SEP 10 2024 PM 12:19

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

Date: 9/9/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Anderson, Kraig	
E-Mail Address:	**Phone Number:**
kraiga@gmail.com	858-357-5100

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
Sterling, Robert, T.		1876 ME

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: 1958 ME

State of Residence (upon entry into service):

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

Researcher Signature: Kraig Anderson

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (ME)		
From: 1913	To: 1946	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: 2-3010587 2825

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Submitted to Arch Search 10/10/24 KA
Soundex 5364

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:

2024 SEP 6 AM 8:03:39

1/3

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: Sterling, Robert T **DOB:** 1876 ME

SOUNDEX: S364

Records checked:

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

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

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

AND

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

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

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

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: _____ Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

3 2
file 75
204

3 August 1949
FA-PA 75

From: Commandant
To: Robert T. Sterling, Keeper, Retired
Brackett Avenue
Peaks Island, Maine

Subject: Withholding tax; information concerning

1. Reference is made to your letter of 27 July 1949, relative to your withholding tax.

2. You are advised that no deductions are being made from your monthly retired pay of $116.96, in accordance with the provisions of The Revenue Act of 1948, effective 1 May 1948. The $36.00 you referred to is a refund by the Bureau of Internal Revenue of the tax which was withheld from your retired pay during the calendar year 1948, before this law was passed.

8-3-49 mw3
A. F. MACKAY
By direction

LEHynes:LRP
8/2/49 6-7

LRS LEH cdd mw3

File 92

(FA-PA) 3—2 18 May, 1948
CG-75

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

Gentlemen:

Reference your file Misc-2941555. Inclosed is a letter of Mr. Robert T. Sterling, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period June 1, 1946 to June 30, 1947. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Treasury Department Form 2249, describing this retirement. This form shows correct computation of retired pay to be $1,403.60 per annum, whereas, for the period June 1, 1946 to June 30, 1947, Mr. Sterling was paid at the rate of $1,223.40 per annum - an underpayment of $180.20 per year, or $15.01 per month. Computation of the amount due and appropriations chargeable are as follow:

2061255-Retired Pay, Former Lighthouse Service, Coast Guard, 1946--- $15.01
2071255-Retired Pay, Former Lighthouse Service, Coast Guard, 1947--- 180.20
Total------ $195.21

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

Mr. Sterling's mailing address is Forest City Landing, Peaks Island, Maine, and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

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

19 MAY 1948

Incls
1. Claimant's ltr of 12/30/47
2. Treas. Form 2249

CC: Claimant

JG:cpm 6-7

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
MISC-2941555-JHS

April 29, 1948

Treasury Department,
United States Coast Guard Headquarters,
Office of the Commandant,
Washington 25, D. C.

Sirs:

Transmitted herewith for administrative examination and report is the claim of Robert T. Sterling, Brackett Avenue, Peaks Island, Maine, for additional retired pay allegedly due as a retired Lighthouse Keeper, for the period June 1, 1946 to June 30, 1947.

In the event any amount is found due there should be furnished this office a properly prepared short form payroll showing computation of the amount due, the period covered and the appropriation chargeable, together with a certified copy of his appointment showing his salary for the last five years prior to his retirement.

The enclosure should be returned with your report.

Respectfully,

O. E. Sours
Chief of Section.

Enclosure

STERLING, ROBERT T., FIELD

U. S. GOVERNMENT PRINTING OFFICE 16—15468-1

UNITED STATES COAST GUARD

CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE

DEPT. STOCK FORM 2249
REV. 12-45

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

26 1

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL Date 4-16-48

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard Bureau No.:
(BUREAU OR DIVISION)

Nature of Recommendation AMENDMENT (Lump-sum payment made for 100 days, 4 hours annual leave from 6-1-46 through 4 hours on 10-23-46)

Effective: Close 5-31-46

	FROM 1437	TO
Position	Keeper	(Lump-sum payment made on $2232 per annum)
Grade		
Salary	Range $1902-2298 $2232 pa incl $240 pa Qtrs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Portland Head Lt. Sta., Me.	
Appropriation	Civilian Employees, C. G.	
Allotment		

FIELD [X] DEPRTMTL. [ ] FIELD [ ] DEPRTMTL. [ ]

Remarks: In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1223.40 to $1403.60, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Justification:

Total Service: 32 years, 8 months, 28 days.

Computation: ($1871.47 x 30.0000 ÷ 40) = $1403.60.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

elb

OFFICIAL PERSONNEL FILE

APR 19 1948

DATE APPROVED: 4-16-48

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: Male

NATURE OF POSITION: NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No preference

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

DATE OF OATH

UNITED STATES COAST GUARD

CUSTOMHOUSE
BOSTON 9, MASSACHUSETTS

ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE pcp-75

3-2

14 June, 1946.

JUN 17 '46 DM

TO: The Commandant (PCP).

Subj: Robert T. Sterling, Keeper, Portland Head L H. Maine; retirement (compulsory) of; close of business 31 May, 1946.

1. In reply to HQ. letter (PCP-6) dated 4 June, 1946, file CG-75, you are advised that subject man was last paid in an active duty status on 31 May, 1946 on D.O. Voucher No. 11940-46, covering the period 19 May, 1946 to 31 May, 1946 in the June Accounts of D.D. Murphy, Special Disbursing Agent, Symbol No. 55-076 USN. His accumulated and accrued annual leave covered the period from 1 June 1946 to 4 hours on 23 October, 1946 in the gross amount of $879.86.

2. Subject's total taxable income for the current calendar year was $2109.53 which included the amount of his lump-sum payment for annual leave.

R.G. WHITTEMORE,
By direction.

JUN 21 1946

noted LKeB Retired Roll 6-21-46

3.✓

FILED
IKZ

(FA-AR)
CG-75
10 June, 1946

To: Robert T. Sterling, Keeper, Retired,
Cape Cottage, Maine.

Subj: Retired pay; payment of

1. Having been transferred to the retired list of the former Lighthouse Service, Coast Guard, effective 1 June, 1946, in accordance with Department letter, dated 24 May, 1946, your pay accounts will henceforth be carried at Headquarters.

2. It has been held that the retired pay of personnel of the former Lighthouse Service is taxable income and subject to the withholding provisions of the Internal Revenue Code. In order that your taxable status can be correctly determined, it is requested that Form W-4, inclosure 1., be completed and returned to this office as soon as practicable.

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

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

H. R. JONES
By direction

mailed

JUN 12 1946

Incls
1. Form W-4 - Employee's Withholding Exemption Certificate.
2. Form N. C. G. 9671-B
3. Standard Form 1099 - Signature Card

13471

REB:ghb

3-2

UNITED STATES COAST GUARD

CUSTOMHOUSE

BOSTON 9, MASSACHUSETTS

ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE: pcp-75



To Mustered

JUN 10 '46 AM



3 June, 1946.

TO: The Commandant(PCP).

Subj: STERLING Robert T.,Sr.; Civilian Light Keeper, Portland Head Light Station,Me.; retirement(compulsory) COB 31 May,1946.

Advice is requested as to the status of the case of above subject employee covering his compulsory retirement under the Lighthouse Service Retirement law on 31 May,1946, forwarded HQ. on 8 March,1946.

R.G.WHITTEMORE,
By direction.

2-749 mailed 6-4-46

pcp-75

3 June,1946.

TO: The Commandant(PCP).

Subj: STERLING Robert T.,Sr.; Civilian Light Keeper, Portland Head Light Station,Me.; retirement(compulsory) COB 31 May,1946.

Advice is requested as to the status of the case of above subject employee covering his compulsory retirement under the Lighthouse Service Retirement law on 31 May,1946, forwarded HQ. on 8 March,1946.

R.G.WHITTEMORE,
By direction.

COPY

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES ~~TREASURY~~ DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date October 7, 1945

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.:

Nature of Recommendation Pay Increase (Periodic)

Effective: October 7, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade	Range $1902-$2298	Range $1902-$2298
Salary	$2166 pa Incl.$240 pa Qtrs.	$2232 pa Incl.$240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt.Sta.,Me.
Appropriation		Civilian Employees, C.G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks You are granted a one-step increase in rate of compensation.

Justification:

Position: Permanent
Last Increase: Prom,10-1-44,$1800-$1860
Conduct and Service: Satisfactory
Efficiency Rating: Excellent

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice
Vacancy or additional identical action

E. L. KANGAS, Admin. Asst.
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ DEPARTMENT)
NAVY

APPROVED

OCT 12 1945

DATE APPROVED [redacted]

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Regular

DATE OF BIRTH
5-28-1876

LEGAL RESIDENCE
Maine

SEX
Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

(PCP-6)
CG-75

JUN 7 1946

Mr. Robert T. Sterling
Cape Cottage, Maine

Dear Mr. Sterling:

My attention has been called to the fact that you retired from the position of Keeper in the Coast Guard at the close of 31 May, 1946, after rendering more than thirty-two years of honorable service in the former Lighthouse Service and the Coast Guard.

I take pleasure in congratulating you upon your long and efficient service, and entertain the hope that you may long enjoy the leisure afforded by relief from active duty.

Very truly yours,

J. F. FARLEY
Admiral, U. S. Coast Guard
Commandant

U.S. COAST GUARD
MAIL SECTION (3)
RECD JUN 7 - 1946

Return to 3-2

OFFICE OR DIVISION DESIGNATORS	PCP	P	CAM	C									
INITIALS OF RESPONSIBLE OFFICERS													
INTRA-OFFICE OR DIVISION INITIALS													

3-2

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE: CG-75

WASHINGTON 25, D. C.

FILE
1KZ

4 June, 1946

To: Commander, 1st Coast Guard District

Subj: Retirement of Robert T. Sterling, Keeper, Portland Head Lt. Sta., Maine

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

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

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year including the amount of lump-sum payment for annual leave.

H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

Mailing Address: Mr. Robert T. Sterling
Cape Cottage, Maine

JUN 5 1946

Return to 3-2

A 1477

3-2 file

pcp-75

14 June,1946.

TO: The Commandant(PCP).

Subj: Robert T.Sterling, Keeper, Portland Head L H.Maine; retirement(compulsory) of; close of business 31 May,1946.

1. In reply to HQ.letter(PCP-6) dated 4 June,1946, file CG-75, you are advised that subject man was last paid in an active duty status on 31 May,1946 on D.O.Voucher No. 11940-46, covering the period 19 May, 1946 to 31 May,1946 in the June Accounts of D.D.Murphy, Special Disbursing Agent, Symbol No.55-076 USN. His accumulated and accrued annual leave covered the period from 1 June 1946 to 4 hours on 23 October,1946 in the gross amount of $879.86.

2. Subject's total taxable income for the current calendar year was $2109.53 which included the amount of his lump-sum payment for annual leave.

COPY

R.G.WHITTEMORE,
By direction.

original to Retired Pay Sec. 6-1

6-19-46 RR

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE: CG-75

WASHINGTON 25, D. C.

4 June, 1946

To: Commander, 1st Coast Guard District

Subj: Retirement of Robert T. Sterling, Keeper, Portland Head Lt. Sta., Maine

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

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

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year including the amount of lump-sum payment for annual leave.

