'26 JUL 14 AM10:16:17

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

Date: 07/24/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Steelman, Grover, C.		1892 DE

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: 1979 DE

State of Residence (upon entry into service):

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

Researcher Signature: Grover C Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (DE/NJ) 4th District	From: 1921	To: 1924
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000779238

CMRS Search Request Number(s): Submitted to Arch Search 7/15/26 BH

Attendant Signature:

Remarks: Soundex: 5345

'26 JUL 22 PM 2:54

SCREENING NOTES

☑ Reviewed and Nothing Removed CMM ☐ 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:

Grover C. Steelman

Mr. Grover C. Steelman.

LEGAL RESIDENCE.
Delaware

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Prob) Brandywine Shoal L. H. Del	$840	L. H.	Sept 4, 1920.
" " " "	900	"	Sept. 11, 1921
RESIGNED CLOSE OF April 30, 1924			

11—1248

Form 73
JAH
Pers.

THIRD U. S. CIVIL SERVICE DISTRICT RECEIVED AUG 20 1920 OFFICE OF THE SECRETARY

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT.

1920 AUG 23 AM 9 28

Philadelphia, Pennsylvania, August 19, 19 20.
(City.) (Date.)

HEMPA CO CF D C

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Grover C. Steelman. Legal residence, Delaware.

Position, Second Assistant Keeper. CHIEF CLERK Salary, $840.00 per annum.

Location, Brandywine Shoal Light Station, Delaware Bay, Delaware. Appropriation, Salaries, Keepers of Lighthouses.

1920 AUG 24 AM 8 46

Effective September 1, 1920. { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, x x x Former salary, x x x

Location, x x x

Rank on eligible list, 2 Rating, Kpr. & Asst. Kpr. Percentage, 83.8, Other eligibles considered:

L. R. Smith, (C); J. P. Palmer, (C).

APPOINTMENTS

Previous incumbent, Elmer O. Mitchell-TEMP. Services terminated, on or about Aug. 31, 1920.

1920 AUG 24 AM 10 34

Reason, Nominated for probationary appointment to the position of first assistant keeper of Miah Maull Shoal Light Station, Delaware Bay, New Jersey, effective ~~Oct.~~ Sept. 1, '20.

Members of family in Government Service, One.

Remarks: Quarters not furnished by Government for family.

JAS 8/24/20.

Selection regular, subject to the action of the U. S. Civil Service Commission, AUG 21 1920, 19

RECEIVED DIVISION NECESSARY ACTION TAKEN AUG 25 1920 DEPARTMENT OF COMMERCE

Stewart Wilson
Secretary, 3rd Civil Service District.

For and in the absence of the Superintendent: Fitchett
First Asst. Superintendent.
Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 23 19

Submitted to the Secretary of Commerce, approved.

1920 AUG 24 PM 4 50

APPROVED: E. F. Sweet
Acting Secretary of Commerce.

1920 AUG 23 PM 4 16

E. C. Gillette
Acting Commissioner of Lighthouses.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 24, 1920.

M. Grover C. Steelman,

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, Keeper in the Lighthouse Service at a salary of Eight Hundred and Forty 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 Secretary of the Third Civil Service District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

M

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Elmer O. Mitchell.

Legal Residence: Delaware.

Fourth

(See reverse side.)

C. S. REPORT DATA ENTERED

11—8080

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

SEP 1 1920 SUPERINTENDENT OF LIGHTHOUSES PHILADELPHIA

1920 SEP 8 AM 8 31

I, Grover C. Steelman,

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.

CHIEF CLERK 1920 SEP 2 AM 2 18

Grover C. Steelman
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 31th day of August, A. D. 1920
(Affix official seal here)

[4] (Name) William S. Ferrell

(Official title) Notary Public

My commission expires Dec 21st 1923

REPORT DATA ENTERED

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present 2d Asst. Keeper	$840 per annum	Brandywine Shoal Light Station, Del. Bay, Del.
Former [5]		

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

CARDED

Office of Lighthouse ~~Inspector~~ Supt., Fourth District

Philadelphia, Pennsylvania, September 7, 1920.
(Address) (Date)

The above-named appointee entered upon duty on September 4, 1920.
(Date)

B. B. Dorry
Superintendent, 4th Lighthouse District
(Signature followed by title)

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

11—944

Noted 9/7/20
JF

APPOINTMENTS SEP 8 1920

SUPERINTENDENT OF LIGHTHOUSES SEP 1 1920 PHILADELPHIA

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

LIGHTHOUSES

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.

