I do however, respectfully request that I be considered for a smaller station when such vacancy occurs, either as Asst. or keeper.

At this time I wish to state that I am feeling so very much better and hope that the time is not far distant when I shall be able to again prove my worth to the service. Thanking you for the kindness extended Mrs. Shepherd on her recent call,

Very respectfully,

D. H. Shepherd

Address until
further notice:
c/o H. C. Andersen,
Barber Point Light Station,
Westport. New York.

MEH

Douglas H. Shepard

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES

1923 AUG 24 AM 7 49

August 16, 1923.

102

Mr. Douglas H. Shepherd.

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the Bureau, to take effect at the close of business on September 10, 1923.

Bureau	Lighthouse Service.
Station	Sankaty Head Light Station, Mass.
Position	Keeper (Assistant)
Salary	$720.00 per annum.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

2nd.

Orig. mailed 8/28/23 HB

COPY - HS

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SECOND DISTRICT

Sankaty Head Light Station
(Station, Depot, or Vessel)

August 6th, 1913.

Lighthouse Superintendent,
Respected Sir :-

1. It is with regret that after due consideration I find it necessary to tender my resignation as assistant keeper of this station, to take effect at your convenience on or about September 10th.

2. I respectfully request that my name be placed on the eligible list to be considered for the position of keeper of a shore station when such vacancy occurs.

Respectfully submitted,

/s/ Shepherd Assistant Keeper,
(Through the Keeper)

Attest
/s/ Larsen
Keeper.

Form 93

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE Superintendent, Second DISTRICT.

Boston, Mass., August 13, 1923.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Douglas H. Shepherd Position, Assistant Keeper

Legal residence, Massachusetts Station, Sankaty Head Light Station, Mass.

Salary, $720. per Annum

The acceptance of this resignation is recommended effective at the close of September 10, 1923

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

Remarks: ---

Superintendent.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

CV

D. F. Shepherd

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAY 10 1923
RECEIVED
SECOND DISTRICT
BOSTON, MASS.

Sankaty Head Light Station
(Station, Depot, or Vessel)

May 7th. 1923, 19

Lighthouse Superintendent,
Respected Sir:-

I. Owing to the very unpleasant relations that have existed between the Keeper and Assistant during the short time I have been here, and which seem to continue at intervals, I am writing to see if in the very near future there are prospects of my being transferred to another station.

2. It is not my desire to bring up the many past incidents, suffice to say that on the morning of May 5th I was accused of an action that I was entirely innocent of, and because I was not responsible, Mrs. Shepherd must be. In order that there would be no misunderstanding I insisted that my wife step out and answer for herself, and it was beyond her. His conduct at this time led up to such an extent that his taunts and insinuations were such that at the supper table in the evening my wife collasped to the floor.

3. While Mrs. Shepherd is not connected directly with the service, she has proved herself a good housekeeper and capable of taking care of the station duties in an emergency, and no man can stand by and put up with such actions.

4. The Watch-book records show that I am the 5th Assistant to be under this Keeper since 1921 and it would be interesting to know the actual reasons why these other Assistants desired to be transferred or resign, as this appears to be a very desirable station in all other respects.

5. As an Assistant my conduct has been such as to fulfill the requirements of the regulations and instructions from the Keeper.

6. I sincerely regret to find it necessary to imform you of these conditions and hope that the matter will end with this report, which is being forwarded to you without absolutely no outside influence whatever, it is wholly a personal matter.

7. The Keeper has quite a family and no doubt the many cares are somewhat responsible for his periodical tantrums.

Respectfully submitted,

Shepherd Asst. Keeper,

(Through the Keeper)

W Larsen Keeper

FILE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAY 10 1923
RECEIVED
BOSTON, MASS.

Superintendent of Lighthouses
Boston, mass.

Nantucket Head Light Station
(Station, Depot, or Vessel)

May 8th, 1923

In reply to the asst. keeper charges made against me may 7th

2

I have not had any words with the asst. keeper.
on may 5th A.M. the children came and said
there is something white all over the ground
behind the shed, it looked like grease.
Asst. keeper came to the shed at the same moment.
I said let us take a hoe and shovel and clean it
up, what there is on the ground. He made a fuss
and run up after mrs. Shepard and both called me
a liar

3

I have never offended mrs. Shepard in any ways.
She have offended us more than once.

4

In regards to the asst. keepers there have been here
since 1920 mr. Macy and mr. Sanborn with both
i had no trouble. They others did not want to
do their work and obey orders.

5

asst. keeper has not fulfilled his duties
As he insist to do as he please

FILE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
MAY 10 1923
RECEIVED
BOSTON, MASS.

(Station, Depot, or Vessel)
BOSTON, MASS., 19

2

6

My opinion is Asst Keeper has outside influence in making trouble.

7

In regarding to care of my family. My wife has all the care of the children and house keeping. My time is allways occupied with Station work and duties

Respectfully
Larsen
Keeper

FILE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
SECOND DISTRICT
MAY 10 1923
RECEIVED
BOSTON, MASS.

Sankaty Head Light Station
(Station, Depot, or Vessel)

May 8 1923

Superintendent of Lighthouses
Boston mass.

I

I Wish ta state the abusive treatment I have put up with from Mr. Shepard asst. keeper since he came ta this station. first hour he came he showed superiarity, demanded all kinds of things there is not furnished for the quarters I said I did not have any on hand ta give him.
I Was called down from him and Mrs. Shepard for not having any thing on the Station.
He said he would make out a requisition for articles he need and send in ta the office.
He demanded 5 galls. kerosene right away and handed me a 5 galls. can told me ta fill it up. I said we are not use ta have 5 galls. at time for the quarters, as we only draw one gall. at time, he said never mind that go ahead and fill it up. I did so for not have any argument with him it Was april 11th. May 1st he give me the can for 5 galls. More which he received. This will be More kerosene during the year and the alowance call for, As it is now short nights, and that much should not be used. for my own self We are

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

(Station, Depot, or Vessel)

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAY 10 1923
RECEIVED
BOSTON, MASS.

2

using waste oil from Taylor lamps to save kerosene.

2

The same evening he came I asked him about the watches for the night he said he was not going to stand any watch that night. He told me to stand it, and said the Government had treated him rotten, he was going to look out for his own self.

3

Asst. Keeper have tried to make trouble at different times since he came here I have stood it, for not have any arguments with him.

4

Spring painting and white washing has to be done. I can say I am practically all alone to do this work. The outside of the Tower I can not do it alone. Asst. Keeper says that he can not help me on any work on outside of Tower

Respectfully
Larsen
Keeper

Douglas H. Shepherd

102

SE

1 incl.

April 28, 1923.

Assistant Keeper,
Sankaty Head L.S.
(Through Keeper)

1.- Question 7 of your Personal Question Sheet which is herewith returned shows you were born July 24, 1880, whereas the records in this office show you were born July 24, 1878.

2. Please advise which is correct.

3. If the date on the Personal Question Sheet is incorrect, please correct it accordingly and return it to this office.

Superintendent.

JEV

SE

1 incl.

April 23, 1923

Mr. D. H. Shepherd,
Assistant Keeper,
Sankaty Head L.S.
(Through Keeper)

1. Your personal question sheet is herewith returned with the request that you answer the rest of Question 3, also answer Questions 5 to 15, inclusive, also Questions 17 and 22.

2. You should sign your name near the bottom of page 3 on the line marked "Signature" and insert the date you complete this paper opposite your signature.

3. Completed paper to be returned to this office.

Superintendent.

SE

3 incls.

April 16, 1923.

Mr. Douglas H. Shepherd,
Asst.Keeper, Sankaty Hd. L.S.
(Through Keeper)

1. Herewith is your appointment as Assistant Keeper, Sankaty Head Light Station.

2. An Oath of Office is also inclosed, which should be executed before a Notary Public. Please sign it DOUGLAS H. SHEPHERD on the line marked with a cross. The Notary should impress his seal in the proper place.

3. A personal question sheet is also inclosed, which should be executed by answering every question in ink to the place marked with crosses. In answering the questions the answers to which have already been filled in by the office please write in ink what has been filled in with pencil.

4. Executed Oath and personal question sheet should be returned to this office.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
APR 16 1923
RECEIVED
BOSTON, MASS.

Sankaty Head Light Station
(Station, Depot, or Vessel)

April 13th, 1923

Superintendent of Lighthouses

Boston Mass.