H. L. MORGAN
By direction

U.S. COAST GUARD
MAIL SECTION (4)
MAILED JUN 5 - 1946

Incl
Form 2249, Department Notice of Retirement

Mailing Address: Mr. Robert T. Sterling
Cape Cottage, Maine

letter advising
"no employment" sent

Return to 3-2

A 1477

STOCK FORM 2249
-45

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 73176 1

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date May 6, 1946

FILE

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.:

Nature of Recommendation

Retirement (Age) (Paid for 100 days and 4 hours annual leave from June 1, 1946, through 4 hours on October 23, 1946)

Effective: Close May 31, 1946

	Class 4 FROM 1437	TO
Position	Keeper	Lump sum payment made at
Grade	Range $1902-2298	$2232 per annum
Salary	$2232 pa incl $240 pa Qtrs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Portland Head Lt. Sta., Me.	
Appropriation	Civilian Employees, C.G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

Annual rate of retired pay is $1223.40

Justification:

Total Service: 32 years, 8 months 28 days.

Computation: $1631.20 x 30 ÷ 40 = $1223.40

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

H. L. Morgan

H. L. MORGAN, Acting Chief
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

DATE APPROVED BY THE SECRETARY

OFFICIAL PERSONNEL FILE

☐ PATENTED 18

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION

No Preference

SUBJECT TO RETIREMENT ACT?

Lighthouse Act 6-20-18

DATE OF OATH

ROBERT T. STERLING Date of birth May 28, 1876

Designation Light Keeper.

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
~~Army~~							
~~Navy~~							
~~Marine Corps~~							
Civilian employment Lighthouse and Coast Guard.	Sept.	3	1913	May	31	1946	
Total service	32 years, 8 months, 28 days.						

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

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? No. If so, give

Amended to include quarters as result Comptroller's Decision B-70029 dated 10-23-47.

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	June	1	1941	June	30	1941	1 mo.	$1740.00	145.00
	July	1	1941	June	30	1942	12 mos.	1740.00	1740.00
	July	1	1942	Sept.	30	1942	3 "	1740.00	435.00
	Oct	1	1942	June	30	1943	9 "	1800.00	1350.00
	July	1	1943	June	30	1944	12 "	1800.00	1800.00
	July	1	1944	Sept.	30	1944	3 "	1800.00	450.00
	Oct	1	1944	June	30	1945	9 "	1860.00	1395.00
	July	1	1945	Oct.	6	1945	7 pay per	2166.00	583.10
	Oct	7	1945	May	31	1946	17 " "	2232.00	459.28

Total compensation for last five years of active service 9,357.38

Average compensation for last five years of active service 1,871.47

Annual rate of retired pay ($ 1,871.47 × years 30 ÷ 40) = 1,403.60 per yr

(Not exceeding 30)

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

ROBERT T. STERLING Date of birth May 28,1876

Designation Light Keeper.

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	

IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or F. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Light Keeper	June	1	1941	June	30	1941	1 Mo.	$1500.A.	125.00
	July	1	1941	June	30	1942	12 "	1500.A.	1500.00
	July	1	1942	Sept.	30	1942	3 "	1500.A.	375.00
	Oct.	1	1942	June	30	1943	9 "	1560.A.	1170.00
	July	1	1943	June	30	1944	12 "	1560.A.	1560.00
	July	1	1944	Sept.	30	1944	3 "	1560.A.	390.00
	Oct.	1	1944	June	30	1945	9 "	1620.A.	1215.00
	July	1	1945	Oct.	6	1945	7 Pay Pds	(1939 A 74.076) (1946 76.625)	518.53
	Oct.	7	1945	May	31	1946	17 " "		1302.45

Total compensation for last five years of active service $8,155.98

Average compensation for last five years of active service $1631.20

Annual rate of retired pay ($1631.20 × years 30 (Not exceeding 30) ÷ 40) = $1223.40

Retirement effective May 31, 1946. Paid in lump sum for 100 days A5524 hours annual leave period June 1, 1946 through 4 months on October 23, 1946 BAB.

8 March, 1946

To: The Commandant (PCP)

Subj: STERLING, Robert T. Sr; Civilian Light Keeper; Portland Headlight Station, Maine; Retirement (compulsory) of, cob 31 May, 1946

Transmitted herewith is Form NCG 2521 covering the compulsory retire-

DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE PCP-75

MAR 11 '46 AM

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on N. C. G. 2523)

District ~~Senior~~ Coast Guard Officer, FIRST Naval District, Date 4 March, 1946.

Boston, Mass.
(City)

I hereby apply for compulsory retirement from active duty effective 1 JUNE 1946 on the basis of service shown hereon.

My Address Cape Cottage Me

Robert T. Sterling Sr
ROBERT T. STERLING
Light Keeper, Portland Head L H Maine.
(Designation)

OFFICE OF THE District ~~Senior~~ COAST GUARD OFFICER,
~~First~~ NAVAL DISTRICT

City Boston, Massachusetts *Date* 4 March 1946.

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1223.40 per annum, effective at the close of 31 MAY 1946

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office, and that all Government service shown has been verified; and that employee will have 100½ days of Accumulative and accrued annual leave at the close of 31 May, 1946; to be paid in a lump-sum payment under Public Law No. 525 from 1 June, 1946 to NOON 23 Oct. 1946 incl.

~~Senior Coast Guard Officer~~ ~~First Naval District~~
C. M. ELLISON,
By direction.

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

Submitted to the Secretary of the Navy, recommending approval.

Name appears to be OK as shown.
E.J.
4

Commandant.

FOR USE OF DEPARTMENT

16—20161-1

ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE: pcp-75

UNITED STATES COAST GUARD
CUSTOMHOUSE
BOSTON 9, MASSACHUSETTS

VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

to Mrs Rubin

MAR 11 46 AM

8 March, 1946

To: The Commandant (PCP)

Subj: STERLING, Robert T. Sr; Civilian Light Keeper; Portland Headlight Station, Maine; Retirement (compulsory) of cob 31 May, 1946

Transmitted herewith is Form NCG 2521 covering the compulsory retirement of Mr. Sterling at the close of business 31 May, 1946.

C. M. Ellison
C. M. ELLISON
By direction

Incl-Forms 2521 (3)

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared October 7, 1945

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard

Bureau No.:

Pay Increase (Periodic)

Effective: October 7, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade	Range $1902-$2298	Range $1902-$2298
Salary	$2166 pa Incl.$240 pa Qtrs.	$2232 pa Incl.$240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt.Sta.,Me.
Appropriation		Civilian Employees, C.G.
Allotment		
	FIELD ☒ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

Remarks: You are granted a one-step increase in rate of compensation.

Justification:

Position: Permanent
Last Increase: From,10-1-44,$1800-$1860
Conduct and Service: Satisfactory
Efficiency Rating: Excellent

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

DATE APPROVED BY THE SECRETARY

TIME AND DISBURSEMENT — CLASSIFICATION

OCT 12 1945

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

PERSONNEL

Date July 1, 1945

...ng, Robert T. (Mr.)

...m: U. S. Coast Guard
(BUREAU OR DIVISION)

Bureau No.:

Nature of Recommendation Pay Adjustment

Effective: July 1, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade		
Salary	Range $1380-1740 $1620 pa plus $240 pa Qtrs.	Range $1902-2298 $2166 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Me.
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks * Your increased compensation includes valuation for quarters.

Justification:

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

Paul C. Herrick
Comdr. U.S.C.G.R.
Chief, Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ NAVY DEPARTMENT)

DATE APPROVED JUL 13 1945

AM

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Regular

DATE OF BIRTH
5-28-1876

LEGAL RESIDENCE
Maine

SEX
M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

File 42806 to
Miss Kangas

3-2

UNITED STATES COAST GUARD
CUSTOMHOUSE
BOSTON 9, MASS.



ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE: pcp-75



File

6 October, 1944

To: The Commandant (PCP)

Subj: STERLING, Robert T., Keeper, Portland Head Light Station, Maine; increase in salary

The records of this office indicate that Mr. Sterling was eligible for a periodic promotion on 1 October, 1944, although HQ's report of such promotions did not include his name. Mr. Sterling received his last salary increase on 1 October, 1942, making him eligible for another increase on 1 April, 1944. It was not possible to increase his salary at that time, however, because he was at the top of his range. On 1 August, 1944, Mr. Sterling was promoted to a higher salary range without an equivalent increase in compensation, which would, therefore, make him eligible for a step increase as of 1 October, 1944.

C. M. Ellison

C. M. ELLISON
By direction

DEPT. STOCK FORM 2249
REV. 12-41

NAVY
UNITED STATES ~~TREASURY~~ DEPARTMENT
WASHINGTON, D. C.

PAGE: 1

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date October 1, 1944

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.:

Nature of Recommendation

Pay Increase (Periodic)

Effective: October 1, 1944

	FROM 1437	TO 1437
Position		Keeper
Grade		
Salary	Range $1380-1740 $1560 p.a.plus $240 p.a.Qtrs.	Range $1380-1740 $1620 p.a.plus $240 p.a.Qtrs.
C. S. C. No.		
Bureau or Div.		
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt.Sta.,Maine
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks:

You are hereby granted a one-step increase in rate of compensation.

Justification:

Mr. Sterling's last increase in rate of compensation was on October 1, 1942, in the amount of $60.
The position occupied by this employee is not temporary.
His service and conduct are satisfactory.
His current efficiency rating is E.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

E. L. KANGAS, Admin. Asst.
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ DEPARTMENT)
NAVY

DATE APPROVED ~~XXXXXXXXXX~~

OCT 9 19[illegible]

JUL 24 1944

UNITED STATES COAST GUARD

Date 21 July, 1944

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION

OR PAY STATUS OF CIVILIAN EMPLOYEE

From: DCGO, 1st Naval District
To: The Commandant (PCP)

NAME Sterling, Robert T. (Mr.)

Nature of Action Promotion

Effective date of change 1 August, 1944

	FROM	TO
Position	Keeper	Keeper
Pay	$1560 pa	$1560 pa
Salary Range	$1200-1560	$1380-1740
Valuation of Quarters	$240 pa qtrs.	$240 pa qtrs.
Station	Portland Head Lt.Sta.Me.	Portland Head Lt.Sta., Me.

Remarks: This change is reported in accordance with Department approval dated (perforated in Form 2249) 6-22-44

Signature C. M. Ellison
C. M. ELLISON
By direction

(This space for use of Headquarters)

Permanent

1251

UNITED STATES COAST GUARD

Date 21 July, 1944

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION

OR PAY STATUS OF CIVILIAN EMPLOYEE

From: DCGO, 1st Naval District
To: The Commandant (PCP)

NAME Sterling, Robert T. (Mr.)

Nature of Action Promotion

Effective date of change 1 August, 1944

	FROM	TO
Position	Keeper	Keeper
Pay	$1560 pa	$1560 pa
Salary Range	$1200-1560	$1380-1740
Valuation of Quarters	$240 pa qtrs.	$240 pa qtrs.
Station	Portland Head Lt.Sta.Me.	Portland Head Lt.Sta., Me.

Remarks: This change is reported in accordance with Department approval dated (perforated in Form 2249) 6-22-44

Signature

C. M. ELLISON
By direction

(This space for use of Headquarters)

1251

UNITED STATES COAST GUARD
CUSTOMHOUSE
BOSTON 9, MASS.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

3-2

ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE: pcp-75

JUL 25 '44 AM

24 July, 1944

To: The Commandant (PCP-3)

Subj: Robert T. Sterling, Keeper; entrance on duty

In reply to HQ's letter of 21 July, 1944, file CG-75, regarding Mr. Sterling's date of entrance on duty in the position of Keeper (No. 1437), HQ is informed that Mr. Sterling will enter on duty in the above-mentioned position on 1 August, 1944.

C. M. ELLISON
By direction

(PC-3)
CC-75

21 July, 1944

To: DCNO, 1st Naval District

Subj: Robert T. Sterling, Keeper; entrance on duty

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.
(16) It is requested that the date subject employee entered on duty in the position of Keeper (No. 1437) vice Frank O. Hilt be promptly submitted to Headquarters. Reference is made to Form 2249 dated June 22, 1944, for the promotion of Mr. Sterling.