1920 SEP 8 AM 8 31

PART I.

1. Name of employee Grover C. Steelman

CHIEF CLERK

2. Position to which appointed Second Assistant Keeper

3. Bureau or Service Lighthouse Service District Fourth

1920 SEP 8 PM 2 18

4. Place of duty Brandywine Shoal Light Station, Delaware Bay, Delaware.
(City, town, station, or vessel.)

5. Salary $840.00 per annum

6. Appropriation from which paid Salaries, 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).

From examination for keeper and assistant keeper, August 19, 1920.

CARDED

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.)

Grover Cleveland Steelman

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

Grover C. Steelman

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

Delaware (State or Territory.) Sussex (County.) Rehoboth Beach (City or town.) W. L. (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.

(Doesn't differ)

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

11—6932

6. Where were you born? Georgetown Delaware

7. When were you born? July (Month.) 7 (Day.) 1892 (Year.)

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

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

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

Mrs Roberta Stelyman (Name.) (Number and street.)

Rehoboth Beach (City or town.) Delaware (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.") yes. 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.
Floyd Schmieler	Rehoboth Beach Delaware	Position asst keeper Department or office U.S.L.H. Serv.	brother in law	single
		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. (no)

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

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

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

11—0922

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.)

boatman served as fireman oiler and seaman
also served time at pipe fitting and

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.)

boatman served as fireman oiler and seaman also served time at pipe fitting and carpentry

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.")

have served time for steam engineer

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

was examined for light house service at Lewes Del, Aug. 3. 1920 (C.S. Exam for keeper mast keeper, 8/10/20)

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, Aug. 31, 1920

Witness (in case signature is by mark):

(Signature) Grover C. Steelman

(Present address) (Number and street.)

Rehoboth Beach Del.
(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 not employed in the field, 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 SEP 7 1920

(Signature) [signature]

(Official title) Superintendent, 4th Lighthouse District

11—[illegible]

(C O P Y)

August 25, 1921 .

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of August 18, and for, the reasond stated in the 4ht Su erintendent's letter of August 11, the Department has approved the Demotion of Clyde Harrison form Keeper at $900 per annum to $840 er annum, and the promotion of Grover C. Steelman as Keeper form $840 per annum to, $900 per annum. Fotmal notices of changes will be issued upon receipt of the regular form of nomination.

By direction of the Secretary:

S
C

Chief of Appointment Division.

Form 72

GOW/H
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 AUG 30 AM 8 33

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., August 29, 1921.
(City.) (Date.)

5

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion and appointment.

1921 AUG 31 PM 2 35

Name, Grover C. Steelman. Legal residence, Delaware.

Position, (First Assistant) Keeper. Salary, $900.00 per annum.

Location, Brandywine Shoal Light Station, Delaware Bay, Delaware. Appropriation, Salaries, Keepers of Lighthouses.

Effective September 11, 1921. { ~~[illegible]~~, or as soon thereafter as he enters on duty.

Former position, (Second Assistant) Keeper. Former salary, $840.00 per annum.

Location, Brandywine Shoal Light Station, Delaware Bay, Delaware.

1921 AUG 31 PM 3 58

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

Previous incumbent, Clyde Harrison. Services terminated, on or abt. Sept.10,1921.

Reason, Nominated for reduction and appointment to the position of second assistant keeper of Brandywine Shoal Light Station, Del., effective on or about Sept. 11, 1921.

Members of family in Government Service, One.

Remarks: See letter from this office dated August 11, 1921, and Department's approval of August 25, 1921.

DEPARTMENT DIVISION
NECESSARY
ACTION TAKEN
SEP 1 - 1921
DEPARTMENT OF COMMERCE

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

9/1/21

Secretary, Civil Service District.

B B Dorry
Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON AUG 30 1921

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses

Strike out the clause which does not apply.