Sir:

April 9th 7 30 A.M. Mr. E. F. Sanborn left this Station
" 11th 4 30 P.M. Mr. D. H. Shepherd came to this Station

Larsen
Keeper

4/30

Not to be accepted as authority for investigation operations unless accompanied by official credentials

Form A-8

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1923 APR 13 PM 3 47

April 10, 1923.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Twenty dollars per annum,
(including $60 per annum longevity pay)

effective on the date on which you enter upon duty in the above-mentioned position.

(By reinstatement in accordance with authority contained in Certificate No. 1358, issued by the Civil Service Commission).

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

2nd.

Chief of Appointment Division.

C
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edgar F. Sanborn.

Legal Residence: Massachusetts.

Sig. mailed 4/16
Duty 4/10/23
Oath 4/18 Sent to Bur. 5/7
Pers. Recs. Sheet sent Bur. 5/7

GCS-MEH

March 31, 1923.

Superintendent, Second District,
U. S. Coast Guard,
Provincetown, Mass.

Sir:

1. Receipt is acknowledged of copy of your letter of March 29 to Officer in Charge, Monomoy Point Station, in regard to transporting the household effects of the former light keeper and looking out for the lighthouse reservation.

2. Your cooperation is very much appreciated, and I desire to express my thanks for the assistance to be given this Service.

Respectfully,

Eaton

Superintendent.

Copy for Mr. D.H.Shepherd, Monomoy Point, Chatham, Mass.

Copy for Master, Tender Azalea.

Eaton

Superintendent.

64

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAR 30 1923
RECEIVED
BOSTON, MASS.

March 29, 1923.

From: Superintendent, Second District.
To: Officer in charge, Monomoy Point Station.

Subject: Transportation of Household effects, former keeper, Monomoy Point Light Station.

1. On or about April 9th, if the station team is not required for rendering assistance, or other necessary work in connection with the Coast Guard, you will detail one man with the team to assist the former keeper of Monomoy Point Light Station in transferring his household and personal effects from the house to the beach.

2. As the dwelling at the light-house will be left vacant and locked up, you are hereby directed to look out for the Government's interest at the light-house reservation by inspecting the exterior of the buildings and premises during your weekly visit to the North Patrol Limits, and at such other times as may be deemed necessary. Should any irregularites be noted, they will be reported to this office immediately.

F. B. L.

F. B. Lincoln.

Copy to:
Superintendent
Lighthouse Service
2nd Dist. Boston, Mass.

cc ack + thanks for cooperation etc
c/f to Rosalea + Shepherd for
[illegible] information E
cc Lewis 3/31/23

COPY * SE

Monomoy Point,
Chatham, Massachusetts,
March 22nd, 1923

Capt. George E. Eaton,
Lighthouse Superintendent,
Boston, Massachusetts .

Respected Sir:

Your letter of March 19th.

I should be glad to be considered for the position as Assistant Keeper at Sankaty Head Light Station until such time as a position of keeper is vacant.

Owing to the uncertainty of receiving mail here, should this request be acted upon favorable, may I suggest that I be allowed several days in which to finish the necessary packing if possible.

Having no horse here, would you please kindly take up the matter of getting my furniture to the beach with the Coast Guard Station No. 44 through the Coast Guard Superintendent at Provincetown, Mass.

Should be very glad to receive any instructions regarding the Government Property here.

Very respectfully,

(Signed) D. H. Shepherd

Mr. D. H. Shepherd
c/o Coast Guard Sta.,
Chatham, Mass.

Mr. F.W.Craig,
25 Water St. Fairhaven

GEE-SE

March 19, 1923.

1. Please advise if you would accept the position of Assistant Keeper at Sankaty Head Light Station, if it was offered you.

2. The base pay is $660. a year and the $240. bonus and commutation in addition.

Superintendent.

102

GEE-MKH

April 3, 1923.

Mr. D. H. Shepherd,
Monomoy Point,
Chatham, Mass.

1. Referring to your letter of March 31, and to the third paragraph, it is thought that you had better leave the storm windows on.

2. Referring to the fifth paragraph, you are advised that this office has received no intimation that the Keeper of Plum Island Light Station contemplates retiring in the near future, but in the event of a vacancy at that station your application will receive consideration.

Eaton
Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
APR 2 - 1923
RECEIVED
BOSTON, MASS.
SECOND DISTRICT

.....
(Station, Depot, or Vessel)

....., 19

Monomoy Point,
Chatham. Massachusetts.
March 31st 1923

Captain George E. Eaton,
Lighthouse Superintendent,
Boston. Massachusetts.

Respected Sir:-

Your letter of instructions March 28th.

I. The two warning signs have been received and they will be screwed on to the dwelling and outside entrance to tower.

2. In order to prevent rust as far as is possible, I shall use an oily cloth and rub over the brass and steel parts of the lens frame and oil tank in tower.

3. The storm windows will be taken down and placed in the workshop and locked up. Smoke-pipe in heater will be taken down and if I can arrange it, the smoke pipe in the cook stove will be removed and the stove greased over to prevent rust.

cc Telephone better leave storm windows on.

4. Everything will be left secure and unless otherwise instructed will deliver the keys to the Master of the Tender.

5. I am led to understand that the keeper of Plum Island Light Station is to be retired very soon. May I take the liberty at this time to respectfully request that I be considered for the position of keeper when this vacancy occurs.

S note on card

Very respectfully,

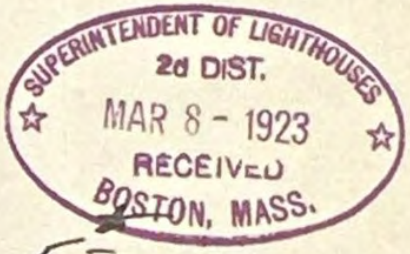
D. H. Shepherd

Personnel

D. H. Shepherd 91 Halsted St - 102

E. Orange. N. J.
March 7-1923

Capt. George E. Eaton
Lighthouse Superintendent
Boston. Mass.



Your letter of March 5 -

I regret to state that I misconstrued the meaning of Mr. Clifford Hastings letter, but by your communication of March 5th I am very much pleased to learn that my forced separation from the Service will be considered as continuous Service.

Thanking you for this information

I am respectfully
Douglas H. Shepherd

DHS

GEE-MEH

5,

March 5, 1923.

Mr. Douglas H. Shepherd,
91 Halsted Street,
East Orange, New Jersey.

Sir:

Your letter of March 2, addressed to Mr. Clifford Hastings, is returned for explanation, as it is not understood. If your object in writing it was to obtain authority for this office to allow you your longevity pay when you are reinstated, you are advised that such action is not necessary, as the Superintendent can allow your longevity because the break in your continuous service has been for reasons beyond your control.

Respectfully,

Eaton
Superintendent.

East Orange N. J.
Feb. 28-1923

Capt. Geo. E. Eaton
Lighthouse Supt.
Boston. Mass

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAR 1 - 1923
RECEIVED
BOSTON, MASS.

Dear Sir:-

A letter will reach me if sent to the address below and any notice to return to Morning Point Light Station at any time it will attend to the requirements regarding the Government Property.

I am taking the liberty to enclose picture of the cap. that you & the Officers were interested in the construction.

Very Respectfully
Douglas H. Shepherd
91 Halsted St
East Orange. N. J.

LIGHT
1923 FEB 27 PM 3
HOUSES

February 24, 1923.

Sir:

In view of the fact that the position which was occupied by you has been abolished, the Department, upon recommendation of the Acting Commissioner of Lighthouses, has discontinued, without prejudice, your services as Keeper at $1140 per annum (including $60 per annum longevity pay) of Monomoy Point Light Station, Massachusetts, effective at the close of February 16, 1923.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Douglas H. Shepherd,
Through the Commissioner of Lighthouses.

P
G
2nd

-MSH

February 19, 1923.

Commissioner of Lighthouses.

Subject: Monomoy Point Light Station, separation of keeper.

Reference: Bureau's file No. 1529, letter to Department January 23 Department's approval January 26, 1923.

Monomoy Point Light Station having been discontinued on February 16 and the position of keeper thereof having been abolished at the close of that date, it is recommended that Douglas H. Shepherd, the keeper, be separated from the Service without prejudice, beginning February 17, 1923. This man has been one of the most efficient employees in this district, and it is the intention of this office to reinstate him in the first desirable vacancy that occurs.

Eaton

Superintendent.

JE

SE

February 16, 1923.

Commissioner of Lighthouses.

Subject: Monomoy Point Light Station - discontinuance.

Reference: Bureau file No. 1329, letter to Dept. Jan. 23,
Dept. approval January 26, 1923.

The Bureau is advised that Monomoy Point Light Station was discontinued on February 16, 1923 and the position of keeper thereof was abolished at the close of February 16th.

Eaton

Superintendent.