3847

CARL E. HENRICK
By direction

(PCP-3)
C3-75

21 July, 1944

To: DCNO, 1st Naval District

Subj: Robert T. Sterling, Keeper; entrance on duty

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.
(16) It is requested that the date subject employee entered on duty in the position of Keeper (No. 1437) vice Frank O. Hilt be promptly submitted to Headquarters. Reference is made to Form 2249 dated June 22, 1944, for the promotion of Mr. Sterling.

3847

CARL S. HERRICK
By direction

(PCP-3)
CG-75

21 July, 1944

To: DCGO, 1st Naval District

Subj: Robert T. Sterling, Keeper; entrance on duty

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
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(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
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(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.
(16) It is requested that the date subject employee entered on duty in the position of Keeper (No. 1437) vice Frank O. Hilt be promptly submitted to Headquarters. Reference is made to Form 2249 dated June 22, 1944, for the promotion of Mr. Sterling.

U. S. COAST GUARD
MAIL SECTION (8)
MAILED JUL 21 1944

CARL E. HERRICK
By direction

3847

HUNT
Return

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES ~~TREASURY~~ DEPARTMENT
WASHINGTON, D. C.

PAGE: 1 of 6

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date June 22, 1944

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.:

Nature of Recommendation

Promotion

Effective: ~~EOD~~ 8-1-44

	FROM 1438	TO 1437
Position	Keeper	Keeper
Grade	Range $1200-$1560	Range $1380-$1740)
Salary	$1560 p.a.plus $240p.a. Qtrs.	$1560 p.a.plus $240 p.a. Qtrs.
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	U. S. Coast Guard
Organizational Subdivisions		
Headquarters	Boston, Mass.	Boston, Mass.
Post of Duty	Portland Head Lt.Sta.,Me.	Portland Head Lt.Sta.,Me.
Appropriation	Civilian Employees, C.G.	Civilian Employees, C.G.
Allotment		

FIELD [X] DEPRTMTL. [ ] FIELD [ ] DEPRTMTL. [ ]

Remarks:

Justification:

This is a regular position in the authorized complement of the District.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

E. L. KANGAS, Admin. Asst.
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ DEPARTMENT)
NAVY

DATE APPROVED ~~XXXXXXXXX~~ JUL 5 1944

Sum

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE: *

NAME: *Frank O. Hilt

C.S.C. NO.:

ACTION NO.:

DATE: (Retired 7-31-44)

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

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

DATE OF OATH

JUN 9 1944

TO: COMMANDANT, UNITED STATES COAST GUARD

FROM (Recommending Office)	LOCATION	DATE
DCGO, 1st Naval District	Boston, Massachusetts	8 June, 1944
NATURE OF RECOMMENDATION		
PROMOTION		
NAME (Last, First, Middle Initial)	**LEGAL RESIDENCE**	**DATE OF BIRTH** / **VET'S. PREF.?**
STERLING, Robert T.	Maine	5/28/76 / No

	FROM	TO
POSITION & NUMBER	Assistant Keeper Bureau No. 1438 ✓	Keeper Bureau No. 1437
GRADE OR RANGE & PAY	(Range $1200-$1560) ✓ $1560. p.a. ✓	(Range $1380-$1740) ✓ ~~$1740.~~ p.a. 1560
VALUATION OF QUARTERS	$240. p.a. ✓	$240. p.a. ✓
APPROPRIATION	Civilian Employees, C. G. ✓	Civilian Employees, C. G.
STATION	Portland Head Lt. Sta., Me. ✓	Portland Head Lt. Sta., Me.
OFFICE	DCGO, 1st Naval District	DCGO, 1st Naval District
DIVISION	---	---
SECTION	Portland Section	Portland Section
PROPOSED EFFECTIVE DATE EOD 8/1/44	[ ] THE ACTUAL DATE OF ENTRANCE ON DUTY [X] AS SOON THEREAFTER AS HE ENTERS ON DUTY	

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[X] VICE HILT, Frank O. OK --- cob 7/31/44 Retired
(Previous Incumbent) (J.C.S.#-IVb Only) (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF
(Position or Job Superseded) (Incumbent) (J.C.S.#-IVb Only)

[ ] ADDITIONAL IDENTICAL
(Name of Employee (J.C.S.# of Position to Which Identical-IVb Only)

REMARKS: Funds are available to cover the action recommended above. This action is dependent upon and may not take effect before the retirement of Frank O. Hilt.

Certified as required in Instruction 6:

C. M. Ellison

C. M. ELLISON
By direction
(Signature of Recommending Officer)

JUN 10 1944

3-2

UNITED STATES COAST GUARD
CUSTOMHOUSE
BOSTON 9, MASS.



ADDRESS REPLY TO
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
REFER TO FILE: pcp-75

17 June, 1944

To: The Commandant (PCP-3)

Subj: STERLING, Robert T.; promotion of

In reply to HQ's letter of 13 June, 1944, file CG-75, regarding position covered by Bureau No. 1438, which will be left vacant by the promotion of Mr. Sterling, HQ is informed that this office proposes to recommend the promotion of William T. Burns, at present First Assistant Keeper, Ram Island Ledge Light Station, to the above-mentioned position as soon as Mr. Sterling's promotion has been effected. The resultant vacancy created by Mr. Burns' promotion will be filled at a later date by a civilian keeper.

C. M. Ellison

C. M. ELLISON
By direction

1944 JUN 20 PM 3 26
C.G. HEADQUARTERS
MAIL SECTION

JUN 21 1944

(PGP-3)
CG-75

13 June, 1944

To:
DCGO, 1st Naval District

Subj:
Robert T. Sterling; promotion of

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.

(16) Please advise Headquarters whether the position of Keeper (#1438), which will be left vacant upon the promotion of subject employee upon the retirement of Frank O. Hilt, is to be filled by a civilian in the Service.

3847

CARL E. HERRICK
By direction

(PCP-3)
CG-75

13 June, 1944

To:

DCCO, 1st Naval District

Subj:

Robert T. Sterling; promotion of

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
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(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
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(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.

(16) Please advise Headquarters whether the position of Keeper (#1438), which will be left vacant upon the promotion of subject employee upon the retirement of Frank C. Hilt, is to be filled by a civilian in the Service.

3847

CARL E. HERRICK
By direction

(PCP-3)
CG-75

13 June, 1944

To: DCGO, 1st Naval District

Subj: Robert T. Sterling; promotion of

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
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(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
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(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.

(16) Please advise Headquarters whether the position of Keeper (#1438), which will be left vacant upon the promotion of subject employee upon the retirement of Frank O. Hilt, is to be filled by a civilian in the Service.

U. S. COAST GUARD
MAIL SECTION 4)
MAILED JUN 14 1944

3847

CARL E. HERRICK
By direction

HUNT
Return to 3-2

N.C.G. No. 2599

REPORT OF CHANGE IN PERSONNEL

STERLING	Robert	T.	Civilian	Asst. Keeper
(Surname)	(First Name)	(Middle Initial)	(Service No.)	(Rating)

(Portland Head Light Sta.)

COAST GUARD BASE	South Portland, Maine	15 March, 1943
(Unit)	(Place)	(Date)

0900, 15 March, 1943 - Tr COAST GUARD STATION, Cape Elizabeth, Maine for duty.

AUTHORITY:
DCG01ND/L 3/12/43 (OP-601)

O. C. FAULKINGHAM, Lieutenant
Executive Officer.

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspond.	Records

N.C.G. No. 3599
U. S. Coast Guard
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

STERLING	Robert	T.	Civilian	Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

Portland Head Light Sta.

COAST GUARD BASE	South Portland, Maine	16 October, 1942
(Unit)	(Place)	(Date)

Effective 1 October, 1942 - Promotion

	From:	To:
Position:		Keeper
Grade:	Field (Range $1200-1560)	Field (Range 1200-1560)
Salary:	$1500 p.a. plus $240. p.a. Qtrs.	$1560 p.a. plus $240 qtrs.

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

AUTHORITY:

Form 2249, 10/1/42

Roger L. Arringdale
(Commanding)
ROGER L. ARRINGDALE
Lieut. (jg.) USCGR
By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Sterling, Robert T.

From: U. S. Coast Guard

Bureau No.:

Promotion

Effective: 1 October, 1942

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

	FROM	TO
Position		Keeper
Grade	Field (Range $1200-1560)	Field (Range $1200-1560)
Salary	$1500 p.a. plus $240 p.a.Cstrs.	$1560 p.a. plus $240 p.a.Cstrs.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Boston, Mass. Portland Head Lt. Sta., Maine
Appropriation		Civilian Employees, C. G.
Allotment		

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-76

LEGAL RESIDENCE: Maine

SEX:

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

FIELD ☐ DEPRTMTL ☐ — FIELD ☒ DEPRTMTL. ☐

Remarks:

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

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

SUBJECT TO RETIREMENT ACT?: Lighthouse Act

DATE OF OATH

Justification:

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

CHARLES DAVIS

DATE APPROVED BY THE SECRETARY

BUREAU OR DIVISION PERSONNEL FILES

OCT 10 1942

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Sterling, Robert T.

From: U. S. Coast Guard

Bureau No.:

Effective: 1 October, 1942 Promotion

	FROM	TO
Position		Keeper
Grade		
Salary	Field (Range $1200-1560) $1200 p.a. plus $240 p.a. trs.	Field (Range $1200-1560) $1560 p.a. plus $240 p.a. trs.
Bureau or Div. Organizational Subdivisions		
Headquarters		
Post of Duty		Boston, Mass.
Appropriation		Portland Head Lt. Sta., Maine
Allotment		Civilian Employees, C. G.

FIELD ☐ DEPRTMTL ☐ FIELD ☐ DEPRTMTL ☐

Remarks:

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

Justification:

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

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-76

LEGAL RESIDENCE: Maine

SEX:

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-10

DATE OF OATH

T. C. ROBERTSON, Chief,
Civilian Personnel Section.

DATE APPROVED BY THE SECRETARY

BUREAU SUSPENSE AND FILE COPY

OCT 31 1942

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared January 8, 1941

Name: Sterling, Robert P.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position Grade Salary	Field (Range $1200-1560) $1440 p.a. plus $240 p.a. Qtrs.	Keeper Field (Range $1200-1560) $1500 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty Appropriation Allotment Field or Deptl.		Boston, Mass. Portland Head Lt. Sta., Me. Civilian Employees, C.G. Field

EFFECTIVE
Remarks: January 16, 1941

Justification:

No increase in pay since January 1, 1931.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Regular

DATE OF BIRTH
5-28-1876

LEGAL RESIDENCE
Maine

SEX	RACE
M	W

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act

DATE OF OATH

2806 + sta. card noted H.P.M.

1-16-41

BUREAU OR DIVISION PERSONNEL FILES

FEB - 7 1941

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: January 8, 1941

Name: Sterling, Robert T.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade		
Salary	Field (Range $1200-1680) $1440 p.a. plus $240 p.a. Qtrs.	Field (Range $1200-1680) $1500 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		Boston, Mass.
Appropriation		Portland Head Lt. Sta., Me.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941

Justification:

No increase in pay since January 1, 1931.

S. P. MEHLMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

DATE OF BIRTH: [illegible] 6-20-1876

LEGAL RESIDENCE: Maine

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?