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

M

September 1, 1921.

r. Grover C. Steelman,
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 $ 900 per annum, effective September 11, 1921 or as soon thereafter as you enter on duty.

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

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

S
O
4th district

APPOINTMENT DIVISION ENTERED SEP 1 1921 DEPARTMENT OF COMMERCE

C. S. REPORT DASA ENTERED

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE SUPERINTENDENT
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

GCW/H
301

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
PHILADELPHIA, PA.

December 2, 1921.

Commissioner of Lighthouses, Washington.
SUBJECT: Effective date of promotions, etc.
REFERENCE: Bureau end. of Feb.20/20 on copy of Dept. letter of Feb.12/20.

For the information of the Bureau and the Department, the following changes took effect in this district recently:

STEELMAN, GROVER C. Promoted and appointed first assistant keeper of Brandywine Shoal Light Station, Delaware Bay, Delaware, at $900.00 per annum, effective September 11, 1921. Steelman was second assistant keeper of the same station, at $840.00 per annum, before his promotion.

HARRISON, CLYDE. Reduced and appointed second assistant keeper of Brandywine Shoal Light Station, Delaware Bay, Delaware, at $840.00 per annum, effective September 11, 1921. Harrison was first assistant keeper of this station, at $900.00 per annum, before his reduction.

COOKE, SAMUEL. Transferred and appointed keeper of Deepwater Point Range Rear Light Station, New Jersey, (a shore light), at $780.00 per annum, effective September 22, 1921. Before his transfer, he was keeper of Miah Maull Shoal Light Station, Delaware Bay, New Jersey, at $1020.00 per annum.

MITCHELL, FELIX H. Transferred, promoted and appointed keeper of Miah Maull Shoal Light Station, Delaware Bay, New Jersey, at $1020.00 per annum, effective September 22, 1921. Before this change, he was first assistant keeper of Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey, at $780.00 per annum.

SCHMIERER, FLOYD. Transferred and appointed first assistant keeper of Delaware Breakwater Light Station and Delaware Breakwater West End Beacon, Delaware, at $780.00 per annum, effective October 24, 1921. Before the transfer, Schmierer was second assistant keeper of Harbor of Refuge Light Station and Harbor of Refuge North End Light, Delaware, at $840.00 per annum.

SMITH, LEE R. Transferred and appointed second assistant keeper of Harbor of Refuge Light Station and Harbor of Refuge North End Light, Delaware, at $840.00 per annum, effective November 22, 1921. Smith was second assistant keeper of Fourteen Foot Bank Light Station, Delaware Bay, Delaware, at $780.00 per annum, before the transfer.

CARDED

G. S. REPORT DATA
ENTERED

CHIEF CLERK

1921 DEC 8 PM 4 40

2d Sheet - Effective Dates of Changes.

WARRINGTON, EDWARD F. Promoted and appointed second assistant keeper of Fourteen Foot Bank Light Station, Delaware Bay, Delaware, at $780.00 per annum, effective November 26, 1921. Before his promotion, Warrington was additional keeper at large in this district at $660.00 per annum.

DEPARTMENT OF COMMERCE
DEC 8 1921
APPOINTMENT DIVISION.

Superintendent of Lighthouses.

Hol.

Bureau of Lighthouses, Washington
DEC 5 - 1921

Submitted to Secretary of Commerce for his information.

J. S. CUTTING
Acting Commissioner

CARDED

U. S. REPORT DATA ENTERED

Form 93

GCW/H
Pers.

NOTICE OF RESIGNATION OR DEATH

LIGHTHOUSES
DEPARTMENT OF COMMERCE
1924 APR 1 AM 8 57
APR 2 1924
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., Fourth DISTRICT.

Philadelphia, Pa., March 31, 1924.

CHIEF CLERK
1924 APR 1 PM 2 47

THE COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, Grover C. Steelman. Position, (First Assistant) Keeper.

Legal residence, Delaware. Station, Brandywine Shoal Light Station, Delaware Bay, Delaware.

Salary, $900.00 per annum.

The acceptance of this resignation is recommended effective at the close of April 30, 1924.

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

Remarks:

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
APR - 2 1924
DEPARTMENT OF COMMERCE

Superintendent, 4th Lighthouse District

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON
APR - 1 1924

Submitted to the Secretary of Commerce, approved.