Douglas H. Shepherd

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
FEB 19 1923
RECEIVED
BOSTON, MASS.

SECOND DISTRICT

Monomoy Point Light Station,
(Station, Depot, or Vessel)

February 16th 1923, 19

Lighthouse Superintendent,

Respected Sir:-

Confirming my telephone report to you this morning, I wish to reprt that this light was permanantly extinguished at sunrise February 16th according to your instructions received by me on February 1st.

I wish to report at this time that the Light and dwelling is being left in a clean condition, and all the movable government property is locked up on the station. The water in the furnace heater has been drawn off, and the water in the kitchen pump has been allowed to run off.

The keys of the station will be delivered to you, unless otherwise instructed.

Respectfully submitted,

Shepherd Keeper.

A/
21

GEE-MEH

February 13, 1923.

Keeper, Monomoy Pt. Lt. Station:

1. Your letter of February 10.

22 Under the Regulations, upon the date of the discontinuance of the light station your position as keeper ceases, and it will therefore be necessary to separate you from the Service without prejudice. This action will permit your reinstatement any time within a year that you wish to come back into the Service and a position is open to which you can be appointed. It is thought that upon recommendation from this office the Bureau will waive the break in your continuous service.

3. There is no objection to your leaving your furniture at the light station until such time as you care to move it.

4. The writer will be glad to see you on the 17th, when this whole matter will be discussed with you.

5. When your wife leaves the station have her drain off all the water in the heater and radiators, and see that the pump is empty.

Eaton

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES 2d DIST. FEB 13 1923 RECEIVED BOSTON, MASS.

Monomoy Point Light Station
(Station, Depot, or Vessel)

February 10th 1923, 19

Lighthouse Superintendent,
Respected Sir:-

Your letter of February 9th.

I wish to thank you for the authority to occupy the dwelling until such time I am transferred to another position.

At this time I wish to report that all the government property has been checked up, and three copies made on the blanks furnished for the purpose, and the property placed in such manner that the inspecting officer can readily recheck it.

As you are fully aware of my sickness last Spring, and as I have kept in touch with Dr. Hopkins of Chatham all winter, and since this station is to be permanantly discontinued, also keepers position, I am perfectly willing to request leave of absence, without pay, until about April 15th 1923 in order to regain what health I have lost this winter. Perhaps by that time a permanant keepership station with quarters would be vacant, or would be glad to be considered as assistant keeper with quarters as a temporary position. During this leave of absence, if granted, would it break my continuous service ?, I am hoping it will not.

I should feel perfectly safe in leaving my furniture here during my absence if it would not be any burden on the Department.

As there are many things that I should like to be enlightened on in regards to this letter, with your permission, it is my intention to leave my wife in charge here, and call on you at the office on the morning of the 17th.

I am enclosing leave of absence forms herewith.

Respectfully submitted,

Shepherd

Keeper.

cc ack- station this request will be recom- to Ben- and be glad to see him.

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES 2d DIST. FEB 13 1923 RECEIVED BOSTON, MASS.

cc/ active memo/ 12

REQUEST

Monomoy Point Light Station, February 10th 1923
(Station.)

SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT:

I respectfully request that I be granted 58 without pay days of shore liberty or leave, from February 17th to April 15th, inclusive, 1923. I have had no days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

_____, _____
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

c/o Mr. George F. Moulton
15 Brackett Street, East Milton., Mass.
(Street or R. D. Route.) (City.) (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

D. H. Shepherd
Keeper in charge.

D. H. Shepherd
(Applicant's signature.)

Keeper.
(Title.)

AUTHORITY

OFFICE OF SUPERINTENDENT, _____ DISTRICT, _____, 19

The above application for shore liberty or leave is hereby approved for _____ days, from _____ to _____, inclusive, 19 .

Substitute _____ be furnished during this absence.
(Insert "must" or "need not.")

_____

Superintendent, _____ Lighthouse District.

FINAL REPORT

Absence began: At _____ M., _____, 19 .
(State nearest hour.)

Returned to duty: At _____ M., _____, 19 .
(State nearest hour.)

Period of absence: _____ days.

Period charged: _____ days.

Certified correct and forwarded.

_____
Keeper in charge.

_____
(Applicant's signature.)

_____
(Title.)

11—882

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
FEB 13 1923
RECEIVED
BOSTON, MASS.

REQUEST

Monomoy Point Light Station (Station.) February 10th 1923

SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT:

I respectfully request that I be granted 58 without pdys of shore liberty or leave, from February 17th to April 15th, inclusive, 1923. I have had no days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

_____ (Name.), _____ (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

c/o Mr. George F. Moulton
15 Brackett Street (Street or R. D. Route.), East Milton. (City.), Mass. (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

D. H. Shepherd
Keeper in charge.

D. H. Shepherd (Applicant's signature.)

Keeper. (Title.)

AUTHORITY

OFFICE OF SUPERINTENDENT, _____ DISTRICT, _____, 19

The above application for shore liberty or leave is hereby approved for _____ days, from _____ to _____, inclusive, 19 .

Substitute _____ be furnished during this absence.
(Insert "must" or "need not.")

_____

Superintendent, _____ Lighthouse District.

FINAL REPORT

Absence begun: At _____ M., _____, 19 .
(State nearest hour.)

Period of absence: _____ days.

Returned to duty: At _____ M., _____, 19 .
(State nearest hour.)

Period charged: _____ days.

Certified correct and forwarded.

_____ (Applicant's signature.)

_____
Keeper in charge.

11—682 _____ (Title.)

GEE-MEH

February 9, 1923.

Keeper, Monomoy Pt. Lt. Station:

1. The Commissioner has authorized you to occupy the dwelling at the light station, if you so desire, until such time as you can be transferred to another position.

2. In order to avoid a break in your continuous service, in case of a vacancy in the position of assistant keeper at a station, would you care to be considered for it until such time as a vacancy occurred in a keepership to which you could be transferred; or would you accept a temporary position as keeper or assistant keeper where there are no quarters for family, but where there is monthly leave. The office would like an expression of your wishes in the matter.

Eaton

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
GEE-MEH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES 2d DIST. FEB 9 1923 RECEIVED BOSTON, MASS.

2992-E

1923 FEB 5 PM 3 51

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

February 2, 1923.

Commissioner of Lighthouses.

Subject: Monomoy Point Light Station, keeper's quarters.

1. At the close of February 15 Monomoy Point Light Station is to be discontinued. It is recommended that the keeper be authorized to occupy the dwelling at the light station, if he so desires, until such time as a position can be found to which he can be transferred, if such a vacancy does not occur before the 15th.

Eaton,

Superintendent.

Bureau of Lighthouses, Washington
FEB 8 1922

E.K.

Returned approved.

Commissioner of Lighthouses.

cc file

GEB-MEH

February 6, 1923.

Keeper, Monomoy Pt. Lt. Station:

1. Your letter of February 1, 1923.

2. The office has already requested authority from the Bureau for you to occupy the station quarters until a new position has been found for you, and you will be notified of the Bureau's decision.

3. You will be given sufficient time to complete packing before it is necessary for you to leave the station, but in the meantime it is suggested that you pack articles not in use.

Eaton
Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

RECEIVED
FEB 3 1923
SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
BOSTON, MASS.

Monomoy Point Light Station,
(Station, Depot, or Vessel)

February 1st 1923, 19

Lighthouse Superintendent,

Respected Sir:-

Your letter of January 31st instructing me to permanantly extinguish this light on the morning of February 16th has been received.

Under the circumstances I would like to request a permit to reside on the station until a vacancy for keeper occurs.

In order that there will not be any delay in having the furniture ready for the Tender, I shall begin packing same at once, as far as is possible.

Respectfully submitted,

Stephens

Keeper.

cc
Tell him we will give him time to pack - but he can pack articles not used
2

GEE-MEH

January 31, 1923.

Keeper, Monomoy Point Lt. Station:

1. You are informed that Monomoy Point Light Station is to be discontinued on February 16; that is, the light is to burn from sunset on February 15 to sunrise on the 16th and is then to be permanently extinguished. The position of keeper also will be discontinued on that date.

2. Bureau authority will be requested to permit you to reside at the station, if you so desire, until the next vacancy in a keepership occurs which will be offered to you. It is suggested that if this vacancy proves to be an undesirable station you nevertheless accept it, and you will be considered for the first vacancy occuring at a desirable station.

3. The necessity for making this change, especially at this time of year, is very much regretted.

4. Prepare an inventory in triplicate of all government property remaining on hand at your station, blanks for which are enclosed, and hold the forms at the station until further orders.

5. Acknowledge receipt of this letter, and advise the office by telephone the date you discontinue the light.

Eaton

Superintendent.