Lighthouse Act

DATE OF OATH: 1-16-41

BUREAU SUSPENSE AND FILE COPY

H.J.M. Hm

STANDARD FORM N[illegible]
(Approved by the Presid[illegible]/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Treasury Dept Coast Guard Date Sept 15th 1939

1. Name in full (Mr., Miss, or Mrs.) Sterling Pohl Thayer
(Surname) (Given name) (Middle name)

2. Present address Portland Head Lt Cape Cottage Maine
(Number) (Street) (City) (State)

3. Legal (voting) residence Maine First Cumberland Cape Elizabeth
(State and Congressional District) (County) (City or town)

4. Where born Peaks Island Portland When born May 28. 1876
(State or foreign country) (City or town) (Month Day Year)

5. If foreign-born, state whether naturalized or alien

6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you one 58 yrs

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
U.S. Lighthouse	1st District	Keeper	$456 P.A. $1440 Pa.	Sept	3	1913	Still employed		

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

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
No —	Position Department or office	
	Position Department or office	
	Position Department or office	

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

No —
(Title) (Location) (Date appointment expires)

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

No
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

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

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

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

[OVER]

10—1930

13. State any special qualifications involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) None

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

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Portland Publishing Co	Journalist	Few years

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

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Mrs. Robert Thayer Sterling

Relationship Wife Post office address Cape Cottage Me

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

Robert Thayer Sterling

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

U. S. GOVERNMENT PRINTING OFFICE 10—1930

17. Have you been retired from the Civil, Military, or Naval Service of the United States? No ; if so, state (a) whether for age, length of service or disability ; (b) Amount of retired pay .

Copy of this form has not been furnished the Department

PERSONNEL CLASSIFICATION BOARD FORM 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 1438 Sheet No. 1(b)-76

CP

Space reserved for the use of the Board

1. Sterling (Surname) Robert (Given name) T (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Portland Head Light Station
(b) Subdivision First District
(c) City or town Cape Cottage State Maine

6. Pay roll title Light Keeper
7. Customary office title Assistant Keeper
8. Present administrative allocation $1200-$1500
9. Present gross rate of pay $ 1560
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1320

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

13. Describe any other allowance, privilege, or perquisite of value None

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform; its cost depending upon quality of material selected by employee-estimate $20 per annum

15. (a) Regular hours of work: From not fixed m. to m. (b) How many hours per week excluding unusual or irregular overtime work? —
Summer Irregular Winter Irregular (c) If not a full time and all-the-year-round position, state number of hours per day ;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all hours while on station

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months None

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

(c) How many?

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

None

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By his principal keeper in the operation and upkeep of the station.
In the absence of his principal keeper he assumes full charge

20. What is the name, official position, and sheet number of the employee's immediate superior?
John W Cameron, Keeper, Sheet No. 1(b)-75.

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

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

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Boston. Accustomed to handling rowboats and sailboats in all kinds of weather; about three years.

10—1856

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

Percentage of working time	

(Introductory Remarks.)

The percentage of working time with an employee of the Lighthouse Service where there is a Fog Signal takes most of his time as regarding the rules and regulation of the service.

My duties are first to take my orders in regard to the routine of work carried on from my Superior in charge Via., the Keeper.

Whereas the work is divided on this station giving one the same amount of labor as the other.

An apprentis on entering the Lighthouse Service must first bear in mind, that he is a 24 hour man., that is to say, his work is never done. Should conditions warrant his work the full 24 hour around, he could only look upon this task as that, for the good of the service.

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

(SGD) ROBERT T. STERLING, 1st Asst. Keeper
(Signature of Employee)

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

2nd order
Care and operation of an/Incandescent Electric Light.
Care and operation of a compressed air fog signal
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since August 1, 1928.

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

OCT 6 1928, 1928 (Date) — JAMES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1200 to $ 1500.

OCT 8 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1200, to $ 1500

OCT 22 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Portland Head Light

September 16th, 1928

Superintendent of Lighthouses,
Portland, Maine.

Sir:

My duties described in detail in accordance with the instructions from the Personnel Classification Board Field Questionnaire Form No. 14 is as follows:

Arrangement of the watches has everything to do with ones work. When on the weather watch my duties are to see that visibility can becattained 5 miles if not the fog signal has to be placed in operation, it may be for one hour, and it might be a week; this takes ones attention for 6 hrs, or it might be 12 before a shift.

At Sunset the light is placed in operation and the keeper then sees that the light is in operation , and a good watch is kept as to weather conditions.

In clear weather my time is mostly occupied in the upkeep of the station, such as keeping the machinery clean, and the brass work polished. Doing minor repairs on the machinery, touching up the exposed painted parts require time and attention.

Keeping the Light tower clean, and painted, uses up a part of the day.

Much work is required about the fog signal station in its upkeep each day, so as to have it, at all times, in readiness.

Work on the upkeep of the grounds and buildings requires much of the day, painting buildings, setting glass, mowing lawns, and being able to repair buildings pertaining to carpenter work or plumbing constitute a part of my duties.

When it is convenient it is the duty of me to be courteous to all visitors and show them over the station if asked. During the summer months it is safe to say that more people visit this station than any other in the First District. Some of the most noted men, in all walks of life, visit here, and one has always got to be ready to receive them. This places the station very much in the lime light, and requires the keeper's attention to the best upkeep of the station that can be attained.

(SGD) ROBERT T STERLING
1st Asst. Keeper

Through the Keeper,
(SGD) JOHN W CAMERON,
Keeper

COPY - CP

LIGHTHOUSES
RLC:EMF
1928 AUG 1 PM 3:55

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
WASHINGTON

July 27, 1928.

Aids
Surveys
Lighting
Radio
Weather
Clerical
Chief Engr.
Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner.

Superintendent of Lighthouses, Portland, Maine.

1. In reference to your form 73a dated July 25, covering the transfer of Robert T Sterling from first assistant keeper at Cape Elizabeth Light Station to assistant keeper at Portland Light Station, on or about August 1:

2. Attention is invited to the fact that in all future cases of this kind the pay and range should be given in accordance with Bureau circular No. 504 of April 6, 1928. Be guided accordingly.

E. C. GILLETTE

Acting Commissioner of Lighthouses.

1st End.

JCW:CP

Office of Superintendent, 1st District,
Portland, Maine, July 30, 1928.

1. Respectfully returned to Bureau of Lighthouses.

2. The Bureau's instructions will hereafter be carefully followed, but nevertheless this office can see no case, in the use of Form 73a, involving a transfer of assistant keepers, as above, wherein there can be any difference between the salary range of the new station and that of the station from which transfer is made in accordance with Bureau Circular Letter No. 504.

SHERMAN
Superintendent

RLC:EMF Bureau of Lighthouses, Washington, D. C., August 3, 1928.

Returned to 1st Superintendent, with advice that the Bureau maintains a record of the pay and range of each position in the field service but does not keep any record of the incumbents. The latter records are maintained by the Department. In the case of keepers, for instance, most stations have more than one keeper, and in the absence of records of each incumbent, it is necessary that you report the pay and range on Forms 73a in order that the Bureau may identify the position occupied by the person recommended for transfer and make the necessary change in the rate of pay. This information is further needed to determine whether such transfers should actually be made without change in pay. For this reason, the Bureau requests that the pay and range be indicated on all Forms 73a.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

Form 73a

GFL•EBJ

REPORT OF TRANSFER OF APPOINTE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. First DISTRICT.

Portland, Maine, July 25, 1928 , 19

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about August 1, 1928.

Name, Robert T. Sterling Position, Keeper

From Lst Asst., Cape Elizabeth LH., Me. To Asst., Portland Head LH, Maine.

Previous incumbent, John W. Cameron.

Services terminated, April 10, 1928 Reason, Promoted Keeper.

PAY	RANGE
✓ $1320	$1200-1500

SHERMAN
Superintendent.

, 19

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 27 1928

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

Form 73a

REPORT OF TRANSFER OF APPOINTE

GFL•EBJ

LIGHTHOUSES
1928 AUG 2 PM 3 46

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. First DISTRICT.

Portland, Maine, July 25, 1928 , 19

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about August 1, 1928.

Name, Robert T. Sterling — Position, Keeper

From 1st Asst., Cape Elizabeth LH., Me. — To Asst., Portland Head LH, Maine.
Salary range: $1200-$1500 p.a. — Salary range: $1200-$1500 p.a.
Previous incumbent, John W. Cameron.

Services terminated, April 10, 1928 — Reason, Promoted Keeper.

Sherman

SHERMAN
Superintendent.

CP

Portland, Maine, August 1, 1928. , 19

The above-referred-to transfer became effective beginning with August 1, 1928

Sherman

SHERMAN
Superintendent

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 3 1928

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

J
Incl.

December 8, 1926.

SUBJECT: 1st Superintendent's letter, Dec. 3, granting of additional leave to keeper, Robert T. Sterling on account of disability.

Submitted to Secretary of Commerce recommended for approval of the Superintendent's request in paragraph 2 for the reasons stated.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

APPROVED:
(Signed) E. W. Libbey
Acting Assistant Secretary.

DEC 13 1926
Bureau of Lighthouses, Wash., Copy to 1st Supt

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JCW:CP

12/8/26 1885 gpn.

LIGHTHOUSES

1926 DEC 6 AM 9 58

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.
December 3, 1926

Commissioner of Lighthouses:

1. On October 18, 1926, Mr. Robert T. Sterling, 1st Asst. Keeper, Cape Elizabeth Lighthouse, Maine, was accidentally injured in the performance of his duties, resulting in fracture of small bones of the left foot, and he is still disabled and unable to perform the duties of his position. This injury was reported to the U. S. Employees' Compensation Commission in regular form.

No claim for comp. made.

2. He has been granted his full 30 days leave allowance, which has been applied to the above disability, and it is respectfully requested that he be granted an additional 30 days or such part thereof during the present calendar year as may be necessary on account of this disability.

3. It is understood, in making the above recommendation, that it is in conformity with Article 483, page 176 of Regulations, 1918.

Sherman

SHERMAN
Superintendent

JPW.

Ans. OK to sign waiver rep. [illegible] als

Financial
Law and Files
Admin Asst

[illegible]
Dec 7

LGJ

JAN 4- 1923

1923 JAN 5 AM 10 19

Sir:

Referring to report of assistance rendered by you on December 5, 1922, in recovering property at a fire which consumed a nearby dwelling, and especially to your courageous act in recovering a box of valuables, the Department is pleased to commend you for the services rendered, which will be noted on the records as part of your official history.

Respectfully,

Secretary of Commerce.

R. T. Sterling, Assistant Keeper, 1st asst.
Cape Elizabeth Light Station, Maine.
(Through Commissioner of Lighthouses).

Bureau of Lighthouses, Wash., Copy to 1st Supt.

LIGHTHOUSES---Bureau's files.

Exact copy as signed by
Mailed by Bureau

Commended F. L. Cotton, Asst.
+ J. M. Anderson — copies to
1st

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES
MAY 2 1918
MAY 2 1918 2 49 PM

May 1, 1918.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Third Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from second assistant keeper at $456 per annum.)

By direction of the Secretary:

Respectfully,

M
C

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Augustus A. Wilson.

Legal Residence: Maine.

11—3692

1 Insp.

Form 73 CES*GFL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT APR 27 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT,

APR 27 1918 8 30 AM

Portland, Maine (City.) April 25th (Date.), 1918.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER AND DEMOTION

Name, **Robert T. Sterling** Legal residence, **Maine**

Position, **Third Assistant Keeper** Salary, **$456. per annum**

Location, **Cape Elizabeth Light Sta., Maine** Appropriation, **Sals., Kprs.**

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

Former position, **Second Assistant Keeper** Former salary, **$456. per annum.**

Location, **Seguin Light Station, Maine.**

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

Previous incumbent, **Augustus A. Wilson** Services terminated, **April 30th, 1918.**

Reason, **Recommended for transfer to Spring Point Ledge Light Sta. (Asst).**

Members of family in Government Service, **1 brother - married.**

Remarks:
Mr. Sterling's request for this transfer is herewith.

