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

Date: '25 AUG 14 PM 4:14:37
8/18/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Steen, Richard, F.		1881 FL

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: 1969 MS

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location) Lighthouse Service (LA/MS)

From:	To:
1917	1922

(Agency & Location)

From:	To:

(Agency & Location) folders

From:	To:
2	

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-0006161868

Attendant Signature:

CMRS Search Request Number(s):

Remarks: 2025 AUG 29 PM 9:40 Rqst sent 8/21/25 mg

SCREENING NOTES

☒ Reviewed and Nothing Removed ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Richard L Steen (Name) Miss (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Laborer	Temp Apte 1 Mo	624	LH Cat Isl LS Miss	Oct 1, 1917
"	Ext " 1 Mo	"	" "	Nov 1, 1917
"	" " 1 "	"	" "	Dec 1, 1917
"	" " 1 "	"	" "	Jan 1, 1918
	Last day served Jan 31, 1918			
Keeper	Prob.	624	Lt Cat Isl LS Miss	Feb 1, 1918
"	Increase	780	" "	Nov 1, 1918
	~~Resigned date to be reported~~ Cancelled			
"	Promo	960	" So. Pass Jetty etc LS	Dec 15, 1918
"	Incr.	1020	" "	Nov 1, 1919
"	"	1080	" "	Feb 1, 1923
"	Ready Pay	1320	" "	July 1, 1924
"	"	1680	" "	Feb 1, 1925
"	Incr.	1740	" "	Apr 21 1926
"	Transfer	1260	" As Sargs - 8th Dist	6-11-27
"	"	1200	" So. Pass Rge LS.	11-1-27
	RESIGNED CLOSE OF ~~Feb.~~ 15, 1928.			

Richard F. Steen Richard F.

Resigned close 2-15-28

Ort

Richard F. Steen Richard F.

Form 73

JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

LIGHT HOUSES OCT 22 1917

New Orleans, La., (City.) October 17 (Date.), 1917.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed one month.

Name, **Richard Steen.** Legal residence, **Mississippi.**

Position, **Laborer in the Lighthouse Service.** Salary, **$624 p.a. without rations.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **October 1, 1917,** Hydrog. / Engr. Cons. / Mar. Engr. / Personnel / Accounts / Contracts / Chf. Clk. / Dep. Commr. / Commr. } the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~ ~~x~~

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

Location, - - -

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

Previous incumbent, New position. Services terminated, - - -

Reason, **Pending appointment and arrival of a new keeper vice Fred Shuman, whose resignation has been forwarded to the Bureau this date for acceptance effective at the close of September 30, 1917.**

Members of family in Government Service, None.

Remarks: Richard Steen has never been employed under any branch of the Department of Commerce. Due to the emergency created at this station by the resignation of Keeper Fred Shuman, who was called to enter the Merchant Marine Service, Richard Steen was assigned to duty on October 1, 1917.

Selection regular, subject to the action of the
U. S. Civil Service Commission. October 18, 1917

E. A. Stevens
Secretary, 10th Civil Service District.

Temporary Appt. my Certification

Dorry
Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 22 1917

Submitted to the Secretary of Commerce, approved.

HBB

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

LIGHT
OCT 25 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 25, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective October 1, 1917.

Your appointment will continue for a period not to exceed one month.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hast

C
H

Chief of Appointment Divisi

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Mississippi.

11—13

8 Insp.

Form 73
JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

LIGHT HOUSES NOV 1 1917

New Orleans, La., October 27, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, **Richard Steen.** Legal residence, **Mississippi.**

Position, **Laborer in the Lighthouse Service.** Salary, **$624 p.a. without rations.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **November 1, 1917,** [1 ~~strike out the clause which does not apply~~ or as soon thereafter as he enters on duty.

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

Location, - - -

Hydrog.
Engr. Coms.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

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

Previous incumbent, **New position.** Services terminated,

Reason, **Authorized by Department letter dated October 25, 1917, for a period not to exceed one month from October 1, 1917.**

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

Remarks: **Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.**

Selection regular, subject to the action of the U. S. Civil Service Commission Oct. 29, 1917

E. H. Cummings
Secretary, U.S.C.S.C. Civil Service District.

In the absence and by direction of the Inspector
J. A. Shadinger
Chief Clerk.

Extension approved

BUREAU OF LIGHTHOUSES
WASHINGTON
NOV 1. 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

[1 Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT-FIXED DATE

LIGHT
NOV 3 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 2, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective November 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C
N

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

8 Insp.

11—1393

Form 73
JAS-mcc

NOMINATION

LIGHT
NOV 23 1917
HOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., November 20, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective December 1, 1917, ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Comsnr.
Comsnr.

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

Location, - - -

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

Previous incumbent, New position. Services terminated, - - - -

Reason, Authorized by Dept. letter dated October 25, 1917; extended by Department letter dated November 2, 1917, for a period not to exceed one month from November 1, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission, Nov. 20, 1917

E. A. Hennig
Secretary 10 Civil Service District.

In the absence and by direction of the Inspector
E. S. Lanphier.
Superintendent 6th

Temporary appointment extended.

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 28 1917

Submitted to the Secretary of Commerce, approved.

HTBD

Acting Commissioner

1 Strike out the clause which does not apply.

11-2314

GENERAL APPOINTMENT—FIXED DATE

LIGHT
NOV 26 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 26, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective December 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

C
M

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

11—1393

8 Insp.

Form 73

JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

RECEIVED DEC 20 1917 LIGHT HOUSES DEC 24 1917

New Orleans, La., December 20 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective January 1, 1918, ~~the actual date of entrance on duty;~~ or as soon thereafter as he enters on duty.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Constr.
Dep. Comsr.
Comsr.

Former position, - - - Former salary, - -

Location, - -

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

- -

Previous incumbent, New position. Services terminated, - -

Reason, Authorized by Dept. letter dated October 25, 1917. Extensions authorized by Dept. letters dated November 2, 1917, and November 26, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission, Dec. 20, 1917

E. A. Hennessy
Secretary, 10 Civil Service District.

Inspector.

Temporary appointment extended.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 26 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11--2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



December 28, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi. in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective January 1, 1918.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

(Signed)

Chief of Appointment Division.

N

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

11—1909

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.
JAS-MCC
1 set inclosures.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT JAN 10 1918 HOUSES

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.
January 7, 1918.

1/15/18 Amended appt mailed.

SUBJECT: Department letter of December 28, 1917, appointment of Richard Steen, Laborer at Cat Island Light Station, Miss.

Returned to the Commissioner of Lighthouses for correction of effective date from January 1, 1917, to January 1, 1918.

In the absence and by direction of the Inspector:

E. S. Lanphier.
Superintendent.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Previous incumbent, [illegible].

Reason, **Resigned.**

Members of family in Government Service, None.

Remarks: Richard F. Steen has been serving as temporary Laborer at Cat Island Light Station, Miss., since October 1, 1917. Quarters are provided at this light station for the family of the Keeper.

Selection regular, subject to the action of the U. S. Civil Service Commission, January 16, 1918

E. H. Hummel
Secretary, 10th Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 21 1918

Submitted to the Secretary of Commerce, approved.

C.

Acting Commissioner

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

11--2314

Form 73
MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

LIGHT JAN 21 1918 HOUSES

New Orleans, La., January 16, 1918.
(City.) (Date.)

RECEIVED JAN 16 1918 U.S. CIVIL SERVICE COMMISSION

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **Richard F. Steen.** Legal residence, **Mississippi.**

Position, **Keeper in the Lighthouse Service.** Salary, **$624.00 per annum.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **February 1, 1918,** ~~the date of entrance on duty~~ or as soon thereafter as he enters on duty.

Hydrog.
Engr. Cons
Mar. Engr
Personnel
Accounts.
Contracts
Chf. Clk.
Asst. Keeper.
Commr.

Former position, - - Former salary, - -

Location, - -

Rank on eligible list, Second. Rating, Assistant Keeper. Percentage, **86.6**, Other eligibles considered:
Daniel L. Cooke, C; Lester Hall, C.

Previous incumbent, Fred Shuman. Services terminated, **September 30, 1917.**

Reason, **Resigned.**

Members of family in Government Service, None.

Remarks: Richard F. Steen has been serving as temporary Laborer at Cat Island Light Station, Miss., since October 1, 1917. Quarters are provided at this light station for the family of the Keeper.

Selection regular, subject to the action of the
U. S. Civil Service Commission, January 16, 1918

E. H. Hunnicutt
Secretary, 10th Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 21 1918

Submitted to the Secretary of Commerce, approved.

C.

Acting Commissioner

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
JAN 23 1918
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1918.

Mr. Richard F. Steen,

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 Six Hundred and Twenty-four 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 Eighth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

C
N

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Fred Shuman.

Legal Residence: Mississippi.

(See reverse side.)

11—598.

COPY (MCC) Recd., L.H.Inspr., N.O., La., Feb.9,1918.
D.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
FEB 12 1918
HOUSES

EIGHTH DISTRICT

Cat Island L.S., Miss.
(Station, Depot, or Vessel.)

February 8, 1918.

Lighthouse Inspector,

New Orleans, La.

Dear Sir:

I beg to report that the oyster schooner JOSEPHINE LOPAZE, of Biloxi, Miss., grounded about a half mile from the Station, in E½ S. on the S. side of Island, about 6 p.m., January 14, 1918, in strong SE. gale, thick fog and rain. The men were unable to see the light or anything of the Island. The fog and rain were so thick that the light could hardly be seen from the boathouse.

The schooner ALCONQUINE, (Algonquin) of New Orleans, La., ran aground about the same time, 3000 feet W½ S. of Station, on the bar running W. from here. The ALCONQUINE'S steering gears were out of commission sometime before she ran aground.

The JOSEPHINE LOPAZE (Lopez) had a crew of three, and the ALCONQUINE four men. They were brought to the station and from there to Pass Christian, Miss., in the station launch January 15, 1918.

Respectfully,

RICHARD F. STEEN,

Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

JAM-MCC
1 inc.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 12 1918

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.

2/15/18
Richd F. Steen commended
cy Secy + Appt - Div files, Of. Buil.
7th Com. - 1st Inspector

Keeper of Cat Island L.S., Miss.,
Assistance rendered by.

February 9, 1918.

The Commissioner of Lighthouses:

Herewith is copy of letter from Richard F. Steen, the Keeper of Cat Island Light Station, Mississippi, reporting that he rendered assistance to two disabled schooners during rough weather January 14, 1918.

It is recommended that this Keeper be commended for his worthy service.

Inspector.

LeC-JMT

LIGHT
FEB 20 1918
HOUSES

FEB 19 1918

Sir:

Referring to report of assistance rendered by you during the rough weather on January 14th and 15th, 1918, to the oyster schooner JOSEPHINE LOPEZ, of Biloxi, Mississippi, and to the schooner ALGONQUIN, of New Orleans, Louisiana, which grounded in the vicinity of Cat Island Light Station, Mississippi, the Department commends you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

E. F. SWEET
Acting Secretary.

Mr. Richard F. Steen, Keeper,
Cat Island Light Station, Mississippi,
(Through Commissioner of Lighthouses.)

Bureau of Lighthouses, Washington

To Lighthouse Inspector .....New Orleans, Louisiana.....
for files of his office. By direction of the Commissioner: See your report of February 9, 1918.

Chief Clerk

LIGHTHOUSES---Bureau's files

Exact copy as signed by E. F. SWEET
Mailed FEB 19 1918 by

COPY (MCC) Recd., 9 a.m., Mar. 7, 1918. D.

LIGHT HOUSES MAR 11 1918

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

8th District
Cat Island, Miss.
March 2, 1918.

MAR 20 1918 HOUSES

Lighthouse Inspector,

New Orleans, La.

Dear Sir:

I respectfully beg to report that I, about 7:30 this a.m., observed a motor launch about two miles south of the station drifting helpless about. After watching her for some time, I went out to her in the station launch. On arriving alongside I found five men in her and her crankshaft broken. They had been drifting all night and had no food or water. I brought them to the station, and from there to Pass Christian, Miss. The launch's name is JANE. The men's names are as follows:

Louis Lizana,
D. V. Moran,
Ursin Guardia,
Alcay Cuevas,
Lavander Lizana.

Respectfully,

RICHARD STEEN,

Keeper.

P.O.Box 344, Gulfport, Miss.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JAM-MCC
1 inc.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.

March 7, 1918.

LIGHT MAR 11 1918 HOUSES

LIGHT MAR 13 1918 HOUSES

Assistance rendered by
Keeper of Cat Island
L.S., Miss.

The Commissioner of Lighthouses:

Herewith is copy of letter from Richard F. Steen, Keeper of Cat Island Light Station, Mississippi, reporting assistance rendered by him to five men on a disabled launch on March 2, 1918.

It is recommended that this employee be commended for this worthy service.

Inspector.

McC-JMT

RECEIVED
MAR 20 1918
LIGHT HOUSES

MAR 20 1918

Sir:

Referring to report of the service rendered by you on March 2, 1918, in going to the assistance of five men in the disabled launch JANE, in the vicinity of your light station, bringing them to the station and later transporting them to Pass Christian, Mississippi, the Department is pleased to commend you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.,
(Through Commissioner of Lighthouses.)

Bureau of Lighthouses, Washington

To Lighthouse Inspector ....New Orleans, La.,.....
for files of his office. By direction of the Commissioner: Dee your report
of March 7, 1918.

.....Chief Clerk.

LIGHTHOUSES---Bureau's files

Exact copy as signed by WILLIAM C. REDFIELD

Mailed MAR 20 1918 by

COPY (MCC) Recd. 9 a.m., March 25, 1918.

LIGHT
MAR 29 1918
USES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

8th District
Cat Island, Miss.
March 22, 1918.

LIGHT
AT
HOUSES

Lighthouse Inspector,

New Orleans, Louisiana.

Dear Sir:

I respectfully beg to report that at 9:30 P.M. on March 21, I for some time heard a motor boat running in the south channel, and also heard someone calling for help. I at once went out, but it was too dark to see anything and the boat did not carry any lights. I waited for some time. I heard the call again. I then went out in the skiff, and, pulling in the direction I thought I had heard the sound last, about 1/4 mile south, I found a man in the water, got him in the skiff, brought him to station and gave him dry clothes and put him to bed. He could not speak nor help himself. Thereafter I again went out to find the boat; found same running about and a man lying in the bottom of her drunk. I stopped the engine and anchored the boat in a safe place and left her until daylight. Boat's name, HAVANA, of Biloxi. The man in the water, Jim Payne. The other's, William Ladiner.

Respectfully,

F.
RICHARD STEEN,

Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.

JAM-MCC
1 inclosure

4/1/18 Commended for 8th 3/29/18.
Copy Seey Rapt Div
3rd Com
of Editor Rochester Ofcl Bull

March 26, 1918.

Assistance rendered by
Keeper of Cat Island
Light Station, Miss.

Hydrog. Engr.
Mar. Surv.
Equipment
Accounts
Contracts
Chf Clk
Cap. Counsr.
Commr.
OK HJH
Mar 30

LIGHT
APR 6 1918
HOUSES

LIGHT
APR 29 1918
HOUSES

The Commissioner of Lighthouses:

Herewith is copy of letter dated March 22, 1918, from the Keeper of Cat Island Light Station, Mississippi, reporting assistance rendered to two men on the motor boat HAVANA on the evening of March 21, 1918.

It is recommended that this employee be commended for this worthy service.

Inspector.

McC-HFC

LIGHT HOUSE

APR 6 1918

Sir:

Referring to report of the valuable and timely assistance rendered by you on the night of March 21, 1918, in rescuing the two occupants of the motor boat HAVANA, the Department commends you for the excellent service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

A. L. THURMAN

Acting Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.
(Through the Commissioner of Lighthouses).

APR 6 - 1918

Bureau of Lighthouses, Washington

APR 6 1918

To Lighthouse Inspector New Orleans, La.
For files of his office. By direction of the Commissioner.

See yours report of March 26, 1918.

Chief Clerk

COPY (MCC) Recd. 9 a.m., March 25, 1[illegible]



DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

8th District
Cat Island, Miss.
March 22, 1918.



Lighthouse Inspector,

New Orleans, Louisiana.

Dear Sir:

I respectfully beg to report that at 9:30 P.M. on March 21, I for some time heard a motor boat running in the south channel, and also heard someone calling for help. I at once went out, but it was too dark to see anything and the boat did not carry any lights. I waited for some time. I heard the call again. I then went out in the skiff, and, pulling in the direction I thought I had heard the sound last, about 1/4 mile south, I found a man in the water, got him in the skiff, brought him to station and gave him dry clothes and put him to bed. He could not speak nor help himself. Thereafter I again went out to find the boat; found same running about and a man lying in the bottom of her drunk. I stopped the engine and anchored the boat in a safe place and left her until daylight. Boat's name, HAVANA, of Biloxi. The man in the water, Jim Payne. The other's, William Ladiner.

Respectfully,

F.
RICHARD STEEN,

Keeper.

Copy.

RSW
LIGHT
JUN 28 1918
HOUSES

DEPARTMENT OF COMMERCE
Lighthouse Service

Cat Island Light Station, Miss.
June 21st, 1918.

Lighthouse Inspector,
New Orleans, La.

Dear Sir:

I respectfully beg to report service rendered to the Capt. of the fishing schooner "Olga M" of Biloxi, Miss., during the 18th, 19th and 20th of June.

About 3 p. m., the 18th, the schooner sailed close up to the station and stuck. A man was sitting alongside the tiller, but did not get up from there. I was watching him for a few minutes, then pulled out and found the man had high fever, and had cuts and bruises on legs and body, almost unable to walk with me helping him. I brought him to station and gave him medical treatment and put him to bed.

He had been by himself fishing, and was caught in a anchor cable when letting a bigger anchor go, during the severe gale on the night of the 17th.

On the 20th, he felt a bit better and wanted to try to get to Biloxi. About 3 p. m. I got him started, but about a 1/2 mile from the station I saw him falling a skiff and the skiff broke away from the schooner. He had pulled the skiff alongside to get a pole. The schooner kept going all by her self at a good speed. I then put the station launch over and started after the schooner. I had a run of circa 5 mile before I got alongside the runaway, broughtther back to the man in the skiff and got him started off again.

His name is Peter Melechw.

Very respectfully,

(Signed) Richard F. Steen,

Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA

4436

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT
JUN 29 1918
HOUSES

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

7/8/18 Commend. Copy to Sec 8th Dist Supt. Lgt. Div.

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA. JUN 29 1918 8 59 AM

JAM-RSW
1 inclosure.

June 26, 1918.

Assistance rendered by
Keeper of Cat Island
Light Station, Miss.

cabal

OK
mm
Aug 1

The Commissioner of Lighthouses:

Herewith is copy of letter dated June 21, 1918, from the Keeper of Cat Island Light Station, Mississippi, reporting assistance rendered to the Captain of the Schooner "Olga M" of Biloxi, Miss., June 18, 19, and 20, 1918.

It is recommended that this employee be commended for this worthy service.

Inspector

MCC-RAB COPY

LIGHT
JUL 25 1918
HOUSES

JUL 25 1918

JUL 25 1918 9 40 AM

Sir:

Referring to report of service rendered on June 18, 19, and 20, 1918, to the Captain of the fishing schooner OLGA M, of Biloxi, Miss., the Department commends you for the valuable assistance rendered in this matter, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Bureau's files,

Exact copy as signed by WILLIAM C. REDFIELD
filed JUL 24 1918 by

Bureau of Lighthouses, Washington

To Lighthouse Inspector New Orleans La.,
for files of his office. By direction of the Commissioner: See your report of June 26, 1918.

Chief Clerk.

16780

X

MCC

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

LIGHT
DEC 5 1918
HOUSES

DEC 15 1918

December 4, 1918.