2/2 2/6/23 Supt. informed by phone that all Govt. property has been noted in inventory & placed where available when this position was disc.

COPY-MEH

1329
CJL-EK

January 23, 1923.

Secretary of Commerce:

1. The Department is advised that careful consideration has been given to the needs of navigation in Nantucket Sound East Entrance, Mass., and it is proposed to rearrange the aids in this locality. When this rearrangement of aids is accomplished there will be no further need for the continuation of Monomoy Point Light Station, Mass., and Pollock Rip Light Vessel, Mass.

2. It is accordingly recommended that Monomoy Point Light Station be discontinued together with the position of keeper thereof at $1,080 per annum, base pay, effective upon a date later to be reported to the Department.

3. It is further recommended that Pollock Rip Light Vessel, Mass., be discontinued effective upon a date later to be reported to the Department at which time further recommendation will be submitted in regard to the complement.

(Signed) G. R. PUTNAM
Commissioner of Lighthouses.

APPROVED:

(Signed) W. M. Steuart
Acting Secretary of Commerce.

January 26, 1923.

Respectfully returned to the Commissioner of Lighthouses.

(Signed) Clifford Hastings
Chief of Appointment Division.

D. H. Shepherd

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
OCT 4 1922
RECEIVED
BOSTON, MASS.

182

Monomoy Point Light Station,
(Station, Depot, or Vessel)

September 28th 1922, 19

Lighthouse Superintendent,
Respected Sir:-

Attached herewith is copy of my recent X-Ray report from Dr. H. S. Wagner of Pocasset, Mass., through Dr. R. H. Hopkins, Chatham, Mass.

It would seem from this report that neither of the Doctors mentioned care to commit themselves one way or the other. Referring to the latter part of the report, Dr. Hopkins advised my keeping outdoors in the dry air and to avoid exerting myself, and he would see how I got along this winter.

Respectfully submitted,

D. H. Shepherd Keeper.

FILE

COPY

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
OCT 4 1922
RECEIVED
BOSTON, MASS.

(Station, Depot, or Vessel)

, 19

BARNSTABLE COUNTY SANATORIUM
POCASSET. MASSACHUSETTS.

Dr. H. S. Wagner, Supt.

September 20, 1922

Dr. R. H. Hopkins,
Chatham. Massachusetts.

Dear Doctor Hopkins:

The X-ray in the case of Douglas Shepard showed no change compared with the one taken last April-- that is a change that could not have been probably due to slight difference in the technique of taking and developing the picture.

One would think that in case the upsets he had last June while on his vacation were due to tuberculosis, especially considering the fact he spit blood, that it would have left some scar to be recorded on the X-ray films.

I had occasion to have Dr. Dunham of Cincinnati look at his films, and in addition to drawing my attention to definite signs in the upper right lung he remarked on the unusual size of his aorta, and mentioned studying his heart. Also advised a Wassermann test. This latter was done and sent in your name , so I suppose they have reported to you.

I can't say that I am quite justified in making a definite diagnosis of tuberculosis in Mr. Shepard's case as yet, nor on the other hand would it be wise to take him off the line of treatment that he has been pursuing lately.

Yours truly,

(Signed) H. S. Wagner.

D. H. Shepherd

102

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Near Passaic R. N. J.
(Station, Depot, or Vessel)

May 31st, 1922

SUPERINTENDENT OF LIGHTHOUSES 2nd DIST. JUN 3 1922

JUN 2 1922

Capt. Geo. E. Easton
Lighthouse Supt.
Boston, Mass.

Respected Sir:-

Yours letter of May 31st

I am very anxious to return to duty - and every thing considered I shall try to report at the office the first of next week.

While I have not fully recovered my strength I do not wish to put the Department to any unnecessary expense, and feel that with due care I can gain back my strength in the Station at this time of the year.

Respectfully Submitted

D. H. Shepherd

4/

EWS-MEH

May 31, 1922.

Mr. D. H. Shepherd,

New Russia, New York.

Dear Sir:

In order that this office may know what steps, if any, to take at the completion of the leave granted you through June 17, will you please inform us if you think you will be able to return to duty at that time.

Yours very truly,

Eaton

Superintendent.

246a. CALIFORNIA—Mare Island Strait—Mare Strait Lower End Gas Buoy, 1, to be established about Marc... 20 in the position of Mare Island Strait Buoy, 1, which will then be

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

New Russia, N. Y.
(Station, Depot, or Vessel)

May 30*, 192-

SUPERINTENDENT OF LIGHTHOUSES
MAY 31 1922

Capt. Geo. E. Eaton
Lighthouse Supt.
Boston, Mass.

Respected Sir:-

I wish to report that I am gaining very rapidly after my recent illness of pneumonia, and am in hopes of returning to duty very soon.

It is my intention to report to you at the office while on my return to Chatham.

Will you please have my pay check for the latter part of May sent up here to me.

Respectfully Submitted

D. F. Shepherd

MMB

S/W

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

New Russia New York
May 20th, 1922

Light House Superintendent.
Boston. Mass.

MAY 22 1922

Respected Sir

I beg. to report that I reached New Russia 5. a.M. Friday and found Mr Shepherd very much improved. It would seem however that his forethought in getting a Dr. in the moment has no doubt been the means of saving a serious sickness He will be confined for perhaps two days longer and he wishes me to state that he was unable to reply. to your letter of the 17th. He wishes to report that he will return to duty. as soon as able.

He hopes to be in receipt of his first part of his Mays Check. very soon as expenses have exhausted.

Very respectfully.
Wm D. Shepherd.

CEE-MEH

May 20, 1922.

Mr. D. H. Shepherd,

New Russia, N. Y.

Dear Mr. Shepherd:

1. I take pleasure in informing you that the Secretary has approved the Commissioner's recommendation that you be allowed thirty days' leave in addition to your annual thirty days, which extends your leave period through June 17, as you were notified in Superintendent's letter of May 17.

2. Enclosed herewith is service voucher covering your pay through May 15. Please sign and return when check will be forwarded you.

Yours very truly,

Eaton

Superintendent.

(COPY)

SUPERINTENDENT OF LIGHTHOUSES 2nd DIST.

JEH-EK
Inclosure.

May 13, 1922.

MAY 20 1922 MAY 17 PM 3

Subject: 2d Supt's. letter, April 26, 1922, Douglas H. Shepherd, kpr., Monomoy Point Light Station, illness.

Submitted to the Secretary of Commerce with recommendation that, in view of the circumstances in this case, the Department authorize the granting to Shepherd at this time the 30 days of annual leave to which he is entitled during the present calendar year, and upon the expiration of such leave 30 days additional leave with pay. The Bureau considers this a meritorious case and as Mrs. Shepherd will act as substitute the additional leave recommended will not result in additional expense to the Lighthouse Service.

(Signed) G. R. Putnam

Commissioner of Lighthouses.

Engrs.
Engr. Corps.
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Comm.
Commr

APPROVED:
(Signed) S. W. Stratton
Acting Secretary of Commerce.

May 17, 1922.

Respectfully returned to the Commissioner of Lighthouses.

Clifford Harding
Chief of Appointment Division.

G-M

MAY 18 1922
Bureau of Lighthouses, Wash., Copy to 2d Supt.

FILE

GEE-MEH

May 17, 1922.

Mr. D. H. Shepherd,

New Russia, New York.

Dear Mr. Shepherd:

1. Replying to your letter of May 13.

2. You are advised that this office is in receipt this morning of a letter from the Commissioner stating that he has recommended to the Department that you be given at this time the full thirty days' leave allowed you by the Regulations, and in addition thirty more days' leave with pay.

3. It is believed that the Department will grant this recommendation, which will extend your leave through June 17, if you find it necessary to be away that length of time. As soon as this office is informed of the granting of this leave, check will be mailed you for the half month of May.

With best wishes for your speedy recovery,

Yours very truly,

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

New Russia, N. Y.
(Station, Depot, or Vessel)

May 13th, 1922

SUPERINTENDENT OF LIGHTHOUSES 2nd DIST.

Lighthouse Superintendent
Boston. Mass

MAY 15 1922

Respected Sir

If it can be so arranged I should be glad if you can mail me any pay that is due me from May 1st to May 15th

I wish to report that the change up here has been very beneficial and hope to return to duty in the best of health.

Respectfully Submitted
D. H. Shepherd.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Point Russia, N. Y.
(Station, Depot, or Vessel)

May 6th, 1922

SUPERINTENDENT OF LIGHTHOUSES 2nd DIST.

MAY 8 1922

Capt. Geo. E. Ealey
Lighthouse Supt.