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

, 191

Hydrog.
Engr. Cons.
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Comnr.
Comnr.

C. E. Sherman
Inspector, First Lighthouse District.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON April 29, 1918

AKT
1 inclosure.

Submitted to the Secretary of Commerce, approved.

Acting Commissioner.

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

11—2314

Form 73a

REPORT OF TRANSFER OF APPOINT

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

LIGHT OCT 20 1916 HOUSES

Portland, Maine, October 18, 1916

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about November 1, 1916.

Name, Robert T. Sterling — Position, Second Assistant Keeper

From Great Duck Island L S Me 45-a — To Seguin Light Station, Me. 45-a

Previous incumbent, Winfield P. Kent

Services terminated, October 31, 1916. — Reason, Transfer to Egg Rock recommended

Mr. Sterling has verbally requested this transfer.

Inspector.

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 20 1916

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
SEP 5 1916
HOUSES

September 2, 1916.

Mr. Robert T. Sterling,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective September 3, 1916.

(By change from additional first assistant keeper at $576 per annum.)

End Sept 3, 1916

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

Acting Chief of Appointment Division.

R
O

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Maine.

11—1393

SEP - 5 1916

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THH-PAL

per

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine, (City.) August 29 (Date.), 1916

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Robert T. Sterling — Legal residence, Maine

Position, 2nd Assistant Keeper — Salary, $456. per annum

Location, Great Duck Island Light Station, Me. — Appropriation, Sal. Kprs. etc.

Effective September 3, 1916. {the actual date of entrance on duty, as ~~as soon thereafter as he enters on duty~~.

Former position, Additional First Assistant Keeper of Great Duck Island Lt Sta., Me. — Former salary, $576. per annum

Location, Great Duck Island Lt. Sta., Me.

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

Previous incumbent, himself — Services terminated, Close of September 2, 1916.

Reason, Expiration of Temporary Appointment as Additional First Assistant Keeper.

Members of family in Government Service, 1 brother and two distant relatives Does not live under same roof with them.

Remarks: Mr. Lurvey, First Assistant Keeper at this station has informed this office that he will report for duty, at the expiration of his leave, September 2, 1916.

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 1 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

OK

1 Strike out the clause which does not apply.

11—2314

A.B.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JUN 20 1916
HOUSES

June 17, 1916.

Mr. Robert T. Sterling,

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, ~~Additional First Assistant Keeper of Great Duck~~ Island Light Station, Maine, in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Seventy-six~~ dollars per ~~annum~~, effective June 16, 1916.

Your appointment in the above-mentioned position will continue not longer than to the close of September 2, 1916.

(By temporary promotion from second assistant keeper at $456 per annum.)

E D June 16, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (pending return to duty of first assistant keeper).

Legal Residence: Maine.

11—1393

JUN 20 1916

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT JUN 15 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine (City.), June 12 (Date.), 1916

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary Promotion

Name, Robert T Sterling — Legal residence, Maine

Position, Additional First Assistant Keeper — Salary, $576. per annum

Location, Great Duck Island Light Station — Appropriation, Sal Kprs, etc.

Effective June 20, 1916 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Second Assistant Keeper — Former salary, $456. per annum

Location, Great Duck Island Light Station, Maine.

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

Previous incumbent, None {Temporary Additional Position — Services terminated,

Reason, Absence on leave without pay of First Assistant Keeper Lurvey.

Members of family in Government Service, 1 brother and two distant relatives. Does not live under same roof with either.

Remarks: Application of W F Lurvey with recommendation is forwarded this date.

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Not necessary to send to Dept. Rec for Sterling's promotion made in Bur endors of June 15, 1916.

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

11—2314

LIGHT
JUN 20 1916
HOUSES

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

June 17, 1916.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 15th instant, the Department has approved the request of Wilbert F. Lurvey, first assistant keeper of Great Duck Island Light Station, Maine, for four months' leave without pay, effective beginning May 3, 1916.

In accordance with the Bureau's further recommendation, the Department has authorized the temporary position of additional first assistant keeper of the above-mentioned station, at $576 per annum, to continue not longer than to the close of September 2, 1916, and has promoted Robert T. Sterling thereto, effective June 16, 1916.

It is noted that nomination for temporary appointment of a second assistant keeper, vice Sterling, will be submitted to the Department at an early date, provided it is not found practicable to recommend a laborer without ration.

By direction of the Secretary:

SIGNED) T. J. FITZGERALD

ACTING

TING

JEL

Bureau of Lighthouses, Washington.

Portland, Maine, JUN 22 1916

To Lighthouse Inspector, ...

For his information, guidance and files of office. Submit nomination for temporary appointment of a second assistant keeper, vice Sterling, in case it is not practicable to recommend the appointment of a laborer without ration.

See previous correspondence in this case. If impracticable to employ laborer, state reasons.

Acting Commissioner.

(See Regs, par 440, (2d par.)

Form 73a

REPORT OF TRANSFER OF APPOINTM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT SEP 23 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Me., September 21, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on about October 16, 1914

Name, Robert T. Sterling Position, 2nd Asst Keeper

From Ram Island Ledge Lt. Sta., Me. To Great Duck Island Lt. Sta., Me.

Previous incumbent, William R. Keene

Services terminated: Oct. 15, 1914 Reason, Resigned.

Sherman
Inspector.

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 23 1914

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Form 73a

26.

REPORT OF TRANSFER OF APPOINTE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT OCT 21 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Me., September 21, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on about October 16, 1914

Name, Robert T. Starling Position, 2nd Asst Keeper

From Ram Island Ledge Lt. Stn., Me. To Great Duck Island Lt. Sta., Me.

Previous incumbent, William R. Keene

Services terminated x Oct. 15, 1914 Reason, Resigned.

Sherman
Inspector.

Portland, Me., Oct. 19, 1914

The above-referred-to transfer became effective beginning with October 16, 1914

Sherman
Inspector.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 21 1914

Submitted to the Secretary of Commerce for his information.

HDB
Acting Commissioner.

September 8, 1913.

SUBJECT; Oath of office, Robert T. Sterling.

Returned to the First Inspector in order that the official character of the officer administering the oath may be duly certified to by the clerk of the proper court or the proper county clerk. See note 4 at the bottom of the oath.

Acting Commissioner.

PROBATIONARY APPOINTMENT

Department of Commerce ~~and Labor~~

APPOINTMENT DIVISION

Washington

August 25, 1913.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars

per annum, effective on the date on which you enter-- upon

duty in the above-mentioned position.

(By selection from certificate No. - - - - -, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

E O D

Sept 3, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) T. J. FITZGERALD

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edgar W. Lovatt.

Legal Residence: Maine.

11—1394

McC

Washington D C August 25 1913

Lighthouse Inspector Portland Maine

Sterling appointed second assistant Ram Island effective today or entrance hereafter

Conway

Acting Commissioner

MC

Form 73
CLK

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER APPOINTEE

SELECTION REGULAR
AUG 22 1913
AUG 23 1913
DEPT. OF COMMERCE
FIRST CIVIL SERVICE DISTRICT
ACTING SECRETARY
BOSTON, MASS.

Department of Commerce ~~and Labor~~

Through Secretary, 1st LIGHTHOUSE SERVICE
Civil Service District

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT

SUBJECT TO THE ACTION OF THE UNITED STATES CIVIL SERVICE COMMISSION.

8/25/13 Tel First

SPECIAL

Portland, Me., August 5, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Probationary appointment

Name, Robert T. Sterling — Legal residence, Maine

Position, 2nd Asst. Keeper — Salary, $456 per annum

Title of appropriation, Sal., Kprs., etc.

Location, Ram Island Ledge Light Station, Me.

Effective Aug. 25, '13 — [1] ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank in list of eligibles, No. 1 — Rating, Asst.Kpr. — Percentage, 83.

Other eligibles considered, None (Mr. Sterling's only name on register)

Letters of declination inclosed, None

Previous incumbent, Edgar W.Lovatt — Services terminated, Aug. 19, 1913

Reason, Promotion

Remarks: No quarters provided. Is not deaf mute. Has one brother and two more distant relatives in Government service. Does not live under same roof with either.
(In the absence and by direction of the Inspector)

R. Leuther
Superintendent.

RECEIVED
AUG 31 1913
FIRST U. S. DIST.

SPECIAL

Department of Commerce ~~and Labor~~
BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 23 1913

Respectfully submitted to the Secretary of Commerce ~~and Labor,~~ approved.

Acting Commissioner

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

11—2314

file 9/29/13 MMB

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

Washington

Lighthouse Inspector RECEIVED SEP 13 1913 First Dist. Portland, Me.

September 8, 1913.

BUREAU OF LIGHTHOUSES SEP 13 1913 DEP'T OF COMMERCE

SUBJECT: Oath of office, Robert T. Sterling.

Returned to the First Inspector in order that the official character of the officer administering the oath may be duly certified to by the clerk of the proper court or the proper county clerk. See note 4 at the bottom of the oath.

Acting Commissioner.

Office of Inspector 1st L.H.District,
Portland, Me., Sept. 11, '13.

Subject:
Oath of Office, Robert T. Sterling.

- o - o - o -

1 Respectfully returned, with certificate of clerk of courts, Cumberland SS, attached.

Dep. Comr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

2/3

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: Sterling, Robert T **DOB:** 1876 ME

SOUNDEX: S364

Records checked:

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

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

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

AND

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

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

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

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: _____ Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

3-2
file 75
20th

27 July 1949
FA-PA 75

From: Commandant
To: Robert T. Sterling, Keeper, Retired
Brackett Avenue
Peaks Island, Maine

Subj: Withholding Tax

1. Reference is made to an informal request, which was made on your behalf, relative to the amount of tax withheld from your retired pay.

2. You are advised that on the basis of the number of exemptions shown on the Form W-4, Employee's Withholding Exemption Certificate which you executed on 22 April 1948, no tax has been withheld from your retired pay beginning 1 January 1949.

7/27/49 mb
A. F. MACKAY
By direction

CCGordon:mch
7/26/49 6-7
KOS gl mb

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 3746

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date January 8, 1941

Name: Sterling, Robert T.

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No:

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1200-1560)	Field (Range $1200-1560)
Salary	$1440 p.a. plus $240 p.a. Qtrs.	$1500 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Me.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

EFFECTIVE January 16, 1941

Remarks:

Justification:

No increase in pay since January 1, 1931.

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

DATE OF OATH

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

S. P. MEHLMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

JAN 16 1941

INTERLEAVED-PATD.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

BOSTON DISTRICT RECEIVED MAR 8 1940 U.S. COAST GUARD

Name (in full) Robert Thayer Sterling Sr. Sex Male

Present address Cape Cottage Maine. Date of birth May 28th, 1876.

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
Aug 1-1928	Mar 7th-40	Portland Head Light Station	Cape Elizabeth Maine.

Give, in your own handwriting, the information requested below:

Have you ever been arrested for any reason whatsoever? No (Yes or no)

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition
		Case Investigated by F. B. I.			Arrested
		No Reply Received from F. B. I. Apparently No Criminal Record			

Have you ever been fingerprinted? No Where?

When? If for the Civil Service, what position

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

Robert T. Sterling

Customary payroll signature of employee.