Commissioner of Lighthouses:

Referring to form 73 submitted by the Superintendent of the Eighth Lighthouse District on the 29th ultimo, for the transfer and promotion of Richard F. Steen, from the position of keeper of Cat Island Light Station, Mississippi, at $780 per annum, to keeper of South Pass East Jetty Light Station, Louisiana, at $960 per annum, effective December 1, 1918, or as soon thereafter as he enters upon duty, the Department invites attention to its letter of the 22nd ultimo, accepting the resignation of Mr. Steen as keeper of Cat Island Light Station, Mississippi, effective upon a date to be fixed by the Bureau and later reported to the Department.

In view of his transfer to South Pass East Jetty Light Station, Louisiana, the Department requests that acceptance of his resignation be returned for cancellation.

DEC 8 - 1918

(SIGNED) E. W. LIBBEY

To Superintendent of Lighthouses, New Orleans La

for remark and return.

Chief Clerk.

Ho/R 8

Acting Commissioner.

DEPARTMENT OF COMMERCE

OFFICE OF THE CHIEF CLERK

WASHINGTON

December 4, 1918.

Commissioner of Lighthouses:

Referring to form 73 submitted by the Superintendent of the Eighth Lighthouse District on the 29th ultimo, for the transfer and promotion of Richard F. Steen, from the position of keeper of Cat Island Light Station, Mississippi, at $780 per annum, to keeper of South Pass East Jetty Light Station, Louisiana, at $960 per annum, effective December 1, 1918, or as soon thereafter as he enters upon duty, the Department invites attention to its letter of the 22nd ultimo, accepting the resignation of Mr. Steen as keeper of Cat Island Light Station, Mississippi, effective upon a date to be fixed by the Bureau and later reported to the Department.

In view of his transfer to South Pass East Jetty Light Station, Louisiana, the Department requests that acceptance of his resignation be returned for cancellation.

Bureau of Lighthouses, Washington
DEC 9 - 1918
1918 DEC 4 PM 4 25

To Superintendent of Lighthouses, New Orleans, La. E. M. Gibbs
for remark and return.

Chief Clerk.

Ho/R

Acting Commissioner.

DEC 13 1918 SUPERINTENDENT LIGHT HOUSES NEW ORLEANS, LA.

DEC 17 1918 LIGHT HOUSES

SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS LA.

EP-MCC

Engr. Comm.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

HOUSES.

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA. DEC 17 1918 9 11 AM

December 14, 1918.

Richard F. Steen,
resignation

Commissioner of Lighthouses:

1. Referring to Department letter dated December 4, requesting return for cancellation of the acceptance of the resignation of Richard F. Steen, Bureau indorsement of December 9th:

2. The Bureau is informed that the acceptance of Steen's resignation, in duplicate, was returned to the Bureau under date of November 29th.

3. For and in the absence of the Superintendent:

Lanphier.
First Assistant Superintendent.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

ADDRESS ALL COMMUNICATION TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
OCT 14 1918
HOUSES

SUPERINTENDENT OF LIGHTHOUSES,
OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.
October 9, 1918.

LIGHT
OCT 18 1918
HOUSES

MCC
1 inclosure

Assistance rendered by
Keeper, Cat Island L.S.,Miss.

The Commissioner of Lighthouses:

Herewith is copy of letter dated October 7, 1918, from the Keeper of Cat Island Light Station, Mississippi, reporting assistance rendered on the evening of October 6, 1918, to three students of the Gulf Coast Military Academy in a 30-foot Navy cutter which had gone adrift, without a rudder.

It is recommended that this employee be commended for this worthy service.

Superintendent of Lighthouses.

COPY (MCC) Recd., 8:30 a.m., Oct. 8, 1918





DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
Cat Island, Miss.
Oct. 7, 1918.

Superintendent of Lighthouses,

New Orleans, La.

Dear Sir:

I hereby respectfully beg to report that on October the 6th about 7 p.m. I went to the assistance of three young boys in a 30-foot Navy cutter. They had come from the Gulf Coast Military Academy, which is situated between Gulfport and Biloxi, Miss. The wind had been light all day and about sundown it was calm and mosquitoes very bad. They did not have a rudder on the boat and had had no water or food since Sunday morning. I brought them to station and gave them food and shelter and will bring them to the school today. Their names are: B. D. Mongam, J. P. Pumphrey, S. A. Ross. They did not have any experience in handling a boat.

Very respectfully yours,

RICHARD STEEN,

Keeper.

Box 344, Gulfport, Miss.

COPY (MCC) Recd., 8:30 a.m., Oct. 8, 1918.



DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
Cat Island, Miss.
Oct. 7, 1918.

Superintendent of Lighthouses,

New Orleans, La.

Dear Sir:

I hereby respectfully beg to report that on October the 6th about 7 p.m. I went to the assistance of three young boys in a 30-foot Navy cutter. They had come from the Gulf Coast Military Academy, which is situated between Gulfport and Biloxi, Miss. The wind had been light all day and about sundown it was calm and mosquitoes very bad. They did not have a rudder on the boat and had had no water or food since Sunday morning. I brought them to station and gave them food and shelter and will bring them to the school today. Their names are: B. D. Mongam, J. P. Pumphrey, S. A. Ross. They did not have any experience in handling a boat.

Very respectfully yours,

RICHARD STEEN,

Keeper.

Box 344, Gulfport, Miss.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

ADDRESS ALL COMMUNICATION TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
OCT 14 1918
HOUSES

Hydrog.
Engr. Corps.
Mar. Engr.
Accounts
Contr.
Chf. Clk.
Dep. 8th Dist.
Comdr.

SUPERINTENDENT OF LIGHTHOUSES.
OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.
October 9, 1918.

LIGHT
OCT 18 1918
HOUSES

MCC
1 inclosure

10/18 Commended Copy Dept 10/14/18 Copy OK 10/14 ave Gen Com Office Bull 8th Supt

Assistance rendered by
Keeper, Cat Island L.S., Miss.

The Commissioner of Lighthouses:

Herewith is copy of letter dated October 7, 1918, from the Keeper of Cat Island Light Station, Mississippi, reporting assistance rendered on the evening of October 6, 1918, to three students of the Gulf Coast Military Academy in a 30-foot Navy cutter which had gone adrift, without a rudder.

It is recommended that this employee be commended for this worthy service.

Superintendent of Lighthouses.

HMC-AA

LIGHT HOUSES OCT 18 1918

October 16, 1918. OCT 18 1918 2 11

Sir:

Referring to report of the assistance rendered by you on October 6, 1918, to three students of the Gulf Coast Military Academy, Mississippi, adrift in a 30-foot Navy cutter, without rudder, the Department commends you for the service rendered on that occasion, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Richard Steen,
Keeper, Cat Island Light Station, Miss.
(Through Commissioner of Lighthouses Service).

LIGHTHOUSES--Bureau's files.

WILLIAM C. REDFIELD

Exact copy as signed by

Mailed OCT 18 1918 by 134.

Bureau of Lighthouses, Washington

To Lighthouse Inspector ..... New Orleans, La.....
for files of his office. By direction of the Commissioner:
See your report of October 9, 1918.

Acting Chief Clerk.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 MAY 27 AM 11

OFFICE OF SUPERINTENDENT, 8TH DISTRICT 56
NEW ORLEANS, LA.
May 25th, 1921.

WJB.

R.F.Steen,
commendation.

Hydrog.
Engr. Office
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Comm.
Comm.

6/3/21 commended Steen
copy to Supt
" " Asst
" " For + Dom. comm.
" " Asst. Dir.

copied MC 6/27/21.

The Commissioner of Lighthouses:

1. The attached letter, received from Richard F. Steen, Keeper of South Pass Jetty Light & Fog Signal Station, La., reporting the assistance rendered by him to two men adrift in a skiff about three miles out from the station, is forwarded with the recommendation that said Richard F. Steen be commended for this service, which he performed alone.

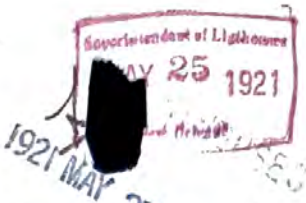
OK HM May 27/21

E.S. Kauffer.
Superintendent of Lighthouses.

South Pass Jetty Light Station, La. Ext
Keeper Richard F. Steen
6/1/21.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



1921 MAY 27 AM 11 56

EIGHTH DISTRICT

South Pass Jetty Lights & Fog Signal
(Station, Depot, or Vessel)

May 23th., 1921,

Superintendent of Lighthouses.
New Orleans.La.

Dear Sir:-

I hereby beg to report,assistance renderd by me in the Stations launch,to two men adrift in a skiff about tree miles SSW,frome this Station.The men came out thrugh South Pass but the did not concider the strong curent running outh of this pass.Thise men had been pulling abouth tree hours trying to make the mouth of the pass or the west shore,but no head way was made,the curent carried them auth, the wind being NE,

The names of the two men are. E.W.Blais.
B.V.Hosany.

Thhemen ware towed to station and refreshed.

Yours Respectfully.

Richard Steen

Keeper.

Comment

No1-ZK May 23

JUN 2

Sir:

Referring to report of assistance rendered by you in towing to the station a skiff, with two men aboard, which was adrift about three miles from the station, the Department is pleased to commend you for the service rendered, which will be noted on the records as part of your official history.

Respectfully.

HERBERT HOOVER.

Secretary of Commerce.

Richard F. Steen, Keeper,
South Pass East Jetty Light Station, etc., La.
(Through Commissioner of Lighthouses)

Bureau of Lighthouses, Wash., Copy to 8th Dist.

LIGHTHOUSES---Bureau's files HERBERT HOOVER.

Exact copy as signed by ____Bureau____

Mailed JUN 4 1921 by ____

fwj

X

JHH

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

ESL:LEC
Incls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

R.F.Steen, Keeper,
So.Pass Jetty Lts.& Fog Signal Sta.,
Charges against.

LIGHTHOUSES OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
March 30, 1926

1926 APR 1 PM 12 18

Commissioner of Lighthouses:

1. Inclosed herewith is copy of letter of March 23, 1926, preferring charges of neglect of duty against Richard Steen, Keeper of South Pass Jetty Lights and Fog Signal Station, La., and his reply dated March 25, 1926.

2. On March 9th, a telephone message was received from the Associated Branch Pilots in this city that the bell fog signal at South Pass East Jetty, La., was not being operated. This office immediately telephoned the Keeper of the Lighthouse Depot at Port Eads and instructed him to proceed to South Pass Jetty. A reply was received from the Keeper of the Port Eads Depot that Keeper Steen had stated that the bell would stop occasionally and not be in operation for a period of ten or fifteen minutes until again started. The Keeper of the Port Eads Depot was directed to return to the mouth of the river and instruct the keeper to have a keeper on watch at the East Jetty fog bell during the entire time that fog prevailed in order to be certain that there would be no interruption in the sounding of the bell fog signal.

3. The Mechanician was then at Horn Island Light Station installing a new ball race but arrangements were at once made for a trip to South Pass Jetty with the Mechanician as soon as practical thereafter and I left this city on board the "Cosmos", accompanied by the Mechanician on the morning of March 16th. It was found that the signal was being operated with insufficient weight and additional weights were added, apparently correcting the trouble.

4. On March 23, 1926, I called at the office of the Associated Branch Pilots in New Orleans and, in conversation relative to the bell fog signal on the East Jetty at South Pass, I stated that the Keeper claimed the signal had never been inoperative for more than ten or fifteen minutes at any time. Pilot T. W. Craig replied that on a certain date he was aboard a ship outside of South Pass for more than twelve hours while the bell fog signal had not been operated, and upon reference to the records of the Pilots relative to the date that this ship entered the Pass, it was found to have been December 14, 1925. By reference to the fog signal report, the keeper showed that there was fog ~~prevailing~~ during that entire period but that the fog bell had been sounded for the entire period.

Hydro
Radio
Engr. Opns.
Mar. Eng.
Personnel
Financial
Law and Prop.
Adm Asst.
Opn Asst.
Supt.

5. The fog bell reports, signed by Keeper Steen, show the prevalence of fog as follows, and that the fog bell on the East Jetty was sounded for the number of hours stated:

December	53	hrs.	30	min.
January	73	"	5	"
February	91	"	25	"

6. In view of the serious nature of the report received from Pilot Craig, notwithstanding the previous explanation of the keeper, it was deemed proper to prefer charges of neglect of duty against the keeper.

7. It is believed that the charges have been sustained in a degree sufficient to warrant the reprimand of the keeper by the Bureau, with a warning that a repetition of this offence may result in his separation from the Service. It is so recommended.

E. S. LANDRIER

E.S.L.

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

ESL:LEC

REGISTERED MAIL.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
March 23, 1926

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

LIGHTHOUSES
1926 APR 7 PM 12 18

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Depot Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 53 hours in December; for 73 hours in January and 91 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

(Signed) E. S. Lanphier
Superintendent of Lighthouses

(COPY)-LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
South Pass Jetty Lights & Fog
Signal Station
March 25th, 1926

LIGHTHOUSES
1926 APR 1 PM 12 18

Superintendent of Lighthouses,
New Orleans, La.

Sir:-

Your letter of March the 23, received. Beg to state that I am very much surprised at the charge of gross neglect of duty and the statement made by some Pilot against me.

As in accordance with Civil Service rules paragraph 45, I am not permitted to express my opinion, in regards to the statement made by the Pilot I have only these to say. The Bell machine has never ben stopped for fourteen hours, nor even for thirty minuts during fog to my knowledge, without it being reported to the Office.

I can not remember the time of fog in December, so I am referring to Form 302, which shows that the Fog Bell was operated from 9-pm December 13th to 2-45 am December 15th, 1925.

Respectfully,

(Signed) Richard Steen
Keeper

April 5, 1926.

Richard F. Steen, Keeper,
South Pass Jetty Lights and Fog Signal Station, La.
(Through Superintendent of Lighthouses, New Orleans, La.)

The Bureau is in receipt of charges preferred against you by the Superintendent under date of March 23, 1926 for gross neglect of duty, in that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours. The charges having been substantiated in a degree to warrant same, you are hereby reprimanded and warned that a repetition of the offense on your part will be deemed sufficient cause for your dismissal from the Service. The fact that you have been reprimanded will be included in your official history.

J. S. CONWAY

Acting Commissioner of Lighthouses.

Inclosure

Bureau of Lighthouses, Wash., Copy to 8th Dist.

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

SUPERINTENDENT OF LIGHTHOUSES
APR 8 1
NEW ORLEANS.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

RG-EK

April 5, 1926.

LIGHTHOUSES
1926 APR 12 AM 9 05

4/15/26 note 8th.

Hydro
Radio
Engr. Ops.
Mar. Eng.
Personnel
Financial
Law and Proc.
Adm. Asst.
Opr. Contr.
Gener.

Rec'd & returned norm, Supt to result at pt.

TF 4/12

Superintendent of Lighthouses, New Orleans, La.

1. With reference to your nomination of April 1, for adjustment in the compensation of Keeper Richard F. Steen from $1680 to $1740 per annum:

2. Adjustment at this time would seem inopportune in view of your recommendation of March 30 that Steen be reprimanded for neglect of duty, and your nomination will be held pending your further recommendation in the matter.

J. S. CONWAY

Acting Commissioner of Lighthouses.

ESL:LEC

Office of Supt. of Lighthouses, 8th Dist.,
New Orleans, La., April 9, 1926

1. Returned to the Commissioner of Lighthouses:

2. It is recommended that the pay adjustment recommended under date of April 1st for Richard F. Steen, Keeper, be deferred for a period of six months.

E. S. LANPHIER

Superintendent of Lighthouses

RG-MK
Incl.

April 15, 1926.

Superintendent of Lighthouses, New Orleans, La.

1. With reference to your indorsement of April 9, recommending that adjustment of pay of Keeper Steen be deferred for a period of six months.

2. Your nomination recommending adjustment effective March 19 is accordingly return for submission at the proper time.

J. S. CONWAY

Acting Commissioner of Lighthouses.

Out

April 16, 1930.

Abstract of official record, Richard F. Steen.

Referred to Superintendent of Lighthouses, New Orleans, La., for compliance and return of four copies of the abstract to the Bureau.

W. P. HARMAN

Acting Commissioner of Lighthouses.

E-K
Incl.

(COPY)EK

Office of Supt. of Lighthouses, 8th Dist.,
New Orleans, La., April 21, 1930.

Returned to Commissioner of Lighthouses together with Abstract of Official Record of Richard F. Steen as taken from the records in this office.

For and in the absence of the Supt.
(Signed) F. A. Muth
Asst. Supt.

Bureau of Lighthouses, Washington
APR 28 1930

Submitted to Secretary of Commerce for his information

W. P. HARMAN
Acting Commissioner of Lighthouses

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.

In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: Steen, Mr. Richard F.
(Surname first, Mr., Miss, or Mrs.)

November 20, 1881
(Date of birth)

Dept.of Commerce, Lighthouse Service, 8th District
(Department and office in which last service was had. See Paragraph 2 of Instructions)

New Orleans, La.
(Place)

April 21, 1930
(Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Cat Island L.S.,Miss.	Exc.	Laborer	$ 624 p.a.	Oct. 1, 1917
do	P.A.	Keeper	624 p.a.	Feb. 1, 1918
do	"	"	780 p.a.	Nov. 1, 1918
So.Pass Jetty Lts. & Fog Signal Sta.,La.	Trans.	"	960 p.a.	Dec. 15, 1918
do	"	"	1020 p.a.	Nov. 1, 1919
do	"	"	1620 p.a.	July 1, 1924
do	"	"	1740 p.a.	Sept.21, 1926
Add'l Keeper at Large	"	Add'l Keeper	1260 p.a.	June 11, 1927
So.Pass Range Rear L.S., La.	"	1st Asst.Keeper	1200 p.a.	Nov. 1, 1927
	Res.	. . . . .	. . . . .	Feb. 15, 1928

(a) Place the name of department, bureau, or office in which the service ...ed.

10—1831

(b) Indicate the nature of the action according to the following key abbr... probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; ...; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime p... given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
						NONE									

Do records show employee has made application for refund of any portion of amount shown above? - - - (Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) - - -

State leaves of absence in current calendar year: annual - - -; sick - - -; without pay - - -

State any leave of absence in excess of six months in the aggregate in any calendar year: - - -

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein. For and in the absence of the Superintendent.

A. M. Mutch
(Signature)

Countersigned ----------, 19----

Assistant Superintendent
(Official title)

(Signature)

(Official title)

Furnished to:

10—1231 U. S. GOVERNMENT PRINTING OFFICE: 1928

Standard Form No. 13
Approved by the President
2-26-26 Revised 1-10-28

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.
In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: Steen, Mr. Richard F. — November 20, 1881
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

Dept.of Commerce, Lighthouse Service, 8th District
(Department and office in which last service was had. See Paragraph 2 of Instructions)

New Orleans, La. — April 21, 1930
(Place) (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Cat Island L.S.,Miss.	Exc.	Laborer	$ 624 p.a.	Oct. 1, 1917
do	P.A.	Keeper	624 p.a.	Feb. 1, 1918
do	"	"	780 p.a.	Nov. 1, 1918
So.Pass Jetty Lts. & Fog Signal Sta.,La.	Trans.	"	960 p.a.	Dec. 15, 1918
do	"	"	1020 p.a.	Nov. 1, 1919
do	"	"	1620 p.a.	July 1, 1924
do	"	"	1740 p.a.	Sept.21, 1926
Add'l Keeper at Large	"	Add'l Keeper	1260 p.a.	June 11, 1927
So.Pass Range Rear L.S., La.	"	1st Asst.Keeper	1200 p.a.	Nov. 1, 1927
	Res.			Feb. 15, 1928

War
A-380-230
K.

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
						NONE									

Do records show employee has made application for refund of any portion of amount shown above? - - - (Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) - - -

State leaves of absence in current calendar year: annual - - -; sick - - -; without pay - - -

State any leave of absence in excess of six months in the aggregate in any calendar year: - - -

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein. For and in the absence of the Superintendent.