Respected Sir:-

Your letter of May 4th
Pay check for the last part of April received.

I respectfully thank you for your efforts to
secure my pay during this forced absence
caused directly through my illness of pneumonia
while on duty at the Station some 3 years ago.

Without this pay it will force me to
return to duty, sooner than I was advised by
Dr. Hopkins, as present funds will not permit
my staying.

I am in hopes of returning to the Station
in the best of health to continue the duties
that I am so much interested in.

Respectfully Submitted
D. H. Shipherd - Keeper
Morning Point Light Station

GEE-HS

May 4, 1922.

Mr. D. H. Shepherd,
New Russia, N. Y.

Dear Sir:-

1. Your letter of May 3.

2. Your check for second half of April was mailed you on the 2nd instant.

3. This office has recommended to the Bureau that you be allowed at this time all the annual leave due you for the calendar year. It has also recommended that an additional keeper at your present pay be authorized for Monomoy, and that Mrs. Shepherd be appointed to the position. A strong plea has been put up to the Bureau that this arrangement be made if it is possible to do so, and it is believed that the Bureau will grant you every consideration that law and regulations permit. The matter does not rest wholly with the Bureau, however, but it will be necessary for them to obtain the consent of the Civil Service Commission as well. You will be notified of the result of our recommendation as soon as this office learns it.

Respectfully,

Eaton

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SECOND DISTRICT

SUPERINTENDENT OF LIGHTHOUSES 2nd DIST.
MAY 4 1922

(Station, Depot, or Vessel)

May 3rd, 1922

Light House Supt.

Respected Sir:-

Can you inform me if I shall be kept on pay during my absence?

If my pay is to be stopped, I am afraid that I shall have to return to duty sooner than the Doctor wished me to, as it has been quite an expense to me, and by the report of this time that I am getting much better.

Will you please mail my check at once as I am in need of funds.

Respectfully Submitted

D. H. Shepherd

Mail address. New Russia.

N. Y.

Address
when leaving

GEB-IBB

April 26, 1922.

Commissioner of Lighthouses.

Subject: Monomoy Pt. Light Station, temporary additional keeper.

1. Douglas H. Shepherd, Keeper of Monomoy Point Light Station, on account of threatened tuberculosis, has requested that he be granted at this time thirty days annual leave and at the end of that period leave without pay as may be necessary, in order that he may enter a sanitarium in an endeavor to regain his health.

2. Shepherd, who has been in the Lighthouse Service since May 1, 1916, has been one of the most efficient and desirable keepers in this district, and his record makes him deserving of every consideration that the Bureau can grant, especially so as his present condition is the result of pneumonia contracted four years ago, which was at least aggravated by his continuing on duty when he should have been in the hospital. Copy of a letter from this office to the U. S. Employees' Compensation Commission in regard to the matter is enclosed.

3. Shepherd has already taken all the annual leave that has accrued to him to date, and it is recommended that he be granted at this time the balance of the thirty days annual leave. It is also strongly recommended, if there is any way by which such an allowance can be made, that he be granted leave with pay in addition to the thirty days annual leave.

4. In case such additional leave cannot be granted, it is recommended that an additional keeper be authorized for Monomoy Point Light Station at $1140 per annum, beginning May 15, 1922, and that the Bureau endeavor to obtain from the Civil Service Commission authority for this office to nominate Mrs. Shepherd for that position. Mrs. Shepherd is now serving as substitute for her husband, as the regular substitute keeper of the district is now relieving the keeper of Palmer Island Light Station, who is on leave without pay on account of illness, and is not available for Monomoy. Mrs. Shepherd is thoroughly competent to perform the duties of the station during the absence of her husband, having acted as his substitute in the past. It would be imprudent to appoint a green man from the civil service eligible list as temporary additional keeper to attend the I.O.V. light, and it would be impracticable for Mrs. Shepherd to remain at the station with a stranger.

5. If the above appointment can be arranged, it will not only be of advantage to the government under the circumstances, but will assist a deserving employee whose present condition results from an illness aggravated by faithful attention to duty.

Eaton

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES 2nd
SECOND DISTRICT

(Station, Depot, or Vessel)

, 19

APR 26 1922

New Russia. N. Y.
April 23- 22

Lighthouse Superintendent.

Respected Sir:-

I wish to report that my address will be, during my absence, New Russia. N. Y. Should be glad if you will please forward my check to this address. My hope that I can be on pay during this absence as I shall have to return when present funds have been used - and would like to stay on full time if it can be so arranged.

Respectfully Submitted

D. H. Shepherd - Keeper.

O.K. to do it.
4/27

New Russia.
N. Y.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SECOND DISTRICT

Monomoy Point Light Station.
(Station, Depot, or Vessel)

April 19th 1922, 19

Lighthouse Superintendent,

Respected Sir:-

During the past several weeks I have been under the Doctor's care, (Dr. Ralph H. Hopkins, Chatham, Mass.) who's opinion was, that there was some trouble with my left lung, and in order to confirm his theory he advised me to have an X-Ray taken of my chest. This I did on Sunday April 9th at the Barnstable County Infirmary, Pocasset, Mass. The enclosed report from the above examination was forwarded to Dr. Hopkins which seems to confirm his opinion.

Some three years ago I contracted pneumonia while in the performance of duties on the station, and Dr. Wagner and Dr. Hopkins seem to think that it resulted in a weak lung.

Attached herewith in letter received from Dr. Hopkins, and since its receipt I have called on him and he suggests that I get away up in the northern part of New York State in the mountains for six weeks, and he has every reason to beleive that this trouble will all be removed.

I have been on this station five years and my wife has taken as much interest in the duties of the station as I have, and is perfectly capable of running the Light and attending to the general station duties. I respectfully request that she be allowed to act as my substitute during ~~this~~ my absence, in order to regain my health.

Respectfully submitted,

Stephens Keeper.

RALPH H. HOPKINS, M. D.
CHATHAM, MASS.

Mr. Douglas Shepard
Monomoy Point Light,
Chatham, Mass.

My Dear Mr. Shepard:-

In compliance with your request of the other day, I am sending you the report of Dr.Wagner, the Chest Expert at Pocassett, Mass.

I regret very much that he is verifying my suspicions of an incipient Tubercular condition in the upper part of the left lung. Being backed with the X-Ray Examination, I am of the opinion that the diagnosis of incipient tuberculosis is pretty well established, and therefore would advise that you take immediate steps to rest yourself, preferably away from the fog of the Coast: and thereby get ahead of the disease.

Please allow me to impress up on you th absolute necessity of an <u>immediate</u> rest.

Cordially,

Ralph H. Hopkins

April 13, 1922.

Inclosure, Dr. Wagner's Report.

Barnstable County Infirmary
POCASSET
MASSACHUSETTS
TELEPHONE 94-2

April 11, 1922.

Dr. Ralph H. Hopkins,

Chatham,

Massachusetts.

Dear Doctor Hopkins:

Douglas Shephard came last Sunday for chest examination which showed the following.

With the stethoscope I found a small area in the left upper lung, between the second and third ribs which gave out a fine rale at the end of inspiration after coughing. I presume that the small amount of mucopurulent sputum which he raises daily comes from this area. This sputum, however, which I examined, did not show tubercule bacilli, still the sounds which were heard certainly point definitely enough that way to advise him to go to bed with a view of accomplishing three things especially, as follows.

Bringing his weight up to normal, losing his cough and expectoration, and also his slight temperature, which I found was 99 4/[illegible]. I would certainly have several other specimens of sputum examined for tubercule bacilli.

The X-Ray picture showed markings also in this area muck like tuberculosis. Futhermore there were other

Dr.R.H.H./4/11/22.

markings in other parts of the lung which I am inclined to attribute to his old pneumonia. Will certainly be interested in the course of his disease. The X-Ray also showed a deviation of his spine to the right, a point which I overlooked in his physical examination. His blood pressure is one hundred and thirty, which ought to point to a good prognosis, if anything.

Will be greatly interested to find out further about him at the next medical meeting.

Yours truly,

H. S. Wagner.

SI

May 2, 1921.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Douglas H. Shepherd, Keeper - Change in Salary.

Reference: Notice of Change in Salary, dated April 18, 1921.

The effective date of Change in Salary referred to above was May 1, 1921.

Superintendent.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES 2nd Dist. Boston Mass.
APR 20 1921

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1921 APR 19 PM 2 06

April 18, 1921.

M

r. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1080 per annum to $1140 per annum, effective May 1, 1921. (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,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Orig. mailed 4/20/21

P
C
2nd

SI

April 14, 1921.