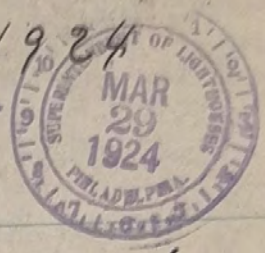
11—4623

4-2-24

Acting Commissioner of Lighthouses.

Brandywine Shoal L. Sta.

March 28. 1924



Supt. of Light houses

Sir please consider this letter as my resignation to take effect April 30th 1924

Respectfully

Groves C Stedman

First assistant Kpr.

Brandywine Sh. Station

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 2, 1924.

Mr. Grover C. Steelman,
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 April 30, 1924.

Bureau	Lighthouse Service.
Station	Brandywine Shoal Light Station, Delaware Bay, Delaware.
Position	Keeper.
Salary	$900 per annum.

By direction of the Secretary:

APR 2 1924
ON JOURNAL
DEPARTMENT OF COMMERCE

Respectfully,

EDW. J. GARDNER APR 2 1924

Acting Chief of Appointment Division.

CARDED

C. S. REPORT DATA ENTERED

C
4th

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Steelman, Grover L. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 4th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates Is differential recommended	Amt. per annum to be Added	Subtracted
900	240	1140	CR	164.25	1304.25	LHS	4	1320	yes	60	

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

approv. $1380

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1380 TO $1620

Subsistence allowance of 45 cents per day - $164.25 p.a.

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, $ 50.00 est.

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. Standing watch - average 6 hrs. per night	25
2. Cleaning and adjusting apparatus - average 1 hr. per day	4-1/6
3. General work keeping tower and station clean - average 1 hr. per day	4-1/6
4. Operating and caring for fog signal - average 2 hrs. per day	8-1/3
5. Standing by at station for all other purposes 14 hrs. per day	58-1/3
	100 %

(This station is isolated. Communication by boat - often difficult. Quarters for Keepers' only)

ASSIFICATION BOARD FORM NO. 1
out in accordance with detailed
ruction sheet, Form No. 2)

Sheet No. 14
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Steelman (Surname) Grover (Given name) C. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station 4th Lighthouse District
   (b) Subdivision Brandywine Shoal Light Station
   (c) City or town Delaware Bay State Del.
6. Pay-roll title 1st Assistant Keeper
7. Customary office title 1st Assistant Keeper

8. (a) Number of regular working hours of the position, per day Continuous; per week -
   (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 - m. to - m.
9. If this is not an all-year-round position, state approximate number of days employed each year -
   During what months -
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation -
11. Present rate of pay, exclusive of bonus $ 900. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 900. per "; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate -
14. Title of appropriation or fund from which basic compensation is paid Salaries of 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
    Subsistence allowance of 45 cents per day - $164.25 p.a.
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, $ 50.00 est.
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. Standing watch - average 6 hrs. per night	25
2. Cleaning and adjusting apparatus - average 1 hr. per day	4-1/6
3. General work keeping tower and station clean - average 1 hr. per day	4-1/6
4. Operating and caring for fog signal - average 2 hrs. per day	8-1/3
5. Standing by at station for all other purposes 14 hrs. per day	58-1/3
	100 %

(This station is isolated. Communication by boat - often difficult. Quarters for Keepers' only)

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

Under orders of Keeper. In Charge of station whenever Keeper is absent on duty or on leave.

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

Three employees at this station - 1st Assistant directs 2nd Assistant in absence of Keeper. Assists in maintaining light and fog signal, keeping station in order, and making minor repairs where mechanics are not required.

21. How long have the employee's duties been substantially as described above? Since appointment Sept. 11, 1921.

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

JUL 10 1923, 1923.
(Date)

B B Dorry
(Signature of Preparing Officer) (Title)
Superintendent, 4th Lighthouse District.

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		
Common School		X

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent 6 months as 2nd Assistant Keeper & ability to operate internal combustion engine & oil vapor light.

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 $ 1320. to $ 1440.

JUL 10 1923, 1923.
(Date)

B B Dorry
(Signature of head of field office or station) (Title)
Superintendent, 4th Lighthouse District

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