(Signature)

Countersigned April 30, 1930.

Assistant Superintendent
(Official title)

(Signature)

Chief of Appointment Division.
(Official title)

Furnished to: Assistant and Chief Clerk,
War Department,
Washington, D. C.

10—1831 U. S. GOVERNMENT PRINTING OFFICE: 1925

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

SUPT. ... OF LIGHTHOUSES
APR 19 1930
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
APR 29 1930
APPOINTMENT DIVISION

LIGHTHOUSES
1930 APR 23 AM 9 04

1930 APR 29 AM 11 29

April 16, 1930.

CLERK

Abstract of official record, Richard F. Steen.

Referred to Superintendent of Lighthouses, New Orleans, La., for compliance and return of four copies of the abstract to the Bureau.

W. P. HARMAN

E-K
Incl.

Acting Commissioner of Lighthouses.

LEC
Incls.

Office of Supt. of Lighthouses, 8th Dist.,
New Orleans, La., April 21, 1930

1. Returned to Commissioner of Lighthouses together with Abstract of Official Record of Richard F. Steen as taken from the records in this office.

For and in the absence of the Superintendent.

Assistant Superintendent

Bureau of Lighthouses, Washington

APR 28 1930

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

WAR DEPARTMENT
eld
WASHINGTON

DEPARTMENT OF COMMERCE
APR 4 1930
APPOINTMENT DIVISION

April 2, 1930.

Chief of Appointment Division,
Department of Commerce,
Washington, D. C.

Sir:

In accordance with the act of February 14, 1922, it is requested that the War Department be furnished with an abstract in duplicate, on Standard Form No. 13, of the official record of the employee named below:

Name: Richard F. Steen.

Period of service claimed: 10/1917 to 2/1928.

Bureau or office in which formerly employed: U.S.Lighthouse Service, Keeper at Cat Island, Miss., and South Pass Jetty, La.

It is also requested that the abstract include the following additional service claimed:

APR 4 1930

Very respectfully,

John C. Scofield

Assistant and Chief Clerk.

Form A-82

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

February 20, 1928.

Mr. Richard F. Steen,

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 February 15, 1928.

Bureau ..... Lighthouses

Position ..... Keeper

Allocation .....

Salary ..... $1200 per annum

Station ..... South Pass Range Rear Light Station, Louisiana.

By direction of the Secretary:

Respectfully,

FEB 21 1928

SIGNED CANCELED

Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION
1820
FEB 25 1928
DEPARTMENT OF COMMERCE

S.
V

...HOUSES

1928 FEB 17 AM 11 51

Form 93
LEC
Incl.

NOTICE OF RESIGNATION OR DEATH

CHIEF CLERK

DEPARTMENT OF COMMERCE 1928 FEB 20 AM 10 41

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., February 15, 1928

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard F Steen — Position, First Asst. Keeper

Legal residence, Mississippi — Station, South Pass Range Rear L.S., La.

Salary, $1200 per annum

The acceptance of this resignation is recommended effective at the close of February 15, 1928

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

Remarks:

DEPARTMENT DIVISION
NECESSARY
ACTION TAKEN
FEB 21 1928
DEPARTMENT OF COMMERCE

E. S. Lanphier.
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 18 1928

Submitted to the Secretary of Commerce, approved.

11—4623

2-20-28

J. S. CONWAY
Acting Commissioner of Lighthouses

SES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
LIGHTHOUSES 1928
NEW ORLEANS
1928 FEB 17 AM 11 51

EIGHTH DISTRICT

South Pass Range Rear Lt. Sta.
(Station, Depot, or Vessel)

February 11th, 1927.

h the Keeper)

erintendent of Lighthouses.
w Orleans. La.

ir:

I hereby beg to tender my
recignation, Same to take effect as
Soon as possible.

Respectfully,
Richard Skeen
1st Asst. Keeper.

L. Buras.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
c LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Richard Steen, effective date of change in pay.

LIGHTHOUSES
1927 NOV 14 AM 9 20

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
November 10, 1927

1927 NOV

CHIEF CLERK
DEPARTMENT OF COMMERCE
NOV 16 1927
APPOINTMENT DIVISION

Commissioner of Lighthouses:

1. Referring to Department letter of October 22, 1927, in the case of Richard F. Steen, who was transferred from the position of Additional Lighthouse Keeper, At Large, with pay at the rate of $1260 per annum, to that of First Assistant Keeper at South Pass Range Rear Light Station, La., with pay at the rate of $1200 per annum.

2. The Bureau is advised that the effective date of this change in pay was November 1, 1927.

For and in the absence of the Superintendent.

F. A. Mathe
Assistant Superintendent

CARDED

U. S. REPORT DATA
ENTERED

Bureau of Lighthouses, Washington
NOV 14 1927
Submitted to Secretary of Commerce for his information

S. S. CONWAY
Acting Commissioner of Lighthouses.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 22, 1927.

Mr. Richard F. Steen,

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 $ 1200 per annum, effective November 1, 1927, 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,

OCT 28 1927

EDW. J. CARPENTER

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION
1725 OCT 29 1927
DEPARTMENT OF COMMERCE

V
8

CANCELED

Form 78
LEC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES 1927 OCT 21 AM 8 58

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT.

CHIEF CLERK 1927 OCT 22 AM 11 27

New Orleans, La. (City) October 18 (Date) 1927.

OCT 22 1927 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Legal residence, Mississippi

Name, Richard F. Steen (Request)

Proposed salary, ~~$1080~~ $1200 p.a. Increase Completed 60 yrs.

Position, Keeper in the Lighthouse Service 1 AR

Proposed range, ~~$1080~~-$1440 p.a.

Location, South Pass Range Rear L. S., La.

Appropriation, ~~Sals. Kprs. of L. H.~~ Incr.

Effective, November 1, 1927

[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Additional Keeper in the Lighthouse Service

Former salary, $1260 p.a.

Location, At large

Former range, *$1200-$1560 p.a.

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

Previous incumbent, Neal Patton 1200

Services terminated, October 15, 1927

Reason, Resigned

APPOINTMENT DIVISION NECESSARY OCT 27 1927 DEPARTMENT OF COMMERCE

Members of family in Government service, NONE

Date of birth, Nov. 20, 1881

Remarks: Letter from Richard F. Steen, dated October 14, 1927, accepting ~~xx~~ this transfer at a reduction in salary is hereto attached.

*This range was increased from $1140-$1500 p.a. to $1200-$1560 p.a. July 1, 1927, at which time Keeper Steen was in the third step.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 19.....

E. S. Rauhut

Secretary, Civil Service District. Superintendent of Lighthouses

---

BUREAU OF LIGHTHOUSES
WASHINGTON

10-22-27

Submitted to the Secretary of Commerce, approved.

October 21, 1927.

H. S. CONWAY

Acting Commissioner of Lighthouses

APPROVED:

~~ACTING ASSISTANT SECRETARY.~~

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1927 OCT 21 AM 8·58

SUPERINTENDENT OF LIGHTHOUSES
OCT 1927
NEW ORLEANS

EIGHTH DISTRICT

New Orleans, La.,
(Station, Depot, or Vessel)

Oct. 14th, 1927.

Superintendent of Lighthouses.
New Orleans. La.

Sir:-

Will accept Position as First Asst. Keeper, at South Pass Range Rear Light Station, Port Eads, La.

Respectfully
Richard Skeen.
Asst. Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

R. F. Steen, Effective date of Change in pay.

LIGHTHOUSES
1927 JUL 11 AM 10 20

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
July 8, 1927

DEPARTMENT OF COMMERCE
JUL 13 1927
APPOINTMENT DIVISION

Commissioner of Lighthouses:

1. Referring to Department letter of June 10, 1927, in the case of Richard F. Steen, who was transferred from the position of Keeper of South Pass Jetty Lights and Fog Signal Station, La., with pay at the rate of $1740 per annum, to the position of Additional Keeper in the Lighthouse Service, with pay at the rate of $1260 per annum:

2. The Bureau is advised that the effective date of this change in pay was June 11, 1927.

E. S. LANPHIER
Superintendent of Lighthouses.

AWARDED

17th
R F Steen card file

Bureau of Lighthouses, Washington
JUL 12 1927
Submitted to Secretary of Commerce for his information

eff date

J. S. CONWAY
Acting Commissioner of Lighthouses.

C. S. RECORD DATA
ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 10, 1927.

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1740 per annum to $1260 per annum, effective June 11, 1927, 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,

JUN 15 1927

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

CARDED

APPT. CENTRAL JUN 15 21 DEPARTMENT OF COMMERCE

Form 73
LEC

LIGHTHOUSES
1927 JUN 6 AM 9 13

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
1927 JUN 10 AM 11 19

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.) June 4 (Date.), 19 27

DEPARTMENT OF COMMERCE JUN 10 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer (By request.)

Name, Richard F. Steen — Legal residence, Mississippi

Position, (Additional) Keeper in the Lighthouse Service — Salary, $1260 p.a. ($1140-$1500 p.a.) Extra mid-same as pos. as former pos.

Location, Lighthouse Depot, Mobile, Ala. — Appropriation, ~~Sels. L.H. Keepers~~

Effective June 11, 1927 — {'~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper (Prin.) in the Lighthouse Service — Former salary, $1740 p.a. (Rge: $1620-$1980 p.a.)

Location, South Pass Jetty Lights and Fog Signal Stations, La.

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

Previous incumbent, ~~Vacant~~ John P. Jones-720 Services terminated, - - -
Vacant since 7/1/24.

Reason, - - -

Members of family in Government Service, NONE
DATE OF BIRTH: November 20, 1881.
Remarks: Letter from Keeper Steen accepting the above transfer at a reduction in pay is transmitted herewith.

APPOINTMENT DIVISION ACTION TAKEN JUN 14 1927 DEPARTMENT OF COMMERCE

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

E. S. Lamphier.
Superintendent of Lighthouses.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON
JUN 9 1927

8/10-27

Inclosure

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

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
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
JUN 4 1927
NEW ORLEANS

EIGHTH DISTRICT

South Pass Jetty Lights & Fog Sig. Sta.
(Station, Depot, or Vessel)

June 1st, 1927

Superintendent of Lighthouses.
New Orleans. La

LIGHTHOUSES
1927 JUN 6 AM 9 12

Sir:-

I hereby beg to be considerd for the position as additional Keeper with headquarters at Mobile Depot.

Respectfully
Richard Klein
Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1926 NOV 6 PM 12 29

DEPARTMENT OF COMMERCE
NOV 9 1926
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
November 4, 1926

CHIEF CLERK
1926 NOV 8 PM 3 39

Richard Steen, Effective date of change in pay.

Commissioner of Lighthouses:

1. Referring to Department Notice of Change in Salary, dated September 14, 1926, in the case of Richard Steen, Keeper in the Lighthouse Service, whose salary was increased from $1680 per annum to $1740 per annum, because of additional duties:

2. The Bureau is advised that the above change in pay became effective September 21, 1926.

E. S. LANPHIER
Superintendent of Lighthouses

CARDED

Bureau of Lighthouses, Washington
NOV 6 - 1926
Submitted to Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

U. S. REPORT DATA
ENTERED

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Steen, Richard F. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 8th 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
1080	240	1320	CR	164.25	1484.25	LHS	6	1500	Yes	120	

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

approved $1560

GRADE RECOMMENDED 7

RANGE OF COMPENSATION RECOMMENDED FROM $1560 TO $1800

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 - - - - ; annual cost, $ - - - -

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. Custodian of property.	5%
2. Reports and correspondence.	10%
3. Maintenance of 5th order fixed oil light from tower, and two minor lights (oil) and one minor acetylene light on beacon, which includes cleaning lamps, lenses, lanterns, etc.; stands watch three hours each night.	10%
4. Maintenance and operation of one fog signal operated by machinery and one fog signal operated by compressed air.	5%
5. Boating three miles from station to Port Eads La. for mail and supplies, and 1/2 mile across Mississippi River, from main light to fog signal, operates motor boat.	10%
6. Cleaning and maintenance of tower, quarters, grounds, wharf, boathouse, boat, and painting of structures.	60 %

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

Sheet No. 60
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Steen (Surname) Richard (Given name) F. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station South Pass Jetty Lights,etc.(4 lts.)
   (b) Subdivision Eighth Lighthouse District
   (c) City or town ..... State Louisiana
6. Pay-roll title Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day 24; per week 168
   (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 one-fourth of night m. to alternating periods 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 ..... $ 1080 per annum; bonus, $ 240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 1020 per annum; 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, 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 - cash $164.25 per annum
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 ---; annual cost, $ ---
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. Custodian of property.	5%
2. Reports and correspondence.	10%
3. Maintenance of 5th order fixed oil light from tower, and two minor lights (oil) and one minor acetylene light on beacon, which includes cleaning lamps, lenses, lanterns, etc.; stands watch three hours each night.	10%
4. Maintenance and operation of one fog signal operated by machinery and one fog signal operated by compressed air.	5%
5. Boating three miles from station to Port Eads La. for mail and supplies, and 1/2 mile across Mississippi River, from main light to fog signal, operates motor boat.	10%
6. Cleaning and maintenance of tower, quarters, grounds, wharf, boathouse, boat, and painting of structures.	60 %

19. Does employee work under immedia[illegible]pervision, or to a large extent upon his own resp[illegible]bility? (Describe fully.)

On his own responsibility subject to directions and supervision of Superintendent of Lighthouses.

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.

Responsible for work of three assistant keepers.

21. How long have the employee's duties been substantially as described above? December 15, 1918.

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

JUN 7 - 1923 (Date), 1923. E. S. LANPHIER (Signature of Preparing Officer) SUPERINTENDENT OF LIGHTHOUSES (Title)

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

Signature not secured owing to inaccessibility of employee.

E. S. LANPHIER (Signature of Employee)
SUPERINTENDENT OF LIGHTHOUSES

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			
Initiative (originality and resourcefulness)			
Trustworthiness (dependability)	X		
Speed (quickness)			
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

Boating - one year.

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 $ 1140 to $ 1800

JUN 7 - 1923 (Date), 1923. E. S. LANPHIER (Signature of head of field office or station) SUPERINTENDENT OF LIGHTHOUSES (Title)

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

September 14, 1926.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1680 per annum to $ 1740 per annum, effective September 21, 1926, 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,

WM. J. GARDNER,

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

SEP 20 1926

P. CARD[illegible]
8.

APPOINTMENT DIVISION ENTERED SEP. 20 1926 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73
LEC

LIGHTHOUSES
1926 SEP 13 AM 9 03

CHIEF CLERK
1926 SEP 14 AM 11 51

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT.

New Orleans, La. (City.) September 10 (Date.) 1926

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in Pay

Name, **Richard F. Steen** Legal residence, **Mississippi**

Position, **Keeper (in the Lighthouse Service)** Salary, **$1740 p.a.(Rge:$1620-$1860)**

Location, **South Pass Jetty Lts.& Fog Signal Sta.** Appropriation, ~~Sala.Kprs.of L.H.~~ Such Etc.

Effective **September 21, 1926** {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position,Keeper in the Lighthouse Service Former salary,**$1680 p.a.(Rge:$1620-$1860)**

Location, **South Pass Jetty Lights & Fog Signal Sta., La.**

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

Mar. 22/26 - Dept Auth. incr. each Kpr this Sta. $ 60 pa because increased duties caused by installation of Fog Signal.

Previous incumbent, Self Services terminated, - -

Reason, - -

Members of family in Government Service, None

Date of birth, November 20, 1881.

Remarks: (See Dept.approval of Mar.19,1926, on Bu.let.of Mar.16, 1926, recommending inc.of compensation for four keepers at South Pass Jetty L.S.and three keepers at Galveston Jetty L.S. on acct.of additional responsibility; also Bu.let.of Apr.5, ind.of this office of Apr.9 and Bu.let.of Apr.15 in which decision was made to defer inc.in pay in the case of Richard Steen for a period of six months owing to reprimand for neglect or duty.

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

For and in the absence of the Superintendent.

F. A. Muth

First Assistant Superintendent

APPOINTMENT DIVISION NECESSARY
SEP 20 1926
DEPARTMENT OF COMMERCE

Acting Secretary, *Civil Service District.*

9-14-26

BUREAU OF LIGHTHOUSES
WASHINGTON
SEP 13 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:
ACTING SECRETARY OF COMMERCE

H. D. Bowerman

Acting Commissioner of Lighthouses

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

11—2314

APR 6 1926

(COPY)

1926 APR 6 AM 11 45

5

April 5, 1926.

Richard F. Steen, Keeper, (Prim) 1680.
South Pass Jetty Lights and Fog Signal Station, La.
(Through Superintendent of Lighthouses, New Orleans, La.)

The Bureau is in receipt of charges preferred against you by the Superintendent under date of March 23, 1926 for gross neglect of duty, in that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours. The charges having been substantiated in a degree to warrant same, you are hereby reprimanded and warned that a repetition of the offense on your part will be deemed sufficient cause for your dismissal from the Service. The fact that you have been reprimanded will be included in your official history.

B/4-6-24

(Signed) J. S. CONWAY

Acting Commissioner of Lighthouses.

Inclosure

LIGHTHOUSE ... Appointment Division's files

Executive ...

... Y

file

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
ESL:LEC
Incls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1926 APR 1 PM 12 19

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
March 30, 1926

R.F.Steen, Keeper,
So.Pass Jetty Lts.& Fog Signal Sta.,
Charges against.

Commissioner of Lighthouses:

1. Inclosed herewith is copy of letter of March 23, 1926, preferring charges of neglect of duty against Richard Steen, Keeper of South Pass Jetty Lights and Fog Signal Station, La., and his reply dated March 25, 1926.

2. On March 9th, a telephone message was received from the Associated Branch Pilots in this city that the bell fog signal at South Pass East Jetty, La., was not being operated. This office immediately telephoned the Keeper of the Lighthouse Depot at Port Eads and instructed him to proceed to South Pass Jetty. A reply was received from the Keeper of the Port Eads Depot that Keeper Steen had stated that the bell would stop occasionally and not be in operation for a period of ten or fifteen minutes until again started. The Keeper of the Port Eads Depot was directed to return to the mouth of the river and instruct the keeper to have a keeper on watch at the East Jetty fog bell during the entire time that fog prevailed in order tobbe certain that there would be no interruption in the sounding of the bell fog signal.

3. The Mechanician was then at Horn Island Light Station installing a new ball race but arrangements were at once made for a trip to South Pass Jetty with the Mechanician as soon as practical thereafter and I left this city on board the "Cosmos", accompanied ty the Mechanician on the morning of March 16th. It was found that the signal was being operated with insufficient weight and additional weights were added, apparently correcting the trouble.

4. On March 23, 1926, I called at the office of the Associated Branch Pilots in New Orleans and, in conversation relative to the bell fog signal on the East Jetty at South Pass, I stated that the Keeper claimed the signal had never been inoperative for more than ten or fifteen minutes at any time. Pilot T. W. Craig replied that on a certain date he was aboard a ship outside of South Pass for more than twelve hours while the bell fog signal had not been operated, and upon reference to the records of the Pilots relative to the date that this ship entered the Pass, it was found to have been December 14, 1925. By reference to the fog signal report, the keeper showed that there was fog prevailing during that entire period but that the fog bell had been sounded for the entire period.

5. The fog bell reports, signed by Keeper Steen, show the prevalence of fog as follows, and that the fog bell on the East Jetty was sounded for the number of hours stated:

December	53	hrs.	30	min.
January	73	"	5	"
February	91	"	25	"

6. In view of the serious nature of the report received from Pilot Craig, notwithstanding the previous explanation of the keeper, it was deemed proper to prefer charges of neglect of duty against the keeper.

7. It is believed that the charges have been sustained in a degree sufficient to warrant the reprimand of the keeper by the Bureau, with a warning that a repetition of this offence may result in his separation from the Service. It is so recommended.