Keeper, Monomoy Point L.S.

The Superintendent has this date recommended that you receive $60. a year longevity pay, beginning May 1, 1921, as on April 30th, you will have completed five years continuous service in the Lighthouse Service.

Superintendent.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

F
SI

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., April 14, 1921.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Allowance of longevity pay.

Name, Douglas H. Shepherd — Legal residence, Massachusetts

Position, Keeper — Salary, $1140. per annum.

Location, Monomoy Point Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses.

Effective May 1, 1921, {[1] the actual date of entrance on duty, ~~or~~ ~~thereafter as he enters on duty~~.

Former position, Keeper — Former salary, $1080 per annum.

Location, Monomoy Point Light Station, Mass.

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

Previous incumbent, Himself — Services terminated, --

Reason, --

Members of family in Government Service, None.

Remarks: On April 30, 1921, Mr. Shepherd will have completed five years' continuous service in the Lighthouse Service, and it is recommended that he be granted longevity pay of $60. per annum, effective May 1, 1921.

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

Secretary, Civil Service District. Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

COPY-MEH

D. H. Shepherd

102

2992-E
JEH:LON

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
WASHINGTON

Sept. 8, 1920.

Secretary of Commerce:

1. Referring to the Secretary's inquiry on Department approval dated August 24 of Bureau recommendation of August 21, as to the delivery of supplies at Monomoy Point Light Station, Mass.

2. There is quoted below for the information of the Secretary extract from report dated Sept. 2, 1920, from the 2nd Superintendent:

> "It is not considered practicable or economical to arrange to have supplies delivered from Chatham. Proposals issued to four parties for carting wood, coal and supplies to the station resulted in only one bid of $12 per ton for coal, $12 per cord for wood, and $6 per load for supplies.
> "Supplies shipped from Chatham by boat would still have to be carted, as the station is three quarters of a mile from the landing beach, with no suitable place for mooring a boat.
> "It is recommended that the increase be allowed the keeper, and that he cart his supplies."

3. The views and recommendation of Superintendent are concurred in by the Bureau, and it is recommended that the increase as authorized be allowed the keeper at this station on account of the maintenance of a horse and a wagon.

(Signed) G. R. Putnam

APPROVED:
(Signed) J. W. Alexander 1920 Sep 10 PM 3 11
Secretary of Commerce.

Respectfully returned to the Commissioner of Lighthouses.
(Signed) H. M. Cross
Acting Chief of Appointment Division.

S

Bureau of Lighthouses, Washington
Sep 20 1920

To Superintendent of Lighthouses, Boston, Mass., for his information, guidance, and files of office.

(Signed) Conway
Acting Commissioner.

D. H. Shepherd

102

SI

September 10, 1920.

To: Commissioner of Lighthouses.

Subject: Douglas H. Shepherd, Keeper - Change in Salary.

Reference: Notice of Change in Salary, dated August 26, 1920.

The effective date of Change in Salary referred to above was August 24, 1920.

Superintendent.

9

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

LIGHTHOUSES

1920 AUG 27 PM 3 48

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES

August 26, 1920.

1920 SEP 1 AM 8 27
LIGHTHOUSES

Mr. Douglas H. Shephard,

Through the Commissioner of Lighthouses.

Sir:

1920 SEP 8 AM 11 32

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 960. per annum to $ 1080. per annum, effective August 24, 1920, or as soon thereafter as you enter upon duty at the increased rate of pay, and to continue so long as you furnish a horse and wagon for official use at Monomoy Point Light Station, Mass. No new appointment will be issued to you as a result of this change, and an oath of office is not required.

INSPECTOR 2nd DIST. BOSTON, MASS.
SEP 10 1920

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

M
Second

9v

In replying address Commissioner of Lighthouses and refer to date of this letter and file No.

2992-E.

JEH-Hol.

(COPY)

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

August 28, 1920

LIGHTHOUSE INSPECTOR 2nd DIST. BOSTON, MASS. SEP 11 1920

Superintendent of Lighthouses, Boston, Mass.

1. Referring to Bureau indorsement of August 21, 1920, on copy of its indorsement of same date to the Department, recommending that the base pay of the position of keeper of Monomoy Point Light Station, Mass., be increased from $960 to $1080 per annum, so as to provide for an allowance of $240 instead of $120 per annum for the maintenance of a horse and a wagon at that station.

2. Under date of August 24, 1920, the Secretary approved the increase in pay recommended, and added the following note: "Would it not be practicable to have supplies delivered at the light station twice a month from Chatham and dispense with horse and wagon and save the increase provided for?" Submit report with recommendation as to the above quoted note of the Secretary.

(Signed)

J. S. Conway

Acting Commissioner of Lighthouses.

- - - - - - - - - - - - - - - - - -

GEE-MEH

Boston, Mass., Sept. 2, 1920.

1. Returned to the Commissioner.

2. It is not considered practicable or economical to arrange to have supplies delivered from Chatham. Proposals issued to four parties for carting wood, coal and supplies to the station resulted in only one bid of $12 per ton for coal, $12 per cord for wood, and $6 per load for supplies.

3. Supplies shipped from Chatham by boat would still have to be carted, as the station is three quarters of a mile from the landing beach, with no suitable place for mooring a boat.

4. It is recommended that the increase be allowed the keeper, and that he cart his supplies.

Eaton

Superintendent.

EWS-MEH

August 30, 1920.

To: Commissioner of Lighthouses.

Subject: Monomoy Pt. L. S., increase in pay of Keeper.

Reference: Bu. file No. 2992-E, end. Aug. 21 to Dept. on Supt's. let. Aug. 9.

Enclosures: (2).

1. Referring to Bureau's recommendation of August 21, that the pay of the Keeper of Monomoy Pt. Light Station be increased from $960 to $1080.

2. Returned herewith is Notice of Change in Salary, increasing same from $960 to $1000. As it is thought that this may be in error, the form is returned for correction or for information as to its correctness.

For and in the absence of the Superintendent:

Chief Clerk.

(COPY)
Copy-MEH

2992-E
JEH-Hol
2 inclosures.

August 21, 1920.

Subject: 2d Supt's. letter, Aug. 9, 1920, Monomoy Point L. S., position of keeper, increase in pay.

1. Submitted to the Secretary of Commerce with recommendation that the base pay of position of keeper at Monomoy Point Light Station, Mass., be increased from $960 to $1,080 per annum, effective on the date of Department approval, so as to provide for an allowance of $240 instead of $120 per annum for the maintenance of a horse and a wagon, such increase, if authorized, to continue so long as the keeper furnishes a horse and a wagon for official use at this station.

2. The rate of pay recommended is reasonable and is not in excess of that paid for the same or similar services during the preceding fiscal year.

3. Appropriation: Salaries, Keepers of Lighthouses.

4. It is also recommended that notice of increase in pay be issued to the incumbent of this position.

(Signed) G. R. Putnam

JEH-Hol

Bureau of Lighthouses, Washington, D. C.
August 21, 1920.

Referred to Superintendent of Lighthouses, Boston, Mass., for his information, guidance, and files, attention being invited to his letter of August 9, 1920. You will be further advised of Department action.

(Signed) Gillette

Acting Commissioner of Lighthouses.

CEE-LMB

August 9, 1920.

To: Commissioner of Lighthouses.

Subject: Maintenance of horse at Monomoy Pt. L.S.

Enclosure: (1)

1. Forwarded herewith for the Bureau's consideration is a letter from the Keeper of Monomoy Pt. L.S. in regard to the cost of maintaining a horse at that station.

2. This station is a very isolated one, with no neighbors, and it is difficult to find a man contented to remain there for any length of time.

3. The present Keeper has been at the station since April 1, 1917. On February 7, 1919, his pay was raised $120 per annum to provide for maintenance of horse and wagon.

4. On March 4, 1920, the pay of the Keepers of Nantucket (Great Point) L.S. (where conditions similar to those at Monomoy exist) was increased $120 per annum each, or $240 in all, for maintenance of a horse, and it is recommended that the pay of the Keeper of Monomoy be increased $120 to make his total increase for maintenance of horse equal amount allowed for Nantucket.

Eaton

Superintendent.

COPY

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Monomoy Point Light Station
(Station, Depot, or Vessel)

Chatham, Mass., Aug. 7th 1920, 191

Lighthouse Superintendent,

Respected Sir:-

May I take the liberty to call your attention to the only way I have of getting our food and household supplies to this station from Chatham.

1 This station is some 12 miles from Chatham, and takes me some 7 hours to make the round trip with the horse and light wagon that I have, through nothing but soft sand all the way, and it is necessary to maintain a heavy horse in order to make the trip.