Subscribed and sworn to before me this 7th day of March 1940.

Robert P. O'Donnell

Notary Public

My commission expires 1/11/1946.

10

July 1, 1939. Lighthouse Districts No. First and Second

consolidated with Boston Coast Guard District,

Headquarters Boston, Mass.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Robert T. Sterling (Name) — Maine (Legal Residence)

STATUS

11—9940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
2nd Asst Keeper	Prob.	456	L.H. Rum Isl Ledge L & Me	Sept 2, 1912
" " "	Trans	456	" Great Duck Isl.	Oct 16, 1914
Add'l 1st Asst.	Effec Sept 2, 1916	576	" " " "	June 16, 1916
2nd Asst Keeper	Former Status	456	" " " " Me	Sept 16, 1916
" " "	Trans	456	" Seguin L.H. Me.	Nov. 4, 1917
3rd " "	"	456	" Cape Elizabeth L.H. Me	May 11, 1918
Keeper	Prom	660	" " "	Nov. 1, 1918
"	"	720	" " "	Mar. 14, 1919
"	Read of Pay	960	" " "	July 1, 1924
"	Readjustment of Pay Act - Dec. 6, 1924	1140	" " "	Feb 1, 1925
" 12%	Prom	1200	" " "	May 25, 1926
"	INCREASE IN COMPENSATION	1260	" " "	JUL 1 1927
"	COMPENSATION Act. May 28, 1928.	1320	" 12% L.H. Dist.	JUL 1 1928
"	Trans 73a	1320	L.H. Portland Head L.S.	Aug 1, 1928
"	COMPENSATION Act. July 3, 1930	1380	" "	JUL 3 1930
"	INCREASE IN COMPENSATION	1440	" "	JAN 1 1931

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 30, 1930

Mr. Robert T. Sterling

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective January 1, 1931.

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,

Chief of Appointment Division.

From: $1380

To: $1440

Service and grade: Range $1200-1560

Appropriation (unit): Salaries, Keepers of Lighthouses.

1st District.

WHC

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JAN 10 1931
SHEET NO. 2922
DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9061

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Robert T. Sterling

Through the Commissioner of Lighthouses.

Sir:

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

From:

To: 1320

1380

1st Keeper.

Form 73a

CPL-EMJ

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES 1928 AUG 2 PM 3 46

CHIEF CLERK 123 AUG 7 5 DEPARTMENT OF COMMERCE AUG 7 1928 APPOINTMENT DIVISION 11 46

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine, July 25, 1928 , 19

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about August 1, 1928.

Name, Robert T. Sterling

Position, Keeper

From Lst Asst., Cape Elizabeth LH., Me.
Salary range: $1200-$1500 p.a.
Previous incumbent, John W. Cameron.

To Asst., Portland Head LH., Maine.
Salary range: $1200-$1500 p.a.

Services terminated, April 10, 1928

Reason, Promoted Keeper.

CARDED

Sherman

SHERMAN
Superintendent.

CP

Portland, Maine, August 1, 1928. , 19

The above-referred-to transfer became effective beginning with August 1, 1928

Sherman

SHERMAN
Superintendent

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 8 1928

Submitted to the Secretary of Commerce for his information.

13

W R Karmany
Acting Commissioner of Lighthouses.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

GFL*EBJ

CHIEF CLERK 5
7/27/28 let 1st.
1928 JUL 27 PM 3 34

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. First DISTRICT.

LIGHTHOUSES
1928 JUL 26 PM 3 11
DEPARTMENT OF COMMERCE
JUL 28 1928
APPOINTMENT DIVISION

Portland, Maine, July 25, 1928, 19

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about August 1, 1928.

Name, Robert T. Sterling — Position, Keeper

From 1st Asst., Cape Elizabeth LH., Me. — To Asst., Portland Head LH, Maine.

Previous incumbent, John W. Cameron.

Services terminated, April 10, 1928 — Reason, Promoted Keeper.

PAY $1320 RANGE $1200-1500 } Buman

Sherman

SHERMAN
Superintendent.

CARDED

, 19

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 27 1928

Submitted to the Secretary of Commerce for his information.

C. R. Sharman
Acting Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Robert T. Sterling,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1260

To: $1320

11—9564

1

CARDED

JUL 2

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 1, 1927.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 1, 1927.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1200 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

CARDED

APPOINTMENT DIVISION
JUL 1 - 1927

1.

GOVERNMENT PRINTING OFFICE 11—9051

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Sterling, Robert S. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 1st 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
$ 720	240	960	XCR	404.25	1364.25	LHS	3	1140	yes	120	

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

approv - $1140

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1020 TO $1260

16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:

Kind of equipment Uniform; annual cost, $ 20.00 (estimate)

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. Care and operation of a 1st order Incandescent Oil Vapor Light.
2. Care and operation of a steam fog signal plant.
3. Cleaning and minor repairs of above apparatus.
4. Cleaning, painting and making minor repairs to structures.
5. Care and attention of grounds of station.
6. Observing weather conditions and aids to navigation.

...CATION BOARD FORM NO. 1
...n accordance with detailed
...n sheet, Form No. 2)

Sheet No. ____

2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

STERLING (Surname) ROBERT (Given name) T (Initial)

Department COMMERCE
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station First Lighthouse District
(b) Subdivision Cape Elizabeth Light Station
(c) City or town Cape Elizabeth State Maine
6. Pay-roll title Light Keeper
7. Customary office title Second Assistant Keeper

8. (a) Number of regular working hours of the position, per day 16 (average); per week 112
(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 sunset m. to sunrise, daily m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
During what months ____
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ____
11. Present rate of pay, exclusive of bonus $ 720.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 720.00 per " ; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate ____
14. Title of appropriation or fund from which basic compensation is paid Salariesof Keepers Lighthouse Service
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
$164.25 (45¢ per day commutation of rations). Note: Quarters incls. self & family.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment Uniform; annual cost, $ 20.00 (estimate)
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. Care and operation of a 1st order Incandescent Oil Vapor Light.
2. Care and operation of a steam fog signal plant.
3. Cleaning and minor repairs of above apparatus.
4. Cleaning, painting and making minor repairs to structures.
5. Care and attention of grounds of station.
6. Observing weather conditions and aids to navigation.

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

Under immediate supervision of principal keeper with whom the routine duties of the station are jointly divided. In absence of principal keeper and first assistant keeper, must be capable of looking after station. Under extraordinary circumstances, such as the saving of life and property, he is called upon to act on his own responsibility, owing to isolation of station and its exposed locality.

20. Do the duties involve direction or supervision of the work of other employees? No.
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

21. How long have the employee's duties been substantially as described above? Since May 11, 1918.

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

MAY 31 1923, 1923.
(Date)

C E Sherman
(Signature of Preparing Officer)

Supt. of Lighthouses.
(Title)

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

(Signature of Employee)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

	High Degree	Average	Not Essential
Judgment		X	
Accuracy		X	
Initiative (originality and resourcefulness)	X		
Trustworthiness (dependability)	X		
Speed (quickness)		X	
Physical Qualities (strength and endurance)	X		

EDUCATIONAL TRAINING		
	Essential	Desirable But Not Essential
College		
High School		
Common School		X

TECHNICAL EDUCATION: If essential, kind and extent

EXPERIENCE: If essential, kind and extent Boatman and operation of an IOV light and steam fog signal plant.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 900. to $ 1140., exclusive of allowances mentioned in Question 15.

MAY 31 1923, 1923.
(Date)

C E Sherman
(Signature of head of field office or station)

Supt. of Lighthouses.

GOVERNMENT PRINTING OFFICE 2—12758

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

CHIEF CLERK
DEC 9 AM 9 23

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPARTMENT OF COMMERCE
DEC 9 1926
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
DEC 11 1926
APPOINTMENT DIVISION

J
Incl.

December 8, 1926.

30 days

SUBJECT: 1st Superintendent's letter, Dec. 3, granting of additional leave to keeper, Robert T. Sterling on account of disability.

Submitted to Secretary of Commerce recommended for approval of the Superintendent's request in paragraph 2 for the reasons stated.

H. B. Bowerman
Acting Commissioner of Lighthouses.

APPROVED: J. W. Gilbert
ACTING ASSISTANT SECRETARY.

C file

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 DEC 6 AM 9 58

JCW:CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

December 3, 1926

DEPARTMENT OF COMMERCE
DEC 9 1926
APPOINTMENT DIVISION

Commissioner of Lighthouses:

1. On October 18, 1926, Mr. Robert T. Sterling, 1st Asst. Keeper, Cape Elizabeth Lighthouse, Maine, was accidentally injured in the performance of his duties, resulting in fracture of small bones of the left foot, and he is still disabled and unable to perform the duties of his position. This injury was reported to the U. S. Employees' Compensation Commission in regular form.

2. He has been granted his full 30 days leave allowance, which has been applied to the above disability, and it is respectfully requested that he be granted an additional 30 days or such part thereof during the present calendar year as may be necessary on account of this disability.

3. It is understood, in making the above recommendation, that it is in conformity with Article 483, page 176 of Regulations, 1918.

Sherman

SHERMAN
Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1926 JUN 1 PM 3 5 CLERK

TAL

LIGHTHOUSES
1926 JUN 1 AM 9 16

DEPARTMENT OF COMMERCE
JUN 2 1926
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

May 29, 1926

Commissioner of Lighthouses, WASHINGTON, D C

1. Referring to Department's "Notice of Change in Salary" dated May 24, 1926, in the case of Robert T Sterling, Keeper, Lighthouse Service, assigned as 1st Asst Kpr, this district, whereby his salary was changed from $1140 to $1200 per annum on promotion from 2nd to 1st Asst, etc.

2. Effective date of above change in salary is May 25, 1926.

Sherman
Superintendent.

Ryan
Radio
Engr. Com.
Mar. Engr.
Financial
Law and Pres
Adm Asst.
Dep. Com
Comr.

CARDED

Bureau of Lighthouses, Washington
JUN - 1 1926
Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses.

eff date

C. S., REPORT DATA
ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 24, 1926.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 per annum, effective May 24, 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,

(SIGNED) CLIFFORD HAMMOND

MAY 27 1926

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

GARDED

APPOINTMENT DIVISION ENTERED MAY 28 1926 ON JOURNAL DEPARTMENT OF COMMERCE

F
/

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP / LIGHTHOUSES 1926 MAY 21 PM 3 57

1926 MAY 22 PM 3 CHIEF CLERK

DEPARTMENT OF COMMERCE MAY 24 1926 APPOINTMENT DIVISION

DEPARTMENT OF MAY 25 1926 DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.) May 20 (Date.) 19 26.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROMOTION - Involving increase in Salary.

Name, Sterling, Robert T.

Legal residence, Maine

Position, (1st Asst.) Keeper

Salary, $1200 p.a. (Range: $1080-$1320 p.a.)

Location, Cape Elizabeth LH., Me.

Appropriation, Sals., Kprs., etc.

Effective May 24, 1926

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

such.

Former position, (2nd Asst.) Keeper

Former salary, $1140 p.a. (Range: $1020-$1260 p.a.)

Location, same

x above min. but changes in grade incr. responsibilities etc.

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

Previous incumbent, James M. Anderson Services terminated, May 23, 1926

Reason, Transfer and Promotion

Members of family in Government Service,

Date of birth,

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 26 1926 DEPARTMENT OF COMMERCE

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

(Direct.)

Secretary, Civil Service District.