E. S. LANPHIER

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAR 27 1926
NEW ORLEANS.

EIGHTH DISTRICT

South Pass Jetty Lights & Fog Signal Station.
(Station, Depot, or Vessel)

LIGHTHOUSES

March 25th, 1926

1926 APR 1 PM 12 19

Superintendent of Lighthouses.
New Orleans.La.

Sir:-

Your letter of March the 23,received.Beg to state that I am very much surprised,at the charge of gross neglect of duty and the statement made by some Pilot against me.

As in accordans with Civil Service rules pharagraph 45, I am not permitted to express my opinion,in regards to the statement made by the Pilot.I have only these to say.The Bell machine has never ben stopped for fourteen hours,nor even for thirty minuts during fog to my knowledge,without it being reported to the Office.

I can not remember the time of fog in December,so I am referring to Form 302,wich shows that the Fog Bell was operated, from 9-pm December 13th,to 2-45am December 15th,1925.

Respectfully,

Richard Ideen.
Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RSL:LBC

REGISTERED MAIL

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
March 23, 1926

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Depot Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 53 hours in December; for 73 hours in January and 91 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

(Signed) E. S. Lamphier
Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Richard F. Steen,

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. GAFFNER,
Acting Chief of Appointment Division.

FEB 6 - 1925

Position: Keeper

Salary: $1680

Appropriations: Salaries, Keepers of Lighthouses,
General Expenses, Lighthouse Service.

8th

JSJ

CARDED

113.5 DEPARTMENT OF COMMERCE

(CROSS REFERENCE)

Stein, Richard F. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1820, effective July 1, 1924.

For authorization see letter dated JUL 24 1924 File No. 1095/21.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1923.

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1020 per annum to $ 1080 per annum, effective February 1, 1923, (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.

11—8074

APPOINTMENT DIVISION ENTERED FEB - 1 1923 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 JAN 29 AM 8 59

WJB.

R.F.Steen,
longevity pay.

CHIEF CLERK

5

1923 JAN 22 PM 3 56

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

January 26, 1923.

DEPARTMENT OF COMMERCE
JAN [illegible] 1923
APPOINTMENT DIVISION

The Commissioner of Lighthouses:

1. Referring to Bureau letter of Nov.18, ~~1918~~, relative to reclassification of pay, and to paragraph 4 thereof, regarding longevity:

2. The Bureau is informed that R.F.Steen, Keeper of South Pass Jetty Light & Fog Signal Station, La., will complete five years of continuous service at the close of Jan. 31st, 1923. It is therefore recommended that his pay be increased from $1020 per annum to $1080 per annum, to include the longevity allowance of $60 per annum, effective beginning Feb. 1st, 1923.

E. S. Lamphier.
Superintendent of Lighthouses.

[illegible]
FEB - 1 1923
DEPARTMENT OF COMMERCE

1/31/23

Bureau of Lighthouses, Washington
JAN 29 1923

Submitted to Secretary of Commerce recommended for approval.

J. S. CONWAY
Acting Commissioner

APPROVED:
ACTING SECRETARY OF COMMERCE.

Hol-

JUN 3 - 1921

Sir

Referring to report of assistance rendered by you in towing to the station a skiff, with two men aboard, which was adrift about three miles from the station, the Department is pleased to commend you for the service rendered, which will be noted on the records as part of your official history.

Respectfully,

Secretary of Commerce.

~~Richard F. Steen, Keeper.~~
South Pass East Jetty Light Station, etc., La.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by
Mailed JUN 1921 by

November 5, 1919

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 31st ultimo, the Department has increased the base pay of the positions of keeper and assistant keeper of South Pass East Jetty Light Station, South Pass West Jetty Range, and South Pass Range Front Lights, La. fro, $960 and $780 to $1020 and $840 per annum respectively, and has authorized the position of second assistant keeper at $780 per annum, base pay, effective November 1, 1919.

In accordance with the Bureau's further recommendation, qthe Department has changed the designation of the above-mentionedLights to South Pass Jetty Lights and Fog Signal Station, La.

By direction of the Acting Secretary:

(SIGNED) CLIFFORD HASTIN

Chief of Appointment Division.

CARDED
FOR BASIS OF THIS ACTION SEE
C-RM
LETTER DATED 10/31/22
IN FILE 646

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA

ADDRESS ALL COMMUNICATION TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES
JAN 13 16

SUPERINTENDENT OF LIGHTHOUSES.

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.

MCC-EC

Hydrog.
Engr. Com.
Mar. Engr.
Accounts
Contract
Chf. Cl
Insp. 1919 JAN 15 AM
Comm.

January 9, 1919. CHIEF CLERK

1919 JAN 15 AM 8

Richard F. Steen,
Keeper.

Commissioner of Lighthouses:

CARDED 14

1. Referring to Department letter dated December 4, 1918, notifying Richard F. Steen, Keeper, of change in his salary from $780 per annum at Cat Island Light Station, Mississippi, to $960 per annum upon his transfer to South Pass East Jetty Light Station, etc., Louisiana.

2. Bureau is advised that this change was effected on December 15, 1918.

Bureau of Lighthouses, Washington.
JAN 13 1919

12-15-19

Submitted to Secretary of Commerce recommended for approval. 1919 JAN

Superintendent of Lighthouses.

Acting Commissioner

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 4, 1918.

Mr. Richard F. Steen,
M

Sir: Through the Commissioner of Lighthouses.

You are advised that your salary as keeper of the Lighthouse Service has been changed from $780 to $960 per annum, December 1, 1918, or as soon thereafter as you enter upon duty at the increased rate of 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.

R
Ho

CARDED

DEC 5 1918
DEPT. OF COMMERCE

Form 73
MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SUPERINTENDENT OF LIGHTHOUSES
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ Eighth DISTRICT

SPECIAL

LIGHT DEC 2 1918 HOUSES

15

New Orleans, La., November 29 1918.
(City.) (Date.)

DEC 2 1918 9 45 AM.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

Name, **Richard F. Steen**

Legal residence, **Mississippi.**

CHIEF CLERK

Position, **Keeper in the Lighthouse Service**

Salary, **$960 per annum.**

1918 DEC 2 PM 3 58

Location, **South Pass East Jetty Light Station, South Pass West Jetty Range, and South Pass Range Front Lights, Louisiana.**

Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **December 1, 1918,** } ~~date of entrance on duty~~, or as soon thereafter as he enters on duty.

APPOINTMENT

Former position, **Keeper in the Lighthouse Service.** Former salary, **$780 per annum.**

Location, **Cat Island Light Station, Mississippi.**

1918 NOV 1 PM 4 44

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

- - - - - - - - - - - -

Previous incumbent, **Alfred Rodi.** Services terminated, **November 16, 1918.**

Reason, **Deceased.**

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

Remarks:

1 Nov 18 and

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

Secretary, *Civil Service District.*

Sorry

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 2 - 1918

Submitted to the Secretary of Commerce, approved.

1918 DEC 2 PM 3 17

Conway

Acting Commissioner

APPOINTMENT DIVISION DEC 4 1918

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

11—2314

December 4, 1918.

Commissioner of Lighthouses:

Referring to form 73 submitted by the Superintendent of the Eighth Lighthouse District on the 29th ultimo, for the transfer and promotion of Richard F. Steen, from the position of keeper of Cat Island Light Station, Mississippi, at $780 per annum, to keeper of South Pass East Jetty Light Station, Louisiana, at $960 per annum, effective December 1, 1918, or as soon thereafter as he enters upon duty, the Department invites attention to its letter of the 22nd ultimo, accepting the resignation of Mr. Steen as keeper of Cat Island Light Station, Mississippi, effective upon a date to be fixed by the Bureau and later reported to the Department.

In view of his transfer to South Pass East Jetty Light Station, Louisiana, the Department requests that acceptance of his resignation be returned for cancellation.

(SIGNED) E. W. LIBBEY

Chief Clerk.

Ho/R

"Thrive by Thrift, Buy War Saving Stamps."

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 22, 1918.

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 a date to be fixed by the bureau and later reported to the Department.

Bureau_____ Lighthouse Service
Position_____ Keeper
Salary_____ $780 per annum.

By direction of the Secretary:

Respectfully,

Clifford Harding
Chief of Appointment Division.

Mr. Richard F. Steen,
Through the Commissioner of Lighthouses.

R
Ho✓

November 22, 1918.

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 a date to be fixed by the bureau and later reported to the Department.

Bureau	Lighthouse Service
Position	Keeper
Salary	$780 per annum.

By direction of the Secretary:

Respectfully.

(Signed) Clifford H[illegible]

Chief of Appointment Division.

Mr. Richard F. Steen,
Commissioner of Lighthouses.
Through the
Ho

8

LIGHT
NOV 26 1918
HOUSES

NOV 26 1918 10 33 AM

LIGHT
DEC 2 1918
HOUSES

LIGHTHOUSE INSPECTOR
NOV 29 1918
New Orleans, La

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR,
NEW ORLEANS, LA.

ADDRESS ALL COMMUNICATION TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1918 DEC 9 PM 3 04

LIGHTHOUSES
DEC 2 1918

SUPERINTENDENT OF LIGHTHOUSES
DEC 2 1918 9 44 AM

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.

November 29, 1918.

MCC
1 set inclosures

Richard F. Steen,
resignation

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Commissioner of Lighthouses:

1918 DEC 9 PM 4 04

Under date of November 24, 1918, Richard F. Steen, Keeper, Cat Island Light Station, states that he desires to withdraw his resignation, dated November 6, 1918, from the Service.

In view of the above, the inclosed Department letter of November 22, 1918, in duplicate, is returned for cancellation.

Superintendent of Lighthouses.

APPOINTMENT DIVISION ENTERED DEC 12 1918

Lighthouses, Washington
DEC 9 - 1918

Submitted to Secretary of Commerce recommended for approval.

1918 DEC 9 PM 2 36

Acting Commissioner.

November 22, 1918.

Sir:

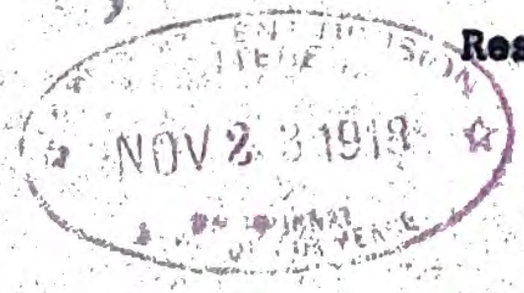
The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on a date to be fixed by the bureau and later reported to the Department.

Bureau	Lighthouse Service
Position	Keeper
Salary	$780 per annum.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hawkins.



Chief of Appointment Division.

Mr. Richard F. Steen,
Through the Commissioner of Lighthouses.

RHo

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTH DISTRICT

.....Cat Island Miss.....
(Station, Depot, or Vessel)

.....November 6th....., 1918,

NOV 7 1918

LIGHT
NOV 18 1918
HOUSES

Superintendent of Lighthouses.
New Orleans, La.

Dear Sir;

I hereby respectfully beg to tender my resignation, same to take afeckt on December the 1, 1918,

Very Respectfully Yours

Richard Steen,

Keeper.

P.O.Box 344,Gulfport,Miss.

Form 93
MCC

NOTICE OF RESIGNATION OR DEATH

LIGHT HOUSES NOV 18 1918

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES,

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

New Orleans, La., November 14, 1918.

NOV 1918 10 9 AM

THE COMMISSIONER OF LIGHTHOUSES:

1918 NOV 19 AM 8

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

Name, Richard F. Steen — Position, Keeper in the Lighthouse Service.

Legal residence, Mississippi — Station, Cat Island Light Station, Mississippi.

Salary, $624.00 per annum. 780 new rate

The acceptance of this resignation is recommended effective at the close of date to be fixed and reported later.

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

APPOINTMENTS

1918 NOV 19 AM 9 55

Remarks:

There being no suitable person available for the keepership of this light, it is recommended that Richard F. Steen be retained as keeper until a successor is found, the date of his separation to be later reported to the Bureau.

11/19/18 ark

For and in the absence of the Superintendent

Lamphier

First Assistant Superintendent

BUREAU OF LIGHTHOUSES

WASHINGTON

NOV 18 1918

Submitted to the Secretary of Commerce, approved.

1918 NOV 18 PM 4 04

11—4623

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 22 1918 DEPARTMENT OF COMMERCE

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 19, 1918.

M
r Richard Steen,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 625 per annum to $ 780 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.

BASIS OF THIS ACTION IS
DATED 11/15/18
1093/18

APPOINTMENT DIVISION
NOV 21 1918

R
Ho

CARDED

HMC-AA

October 18, 1918.

APPOINTMENT

Sir:

1918 OCT 18 PM 1 45

Referring to report of the assistance rendered by you on October 6, 1918, to three students of the Gulf Coast Military Academy, Mississippi, adrift in a 30-foot Navy cutter, without rudder, the Department commends you for the service rendered on that occasion, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. Richard Steen,
~~Keeper, Cat Island~~ Light Station, Miss.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by WILLIAM C. REDFIELD
Mailed OCT 18 1918 by

McC-TAB COPY

APPOINTMENTS
1918 JUL 25 AM 8 39

Sir:

Referring to report of service rendered on June 18, 19, and 20, 1918, to the Captain of the fishing schooner OLGA M, of Biloxi, Miss., the Department commends you for the valuable assistance rendered in this matter, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by WILLIAM C REDFIELD

Mailed JUL 24 1918 by

McC-HFC

APPOINTMENTS

1918 APR 6 PM 2 00

5

(COPY)

APR 6 1918

Sir:

Referring to report of the valuable and timely assistance rendered by you on the night of March 21, 1918, in rescuing the two occupants of the motor boat HAVANA, the Department commends you for the excellent service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

(Signed) A. L. THURMAN
Acting Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.
(Through the Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files A. L. THURMAN.
Exact copy as signed by
Mailed APR 6 - 1918 by

File

McC-JMT

APPOINTMENTS

5

1918 MAR 20 PM 2 03

MAR 2 0 1918

Sir:

Referring to report of the service rendered by you on March 2, 1918, in going to the assistance of five men in the disabled launch JANE, in the vicinity of your light station, bringing them to the station and later transporting them to Pass Christian, Mississippi, the Department is pleased to commend you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Richard F. Steen,
Keeper, Cat Island Light Station, Miss.,
(Through Commissioner of Lighthouses.)

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by WILLIAM C. REDFIELD

Mailed MAR 20 1918 by

File

McC-JMT

FEB 19 1918

Sir:

Referring to report of assistance rendered by you during the rough weather on January 14th and 15th, 1918, to the oyster schooner JOSEPHINE LOPEZ, of Biloxi, Mississippi, and to the schooner ALGONQUIN, of New Orleans, Louisiana, which grounded in the vicinity of Cat Island Light Station, Mississippi, the Department commends you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

E. F. SWEET

Acting Secretary.

Mr. Richard F. Steen, Keeper,
Cat Island Light Station, Mississippi,
(Through Commissioner of Lighthouses.)

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by E. F. SWEET
Mailed FEB 19 1918 by RBlw

File
Clerk

MCC

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

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

CHIEF CLERK
FEB 6 1918

APPOINTMENT DIVISION
FEB

Name of employee Richard Steen.

Designation Laborer in the Lighthouse Service. *Compensation* $624 p.a.

Place of employment Cat Island Light Station, Mississippi.

Last day served January 31, 1918.

Date of original appointment, Oct.25-1,1917, 1 mo.; Nov.2-1, extended 1 mo.; Nov.26, extended 1 mo.; Dec.28,1917, extended 1 mo.

APPOINTMENT DIVISION ENTERED FEB 6 1918 JOURNAL OF CORRESPONDENCE

Probationary Keeper

Inspector, 8th Lighthouse District.
(Official title.)

Date February 2, 1918.

Lighthouse Service.
(*Bureau or service.*)

11—2878

CARDED.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

JAN 31 1918 New Orleans
LIGHT
FEB 5 1918
HOUSES

I, Richard F. Steen,

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 FEB 7 1918

Richard F. Steen
(Appointee signs here)

APPOINTMENTS FEB 8 1918

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

(Affix official seal here)

[4] (*Name*) Burley Howard

(*Official title*) Notary Public

My commission expires May 22nd 1918

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present	Keeper in the Lighthouse Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5]	Probationary appointment.		

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

MCC

Office of Lighthouse Inspector, Eighth District

New Orleans, La. (Address), February 2, 1918. (Date)

CARRIED

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

R R Doorly
(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, 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

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1918.

Mr. Richard F. Steen,

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 Six Hundred and Twenty-four 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 Eighth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

C
N

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Fred Shuman.

Legal Residence: Mississippi.

(See reverse side.)

CARDED.

APPOINTMENT DIVISION ENTERED JAN 22 1918 DEPT. OF COMMERCE

11—5096

Form 73
MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 21 1918

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., January 16, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Richard F. Steen. Legal residence, Mississippi.

Position, Keeper in the Lighthouse Service. Salary, $624.00 per annum.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective February 1, 1918, { ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE NECESSARY ACTION TAKEN JAN 22 1918

RECEIVED JAN 16 1918 U. S. CIVIL SERVICE COMMISSION

Former position, - - Former salary, - -

Location, -

Rank on eligible list, Second. Rating, Assistant Keeper. Percentage, 86.6, Other eligibles considered:
Daniel L. Cooke, C; Lester Hall, C.

CHIEF C... JAN 2... 1918

Previous incumbent, Fred Shuman. Services terminated, September 30, 1917.

Reason, Resigned.

Members of family in Government Service, None.

APPOINTMENT JAN 21 1918

Remarks: Richard F. Steen has been serving as temporary Laborer at Cat Island Light Station, Miss., since October 1, 1917. Quarters are provided at this light station for the family of the Keeper.

Selection regular, subject to the action of the U. S. Civil Service Commission January 16, 1918

E. H. Armstrong
Secretary, 10 Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON
JAN 21 1918

B 1-22-18

Submitted to the Secretary of Commerce, approved.

S. Conway
Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

PERSONAL QUESTION SHEET
(When forwarding this form no letter of transmittal is required)

Lighthouse Inspector
NOV 9 1917
New Orleans

LIGHT
NOV 12 1917
HOUSES

CLERK
NOV 13 1917

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.

William C. Redfield
Secretary.

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? (Include middle name or names. 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. Richard Ferdinand Steen

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district. See question 13, Part II.)
Gulfport (City or town.) Mississippi (State or Territory.) Harrisons (County.) 6. th. (Congressional district.)

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

5. Where were you born? (See question 14, Part II.) Fernandina Florida.

6. When were you born? November (Month.) 20. th. (Day.) 1881. (Year.)

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

Name. None. Number and street.

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.)

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.)

Relationship (widow or orphan) No.

Name under which soldier or sailor rendered service

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

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.)

Seaman

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.")

I have no special qualification, are handy on any kind of work, Understand Gasoline Engine

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

None.

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. November 8th., 1917

Witness:

In case signature is by mark.

(Signature) Richard Steen

P. O. Address: Box 344. Gulfport
City or town.

Number and street.

Mississippi.
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 November 10, 1917.

(Signature) [signature]

(Official title) Inspector, 8th Lighthouse District.

11—1434

MCC

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned, or by some authorized 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 (Bureau or Service.) — Cat Island Light Station, Miss. (Place (city, town, station, or vessel.)) — Eighth (District.)

2. To what position has he been appointed? Laborer in the Lighthouse Service.

3. State the date of appointment. October 25, 1917.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

October 1, 1917 (date of entrance on duty).

5. State the date of the oath. November 8, 1917.

6. State the date the employee entered on duty. October 1, 1917.

7. What is his salary? $624 per annum.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

9. Is the position excepted, competitive, or unclassified under the civil service rules? Unclassified.

10. If classified, state the date of classification. - - -

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.)

Temporary appointment--without examination.

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.

Gulfport (Harrison Co.), Miss.