2 A boat at this station is out of the question from the fact that the station is about 3/4 of a mile from the landing place and no proper place to moor.

3 Two years ago I could buy Oats for $1.50 a bag, and Hay was about $20 to $25.00 a ton.

4 Today I am paying $3.10 a bag for Oats, and $50.00 a ton for Hay.

5 It costs me about $325.00 a year to keep this horse in order to go to Chatham about twice each month to get our food and supplies, and at the present time the Department is allowing me $120.00 a year towards the above amount of $325.00.

6 I am at present paying out about $200.00 out of my salary for the purpose mentioned above.

7 Apart from this added expense, I am perfectly contented at this station, but the fact remains, that no keeper can stay here without a horse and team, and since I am willing to furnish the horse and team, I respectfully request that I be allowed an annual supply of Hay and Grain, and your knowing the conditions and location of this station, I feel you will see the justice in this request.

Respectfully submitted,

(Signed) D.H.Shepherd

Keeper.

Form 73

Shepherd, D. H.

102

BJ

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) February 25 (Date.), 1919.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Change in salary- to continue as long as he furnishes a horse and wagon for official use at this station

Name, Douglas H. Shepherd ✓ Legal residence, Massachusetts

Position, Keeper Salary, $960 per annum

Location, Monomoy Point Light Station, Mass. Appropriation, Salaries of Keepers of Lighthouses

Effective February 7, 1919 [1] the actual date of entrance on duty, ~~or thereafter as he enters on duty~~.

Former position, same- Former salary, $840 per annum-

Location, same as above-

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

Previous incumbent, Himself- Services terminated, --

Reason, --

Members of family in Government Service, None

Remarks: Bureau's endorsement of February 19th on copy of letter from Appointment Division dated the 10th instant, authorizing above change in salary. Notice of Change in Salary of Keeper has already been received from Appointment Division.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

For and in the absence of the Superintendent:

Sawyer
Chief Clerk.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Cor

1020

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
FEB 11
HOUSES

LIGHTHOUSE INSPECTOR 2nd DIST.
BOSTON, MASS.
FEB 13 1919

February 10, 1919.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 840. per annum to $ 960. per annum, effective **February 7, 1919, and to continue so long as you furnish a horse and wagon for official use at the Station.**

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,

(SIGNED) W. S. GILCHRIST

M
C

Acting Chief of Appointment Division.

Monomoy Pt.

2

(Copy)

DEPARTMENT OF COMMERCE
Appointment Division
Washington

February 10, 1919.

LIGHTHOUSE INSPECTOR 2nd DIST.
BOSTON, MASS.
FEB 25 1919

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 6th instant, the Department has authorized an increase in the base pay of the position of Keeper, Monomoy Point Light Station, Mass., from $840 to $960 per annum, effective beginning February 7, 1919, and to continue so long as the keeper furnishes a horse and wagon for official use at the Station.

By direction of the Secretary:

(Signed) W. S. GILCHRIST

Acting Chief of Appointment Division.

Bureau of Lighthouses, Washington
FEB 19 1919

To Superintendent of Lighthouses Boston, Mass.

for his information, guidance, and files of office. Submit nomination.

Acting Commissioner.

(Copy)

76

McC.

Allow. hay & grain,
keeper's horse, Monomoy L.S.

January 27, 1919.

Superintendent of Lighthouses, Boston, Mass.:

1. Referring to your letter of January 10, 1919, recommending that authority be granted to obtain bids for furnishing an annual supply of hay and grain for the keeper's horse at the Monomoy Light Station, Mass.

2. The keepers at two light stations in the First District, who furnish their own horse and wagon to haul coal to station, are allowed $120 additional salary for cartage. Your recommendation is desired as to authorizing a similar arrangement in this case. Also advise the Bureau how long this keeper has maintained a horse for the purpose referred to and other use made of it.

(Signed) G. L. Putnam

- -

RHG-MH

Boston, Mass., January 29, 1919

1. Returned to the Commissioner with the information that as this station is some eleven miles from Chatham it is necessary that the Keeper maintain a horse and wagon for transporting his supplies. The present Keeper has been at this station since April 1, 1917, during which time he has maintained a horse and wagon to haul his coal and other supplies.

2. It is recommended that he be allowed $120 per annum additional salary for maintenance of his horse and wagon.

Superintendent.

76

RHG-MH

January 10, 1919.

To: Commissioner of Lighthouses.

Subject: Supply of hay and grain, Monomoy Point Light Station.

Reference: Keeper's letter January 4.

Enclosures: (1).

1. It is the Superintendent's opinion that the request of the Keeper of Monomoy Point Light Station, that he be furnished an annual supply of hay and grain for his horse, is a reasonable one. Conditions at the station are as stated.

2. It is recommended that authority be granted for this office to obtain bids for furnishing an annual supply of hay and grain to the Monomoy Point L. S., the Keeper to obtain same in Chatham and deliver to the Light Station.

Goddard

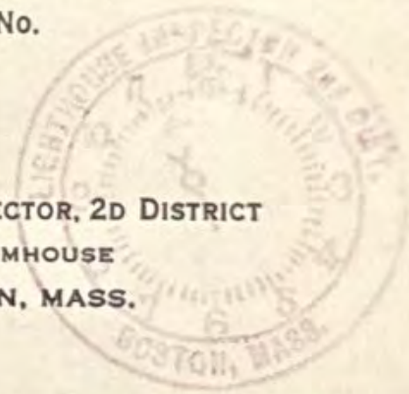
Superintendent.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

OFFICE OF INSPECTOR, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.



JAN 6 1919

MONOMOY POINT LIGHT STATION,
CHATHAM. MASSACHUSETTS.
January 4th 1919

LIGHTHOUSE SUPERINTENDENT,

Respected Sir;-

May I take the liberty to ask a little of your valuable time,to consider and reccomend, the request I ask of the Department through you, in the enclosed letter ?.

If this is not the proper manner in which to present it, will you please instruct me as to the right method?. As it is impossible to do without a horse here, it makes quite a hole in my salary, and no doubt with your endorsement the Government will see the justice in the request.

Respectfully,

S. H. Shepherd Keeper.

COPY

Department of Commerce,
Lighthouse Service

Monomoy Point Light Station,
Chatham, Massachusetts,
January 4th, 1919.

LIGHTHOUSE COMMISSIONER,
WASHINGTON, D.C.

Through

LIGHTHOUSE SUPERINTENDENT,
2nd District, Boston, Mass.

Respected Sir:-

Feeling that you will please pardon me for taking the liberty in writing these few lines, and in so doing, I wish to sak for provision for an annual supply of Hay and Grain for the Keeper's horse, that is absolutely necessary to maintain on this station in order to procure Food and Supplies from the nearest Town of Chatham, which is some 12 miles from here.

The Keeper's salary on this station is $840.00 per annum, and at the present price of Hay and Oats to feed my horse for the above purpose annually, it takes;

73 Bags of Oats	@1.90 per bag	$138.70
3 tons of Hay	37.00 per ton	111.00
		$249.70

This personal cost of $249.70 brings my salary down to $590.30. I am led to understand that the Department provides a Boat and Gasolene in order to procure Food and Supplies on most stations, but this provision cannot be applied here from the fact that there is no harbor or safe place to keep a Boat such as would be required, and the nearest place to get ashore even in a small boat is about a mile from this station. With these facts in view, I wish to take the liberty to express that our Superintendent is a fine and just man, and undoubtedly realizes the conditions here in getting Food and Supplies, for the land being nothing but Sand-Dunes it is impossible to raise any vegetables, consequently we have to buy everything from Chatham with an added cost of nearly $250.00 a year to go and get it.

I respectfully ask your approval for this request.

D. H. Shepherd, Keeper.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 9, 1918.

LIGHTHOUSE INSPECTOR
2d DIST.
NOV 11 1918
RECEIVED
BOSTON, MASS.

M. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $660 per annum to $840 per annum, effective November 1, 1918.

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,

(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

D. N. Shepherd

WGY-WBJ

March 28, 1917.

Keeper, Chatham Light Station:-

Confirming telephone message this A. M.

Please detach Assistant Keeper Hay for temporary duty at Monomoy Point Light Station, to take charge of the same pending transfer of Keepers. This service will probably require three or four days.

Goddard

Inspector.

TGY-TBJ

March 26, 1917.

Assistant Keeper, Plymouth Light Station;
Through Keeper:-

You have been nominated for transfer to the position of Keeper of Monomoy Point Light Station, effective as soon as practicable after April 1st. You will be furnished transportation by the tender.

Inspector.

102A

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT MAR 24 1917 HOUSES

March 23, 1917.