Sherman

SHERMAN
Superintendent

5-24-26

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 22 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

† Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Robert T. Sterling,

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,

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1140

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

CARDED FEB 3 1925

1st

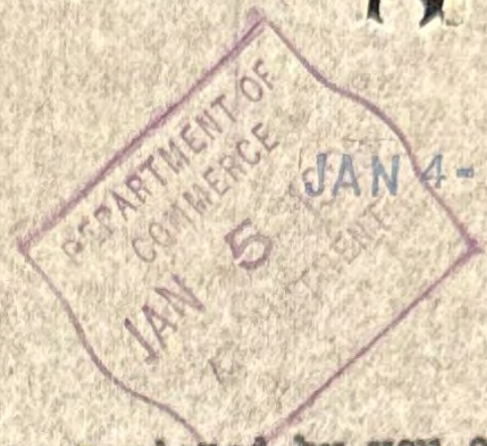
JBJ

(CROSS REFERENCE)

Sterling Robert V. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 960, effective July 1, 1924.

For authorization see letter dated JUL 7 1924 File No. 1095/21.

LGJ



Sir:

Referring to report of assistance rendered by you on December 5, 1922, in recovering property at a fire which consumed a nearby dwelling, and especially to your courageous act in recovering a box of valuables, the Department is pleased to commend you for the services rendered, which will be noted on the records as part of your official history.

Respectfully,

HERBERT HOOVER.

Secretary of Commerce.

R. T. Sterling, Assistant Keeper,
~~Cape Elizabeth Light~~ Station, ~~Maine~~.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by

Mailed by

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

MAR 24 1919 9 00 AM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

LIGHT MAR 24 HOUSE

GFL

Superintendent,
OFFICE OF ~~INSPECTOR~~, 1ST DISTRICT
PORTLAND, ME.

Hydros
Engr. Com.
Mar. Engr
~~Engineer~~
Accounts
Contracts
Chf. Clk.
Dep. Comm
Commr.

March 21st, 1919.

APPOINTMENTS

CHIEF CLERK

1919 MAR 24 PM 3 25

1919 MAR 24 PM 2 48

Commissioner of Lighthouses:

1. Referring to Department's "Notice of Change in Salary", dated March 17th, 1919, in the case of Robert T. Sterling, Keeper, this District, whereby his salary was changed from $660 per annum to $720 per annum:

2. The effective date of Mr. Sterling's entrance upon duty under his new rate of pay is March 14th, 1919.

1919 MAR 24 PM 12 55

Superintendent.

CARDED

U. S. REPORT DATA ENTERED

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

amendment

M

Through the Commissioner of Lighthouses. March 17, 1919.

r. Robert T. Sterling,

Sir:

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

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

~~March 12, 1919~~ or as soon thereafter as you enter on duty at the increased rate of pay (including longevity pay of $60. per annum).

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

BASIS OF THIS ACTION IS
LETTER DATED 3/8/19
FILE OF Wm. P. Richardson

CARDED

M
G
First

APPOINTMENT DIVISION (INTERIOR) MAR 17 1919 JOURNAL DEPT OF COMMERCE

U. S. REPORT DATA ENTERED

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 3, 1919.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $660 per annum to $720 per annum, effective March 12, 1919, or as soon thereafter as you enter on duty at the increased rate of pay (including longevity pay of $60 per annum).

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:

Amended

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

MAR 4 1919

D
G

U. S. REPORT DATA ENTERED

CARDED

1st

Form 73

GFL

FEB 28 1919 9 54 AM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT HOUSES FEB 28 1919

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT,

Portland, Maine, (City.) February 26th, (Date.) 1919.

THE COMMISSIONER OF LIGHTHOUSES: CHIEF CLERK

Action recommended, PROMOTION

Name, Robert T. Sterling — Legal residence, Maine 1919 MAR 1 PM 4 28

Position, (Second Assistant) Keeper — Salary, $720 per annum.

Location, Cape Elizabeth Light Sta., Me. — Appropriation, Sals,Kprs.,etc.

Effective March 12th, 1919, (the actual date of entrance on duty, or as soon thereafter as he enters on duty.)

Former position, (Third Assistant) Keeper — Former salary, $660 per annum.

APPOINTMENTS

Location, Cape Elizabeth Light Station, Maine.

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

1919 MAR 3 AM 9 17

Previous incumbent, James M. Anderson — Services terminated, about March 11th, 1919.

Reason, To be promoted to First Assistant Keeper.

Members of family in Government Service, -----

Remarks: See nomination of Anderson of even date.

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

Secretary, Civil Service District.

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

3-3-19

Submitted to the Secretary of Commerce, approved.

FEB 28 1919

DIVISION MAR 3 - 1919 DEPARTMENT OF COMMERCE

1919 MAR 1 PM 3 55

Conway

Acting Commissioner

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

11—2314

GFL
Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Inspector of Lighthouses 1st Dist. Portland, Maine.
NOV 15 1918
NOV 18 1918
HOUSES
NOV 18 1918 9 58 AM
CHIEF CLERK
1918 NOV 19 AM 8 47

I, Robert T. Sterling

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.

R. T. Sterling.
(Appointee signs here)

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

(Affix official seal here)

[4] (*Name*) J. N. Hinckley

Authorized to administer oaths of office
(*Official title*) by Act of March 3rd, 1915.

My commission expires -----

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$660. per annum	Cape Elizabeth Light Station, Maine.
Former [5] Third Assistant Kpr.	$456. per annum	Same as above.

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

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT

Portland, Maine, (Address), November 15th, 1918. (Date)

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

C. E. Sherman Superintendent.
(Signature, followed by title)

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

11—944

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 5, 1918.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Six Hundred and Sixty dollars per annum,

effective November 1, 1918.

By promotion from third assistant keeper at $456 per annum.

(The above rate of pay includes longevity pay of $60.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

OR BASIS OF THIS ACTION SEE LETTER DATED 10/17/18 1095/1

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position. (By increase in compensation.)

Legal Residence: Maine.

11—1393

Form 111
GFL

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 15 1918

MAY 15 1918 12 20 PM

I, Robert T. Sterling,

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.

1918 JUN 3 AM 10-25

Robert T. Sterling.
(Appointee signs here)

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

(Affix official seal here)

[4] (Name) T. H. Shuckley
Authorized by Act of March 3rd, 1915.
(Official title)

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Third Asst. Keeper	$456. per annum.	Cape Elizabeth Lt Sta., Maine.
Former [5] 2nd Asst. Keeper	$456. per annum.	Seguin Light Station, Maine.

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

Office of Lighthouse Inspector, First District

Portland, Maine, (Address), May 13th, 1918. (Date)

The above-named appointee entered upon duty on May 11th, 1918. (Date)

APPROVED

C. E. Sherman Inspector.
(Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 1, 1918.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Third Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from second assistant keeper at $456 per annum.)

By direction of the Secretary:

CARDED.

Respectfully,

(SIGNED) W. S. GILCHRIST

M
C

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Augustus A. Wilson.

Legal Residence: Maine.

APPOINTMENT DIVISION ENTERED MAY 1 - 1918 ON JOURNAL DEPARTMENT OF COMMERCE

11—3692

Form 73 CES*GFL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES APR 27 1918

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT,

Portland, Maine (City.) April 25th (Date.), 1918.

THE COMMISSIONER OF LIGHTHOUSES:

5

CHIEF CLERK 1918 APR 30 PM 12 07

Action recommended, TRANSFER AND DEMOTION

Name, Robert T. Sterling Legal residence, Maine

Position, Third Assistant Keeper Salary, $456. per annum

Location, Cape Elizabeth Light Sta., Maine Appropriation, Sals., Kprs.

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

Former position, Second Assistant Keeper Former salary, $456. per annum.

Location, Seguin Light Station, Maine.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 1 - 1918 DEPARTMENT OF COMMERCE

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

Previous incumbent, Augustus A. Wilson Services terminated, April 30th, 1918.

Reason, Recommended for transfer to Spring Point Ledge Light Sta. (Asst).

Members of family in Government Service, 1 brother - married.

Remarks:
Mr. Sterling's request for this transfer is herewith.

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

H C Newman
Inspector, First Lighthouse District.

Secretary, Civil Service District.

AKT
1 inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON April 29, 1918

Submitted to the Secretary of Commerce, approved.

4-30-18

1918 APR 30 AM 11 56

S Conway
Acting Commissioner.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

Entered 6/28/17 Geo.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JUN 27 1917
First Dist. Portland, Me.

FIRST DISTRICT

(Station, Depot, or Vessel.)

6/25 1917

LIGHT HOUSES
APR 27 1918

******LIST ********

(B)

Bear Island	Keeper	
Bass Harbor	"	
Burnt Coat Harbor	"	
Blue Hill Bay	"	
Breakwater Light	"	(Portland Harbor)
Browns Head	"	
Burnt Island	"	

(C)

Cape Elizabeth Lights	Keeper	lts., 2nd., or 3d., Asst.

(D)

Dice Head	Keeper
Doublin Point	"
Doublin Point Range	"

Forwarded thro Keeper
Maurice M Nelson
Keeper.

(E)

Eagle Island	Keeper

(F)

Fort Point	Keeper
Fort Popham	"

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
APR 27 1918
HOUSES

FIRST DISTRICT

(Station, Depot, or Vessel.)

....., 191

(G)

Grindle Point — Keeper

(H)

Hendricks Head — Keeper

Heron Neck — Keeper

(I)

Indian Island — Keeper

(M)

*Monhegan Island — Keeper or 1st., Asst.

Marshall Point — Keeper

(N)

Negro Island — Keeper

(O)

Owls Head — Keeper

(P)

Prospect Harbor — Keeper

Pond Island — "

Pemaquid Point — "

Perkins Island — "

Portland Head — " or First Asst.,

Punkin Island — "

* Not under present keeper

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
APR 27 1918
HOUSES

FIRST DISTRICT

.....
(Station, Depot, or Vessel.)

....., 191

(T)

Tenants Harbor Keeper

A/

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-1

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT

SEP 22 1916

HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)

STERLING Robert Thayer

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouses

4. Designation of position:

Assistant Keeper Lighthouse Service

5. Occupation (if not clearly shown by answer to question 4):

Assists in care of light, fog signal, buildings, grounds etc.

6. Annual earnings:

570.80

7. Kind of appropriation:

L S

8. Present rate of pay:

$ 576. P A

9. Initial rate of pay:

$ 456. P A

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—

Years: 2

Months: 10

11. State, Territory, or foreign country of birth (do not give town):

Maine

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: May 28

Year: 1876

15. Kinds of schools attended, years attended, and degrees taken:

E 8 H 1

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 3 Maine

County: Hancock

19. Civil service status:

C

20. Method by which classified status was obtained:

C E

21. Place of employment—

City: Great Duck Isl L S
South west Harbor

State: Maine

DO NOT FOLD THIS CARD.

11—5869

Form 73a

CES-TAL

REPORT OF TRANSFER OF APPOINTE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine, October 18, 191 6

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about November 1, 1916.

#456

Name, Robert T. Sterling Position, Second Assistant Keeper

From Great Duck Island L S Me To Seguin Light Station, Me.

Previous incumbent, Winfield P. Kent

Services terminated, October 31, 1916. Reason, Transfer to Egg Rock recommended

Nov. 4/17.

Mr. Sterling has verbally requested this transfer.

Inspector.

, 191

The above-referred-to transfer became effective beginning with Nov. 4/17.

CARDED.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 20 1916

Submitted to the Secretary of Commerce for his information.

E. C. Gillette

Acting Commissioner.

Form 213 B

Re[redacted] of expiration of temporary a[redacted]tment.

LIGHT SEP 5 1916 HOUSES

CHIEF CLERK SEP 11 1916

APPOINTMENTS SEP 11 1916

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

MEMORANDUM.