14. If foreign born, state when and where naturalization papers were taken out. Not foreign born.

Reviewed, approved, and forwarded to the Department.

(Signature) [signature]

(Official title) Inspector, 8th Lighthouse District.

Date: November 10, 1917.

11—1434

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

A LIGHTHOUSE INSPECTOR JAN 21 1918 New Orleans, La

I, Richard Steen,

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.

RECEIVED JAN 24 1918 LIGHTHOUSES

Richard Steen

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 19th day of January, A. D. 1918.

(Affix official seal here)

CHIEF CLK JAN 28

[4] (Name) Bailey H. Harwell

(Official title) Notary Public

My commission expires May 22nd 1918

JUDICIAL DISTRICTS JAN 28 1918

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5]: Extension of temporary appointment for a period not to exceed one month.		

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

MCC

CANCELED

Office of Lighthouse Inspector, Eighth District

New Orleans, La. (Address), January 21, 1918. (Date)

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

(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, 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

GEN[illegible]L APPOINTMENT-FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 28, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum effective January 1, 1918.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

CARDED.

By direction of the Secretary:

Respectfully,
(Signed) Clifford Hastings.

Chief of Appointment Division.

M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

APPOINTMENT DIVISION ENTERED DEC 28 1917 REPORT

Form 73

NOMINATION

JAS-MCC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., December 20, 1917
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, **Richard Steen.** Legal residence, **Mississippi.**

Position, **Laborer in the Lighthouse Service.** Salary, **$624 p.a. without rations.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **January 1, 1918,** {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - - - Former salary, - -

Location, - -

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

- -

Previous incumbent, New position. Vice self Services terminated, - -

Reason, Authorized by Dept. letter dated October 25, 1917. Extensions authorized by Dept. letters dated November 2, 1917, and November 26, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the
U. S. Civil Service Commission, Dec. 20, 1917

Secretary, 10 Civil Service District.

Inspector.

Temporary appointment extended.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 26 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT DEC 10 1917 HOUSES

Lighthouse Inspector DEC 7 1917 New Orleans.

CHIEF CLERK DEC 13 1917

DEC 14 1917

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard Steen,

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.

Richard Steen
(Appointee signs here)

---

[2] Sworn to (See below) and subscribed before me, this [3] 6th. day of December, A. D. 1917.

(Affix official seal here)

[4] (Name) A. C. Pendleton

(Official title) Notary Public

My commission expires Sept 5 - 1918

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5] Extension of temporary appointment	for a period not to exceed one month.	

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

MCC

Office of Lighthouse Inspector, Eighth District

New Orleans, La. (Address), December 7, 1917. (Date)

The above-named appointee entered upon duty on December 1, 1917. (Date)

In the absence and by direction of the Inspector

E. S. Lanphier.

(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 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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 26, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective December 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

APPOINTMENT DIVISION ENTERED NOV 26 1917 DEPT. OF COMMERCE

CARDED.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C
N

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

NOV 26 1917

11—1393

Form 7 JAS mcc

DEPARTMENT DIVISION NECESSARY ACTION TAKEN NOV 26 1917 DEPARTMENT OF COMMERCE

LIGHT NOV 23 1917 HOUSES

CHIEF CLERK NOV 1917

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

New Orleans, La., November 20 (City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective December 1, 1917, {the actual date of entrance on duty, or as soon thereafter as he enters on duty.}

APPOINTMENT NOV 21 1917

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

Location, - - -

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

Previous incumbent, New position. Services terminated, - - - -

Reason, Authorized by Dept. letter dated October 25, 1917; extended by Department letter dated November 2, 1917, for a period not to exceed one month from November 1, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission, Nov. 20, 1917

In the absence and by direction of the Inspector

E. S. Laughlin
Superintendent.

E. H. Harvey
Secretary, 16 Civil Service District.

Temporary appointment extended

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 28 1917

11-24-17

Submitted to the Secretary of Commerce, approved.

A. B. Baverman
Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Lighthouse Inspector NOV 9 1917 New Orleans.

LIGHT NOV 12 1917 HOUSES

I, Richard Steen,

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.

Richard Steen
(Appointee signs here)

CHIEF CLERK NOV 20 1917

APPOINTMENTS NOV 20 19..

[2] Sworn to (See below) and subscribed before me, this [3] 8th day of November, A. D. 191 7.

(Affix official seal here)

[4] (Name) A. O. Pengelly

(Official title) Notary Public

My commission expires Sept. 5-1918.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Laborer in the Lighthouse Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5]: Extension of temporary appointment for a period not to exceed one month.		

MCC

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

ARMED.

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La., November 10, 1917.
(Address) (Date)

The above-named appointee entered upon duty on November 1, 1917.
(Date)

(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, 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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 2, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective November 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

CARDED

APPOINTMENT DIVISION ENTERED NOV 3 1917 DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

C
N

Chief of Appointment Division.

Salaries, Keepers of Lighthouses.

Appropriation:

Vice:

Legal Residence: Mississippi.

NOV 8 1917

11—1393

JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 1 1917 HOUSES

CHIEF CLERK NOV 7 1917

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

THE COMMISSIONER OF LIGHTHOUSES: New Orleans, La., October 27 (City.) (Date.), 1917.

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, **Richard Steen.** Legal residence, **Mississippi.**

Position, **Laborer in the Lighthouse Service.** Salary, **$624 p.a. without rations.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **November 1, 1917,** {~~the exact date of entrance on duty~~, or ~~as soon thereafter as he enters on duty~~.}

Examination, - - - Former salary, - - -

DEPARTMENT OF COMMERCE RECEIVED ACTION TAKEN NOV 2 1917

Location, - - -

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

Previous incumbent, New position. Services terminated,

Reason, **Authorized by Department letter dated October 25, 1917, for a period not to exceed one month from October 1, 1917.**

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission. Oct 29, 1917 In the absence and by direction of the Inspector

E. H. Thomas
Secretary. 10 Civil Service District.

J. A. Hardinger
Chief Clerk.

11-2-17 Extension of appointment approved

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 7 1917

Submitted to the Secretary of Commerce, approved.

APPROVED:

Henry L. Rogers
Acting Secretary.

S. Conway
Acting Commissioner

CV
N

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Lighthouse Inspector
NOV 9 1917
New Orleans
LIGHT
NOV 12 1917
HOUSES

CHIEF CLERK
NOV 20 1917

APPOINTMENTS
NOV 20 19..

I, Richard Steen,

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.

Richard Steen
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 8th day of November, A. D. 191 7.

(Affix official seal here)

[4] (Name) A. C. Ruffin

(Official title) Notary Public

My commission expires Sept 5-1918

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5] Temporary appointment for a period not to exceed one month.		

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

MCC

Office of Lighthouse Inspector, Eighth District

New Orleans, La., November 9, 1917.
(Address) (Date)

The above-named appointee entered upon duty on October 1, 1917.
(Date)

(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, 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

GENERAL APPOINTMENT-FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 25, 1917.

Mr. Richard Steen,

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, Laborer at Oat Island Light Station, Mississippi. in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective October 1, 1917.

Your appointment will continue for a period not to exceed one month.

CARDED.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Ansberry.

C
N

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Mississippi.

APPOINTMENT DIVISION ENTERED OCT 25 1917 DEPARTMENTAL DEPT. OF COMMERCE

OCT 25 1917

11—1393

Form 73

JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

LIGHT OCT 22 1917 HOUSES

CHIEF CLERK OCT 23 1917

New Orleans, La., October 17, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed one month.

Name, **Richard Steen.** Legal residence, **Mississippi.**

Position, **Laborer in the Lighthouse Service.** Salary, **$624 p.a. without rations.**

Location, **Cat Island Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **October 1, 1917,** {'the actual date of entrance on duty, or ~~as soon thereafter as practicable on duty~~

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

Location, - - -

DEPARTMENT CIVIL SERVICE ACTION TAKEN OCT 20 1917 DEPARTMENT OF COMMERCE

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

TEMPORARY;

Previous incumbent, New position. Services terminated, - - -

Reason, **Pending appointment and arrival of a new keeper vice Fred Shuman, whose resignation has been forwarded to the Bureau this date for acceptance effective at the close of September 30, 1917.**

Members of family in Government Service, None.

Remarks: Richard Steen has never been employed under any branch of the Department of Commerce. Due to the emergency created at this station by the resignation of Keeper Fred Shuman, who was called to enter the Merchant Marine Service, Richard Steen was assigned to duty on October 1, 1917.

Selection regular, subject to the action of the
U. S. Civil Service Commission October 18, 1917

E. J. Hennessy
Secretary, 10 Civil Service District.

Temporary pend-ing Certification

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 22 1917

Submitted to the Secretary of Commerce, approved.

APPROVED:

10-22-17

A. L. Thurman
Acting Secretary.

A. B. Bowerman

CV
N.

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

11—2314

Standard Form [illegible]
Approved by the President.
2-26-26—Revised 1-10-28

LEC

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.
In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: Steen Mr. Richard Ferdinand — November 20, 1861
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

Department of Commerce, U.S.Lighthouse Service, 8th District
(Department and office in which last service was had. See Paragraph 2 of Instructions)

New Orleans, La. — March 12, 1931
(Place) (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Cat Island Lt.Sta.,Miss.	Temp.Appt.	Laborer	$624.00 p.a	Oct. 1, 1917
do	" "(Ext)	"	624.00 p.a	Nov. 1, 1917
do	" " "	"	624.00 p.a.	Dec. 1, 1917
do	" " "	"	624.00 p.a	Jan. 1, 1918
	Temporary services discontinued.			Jan. 31, 1918
Cat Island Lt.Sta.,Miss.	Prob.Appt.	Keeper	624.00 p.a	Feb. 1, 1918
	Chg.in Pay	"	780.00 p.a.	Nov. 1, 1918
South Pass E.Jetty Lts.	Trans.	"	960.00 p.a	Dec. 15, 1918
and Fog Signal Sta.,La.	Inc.in Comp.	"	1020.00 p.a	Nov. 1, 1919
do	" " "	"	1080.00 p.a	Feb. 1, 1923
do	" " "	"	1680.00 p.a.	July 1, 1924
do	" " "	"	1740.00 p.a.	Sept. 21, 1926
Additional Keeper at Large, 8th L.H.District	Trans.	Add'l.Kpr.at Large	1260.00 p.a	June 11, 1927
South Pass Range Rear L.S., La.	"	First Asst.Keeper	1200.00 p.a.	Nov. 1, 1927
	Res.	. . . . .	. . . . .	Feb. 15, 1928

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
						NONE									
						(Was under Lighthouse Service Retirement)									

Do records show employee has made application for refund of any portion of amount shown above? - - - (Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) - - -

State leaves of absence in current calendar year: annual - - - - -; sick - - - - - -; without pay - - - - -

State any leave of absence in excess of six months in the aggregate in any calendar year:

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein.

(Signature)

Superintendent of Lighthouses
(Official title)

Countersigned ----------, 19----

(Signature)

(Official title)

Furnished to:

10—1231 U. S. GOVERNMENT PRINTING OFFICE: 1928

LEC
Incl.

March 12, 1931

The District Engineer,
U. S. Engineer Office,
4400 Dauphine Street,
New Orleans, La.

Dear Sir:

1. Complying with your recent request, there is inclosed herewith Abstract of Official Record of Richard F. Steen, as taken from the records of this office.

Very truly yours,

Superintendent of Lighthouses

E. O. M. No. 2
5-3-30—20,0

ADDRESS REPLY TO
THE DISTRICT ENGINEER
U. S. ENGINEER OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LA.

REFER TO FILE No.----------

WAR DEPARTMENT
UNITED STATES ENGINEER OFFICE
FIRST NEW ORLEANS DISTRICT
NEW ORLEANS, LA.

SHIP ... OF LIGHTHOUSES
FEB 13 1931
NEW ORLEANS, LA.

February 11, 1931.

Subject: Service record - Richard Steen.

To: U. S. Lighthouse Dept., 8th District, Customhouse Building, New Orleans, La.

1. To enable this office to comply with the provisions of Circular Letter (Finance No. 89), Office of the Chief of Engineers, dated November 26, 1930, E. D. 4001-714, it is requested that you furnish this office with a Summary of Official Record, covering all service rendered in your district under temporary, probational, and permanent appointment in classified positions, and all service rendered in unclassified position, together with a copy of Personal Service Card, in the case of the following named employee:

Name of employee: Richard Steen.

Service claimed in your district:
From Oct. 1, 1917 to Jan. 31, 1918, Laborer in charge $64.00 per month

From Feb. 1, 1918 to Feb. 15, 1925, keeper in charge, salary range from $93.00 to $145.00 per month.

2. It is also requested that the information called for in Section I, Information Bulletin, No. 8, August, 1926; Section I, Information Bulletin No. 10, October 1926; Section IV, Paragraph 3, Information Bulletin No. 12, December, 1928, Office, Chief of Engineers, and Finance Circular No. 35, May 7, 1929 be included on the abstract.

3. It will be appreciated if you will please furnish the above at the earliest possible date.

For the District Engineer:

Philip G. Bruton,
Captain, Corps of Engineers,
Military Assistant.

JIE:IDK

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

SUPT. 8TH DIST. OF LIGHTHOUSES
APR 19 1930
NEW ORLEANS, LA.

April 16, 1930.

Abstract of official record, Richard F. Steam.

Referred to Superintendent of Lighthouses, New Orleans, La., for compliance and return of four copies of the abstract to the Bureau.

W. P. HARMAN
Acting Commissioner of Lighthouses.

E-K
Incl.

LEC
Incls.

Office of Supt. of Lighthouses, 8th Dist.,
New Orleans, La., April 21, 1930

1. Returned to Commissioner of Lighthouses together with Abstract of Official Record of Richard F. Steam as taken from the records in this office.

For and in the absence of the Superintendent.

Assistant Superintendent

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Apr. 4, 1930.

LIGHTHOUSES
1930 APR 24 PM 3 19

TRANSMITTED Lighthouses

For action as indicated
Returned as requested.
For information and file.
For amendment and return.
Request for Abstract of Official Record. ✓
In accordance with telephonic arrangement.

SUPERINTENDENT OF LIGHTHOUSES
APR 19 1930
NEW ORLEANS, LA.

Richard F. Steen, Keeper from Oct. 1, 1917 to Feb. 15, 1928, South Pass Range Rear Light Station, La.

EDW. J. GARDNER.

Standard Form No. 13
Approved by the President
2-26-26—Revised 1-10-28

LNC

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.
In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: Steen, Mr. Richard F. — November 20, 1881
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

Dept.of Commerce, Lighthouse Service, 8th District
(Department and office in which last service was had. See Paragraph 2 of Instructions)

New Orleans, La. — April 21, 1930
(Place) (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Cat Island L.S.,Miss.	Exc.	Laborer	$ 6[illegible] p.a.	Oct. 1, 1917
do	P.A.	Keeper	6[illegible] p.a.	Feb. 1, 1918
do	"	"	780 p.a.	Nov. 1, 1918
So.Pass Jetty Lts. & Fog Signal Sta.,La.	Trans.	"	960 p.a.	Dec. 15, 1918
do	"	"	1020 p.a.	Nov. 1, 1919
do	"	"	1620 p.a.	July 1, 1924
do	"	"	1740 p.a.	Sept.21, 1926
Add'l Keeper at Large	"	Add'l Keeper	1260 p.a.	June 11, 1927
So.Pass Range Rear L.S., La.	"	1st Asst.Keeper	1200 p.a.	Nov. 1, 1927
	Res.			Feb. 15, 1928

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
						NONE									

Do records show employee has made application for refund of any portion of amount shown above? --- (Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) ---

State leaves of absence in current calendar year: annual ---; sick ---; without pay ---

State any leave of absence in excess of six months in the aggregate in any calendar year: ---

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein. For and in the absence of the Superintendent.

A. G. M.
(Signature)

Countersigned ----------, 19----

Assistant Superintendent
(Official title)

(Signature)

(Official title)

Furnished to:

10—1231 U. S. GOVERNMENT PRINTING OFFICE: 1926

Form A-82

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

February 20, 1928.

SUPERINTENDENT OF LIGHTHO
FEB 25 1928
NEW ORLEANS

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

Sir:

LIGHTHOUSES
1928 FEB 23 AM 11 27

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 February 15, 1928.

Bureau..... Lighthouses

Position..... Keeper

Allocation.....

Salary..... $1200 per annum

Station..... South Pass Range Rear Light Station, Louisiana.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

S.
V

Cancelled 4/5/28

LMJ
Incls.

March 5, 1928

Richard F. Steen,
Port Eads,
Louisiana

Sir:

1. Transmitted herewith is Department letter of February 20, 1928, advising that your resignation from the position of Keeper in the Lighthouse Service, with pay at the rate of $1200 per annum, at South Pass Range Rear Light Station, was accepted effective at the close of business on February 15, 1928.

2. Also inclosed is check in the amount of $50.00 in payment for your services from February 1st to 15th.

Superintendent of Lighthouses.

Form 83

LNC
Incl.

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., February 15, 1928

COMMISSIONER OF LIGHTHOUSES:

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

Name Richard Steen — Position, First Asst.Keeper

Legal residence, Mississippi — Station, South Pass Range Rear L.S., La.

Salary, $1200 per annum

The acceptance of this resignation is recommended effective at the close of February 15, 1928

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

Remarks:

R.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

(COPY-LEC)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District

South Pass Range Rear Lt. Sta.

February 11th 1927
(1928)

Through the Keeper

Superintendent of Lighthouses
New Orleans, La.

Sir:

I hereby beg to tender my resignation, same to take effect as soon as possible.

Respectfully,

(Signed) Richard Steen

1st Asst.Keeper

L. Buras

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.
LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
February 15, 1928

Memo for Mr. Lanphier:

Mr. Williams telephoned this morning stating that Mr. Buras had requested him to inform the office that Mr. Steen was finishing his moving away from the station to-day.

L.E.C.

Mrs. Braun
Yes accept resig
close

ADDRESS ALL COMMUNICATIONS TO
~~SUPERINTENDENT OF LIGHTHOUSES~~
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
FEB 13 1928
NEW ORLEANS

EIGHTH DISTRICT

South Pass Range Rear L. Sta.
(Station, Depot, or Vessel)

Port Eads, Feb. 10th, 1928

Superintendent of Lighthouses
New Orleans, La
Sir.

This is to report that I found 3 gallons of Orange Wine on this Station Belonging to R. F. Steen on the evening of the 9th and that Steen was so Intoxicated he could not go over to Port Eads for mail. I have notified him not to have any liquor on this sta. But he does not seem to care what I say. I have the Wine for Evidence.

I Remain Respectfully
L. Bernard
Keeper.

ESL:LRC

February 11, 1928

Louis Buras, Keeper,
South Pass Range Rear Light Station,
Port Eads, La.

1. Replying to your letter of February 9, 1928, your attention is invited to Article 130 of "Instructions to Employees, 1927" which covers the weekly inspection of a station by a keeper including quarters of assistants.

2. This office will prefer charges against Mr. R. F. Steen if, in your opinion, he is, at any time, under the influence of liquor. You will make the report giving the date and hour of your observation and if there is more than one incident, give the exact time of each case in which, in your opinion, Mr. Steen was under the influence of liquor to any extent. You will report also whether or not there is any violation of the regulations as covered in Article 120 of "Instructions to Employees."

E. S. LANPHIER

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
FEB 11 1928
NEW ORLEANS

EIGHTH DISTRICT

South Pass Range Rear Light
(Station, Depot, or Vessel)

Port Eads, Feb. 9th, 1928

Superintendent of Lighthouses
New Orleans, La.

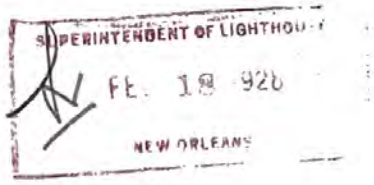
Sir.