LIGHTHOUSE INSPECTION 2d DIST. MAR 28 1917 RECEIVED BOSTON, MASS.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Sixty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $516 per annum.)

By direction of the Secretary:

Duty 4-1-17
Oath 3-31-17

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Harry M. Bailey.

Legal Residence: Massachusetts.

11—3692

Form 73

NOMINATION

WCY-WLLC.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass. (City.) March 19 (Date.), 1917.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion-

Name, Douglas H. Shepherd-

Legal residence, Massachusetts-

Position, Keeper-

Salary, $660.00 per annum-

Location, Monomoy Point Light Station, Mass.

Appropriation, Salaries of Keepers of Lighthouses, 1917.

Effective April 1, 1917, [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper-

Former salary, $516.00 per annum-

Location, Plymouth (Gurnet) Light Station, Mass.

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

Previous incumbent, Harry M. Bailey

Services terminated, March 31, 1917.

Reason, Transfer-

Members of family in Government Service, --

Remarks: Mr. Shepherd is an efficient employe, deserving of this promotion.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Savage
Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR
2d DIST.
MAR 19 1917
RECEIVED
BOSTON, MASS.

SECOND DISTRICT

Plymouth (Gurnet) Light Station
(Station, Depot, or Vessel)

March 17, 1917

Lighthouse Inspector
Second District

I desire to exchange positions with the Keeper of Manomoy Point Light Station.

If transfer is made should be glad to be notified soon as possible so that I may get prepared.

Shepherd Asst. Keeper
Through Keeper

Through the Keeper
Reamy, Keeper

WGY-WBJ

March 14, 1917.

Keeper, Monomoy Point Light Station:-

If you desire to exchange places with the Assistant Keeper at Plymouth (Gurnet) Light Station, please make application for the transfer in question.

In the absence and by direction of the Inspector:

Chief Clerk.

Douglas H. Shepherd.

102

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR
2d DIST.
MAY 8 1916
RECEIVED

SECOND DISTRICT

Plymouth (Gurnet) L.S.
(Station, Depot, or Vessel)

May 5th, 1916

Lighthouse Inspector, Boston:

Would respectfully state that Asst. Keeper Shepherd reported for duty at this Station on May 1st.

Keeper

WGY-WLLC.

May 3, 1916.

Keeper, Plymouth Light Station:

Please state if Assistant Keeper Shepherd reported for duty. If so, on what date?

Goddard

Inspector.

Form 124.
[illegible] 1915.

UNITED STATES CIVIL SERVICE COMMISSION

Lighthouse Service
[Branch of service or department.]

Plymouth, Mass.
[Name of city.] [State.]

April 13, 1916

DECLARATION OF APPOINTEE.

This form must be executed by the appointee before he enters on duty. If the answer to question 6 includes two or more names, and is not IDENTICAL in every respect with answer to similar question in the application, this form must be submitted by the appointing officer for approval before appointment may be authorized. ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly.

QUESTIONS.	ANSWERS.
1. What was your age on your last birthday and what was the date of your birth?	65 years Born August 10th 1850
2. Where were you born?	Plymouth, Mass.
3. What were the names of the persons who signed the vouchers to your application?	
4. In what city or town, and in what building were you examined?	
5. To what position have you been appointed? State the salary. If temporary, so state.	Additional assistant Keeper of Plymouth (Gurnet) Light Station, Massachusetts. Temporary. $576 per annum

6. Are any members of your family in the U. S. Government Service? Answer "yes" or "no" No If so, fill in the following blanks. If additional space is necessary use back of this sheet.

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		

7. Have any of the above-named persons entered the Government service since the execution of your application for examination?

If so, give the name of each such person

8. Will you inform yourself of and observe the provisions of the civil service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? Yes

I hereby certify that the answers to the foregoing questions are true in every particular.

Benjamin B. Manter
[Signature.]

Plymouth, Mass. 13 Mt. Pleasant St.
[Give here your present post-office address, city and state, including street and number.]

The officer before whom the above certificate is made is requested to sign the following:

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty.

Was photograph of appointee furnished you? If so, is it a correct likeness of the person who executed this form?

This is to be signed by an officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

The paper should be returned to Chief Clerk of bureau when completed.

Signature

Official title

6—2099

WGY-WLLC.

Inclosure-

April 26, 1916.

Mr. Douglas H. Shepherd,
231 Broadway,
Taunton, Mass.

Sir:-

Your letter of the 25th instant.

Inclosed herewith is your appointment as Assistant Keeper of Plymouth (Gurnet) Light Station, which will take effect May 1, 1916.

In the absence and by direction of the Inspector:

Respectfully,

WRY

Chief Clerk.

69

Lighthouse Inspector
1 Boston. Mass
Dear Sir:-

Up to this writing
I have not received my
appointment papers for
Asst. Keeper - Gurnet Light-
Station - Plymouth - to take
effect May - 1st And shall
be leaving this address on
Friday April 28th for Plymouth
to make arrangements for
getting my goods across -

Resp.
Douglas H. Shepherd
231 Broadway
Taunton. Mass

April 25/16

LIGHTHOUSE INSPECTOR
2d DIST.
APR 26 1916
RECEIVED
BOSTON, MASS.

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT APR 21 1916 HOUSES

LIGHTHOUSE INSPECTOR 2d DIST. APR 24 1916 RECEIVED BOSTON, MASS.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 20, 1916.

Mr. Douglas H. Shepherd,

Through the Commissioner of Lighthouses.

Sir:

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

By selection from certificate of eligibles (No. - - -) issued by the local Civil Service Board for the Second Lighthouse District.

By direction of the Secretary:

Respectfully,

Oath 4-21-16
Duty 5-1-16

(SIGNED) CLIFFORD HASTINGS

RC

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Horace I. Hamilton.

Legal Residence: Massachusetts.

(See reverse side.)

WGY-WLLC.

April 15, 1916.

Mr. Oscar Johnson,
228 Main Street,
Gloucester, Mass.

Sir:-

Another eligible with more experience in oil engine operation has been selected for the Plymouth Station. Your name will be retained on the list for future consideration.

In the absence and by direction of the Inspector:

Respectfully,

WGY

Chief Clerk.

Form 73

WGY-WLLC.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass. (City.) April 15 (Date.), 1916.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment-

Name, Douglas H. Shepherd- Legal residence, Massachusetts-

Position, Assistant Keeper- Salary, $516. per annum-

Location, Plymouth (Gurnet) Light Station, Mass. Appropriation, Salaries of Keepers of Lighthouses, 1916-

Effective May 1, 1916, {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, 3 Rating, Asst. Lighthouse Keeper- Percentage, 89. , Other eligibles considered: James Yates, C- John Hannessy, FR- Oscar Johnson, C-

Previous incumbent, Horace I. Hamilton- Services terminated, March 31, 1916-

Reason, Recommended for dismissal-

Relatives in Government Service, None-

Remarks: Quarters are provided for families of Keepers at this station. Mr. Shepherd appeared at this office and showed clear record in previous employment. He has had no previous Government service. None of the men considered are deaf mutes.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Secretary, Civil Service District.

Chief Clerk.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

WGY-WLLC.

April 15, 1916.

Mr. Douglas H. Shepherd,
35 Woodville Street,
Roxbury, Mass.

Sir:-

You have been nominated this date for the position of Assistant Keeper, Plymouth (Gurnet) Light Station, effective May 1, 1916. This advance notice is given you so that you may make necessary arrangements. More definite information will be furnished later.

In the absence and by direction of the Inspector:

Respectfully,

Chief Clerk.

WGY-WLLC.

Inclosures-

March 30, 1916.

Additional Assistant Keeper,
Plymouth (Gurnet) Light Station-

Commissioner of Lighthouses:

Inclosed herewith are copies of correspondence with the Keeper and Assistant Keeper of Plymouth (Gurnet) Light Station this date.

Authority will be requested to employ an additional Assistant Keeper, Plymouth (Gurnet) Light Station, at a salary of $516. per annum with the usual ration allowance of thirty cents per day, effective April 1st or as soon thereafter as he enters on duty, for a period not exceeding ninety days, pending disposition of charges against the present Assistant Keeper, as soon as the name of the person proposed to be appointed is ascertained.

In the absence and by direction of the Inspector:

Yeager

Chief Clerk.

My wife's physical health at the present time is such that I could not leave her for twenty days each month, or five days weekly at the shore stations of the Keepers, and therefore I must, because of this circumstance decline to accept appointment to a Station, other than a Station ashore.

April 1st 1916

Douglas H. Shepherd
26 Upton St.
Boston. Mass