I Wish you would send a officer down here with a permit to serch Mr. R. St. Stem quarters. for I think he is making stove homebrew. others. for I have noticed several times he looked as if he was under the influence of liquor.

Respectfully
L. Burns.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

South Pass Range Rear L. sta.
(Station, Depot, or Vessel)

Port Eads, Feb. 15th, 1928

Superintendent of Lighthouses.
New Orleans, La.
Sir.

This is to report that R. F. Stein 1st Asst Keeper. time has stated since 10. 30. Am. Feb. 13th 1928. and he Left this station on Feb. 14th 1928. at 5. 30. P.M. with all of his furniture.

I. Remain Respectfully
L. Burras.
Keeper.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 31 1927
HOUSE NEW ORLEANS

1927 OCT 28 PM 3 03

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 22, 1927.

Mr. Richard F. Steen,

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 $ 1200 per annum, effective November 1, 1927. 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,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

V

8

Cancelled 12/20/27

L&C

Richard Steen, effective
date of change in pay.

November 10, 1927

Commissioner of Lighthouses:

1. Referring to Department letter of October 22, 1927, in the case of Richard F. Steen, who was transferred from the position of Additional Lighthouse Keeper, At Large, with pay at the rate of $1260 per annum, to that of First Assistant Keeper at South Pass Range Rear Light Station, La., with pay at the rate of $1200 per annum.

2. The Bureau is advised that the effective date of this change in pay was November 1, 1927.

For and in the absence of the Superintendent.

F. A. W.

Assistant Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 20 1927
NEW ORLEANS

EIGHTH DISTRICT

South Pass Range Rear Light.
(Station, Depot, or Vessel)

Port Eads, October 18th, 1927

Superintendent of Lighthouses.
New Orleans, La.

Sir.

This is to Report the Arrival of Mr. R. F. Steen Arrived in Port Eads October 17th at 5. P.M. and Reported for duty at this station October 18th 1927. at 8. a.m. as First Asst Keeper.

I Remain Respectfully
L. Burns
Keeper.

LNO
Ind.

November 3, 1927

Richard Steen, First Asst.Keeper,
South Pass Range Rear Light Station,
Port Eads, La.
(Through the Keeper)

1. Transmitted herewith is Department letter of October 22, 1927, advising that your salary as keeper in the Lighthouse Service has been changed from $1260 per annum to $1200 per annum, effective November 1, 1927, or as soon thereafter as you enter on duty; also advising that no new appointment will be issued, and an oath of office is not required.

E. S. LANPHIER
Superintendent of Lighthouses

Copy for information of Louis Buras, Keeper, South Pass Range Rear Light Station, Port Eads, La.

E. S. LANPHIER
Superintendent of Lighthouses

Form 73

L&G

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) October 15 (Date), 1927

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Richard F. Steen

Position, Keeper in the Lighthouse Service

Location, South Pass Range Rear L. S., La.

Effective, November 1, 1927

Legal residence, Mississippi

Proposed salary, $1200 p.a.

Proposed range, $1080-$1440 p.a.

Appropriation, Sals.Kprs.of L.H.

[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Additional Keeper in the Lighthouse Service

Location, At large

Former salary, $1260 p.a.

Former range, *$1200-$1560 p.a.

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

Previous incumbent, Neal Patton

Services terminated, October 15, 1927

Reason, Resigned

Members of family in Government service, None

Date of birth, Nov.20, 1881

Remarks: Letter from Richard F. Steen, dated October 14, 1927, accepting on this transfer at a reduction in salary is hereto attached.

*This range was increased from $1140-$1500 p.a. to $1200-$1560 p.a. July 1, 1927, at which time Keeper Steen was in the third step.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 19-----

Secretary, Civil Service District.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

(COPY-LEC)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
New Orleans, La.
Oct. 14, 1927

Superintendent of Lighthouses

New Orleans, La.

Sir:

Will accept position as First Asst. Keeper at South Pass Range Rear Light Station, Port Eads, La.

Respectfully,

(Signed) Richard Steen

Addl. Keeper

(COPY-LEC)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
New Orleans, La.
Oct. 14, 1927

Superintendent of Lighthouses

New Orleans, La.

Sir:

Will accept position as First Asst. Keeper at South Pass Range Rear Light Station, Port Eads, La.

Respectfully,

(Signed) Richard Steen

Addl. Keeper

WJB.

October 14,1927.

R. F. Steen, Additional Keeper,
c/o Tender Cosmos.

1. Advise this office immediately which one of the two following positions you prefer:

First Asst. Keeper, South Pass Range Rear Light Station, (Range $1080-1440) your pay will be $1200 p.a., in the third step.

First Asst. Keeper, Southwest Pass L.S., S.W.Pass E.Jetty, and S.W.Pass Ent.West Jetty Rge Lights, S.W.Pass L.H. Wingdam Light, and Southwest Pass Wingdam Lights 1, 3 & 2. (Range $1380-1740) your pay will be $1500 p.a., in the third step.

2. At both stations the first assistant keeper is provided with a separate dwelling.

E. S. LAMPHIER

Superintendent of Lighthouses.

LBS

October 15, 1927

G. M. Galloway, Keeper,
U. S. Lighthouse Depot,
P. O. Box 270,
Mobile, Ala.

1. You are advised that Richard Steen, Additional Keeper, has been assigned to duty at South Pass Range Rear Light Station, La., and will not return to the Mobile Depot.

E. S. LANPHIER

Superintendent of Lighthouses

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

LIGHTHOUSES

1927 JUN 15 PM 4 04

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 10, 1927.

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

SUPERINTENDENT OF LIGHTHOUSES
JUN 20 1927
NEW ORLEANS.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1740 per annum to $ 1260 per annum, effective June 11, 1927, 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,

[illegible]

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

H
S

Received 6/15/27

LHC

R. F. Steen, Effective date of Change in pay.

July 6, 1927

Commissioner of Lighthouses:

1. Referring to Department letter of June 10, 1927, in the case of Richard F. Steen, who was transferred from the position of Keeper of South Pass Jetty Lights and Fog Signal Station, La., with pay at the rate of $1740 per annum, to the position of Additional Keeper in the Lighthouse Service, with pay at the rate of $1260 per annum:

2. The Bureau is advised that the effective date of this change in pay was June 11, 1927.

E. S. LANPHIER

Superintendent of Lighthouses

Lsc
Encl.

June 21, 1927

R. F. Steen, Add'l Lighthouse Keeper,
P. O. Box 270,
Mobile, Ala.
(Through the Depot Keeper)

1., Transmitted herewith is Department letter of June 10, 1927, advising that your salary has been changed from $1740 per annum to $1260 per annum, effective June 11, 1927, or as soon thereafter as you enter on duty.

For and in the absence of the Superintendent.

(Signed) W. J. Braun, Jr.

Chief Clerk

Copy for information of G. M. Galloway, Keeper, U. S. Lighthouse Depot, Mobile, Ala.

For and in the absence of the Superintendent.

Chief Clerk

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, La.

GMG:HL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
JUN 9 1927
NEW ORLEANS.

EIGHTH DISTRICT

Mobile L.H.Depot.
(Station, Depot, or Vessel)

June 8, 1927., 192

Superintendent of Lighthouses,
New Orleans, La.
Sir:-

1. Referring to letter of 6-6-27, to report the arrival of R.F.Steen, Additional Keeper.

2. You are respectfully advised that Mr. Steen arrived at this depot on June 7, 1927, at 10 A.M.

3. Mr. Steen has been placed on duty same as performed by Keeper Still.

Respectfully,

Depot Keeper.

WJB:WCR.

June 6th, 1927.

G. M. Galloway, Keeper,
Lighthouse Depot,
P. O. Box 270,
Mobile, Alabama.

1. R. F. Steen, Keeper of South Pass Jetty Lights, has been transferred to the position of Additional Keeper with headquarters at the Mobile Lighthouse Depot, with pay at the rate of $1260.00 per annum. He has been directed to report to you Tuesday, June 7th. Advise this office the actual time of his arrival at the Depot.

2. Mr. Steen's duties will be similar tothose performed by Additional Keeper Still.

E. S. LAMPHIER
Superintendent of Lighthouses.

Form 73
LEC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.) June 4 (Date.), 19 27

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, **Richard F. Steen** Legal residence, **Mississippi**

Position, Additional **Keeper in the Lighthouse Service** Salary, **$1260 p.a.($1140-$1500 p.a.)**

Location, **Lighthouse Depot, Mobile, Ala.** Appropriation, **Sals.L.H.Keepers**

Effective **June 11, 1927** { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse Service Former salary, **$1740 p.a.(Rge:$1620-$1980 p.a.)**

Location, **South Pass Jetty Lights and Fog Signal Stations, La.**

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

Previous incumbent, Vacant Services terminated, - - -

Reason, - - -

Members of family in Government Service, NONE
DATE OF BIRTH: November 20, 1881.
Remarks: Letter from Keeper Steen accepting the above transfer at a reduction in pay is transmitted herewith.

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

E. J. R.

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

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JUL 4 1927
NEW ORLEANS

EIGHTH DISTRICT

South Pass Jetty Lights & Fog Sig. La.
(Station, Depot, or Vessel)

June 1st, 1927.

Superintendent of Lighthouses.
New Orleans. La.
Sir:-

I hereby beg to be considered for the position as Additional Keeper with headquarters at Mobile Depot.

Respectfully.
Richard Sloan
Keeper.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF LIGHTHOUSES
SEP 23 1926
NEW ORLEANS.

September 14, 1926.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1926 SEP 21 AM 9 05

Mr. Richard P. Steen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1680 per annum to $ 1740 per annum, effective September 21, 1926, 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,

WM. J. GAINER.

Acting Chief of Appointment Division.

11—8074
GOVERNMENT PRINTING OFFICE

P.
8.

LMC

Richard Steen, Effective
date of change in pay.

November 4, 1926

Commissioner of Lighthouses:

1. Referring to Department Notice of Change in Salary, dated September 14, 1926, in the case of Richard Steen, Keeper in the Lighthouse Service, whose salary was increased from $1680 per annum to $1740 per annum, because of additional duties:

2. The Bureau is advised that the above change in pay became effective September 21, 1926.

E. S. LANPHIER

Superintendent of Lighthouses.

LSC
Encl.

September 24, 1926

Richard Steen, Keeper,
South Pass Jetty Lts.& Fog Signal Station,
Port Eads, La.

1. Transmitted herewith is Department letter of September 14, 1926, advising you that your salary has been changed from $1680 to $1740 per annum, effective from September 21, 1926.

For and in the absence of the Superintendent.

Chief Clerk

Form 78
LHC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.), September 10 (Date.), 1926

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in Pay

Name, **Richard F. Steen** Legal residence, **Mississippi**

Position, **Keeper in the Lighthouse Service** Salary, **$1740 p.a.(Rge:$1620-$1860)**

Location, **South Pass Jetty Lts.& Fog Signal Sta.** Appropriation, **Sala.Kprs.of L.H.**

Effective **September 21, 1926** { [redacted], or as soon thereafter as he enters on duty.

Former position, **Keeper in the Lighthouse Service** Former salary, **$1680 p.a.(Rge:$1620-$1860)**

Location, **South Pass Jetty Lights & Fog Signal Sta., La.**

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

Previous incumbent, **Self** Services terminated, - -

Reason, - -

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

Date of birth, **November 20, 1881.**

Remarks: (See Dept.approval of Mar.19,1926, on Bu.let.of Mar.16, 1926, recommending inc.of compensation for four keepers at South Pass Jetty L.S.and three keepers at Galveston Jetty L.S. on acct.of additional responsibility; also Bu.let.of Apr.5, ind.of this office of Apr.9 and Bu.let.of Apr.15 in which decision was made to defer inc.in pay in the case of Richard Steen for a period of six months owing to reprimand for neglect of duty.

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

19

For and in the absence of the Superintendent.

F. A. Mutt

First Assistant Superintendent

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

RG-EK
Incl.

DEPARTMENT OF LIGHTHOUSES
APR 17 1926
NEW ORLEANS.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

April 15, 1926.

Superintendent of Lighthouses, New Orleans, La.

1. With reference to your indorsement of April 9, recommending that adjustment of pay of Keeper Steen be deferred for a period of six months,

2. Your nomination recommending adjustment effective March 19 is accordingly return for submission at the proper time.

J. S. CONWAY

Acting Commissioner of Lighthouses.

Enter on tickler
Nominate about Sept. 6/26
eff 9/16/26.

Form 73
LEC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 APR 3 AM 11 56

APR 17 1926
NEW ORLEANS

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.) April 1 (Date.), 1926

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Richard F. Steen — Legal residence, Mississippi

Position, Keeper in the Lighthouse Service — Salary, $1740 p.a. (Rge: $1620-$1860)

Location, South Pass Jetty Lts.& Fog Signal Sta.La — Appropriation, Sals.Kprs.of L.H.

Effective March 19, 1926 — {'the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

Former position, Keeper in the Lighthouse Service — Former salary, $1680 p.a. (Rge: $1620-$1860)

Location, South Pass Jetty Lts.& Fog Signal Sta.. La.

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

Previous incumbent, Self — Services terminated, - -

Reason,- -

Members of family in Government Service, None

Date of birth, November 20, 1881.

Remarks: See Department approval of March 19, 1926, on Bureau letter of March 16, 1926, recommending increase of compensation for four keepers at South Pass Jetty L.S. and three keepers at Galveston Jetty L.S. on account of additional responsibility.

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

E. J. Lamplier.
Superintendent of Lighthouses.

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

Form 73
LEO

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.) April 1 (Date.), 1926

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Richard F. Steen — Legal residence, Mississippi

Position, Keeper in the Lighthouse Service — Salary $1746 p.a. (Rge: $1620-$1860)

Location, South Pass Jetty Lts.& Fog Signal Sta., La. — Appropriation, Sals.Kprs.of L.H.

Effective March 19, 1926 — {'the actual date of entrance on duty, ~~as soon thereafter as he enters on duty~~

Former position, Keeper in the Lighthouse Service — Former salary, $1680 p.a. (Rge: $1620-$1860)

Location, South Pass Jetty Lts.& Fog Signal Sta., La.

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

Previous incumbent, Self — Services terminated, - -

Reason, - -

Members of family in Government Service, None

Date of birth, November 20, 1881.

Remarks: See Department approval of March 19, 1926, on Bureau letter of March 16, 1926, recommending increase of compensation for four keepers at South Pass Jetty L.S. and three keepers at Galveston Jetty L.S. on account of additional responsibility.

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

E. V. K.

Secretary, Civil Service District. — Superintendent of Lighthouses

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BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

(COPY)

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPT. OF LIGHTHOUSES
APR 9 1926
NEW ORLEANS.

RG-EK

April 5, 1926.

Superintendent of Lighthouses, New Orleans, La.

1. With reference to your nomination of April 1, for adjustment in the compensation of Keeper Richard F. Steen from $1680 to $1740 per annum:

2. Adjustment at this time would seem inopportune in view of your recommendation of March 30 that Steen be reprimanded for neglect of duty, and your nomination will be held pending your further recommendation in the matter.

(Signed) J. S. CONWAY

Acting Commissioner of Lighthouses.

ESL:LEC

Office of Supt. of Lighthouses, 8th Dist.,
New Orleans, La., April 9, 1926

1. Returned to the Commissioner of Lighthouses:

2. It is recommended that the pay adjustment recommended under date of April 1st for Richard F. Steen, Keeper, be deferred for a period of six months.

E. S. LANPHIER
Superintendent of Lighthouses.

(COPY)

APR 1926 INTERCOASTAL NEW ORLEANS

April 5, 1926.

Richard F. Steen, Keeper,
South Pass Jetty Lights and Fog Signal Station, La.
(Through Superintendent of Lighthouses, New Orleans, La.)

The Bureau is in receipt of charges preferred against you by the Superintendent under date of March 23, 1926 for gross neglect of duty, in that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours. The charges having been substantiated in a degree to warrant same, you are hereby reprimanded and warned that a repetition of the offense on your part will be deemed sufficient cause for your dismissal from the Service. The fact that you have been reprimanded will be included in your official history.

(Signed)

Acting Commissioner of Lighthouses.

Reprimanded

Supt. of Lighthouses, Wash. Copy to 2nd Dist. Supt.

WJB.

April 10, 1926.

Richard Steen, Keeper,
South Pass Jetty Light & Fog Signal Station,
Port Nada, La.

1. Transmitted herewith is Bureau letter of April 5, 1926, reprimanding you in connection with charges which were preferred under date of March 23, 1926, for gross neglect of duty, and warning you that a repetition of the offense on your part will be deemed sufficient cause for your dismissal from the service.

E. S. LANPHIER
Superintendent of Lighthouses.

RSL:LMC
Incls.

R.F.Steen, Keeper,
So.Pass Jetty Lts.& Fog Signal Sta.,
Charges against.

March 30, 1926

Commissioner of Lighthouses:

1. Inclosed herewith is copy of letter of March 23, 1926, preferring charges of neglect of duty against Richard Steen, Keeper of South Pass Jetty Lights and Fog Signal Station, La., and his reply dated March 25, 1926.

2. On March 9th, a telephone message was received from the Associated Branch Pilots in this city that the bell fog signal at South Pass East Jetty, La., was not being operated. This office immediately telephoned the Keeper of the Lighthouse Depot at Port Eads and instructed him to proceed to South Pass Jetty. A reply was received from the Keeper of the Port Eads Depot that Keeper Steen had stated that the bell would stop occasionally and not be in operation for a period of ten or fifteen minutes until again started. The Keeper of the Port Eads Depot was directed to return to the mouth of the river and instruct the keeper to have a keeper on watch at the East Jetty fog bell during the entire time that fog prevailed in order to be certain that there would be no interruption in the sounding of the bell fog signal.

3. The Mechanician was then at Horn Island Light Station installing a new ball race but arrangements were at once made for a trip to South Pass Jetty with the Mechanician as soon as practical thereafter and I left this city on board the "Cosmos", accompanied by the Mechanician on the morning of March 16th. It was found that the signal was being operated with insufficient weight and additional weights were added, apparently correcting the trouble.

4. On March 23, 1926, I called at the office of the Associated Branch Pilots in New Orleans and, in conversation relative to the bell fog signal on the East Jetty at South Pass, I stated that the Keeper claimed the signal had never been inoperative for more than ten or fifteen minutes at any time. Pilot T. W. Craig replied that on a certain date he was aboard a ship outside of South Pass for more than twelve hours while the bell fog signal had not been operated, and upon reference to the records of the Pilots relative to the date that this ship entered the Pass, it was found to have been December 14, 1925. By reference to the fog signal report, the keeper showed that there was fog ~~prevailing~~ during that entire period but that the fog bell had been sounded for the entire period.

5. The fog bell reports, signed by Keeper Steen, show the prevalence of fog as follows, and that the fog bell on the East Jetty was sounded for the number of hours stated:

December	53 hrs.	30 min.
January	73 "	5 "
February	91 "	25 "

6. In view of the serious nature of the report received from Pilot Craig, notwithstanding the previous explanation of the keeper, it was deemed proper to prefer charges of neglect of duty against the keeper.

7. It is believed that the charges have been sustained in a degree sufficient to warrant the reprimand of the keeper by the Bureau, with a warning that a repetition of this offence may result in his separation from the Service. It is so recommended.

E. S. LANPHIER

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

[illegible]

REGISTERED MAIL.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

March 23, 1926

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Depot Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 53 hours in December; for 73 hours in January and 91 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

(Signed) E. S. Lanphier
Superintendent of Lighthouses

(COPY)-LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
South Pass Jetty Lights & Fog
Signal Station
March 25th, 1926

Superintendent of Lighthouses,
New Orleans, La.

Sir:-

Your letter of March the 23, received. Beg to state that I am very much surprised at the charge of gross neglect of duty and the statement made by some Pilot against me.

As in accordance with Civil Service rules paragraph 45, I am not permitted to express my opinion, in regards to the statement made by the Pilot I have only these to say. The Bell machine has never ben stopped for fourteen hours, nor even for thirty minuts during fog to my knowledge, without it being reported to the Office.

I can not remember the time of fog in December, so I am referring to Form 302, which shows that the Fog Bell was operated from 9-pm December 13th to 2-45 am December 15th, 1925.

Respectfully,

(Signed) Richard Steen
Keeper

RSL:LEC

March 10, 1926

Richard Steen, Keeper,
South Pass Jetty Lights & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Referring further to the subject matter of letter of March 9th relative to complaint of Captain Michell of the Bar Pilots about South Pass East Jetty Fog Bell not being sounded, in compliance with the directions of this office Depot Keeper Williams proceeded to your station yesterday and advised this office by telephone that you had stated that the fog bell did stop occasionally.

2. No report has been received from you relative to any trouble being experienced with the fog bell on the East Jetty. No report has been received from you of the failure of the bell to sound during foggy weather. In view of the fact that you stated to Mr. Williams that the bell had stopped, you have been derelict in your duty in not reporting such trouble to this office so that proper steps could be taken to have the bell fog signal machinery put in efficient condition.

3. Confirming telephone instructions, given by First Assistant Superintendent Muth through Mr. Williams to you, you are directed to have someone stationed on the East Jetty during the entire time that the fog bell is in operation. This constant watch is to continue until the fog bell machinery has been overhauled by the Mechanician or Mechanic or until you report that the bell is in an efficient and reliable operating condition.

4. This office is very much surprised to receive the report of Mr. Williams that you had stated the bell had stopped unexpectedly on many occasions, in view of the fact that no report had been made to this office. It would appear that you should have been conscious of the responsibility placed upon you and that it should have been apparent to you that it was your duty to immediately report either the failure to sound the fog bell or the trouble which had been experienced and which is only now coming to light.

E. S. LANPHIER

Superintendent of Lighthouses

BSL:LEC

REGISTERED MAIL

March 23, 1926

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Depot Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 53 hours in December; for 73 hours in January and 91 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

E. S. Langhies.
Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

[illegible]

[illegible]

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

March 25, 1926

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Deputy Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 53 hours in December; for 73 hours in January and 91 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

(Signed) E. S. Lamphier
Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

[illegible]

[illegible]

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

March 27, 1926

Richard Stem, Keeper,
South Pass Jetty Lts. & Fog Signal Station,
Cure Louisiana Bar Pilots,
Port Eads, La.

1. Referring to the recent visit to your station on March 16 and 17, 1926, and to the letters written you under date of March 9 and 10, 1926, and your reply to letter of March 9th, which is dated March 11, 1926 - all relative to the fog bell on the East Jetty at your station, you are informed that it was understood from the advice received from the Depot Keeper by telephone on March 9th and 10th, from your letter of March 11th, and from statements made on the recent visit that the fog bell had never stopped for a longer period than fifteen minutes at any time during fog.

2. Although you were derelict in your duty in not reporting to this office the stopping of the fog bell, even for a period of fifteen minutes, no further action was taken until on a visit to the Pilots this day when information was secured that, on December 14th, a Pilot had been aboard a vessel outside of the pass from 9:00 A.M. until 11:00 P.M. during which period this Pilot stated the fog bell on the East Jetty was not sounded. The Pilot stated that fog prevailed during this entire period, which is confirmed by reference to your report of fog signal for the month of December. Your reports of fog signal for December, January and February show that the bell on the East Jetty was operated for 73 hours in December; for 73 hours in January and 92 hours in February.

3. In view of the statement of the Pilot that the bell fog signal was not operated during foggy weather for a period of fourteen consecutive hours, you are hereby charged with gross neglect of duty, and you are directed to submit such explanation or reply as you may see fit within three days from the receipt of this letter, in accordance with Civil Service Commission rules.

(Signed) I. S. Lanphier
Superintendent of Lighthouses

MEMORANDUM

Pilot T. W. Craig of the Associated Branch Pilots stated that, on December 14, 1925, he was aboard a ship outside of South Pass from 9:00 A.M. until 11:00 P.M., and that the bell fog signal on the East Jetty was not sounded during that period.

March 23, 1926.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAR 13 1926
NEW ORLEANS, LA.

EIGHTH DISTRICT

South Pass Jetty Lights & Fog Signal Station.
(Station, Depot, or Vessel)

March 11th, 1926,

Superintendent of Lighthouses.
New Orleans.La.

Sir:-

Your letter of March 9th,received in regards to, Captain,Albro Michell,reporting that the Bell on the South Pass East Jetty is not or has not being sounded,during Fog.

The bell is always operated in conection with the Diaphone and the Radio Fog Signals,exept that of late we have found the Bell Machine stoped during Fog ~~fog~~ for a short time in the daytime,at night one man is always on watch on the East Jetty during Fog.In the daytime we run over and wiend up evry two hours,therfor no specified time can be given,how long the bell was not sounded,but I do not belive that the bell was stoped more than 15 minutes at the longest,at anny time during Fog.

Respectfully,

Richard Theus

Keeper.

ESL:LJC

March 9, 1926

Richard Steen, Keeper,
South Pass Jetty Lights & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Captain Albro Michell, of the Bar Pilots, reported to this office this morning that the bell on South Pass East Jetty is not being sounded. This office has your monthly report showing that the bell was sounded 73 hours in January and 93 hours in February. Please advise whether or not there was any period of fog during which the bell was not sounded.

2. Great care must be exercised to see that the bell is promptly sounded, as well as all other fog signals at the station, whenever fog prevails.

For and in the absence of the Superintendent.

First Assistant Superintendent.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1925 FEB 6 PM 3 19

January 31, 1925.

FEB 9 1925
NEW ORLEANS.

Mr. Richard F. Steen,

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. GAINER.
Acting Chief of Appointment Division.

Position: Keeper

Salary: $1680

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

8th

JBJ

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

1923 FEB 1 PM 2 29

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1923.

Mr. Richard F. Steen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1020 per annum to $ 1080 per annum, effective February 1, 1923, (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.

11—8074

P
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8th

San Juan Jetty Sta

WJB.

February 6, 1923.

R. F. Steen, Keeper,
South Pass Jetty Lights,
Port Eads, La. (c/o La.Bar Pilots)

1. In view of the fact that you completed five years of continuous service at the close of January, 1923, your pay, beginning February 1,1923, will be increased from $1020 to $1080 per annum to include longevity pay of $60 per annum.

2. Department notice of change in salary dated January 31, 1923, is transmitted herewith.

E. S. LAMPHIER
Superintendent of Lighthouses.

Booked

WJB.

R.F.Steen,
longevity pay.

January 26, 1923.

The Commissioner of Lighthouses:

1. Referring to Bureau letter of Nov.18,1918, relative to reclassification of pay, and to paragraph 4 thereof, regarding longevity:

2. The Bureau is informed that R.F.Steen, Keeper of South Pass Jetty Light & Fog Signal Station, La., will complete five years of continuous service at the close of Jan. 31st, 1923. It is therefore recommended that his pay be increased from $1020 per annum to $1080 per annum, to include the longevity allowance of $60 per annum, effective beginning Feb. 1st, 1923.

K.

Superintendent of Lighthouses.

EP:LEC

October 16, 1922

Richard Steen, Keeper,
South Pass Jetty Lights & Fog Signal Station,
Care Louisiana Bar Pilots,
Port Eads, La.

1. Replying to your inquiry of October 13th, you are informed that you will complete five years continuous service as Keeper on February 1, 1923, at which time you will be authorized to wear the Service bar on uniform. $5.00 per month increase in base pay on account of longevity will date from February 1, 1923.

E. S. LANPHIER
Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 16 1922
NEW O.
EIGHTH DISTRICT

South Pass Jetty Lights & etc.
(Station, Depot, or Vessel)

October 13th., 192 2,

Superintendent of Lighthouses.
New Orleans.La.

Sir:-

Pleace advice if the four months, frome October 1st, 1917, to February 1st, 1918, is counted in my time of service. During thise four months I ware employed as Laborer in charge, of Cat Island Light Station.Miss.

I ame having a new Uniform maed, and would like to know if I have the right to weare the 5 years service bar on same.

Respectfully Yours.

Richard Keen

Keeper.

Volunteers not uniformed.
Eod. Opt. appt 2/1/18.

EP:LEC

June 7, 1921

Richard Steen, Keeper,
South Pass Jetty Lts. & Fog Signal Sta.,
Care La. Bar Pilots,
Port Eads, La.

1. Replying to your request of May 31st, you are informed that permission will not be granted for your wife to reside at the station.

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE



EIGHTH DISTRICT

South Pass Jetty Lights & Fog Signal Sta.
(Station, Depot, or Vessel)

May 31st., 1921

Superintendent of Lighthouses.
New Orleans.La.

Dear Sir:-

I hereby beg that permision be granted for my wife to reside at this Station,until some other arrangement can be made.

The house that my wife accopyd was needed by Capt,Anderson for his men,and I had to have her moved out, But as no house can be had in or near Port Eads I do not know what to do. At pressent my wife is staying with her Mother,but she can not remeen ther as the have not suffisiant rome.

As ther is only tree Keepers at this Station at pressent,and nearly always one of the Assistants is on Leave ther is more than suffisiant roome in thise nouse.

Yours Respectfully.

Richard Sheen

Keeper.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA

File

Stn File

Ben Fagerstrom, Foreman,

U. S. Lighthouse Service,

c/o Port Eads Lighthouse Depot,

Port Eads,

Louisiana.

Returned Unclaimed

CONFIDENTIAL

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

ESL-MCC

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
December 4, 1919.

CONFIDENTIAL

Ben Fagerstrom, Foreman,
U. S. Lighthouse Service,
c/o Port Eads Lighthouse Depot,
Port Eads, Louisiana.

1. In view of the trouble which has been experienced in getting assistant keepers at South Pass East Jetty Light Station, you are directed to submit a confidential report to this office as to whether or not, ffom your observation, this is due to the attitude or disposition of the keeper towards his subordinates.

2. Mr. Steen has proven an efficient keeper at Cat Island Light Station where he had no assistant, and this office is at a loss to understand the trouble that is being experienced in securing assistants at South Pass East Jetty Light Station.

Langhuer.
Superintendent of Lighthouses.

ESL-MCC

CONFIDENTIAL

December 4, 1919.

Ben Fagerstrom, Foreman,
U. S. Lighthouse Service,
c/o Port Eads Lighthouse Depot,
Port Eads, Louisiana.

1. In view of the trouble which has been experienced in getting assistant keepers at South Pass East Jetty Light Station, you are directed to submit a confidential report to this office as to whether or not, ffom your observation, this is due to the attitude or disposition of the keeper towards his subordinates.

2. Mr. Steen has proven an efficient keeper at Cat Island Light Station where he had no assistant, and this office is at a loss to understand the trouble that is being experienced in securing assistants at South Pass East Jetty Light Station.

L.

Superintendent of Lighthouses.

WWB.

ESL-MCC

December 16, 1918.

Ralph Gordon, Keeper,
Port Eads Lighthouse Depot,
Port Eads, Louisiana.

1. The bearer, Mr. Richard F. Steen, has been transferred to the keepership of South Pass East Jetty Light Station, etc., and it is requested that you render him any assistance necessary in getting to the station.; also in filling and recharging acetylene generator at proper time.

2. For and in the absence of the Superintendent:

First Assistant Superintendent.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE



DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

DEC 7 1918 10 40 AM

December 4, 1918.



F. Richard F. Steen,
M

Sir: Through the Commissioner of Lighthouses.

You are advised that your salary as keeper of the Lighthouse Service has been changed from $780 per annum, to $960 per annum, effective December 1, 1918, or as soon thereafter as you enter upon duty at the increased rate of 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.

R
Ho

8th

La. Pass E. Jetty P.S.
La.
Carded

MCC-EC

Richard F. Steen,
Keeper.

January 9, 1919.

Commissioner of Lighthouses:

1. Referring to Department letter dated December 4, 1918, notifying Richard F. Steen, Keeper, of change in his salary from $780 per annum at Cat Island Light Station, Mississippi, to $960 per annum upon his transfer to South Pass East Jetty Light Station, etc., Louisiana.

2. Bureau is advised that this change was effected on December 15, 1918.

Superintendent of Lighthouses.

MCC
1 inclosure

December 12, 1918.

Richard F. Steen, Keeper,
South Pass East Jetty Light Station,
c/o Louisiana Bar Pilots,
Port Eads, Louisiana.

1. Transmitted herewith is Department letter dated December 4, 1918, notifying you of change in salary from $780 per annum as Keeper of Cat Island Light Station to $960 per annum as Keeper of South Pass East Jetty Light Station.

2. Assistant Keeper Frank L. Staniel, who has been temporarily detailed to South Pass East Jetty Light Station, has been directed to return to his duties at South Pass Range Rear Light Station immediately upon your arrival. You will retain the services of Elza Reed as temporary additional keeper. Mr. Staniel has been directed to prepare Form 30 in triplicate as a receipt for transfer of property, which you will sign and forward in accordance with instructions thereon.

3. Advise this office as soon as practicable when above instructions have been carried out, stating the exact date of your arrival at South Pass East Jetty Light Station.

4. For and in the absence of the Superintendent:

L.

First Assistant Superintendent.

Form 73

NOMINATION

SPECIAL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OFFICE OF [redacted] Eighth DISTRICT,

New Orleans, La., November 29, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

Name, **Richard F. Steen** Legal residence, **Mississippi.**

Position, **Keeper in the Lighthouse Service** Salary, **$960 per annum.**

Location **South Pass East Jetty Light Station, South Pass West Jetty Range, and South Pass Range Front Lights, Louisiana.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **December 1, 1918,** [redacted] or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse Service. Former salary, **$780 per annum.**

Location, **Cat Island Light Station, Mississippi.**

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

Previous incumbent, Alfred Rodi. Services terminated, **November 16, 1918.**

Reason, **Deceased.**

Members of family in Government Service, None.

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

Secretary, Civil Service District.

Superintendent of Lighthouses.

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
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Gulfport, Miss.
(Station, Depot, or Vessel)

November 24, 1918

Superintendent of Lighthouses.
New Orleans. La.

Dear Sir:

In reseept of office letters dated November 22. and 21.

Beg to say that if i can be consi-derd for that ore any other Station not too far from som popolated plase i will be glad to remain in the Services.

Respectfully Yours.

Richard Keen
Keeper.
Box 344. Gulfport Miss.

EP-MCC

November 22, 1918.

Richard F. Steen, Keeper,
Cat Island Light Station,
Box 344,
Gulfport, Miss.

This office is considering your name in connection with a vacancy now existing in the keepership of the following lights:

South Pass East Jetty Light Station, Louisiana,
" " West " Range Front Light, "
" " " " " Rear " , "
" " Range Front Light, Louisiana.

Quarters are provided at this station for the keepers, and possibly family quarters may be rented in Port Eads, Louisiana, about 2½ miles distant. The salary of the keeper is $960 per annum, with the usual ration allowance of 45¢ per day. There is one assistant keeper.

You are requested to advise by return mail whether or not you desire to be considered for above position.

For and in the absence of the Superintendent:

First Assistant Superintendent.

EP-MCC

Richard F. Steen,
resignation

December 14, 1918.

Commissioner of Lighthouses:

1. Referring to Department letter dated December 4, requesting return for cancellation of the acceptance of the resignation of Richard F. Steen, Bureau indorsement of December 9th:

2. The Bureau is informed that the acceptance of Steen's resignation, in duplicate, was returned to the Bureau under date of November 29th.

3. For and in the absence of the Superintendent:

First Assistant Superintendent.

Marked MCC

COPY (MCC) Lighthouses : Dec. 5, 1918.
Recd.,L.H.Supt.,N.O., 1:30 p.m.,Dec.13,1918

DEPARTMENT OF COMMERCE
Office of the Chief Clerk
WASHINGTON

December 4, 1918.

Commissioner of Lighthouses:

Referring to form 73 submitted by the Superintendent of the Eighth Lighthouse District on the 29th ultimo, for the transfer and promotion of Richard F. Steen, from the position of keeper of Cat Island Light Station, Mississippi, at $780 per annum, to keeper of South Pass East Jetty Light Station, Louisiana, at $960 per annum, effective December 1, 1918, or as soon thereafter as he enters upon duty, the Department invites attention to its letter of the 22nd ultimo, accepting the resignation of Mr. Steen as keeper of Cat Island Light Station, Mississippi, effective upon a date to be fixed by the Bureau and later reported to the Department.

In view of his transfer to South Pass East Jetty Light Station, Louisiana, the Department requests that acceptance of his resignation be returned for cancellation.

(SGD.) E. W. LIBBEY,

Hc/R

Chief Clerk.

Bureau of Lighthouses, Washington,
Dec. 9, 1918.

To Superintendent of Lighthouses, New Orleans, La., for remark and return.

CONWAY,

Acting Commissioner.

MCC
1 set inclosures

November 29, 1918.

Richard F. Steen,
resignation

Commissioner of Lighthouses:

Under date of November 24, 1918, Richard F. Steen, Keeper, Cat Island Light Station, states that he desires to withdraw his resignation, dated November 6, 1918, from the Service.

In view of the above, the inclosed Department letter of November 22, 1918, in duplicate, is returned for cancellation.

Superintendent of Lighthouses.

Posted MCC

EP-MCC

November 13, 1918.

Richard Steen, Keeper,
Cat Island Light Station,
Box 344,
Gulfport, Miss.

Receipt is acknowledged of your letter of November 6th submitting your resignation as Keeper of Cat Island Light Station, to take effect on the first of December.

In this connection, you are informed that it will be necessary for you to remain at the Cat Island Light Station in your present capacity until a suitable keeper is sent to relieve you.

For and in the absence of the Superintendent:

First Assistant Superintendent.

EP-JEB

November 21, 1918.

Richard F. Steen, Keeper,
Cat Island Light Station,
P. O. Box 544,
Gulfport, Miss.

Referring to your letter of November 20, your attention is invited to the revised pay schedule at your light station.

You are requested to inform this office, if, in view of the increased pay, you desire to withdraw your resignation.

For and in the absence of the Superintendent:

First Assistant Superintendent.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Cat Island, Miss.
(Station, Depot, or Vessel)

November 20th., 1918

Superintendent of Lighthouses.
New Orleans, La.

Dear Sir;

In receipt of Office letter dated November 13th, part of wich reads as follows:

----------,You are informed that it will be necessary for you to remain at the Cat Island Light Station in your present capacity untill a suitable Keeper is sent to relieve you.

In regards to the above,i beg to state,that i have a position open to me until December the 5th,and are requested to inform thise party in time,as thise vacansi is to be feeled emiditly after that time,so if i am relieved later than the 5th, i will be without a position,and will have nothing to live on until i cane get something else to du,as my salary of $ 65,95, is not suficient to save anything from, and thise is allso one of the risons,for sending in my resignation,

In conclusion i also beg to stat,that i am unable to find any paragraph in regards to any nomber of days required in giving notice of resignation,i belived 24 days notice would be consciderd suficient time,but i am not intending to leave, without being properly relieved.

Very Respectfully;

Richard Steen

Keeper.

Box 344,Gulfport.Miss.

Form 93
MCC

NOTICE OF RESIGNATION ~~OF DEATH~~

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
SUPERINTENDENT OF LIGHTHOUSES,
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, Eighth DISTRICT.

New Orleans, La., November 14, 1918.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard F. Steen — Position, Keeper in the Lighthouse Service.

Legal residence, Mississippi — Station, Cat Island Light Station, Mississippi.

Salary, $624.00 per annum.

The acceptance of this resignation is recommended effective at the close of date to be fixed and reported later.

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

Remarks:

There being no suitable person available for the keepership of this light, it is recommended that Richard F. Steen be retained as keeper until a successor is found, the date of his separation to be later reported to the Bureau.

For and in the absence of the Superintendent

L. [illegible]

First Assistant Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

Received

COPY (MCC) Received 2:30 p.m., Nov. 7, 1918, D.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

EIGHTH DISTRICT

Cat Island, Miss.
(Station, Depot, or Vessel)

November 6, 1918.

Superintendent of Lighthouses,

New Orleans, La.

Dear Sir:

I hereby respectfully beg to tender my resignation, same to take affect on December the 1, 1918.

Very respectfully yours,

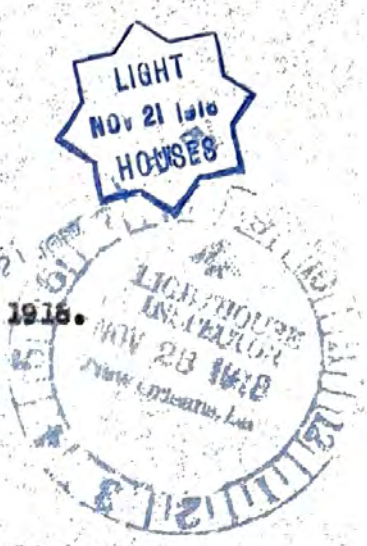
RICHARD STEEN,

Keeper.

P.O.Box 344, Gulfport, Miss.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



November 19, 1918.

Mr Richard Steen,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 620 per annum to $ 880 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 Thompson.

Chief of Appointment Division.

R
Ho

8

Cat Island Ld., Miss.
Carded

EP-MCC

November 25, 1918.

1 inclosure.

Richard F. Steen, Keeper,
Cat Island Light Station,
Gulfport, Mississippi.
Box 344.

Transmitted herewith is Department letter dated November 19, 1918, notifying you of increase in salary to $ 780 per annum, effective November 1, 1918.

Superintendent of Lighthouses.

Canceled Mar

EP-MCC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

District Circular No.24.

Office of Superintendent of Lighthouses,
Eighth District, New Orleans, La.,
November 21, 1918.

RICHARD F.STEEN,KEEPER,
CAT ISLAND LT.STA.,
P.O.BOX 344,GULFPORT,MISS

As a result of a recent reclassification of light stations in this district, you are informed that beginning November 1, 1918, the following revised schedule of pay at your station is in effect:

Keeper $780 per annum

Keepers will receive the usual commutation allowance for rations of forty-five cents (45¢) per day.

The rates of pay under this revision are base rates and keepers receiving the $120 per annum increase of compensation granted by legislative act for one year will continue to receive same up to the close of June 30, 1919, in addition to the new base rates, and those not now receiving the $120 per annum increase may be recommended to receive same, provided the ability and qualifications in each case justify the increase of compensation.

Longevity pay will be allowed all keepers who have completed five years' continuous service. This will amount to $60 per annum and will also be in addition to the base rates above stated.

Superintendent of Lighthouses.

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
JAN 23 1918
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 22, 1918.

LIGHTHOUSE INSPECTOR
JAN 26 1918
New Orleans, La

Mr. Richard F. Steen,

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 Six Hundred and Twenty-four 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 Eighth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hasson

C
M

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Fred Shuman.

Legal Residence: Mississippi.

(See reverse side.)

11—598.

COPY (MCC) Recd., L.H.Inspr., N.O., La., Jan. 30, 1918.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard F. Steen,

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.

(Sgd.) RICHARD F. STEEN.
(Appointee signs here)

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

(Affix official seal here)
S(Burley Havard,
E(Notary Public,
A(Gulfport, Harrison Co.,
L(Mississippi.

[4] (*Name*) Burley Havard.

(*Official title*) Notary Public.

My commission expires May 23, 1918.

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper in the Lighthouse Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5] Probationary appointment.		

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

MCC

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La. (Address), February 2, 1918. (Date)

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

(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, 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

MCC
3 inc.

January 28, 1918.

Richard F. Steen, Laborer,
Cat Island Light Station,
P. O. Box 344,
Gulfport, Mississippi.

Transmitted herewith is Department letter dated January 22, 1918, appointing you Keeper of Cat Island Light Station, Miss., at a salary of $624 per annum (plus 10% additional during fiscal year to end June 30, 1918) and an allowance of thirty cents (30¢) per day in cash instead of rations, effective commencing February 1, 1918.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same as soon as practicable.

Form 124, "Declaration of Appointee," should be completed and returned without delay.

In the absence and by direction of the Inspector:

L.

Superintendent.

Jan

Barbet-
mcc

MCC

January 18, 1918.

Richard F. Steen, Laborer,
Cat Island Light Station,
P. O. Box 344,
Gulfport, Mississippi.

You are informed that nomination has been forwarded to the Commissioner of Lighthouses recommending your probationary appointment as Keeper of Cat Island Light Station, Miss., at a salary of $624.00 per annum (plus 10% during the fiscal year to end June 30, 1918), and an allowance of thirty cents (30¢) per day in cash instead of rations.

You will be duly advised of the Department's action on above nomination.

Inspector.

Form 73
MCO

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., January 16, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Richard F. Steen. Legal residence, Mississippi.

Position, Keeper in the Lighthouse Service. Salary, $624.00 per annum.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective February 1, 1918, ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, - - Former salary, - -

Location, - -

Rank on eligible list, Second. Rating, Assistant Keeper. Percentage, 86.6, Other eligibles considered: Daniel L. Cooke, C; Lester Hall, C.

Previous incumbent, Fred Shuman. Services terminated, September 30, 1917.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Richard F. Steen has been serving as temporary Laborer at Cat Island Light Station, Miss., since October 1, 1917. Quarters are provided at this light station for the family of the Keeper.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

D
Inspector.

Secretary, Civil Service District.

Jan

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11--2314

Booked MCO

Recd., L.H.Inspr., N.O., La., Jan.30,1918.

Form 124.
May, 1915.

UNITED STATES CIVIL SERVICE COMMISSION

8th Lighthouse District.
[Branch of service or department.]

Gulfport, Mississippi
[Name of city.] [State.]

January 29, 1918

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?	36, yes 20 November 1881.
2. Where were you born?	Fernandina, Florida.
3. What were the names of the persons who signed the vouchers to your application?	T. J. Lorither Louis Stratakos. R. A. Krebs. L. Larson. G. F. Mosby.
4. In what city or town, and in what building were you examined?	Customhouse Bldg., New Orleans, La. Gulfport, Miss. Durham Building.
5. To what position have you been appointed? State the salary. If temporary, so state.	Keeper, $ 624. p.a. Cat Island Light Station, Miss.

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? No. 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.

Richard F. Keen
[Signature.]

P.O. Box, 344. Gulfport Mississippi.
[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.

6—2099

Signature.....

Official title.....

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

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

Name of employee Richard Steen.

Designation Laborer in the Lighthouse Service. *Compensation* $624 p.a.

Place of employment Cat Island Light Station, Mississippi.

Last day served January 31, 1918.

Date of original appointment, Oct.25-1,1917, 1 mo.; Nov.2-1, extended 1 mo.; Nov.26, extended 1 mo.: Dec.28,1917, extended 1 mo.

Copy furnished Secretary, 10th C.S.District, New Orleans, La., for his information.

Inspector.

Date February 2, 1918.

(Signed) B. B. DORRY,

Inspector, 8th Lighthouse District.
(Official title.)

Lighthouse Service.
(Bureau or service.)

11—2876

Carded mee

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JAN 3 191
HOUSES

LIGHT
JAN 10
HOUSES

December 28, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi. in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective January 1, 1918.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

11—1390

COPY (MCC) Recd., L.H.Inspr., N.O.,La., Jan.21,1918.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard Steen,

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.

RICHARD STEEN.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 19th day of January, A. D. 1918.

(Affix official seal here)

S(Burley Havard,
E(Notary Public,
A(Gulfport, Harrison Co.,
L(Mississippi.

[4] (*Name*) Burley Havard,

(*Official title*) Notary Public.

My commission expires May 23, 1918.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5]: Extension of temporary appointment	for a period not to exceed one month.	

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

MCC

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La., (Address) January 21, 1918. (Date)

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

(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, 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

MCC
2 inc.

January 18, 1918.

Richard Steen, Laborer,
Cat Island Light Station,
P. O. Box 344,
Gulfport, Mississippi.

Transmitted herewith is Department letter dated December 28, 1918, extending your temporary appointment as Laborer at Cat Island Light Station, Miss., for a period not to exceed one month from January 1, 1918; salary, $624 per annum.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same to this office promptly.

Inspector.

Booked-mac

JAB-MCC
1 set inclosures.

January 7, 1918.

SUBJECT: Department letter of December 28, 1917, appointment of Richard Steen, Laborer at Cat Island Light Station, Miss.

Returned to the Commissioner of Lighthouses for correction of effective date from January 1, 1917, to January 1, 1918.

In the absence and by direction of the Inspector:

Superintendent.

JAS-MCC

December 28, 1917.

Richard Steen, Laborer,
Cat Island Light Station,
P. O. Box 344,
Gulfport, Mississippi.

You are informed that nomination has been forwarded to the Commissioner of Lighthouses recommending extension of your temporary appointment as Laborer at Cat Island Light Station, Mississippi, for a period not to exceed one month from January 1, 1918, pending selection and appointment of a new Keeper.

Inspector.

Form 73

JA3-MOC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., December 20, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective January 1, 1918, {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - - - Former salary, - -

Location, - -

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

- -

Previous incumbent, New position. Services terminated, - -

Reason, Authorized by Dept. letter dated October 25, 1917. Extensions authorized by Dept. letters dated November 2, 1917, and November 26, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

J. Dwight Sale
J. McE.

Secretary, Civil Service District.

Inspector

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked Mee.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 26, 1917.

LIGHT NOV 26 1917 HOUSES

Lighthouse Inspector DEC 1 1917 New Orleans.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective December 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

C
M

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

11—1393

8 Insp.

COPY (MCC) Recd., L.H.Inspr., N.O.,La., Dec. 7, 1917.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard Steen,

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.

RICHARD STEEN.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of December, A. D. 1917.

(Affix official seal here)

[4] (*Name*) A. C. PURPLE.

S(A. C. Purple,
E(Notary Public,
A(Gulfport, Harrison
L(County, Miss.

(*Official title*) Notary Public.

My commission expires Sep. 5, 1918.

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present	Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5]	Extension of temporary appointment	for a period not to exceed one month.	

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

MCC

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La. (Address), December 7, 1917. (Date)

The above-named appointee entered upon duty on December 1, 1917. (Date)

In the absence and by direction of the Inspector

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

11—044

JAS-MCC
2 inclosures

December 3, 1917.

Richard Steen, Laborer,
Cat Island Light Station,
P. O. Box 344,
Gulfport, Mississippi.

Transmitted herewith is Department letter dated November 26, 1917, extending your temporary appointment as Laborer at Cat Island Light Station, Mississippi, at a salary of $624 per annum (plus 10%), for a period not to exceed one month from December 1, 1917.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same to this office as soon as practicable.

Inspector.

Booked mee

Form 73
JAS-mcc

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., November 20, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective December 1, 1917, {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - - - Former salary, - -

Location, - - -

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

Previous incumbent, New position. Services terminated, - - - -

Reason, Authorized by Dept. letter dated October 25, 1917; extended by Department letter dated November 2, 1917, for a period not to exceed one month from November 1, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

Selection regular, subject to the action of the
U. S. Civil Service Commission, , 191

In the absence and by direction of the Inspector.
E. S. L.

Secretary, Civil Service District. Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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1 Strike out the clause which does not apply.

11—2314

Barker-mcc.

GENERAL APPOINTMENT-FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES NOV 3 1917

Lighthouse Inspector NOV 6 1917 New Orleans.

November 2, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi. in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective November 1, 1917.

Your appointment will continue for a period not to exceed one month.

(By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

C
N

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Mississippi.

11—1393

8 Insp.

COPY (MCC) Recd., L.H.Inspr., N.O., La., Nov. 9,1917.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard Steen,

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.

Richard Steen.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 8th day of November, A. D. 191 7.

(Affix official seal here)

[4] (*Name*) A. C. Purple.

S(A. C. Purple,
E(Notary Public,
A(Gulfport,
L(Harrison Co., Miss.

(*Official title*) Notary Public,

My commission expires Sep. 5, 1918.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Laborer in the Lighthouse Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former [5] Extension of temporary appointment	for a period not to exceed one month.	

MCC

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

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La., November 10, 1917.
(Address) (Date)

The above-named appointee entered upon duty on November 1, 1917.
(Date)

(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, 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

Form 73
JAS-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., October 27, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective November 1, 1917, ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

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

Location, - - -

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

Previous incumbent, New position. Services terminated,

Reason, Authorized by Department letter dated October 25 1917, for a period not to exceed one month from October 1, 1917.

Members of family in Government Service, None.

Remarks: Pending appointment and arrival of a new keeper vice Fred Shuman, resigned effective at the close of September 30, 1917.

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

, 191

In the absence and by direction of the Inspector

Chief Clerk.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked - mee

MCC
2 inc.

November 6, 1917.

Richard Steen, Laborer,
Cat Island Light Station,
Gulfport, Mississippi.

Transmitted herewith is Department letter dated November 2, 1917, extending your appointment as temporary Laborer at Cat Island Light Station, Miss., at a salary of $624 per annum (plus 10%) for a period not to exceed one month from November 1, 1917.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same to this office as soon as practicable.

Inspector.

Booked mcc

JAS-MCC

October 27, 1917.

Richard Steen, Laborer,
Cat Island Light Station,
Gulfport, Mississippi.

You are informed that nomination has this day been forwarded to the Commissioner of Lighthouses recommending extension of your temporary appointment as Laborer at Cat Island Light Station, Miss., for a period not to exceed one month from November 1, 1917, pending selection and appointment of a new keeper.

In the absence and by direction of the Inspector:

Chief Clerk.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES OCT 25 1917

Lighthouse Inspector OCT 29 1917 New Orleans.

October 25, 1917.

Mr. Richard Steen,

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, Laborer at Cat Island Light Station, Mississippi, in the Lighthouse Service at a salary of Six Hundred and Twenty-four dollars per annum, effective October 1, 1917.

Your appointment will continue for a period not to exceed one month.

By direction of the Secretary:

Respectfully,
(Signed) Clifford Hastings.

Chief of Appointment Division.

C
N

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Mississippi.

11—1393

8 Insp.

COPY (MCC) Recd., L.H.Inspr., N.O., La., Nov.9/17.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Richard Steen,

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.

Richard Steen.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 8th day of November., A. D. 191 7.

(Affix official seal here)

S(A. C. Purple,
E(Notary Public,
A(Gulfport, Harrison Co.,
L(Mississippi.

[4] (*Name*) A. C. PURPLE,

(*Official title*) Notary Public.

My commission expires Sept. 5, 1918.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Laborer in the Light-house Service	$624 p.a.	Cat Island Light Station, Mississippi.
Former Temporary appointment for a period not to exceed one month.		

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

MCC

Office of Lighthouse Inspector, Eighth District

New Orleans, La., November 9, 1917.
(Address) (Date)

The above-named appointee entered upon duty on October 1, 1917.
(Date)

(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, 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

Carbon-mcc.

Form 73

J&S-M00

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., October 17, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed one month.

Name, Richard Steen. Legal residence, Mississippi.

Position, Laborer in the Lighthouse Service. Salary, $624 p.a. without rations.

Location, Cat Island Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 1, 1917, [1] the actual date of entrance on duty; or as soon thereafter as he enters on duty.

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

Location, - - -

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

Previous incumbent, New position. Services terminated, - - -

Reason, Pending appointment and arrival of a new keeper vice Fred Shuman, whose resignation has been forwarded to the Bureau this date for acceptance effective at the close of September 30, 1917.

Members of family in Government Service, None.

Remarks: Richard Steen has never been employed under any branch of the Department of Commerce. Due to the emergency created at this station by the resignation of Keeper Fred Shuman, who was called to enter the Merchant Marine Service, Richard Steen was assigned to duty on October 1, 1917.

Selection regular, subject to the action of the
U. S. Civil Service Commission. , 191

..... Inspector.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked mcc

Lighthouse Inspector
NOV 9 1917
New Orleans.

PERSONAL QUESTION SHEET
(When forwarding this form no letter of transmittal is required)

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.

William C. Redfield
Secretary.

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? (Include middle name or names. 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. Richard Ferdinand Steen

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district. See question 13, Part II.)
Gulfport (City or town.) Mississippi (State or Territory.) Harrisons (County.) 6th. (Congressional district.)

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

5. Where were you born? (See question 14, Part II.) Fernandina Florida.

6. When were you born? November (Month.) 20th. (Day.) 1881. (Year.)

11—1434

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

Name. None. Number and street.

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.)

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.)

Relationship (widow or orphan) No.

Name under which soldier or sailor rendered service

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

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.)

Seaman

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.")

I have no special qualifications, are handy in any kind of work. Understand Gasoline Engine

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

None.

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. November, 8th, 1917.

Witness:

(Signature) Richard Steen

P. O. Address: Box 344. Gulfport
City or town.

Number and street.

Mississippi
State or Territory.

In case signature is by mark.

(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 November 10, 1917.

(Signature)

(Official title) Inspector, 8th Lighthouse District.

11—1434

MCC

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned, or by some authorized 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 (Bureau or Service.) — Cat Island Light Station, Miss. (Place (city, town, station, or vessel.)) — Eighth (District.)

2. To what position has he been appointed? Laborer in the Lighthouse Service.

3. State the date of appointment. October 25, 1917.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

October 1, 1917 (date of entrance on duty).

5. State the date of the oath. November 8, 1917.

6. State the date the employee entered on duty. October 1, 1917.

7. What is his salary? $624 per annum.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

9. Is the position excepted, competitive, or unclassified under the civil service rules? Unclassified.

10. If classified, state the date of classification. - - -

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.)

Temporary appointment--without examination.

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.

Gulfport (Harrison Co.), Miss.

14. If foreign born, state when and where naturalization papers were taken out. Not foreign born.

Reviewed, approved, and forwarded to the Department.

(Signature) [signature]

(Official title) Inspector, 8th Lighthouse District.

Date: November 10, 19 17.

11—1484

Cancelled H&C

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

File under L.S.
Cat I. Light Sta.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
NOV 9 1917
New Orleans.

EIGHTH DISTRICT

Cat Island Light Station
(Station, Depot, or Vessel.)

November 8th, 1917

Lighthouse Inspector,
New Orleans, La.

Sir.

This Mail, have been Missent to Ship Island Light Station, by Misstake in the Postoffice, and are on that acount delayd.

Respectfully,
Richard Steen
P.O. Box. 344.
Gulfport. Miss

Question № 9. in Part 1. I do not knowe how to answer.

Respectfully
Richard Steen

MCC
4 inclosures

October 29, 1917.

Mr. Richard Steen, Laborer,
Cat Island Light Station,
Gulfport, Mississippi.

Transmitted herewith is Department letter dated October 25, 1917, appointing you Laborer at Cat Island Light Station, Miss., at a salary of $624 per annum (plus 10%), effective commencing October 1, 1917.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same promptly.

Part I of "Personal Question Sheet" should be executed in duplicate, all questions being answered even if only "Yes" or "No" is necessary. Part II will be completed in this office.

Inspector.

MCC

October 17, 1917.

Mr. Richard Steen, Laborer,
Cat Island Light Station,
Gulfport,
Mississippi.

You are informed that recommendation has this day been made to the Commissioner of Lighthouses that you be appointed as temporary Laborer at Cat Island Light Station, Mississippi, effective commencing October 1, 1917, pending the selection and arrival of a new keeper in accordance with Civil-Service Rules. You will be paid salary at the rate of $624 per annum with an increase of 10%. No allowance will be made for rations.

You will be duly advised of the Department's action on above recommendation.

Inspector.