This temporary appointment expires by limitation. No payment or compensation should be made if the temporary employe is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

The following blank spaces should be filled in at once after the services of the employee have been discontinued, and this form promptly mailed to the Bureau. If the services of the temporary employe are required after the expiration of the first appointment, nomination for an extension thereof should be submitted on Form 73, accompanied by a statement on the nomination, under "Remarks," showing the necessity for said extension. See the Regulations, 1914, par. 443.

Name of employee Robert T. Sterling Legal residence Maine.

Designation Additional 1st Asst.Keeper Compensation $ 576 pa.

Place of employment Great Duck Island L.S., Maine.

Date of appointment June 17-16, 1916.-Not longer than close Sept.2,1916.

Date of final termination of temporary employe's services September 2, 1916.

Appt. 3rd cent #456. Keeper, E.O.B.

C. E. Sherman
(Signature)

September 2, 1916.
(Date)

Lighthouse Inspector 1st District.
(Title)

CARDED.

Bureau of Lighthouses
SEP - 8 1916

APPOINTMENT DIVISION ENTERED SEP 10 1916 ☆ ON JOURNAL DEPT OF COMMERCE

Submitted to the Secretary of Commerce for his information.

Hydrog.
Engr. Cons.
Insp. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

H. Conway
Acting Commissioner.

Form 111

Lighthouse Inspector RECEIVED SEP 16 1916 First Dist. Portland, Me.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENT SEP 21 1916

LIGHT SEP 18 1916 HOUSES

CHIEF CLERK SEP 21 1916

I, Robert T. Sterling

do solemnly[1] affirm (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.

Robert T. Sterling.
(Appointee signs here)

[2] Affirmed (See below) and subscribed before me, this[3] 15th day of September, A. D. 1916

(Affix official seal here)

[4](Name) Lowell A. Bunker

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd. Asst. Kpr.	$456. pa	Great Duck Island L S Me
Former[5] Additional 1st Asst Kpr.	$576. pa	" " " " " "

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

Office of Lighthouse Inspector, First District

Portland, Maine, (Address), September 16, 1916. (Date)

The above-named appointee entered upon duty on September 3, 1916. (Date)

In absence and by direction of the Inspector.

CARDED.

P. Luther
(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, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

SEP 20 1916

GENERAL APPOINTMENT—FIXED [illegible]

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 2, 1916.

Mr. Robert T. Sterling,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective September 3, 1916.

(By change from additional first assistant keeper at $576 per annum.)

By direction of the Secretary:

Respectfully,

CARDED
APPOINTMENT DIVISION ENTERED SEP 2 - 1916 ON JOURNAL DEPT. OF COMMERCE

(SIGNED) W. S. [illegible]

Acting Chief of Appointment Division.

R
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Maine.

CHANGE REPORTED SEP 1916 C. S. COMMISSION

11—1393

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THH-TAL

LIGHT HOUSES SEP 1 1916

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine, August 29, 1916
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK SEP 1 1916

Action recommended, Transfer

Name, Robert T. Sterling Legal residence, Maine

Position, 2nd Assistant Keeper Salary, $456. per annum

Location, Great Duck Island Light Station, Me. Appropriation, Sal. Kprs. etc.

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN SEP 2, 1916 DEPT OF COMMERCE

Effective September 3, 1916. {'the actual date of entrance on duty, ~~as soon thereafter as he enters on duty~~.

APPOINTMENT SEP 1 1916

Former position, Additional First Assistant Keeper of Great Duck Island Lt Sta., Me. Former salary, $576. per annum

Location, Great Duck Island Lt. Sta., Me.

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

Previous incumbent, himself Services terminated, Close of September 2, 1916.

Reason, Expiration of Temporary Appointment as Additional First Assistant Keeper.

Members of family in Government Service, 1 brother and two distant relatives
Does not live under same roof with them.

Remarks: Mr. Lurvey, First Assistant Keeper at this station has informed this office that he will report for duty, at the expiration of his leave, September 2, 1916.

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 1 1916

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)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT JUL 5 1916 HOUSES

CHIEF CLERK JUL 13 1916

I, Robert T. Sterling.

do solemnly[1] Affirm (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.

R. T. Sterling (Appointee signs here)

APPOINTMENTS JUL 12 1916

[2] Affirmed (See below) and subscribed before me, this[3] First day of July, A. D. 1916

(Affix official seal here)

[4] (Name) Lowell P. Bunker

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Additional First Assistant Keeper	$576. per annum	Great Duck Island Lt. Sta., Me.
Former[5] Second Asst. Kpr.	$456. per annum	Great Duck Island Lt. Sta., Me.

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

CARDED.

Office of Lighthouse Inspector, First District

Portland, Maine, (Address), July 3, 1916 (Date)

The above-named appointee entered upon duty on June 16, 1916 (Date)

C. E. Sherman (Signature) Inspector.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

JUL 13 1916

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 17, 1916.

Mr. Robert T. Sterling,

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, Additional First Assistant Keeper of Great Duck Island Light Station, Maine, in the Lighthouse Service at a salary of Five Hundred and Seventy-six dollars per annum, effective June 16, 1916.

Your appointment in the above-mentioned position will continue not longer than to the close of September 2, 1916.

(By temporary promotion from second assistant keeper at $456 per annum.)

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED JUN 17 1916 ON JOURNAL DEPT. OF COMMERCE

AWARDED.

(SIGNED) W. S. GILCHRIST

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (pending return to duty of first assistant keeper).

Legal Residence: Maine.

CHANGE REPORTED JUN 1916 U. S. COMMISSION

11—1303

June 17, 1916.

Commissioner of Lighthouses:

In accordance with the Bureau's * recommendation of the 15th instant, the Department has approved the request of Wilbert F. Lurvey, first assistant keeper of Great Duck Island Light Station, Maine, for four months' leave without pay, effective beginning May 3, 1916.

In accordance with the Bureau's * further recommendation, the Department has authorized the temporary position of additional first assistant keeper of the above-mentioned station, at $576 per annum, to continue not longer than the close of September 2, 1916, and has promoted Robert T. Sterling thereto, effective June 16, 1916.

It is noted that nomination for temporary appointment of a second assistant keeper, vice Sterling, will be submitted to the Department at an early date, provided it is not found practicable to recommend a laborer without ration.

By direction of the Secretary:

ORDERED

APPOINTMENT DIVISION ENTERED JUN 19 1916 ON JOURNAL DEPT. OF COMMERCE

(Signed) T. J. Fitzgerald

Acting Chief Clerk.

* See file of W. F. Lurvey

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Light Houses
OCT 21 1914
CHIEF CLERK
OCT 23 1914

Portland, Me., September 21, 1914

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENTS
OCT 23 1914

The following-named employee will be transferred as indicated, and enter upon duty at his new station on about October 16, 1914.

Name, Robert T. Sterling Position, 2nd Asst. Keeper $456

From Ram Island Ledge To Great Duck Island Lt. Sta., Me.

Previous incumbent, William R. Keene

Services terminated, Oct. 15, 1914 Reason, Resigned.

Inspector

Portland, Me., Oct. 19, 1914

The above-referred-to transfer became effective beginning with Oct. 16, 1914

Inspector.

Report date effect

CARDED
APPOINTMENT DIVISION
OCT 23 1914
ON JOURNAL
DEPT OF COMMERCE

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 21 1914

10-23-14

Submitted to the Secretary of Commerce for his information.

H. B. Bowerman

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Me., September 21, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on about October 16, 1914

Name, Robert T. Sterling

Position, 2nd Asst Keeper

From Ram Island Ledge Lt. Sta., Me.

To Great Duck Island Lt. Sta., Me.

Previous incumbent, William R. Keene

Services terminated, x Oct. 15, 1914

Reason, Resigned.

Inspector.

, 191

The above-referred-to transfer became effective beginning with .....

CARDED.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Per

PERSONAL QUESTION SHEET

BUREAU OF LIGHTHOUSES SEP 6 1913 DEP'T OF COMMERCE

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

CHIEF CLERK SEP 8 1913

APPOINTMENTS SEP 8 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.

CARDED.

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)

Robert Thayer Sterling

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

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

Peaks Island	Me	Cumberland	First
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Peaks Island Me

6. When were you born? May 28th 1876
Month. Day. Year.

11—1434

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

Charles H Sterling (Name.) 217 Commercial Street (Number and street.)

Portland (City or town.) Maine (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.
Capt. W. J Sterling	Cousin	Lighthouse	Lighthouse	Captain Str Hibiscus
Walter B Sterling	Brother	Post. Office	Carrier	So. Portland
William H Libby	Uncle	Life Saving Station		Cape Elizabeth Me

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.)

In February 13th to 30th, 1913.

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

No not to my knowledge

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.)

Name under which service was rendered.....

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

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.)

Editorial Staff Portland Daily Press, a newspaper published in Portland Maine

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.)

Grammar School. Was admitted to High School but did not take up the studies.

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.")

Served for several years as an Electrician and engineer on Stationary gas engines

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

None. First to take

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. August 28th, 1913

(Signature) Robert Thayer Sterling

Witness:

In case signature is by mark.

P. O. Address: Peaks Island Me
City or town.
Willow Street
Number and street.
Maine
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 Sept 4, 1913

(Signature) C. E. Sherman

(Official title) Inspector 1st & 2nd Districts

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

---

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:

Light House Service (Bureau or Service.) Ram Island Ledge Th. Ho (Place (city, town, station, or vessel.)) First (District.)

2. To what position has he been appointed? Second Assistant Keeper

3. State the date of appointment. August 25, 1913

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

Effective the date of entering upon duty

5. State the date of the oath. September 2nd, 1913

6. State the date the employee entered on duty. September 2nd, 1913

7. What is his salary? $456.00 per annum

8. From what appropriation is he paid? Salaries of keepers of Light Houses.

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

10. If classified, state the date of classification. May 6, 1896

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

C. S. Examination Form 1025

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.

Residence same as given in certificate of appointment

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

Reviewed, approved, and forwarded to the Department.

(Signature) C E Sherman

(Official title) Inspector 1st L.H. District

Date: Sept 4th, 1913

11—1434

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHTHOUSES SEP 6 1913

Form No. 170.

STATE OF MAINE.

Cumberland, ss. **Clerk of Courts Office.**

I, LLEWELLYN BARTON, County Clerk and Clerk of the Supreme Judicial and Superior Courts of said County, which are Courts of Record, each having a seal, being the officer authorized by the State of Maine to make the following Certificate:

Do hereby certify, that George H. Hinckley Esquire, whose name is subscribed to the certificate of the acknowledgment of the annexed instrument and thereon written, was at the time of such acknowledgment a JUSTICE OF THE PEACE for the State of Maine, residing in the County aforesaid, duly commissioned and qualified to administer oaths and affirmations and to take acknowledgments and proofs of Deeds or conveyances of lands, tenements and hereditaments to be recorded in said State of Maine, and to all whose acts, as such, full faith and credit are and ought to be given, as well in Courts of Judicature as elsewere; that I am well acquainted with the hand writing of the said JUSTICE OF THE PEACE and verily believe his signature thereof is genuine; and I further certify that the said instrument is executed and acknowledged in conformity with the laws of said State of Maine.

In testimony whereof, I have hereunto set my hand and affixed a seal of one of said Courts, this 11th day of September in the year of our Lord one thousand nine hundred and thirteen

Llewellyn Barton

CLERK.

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

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT

Portland, Me., (Address) Sept. 4, '13 (Date)

CARDED.

The above-named appointee entered upon duty on Sept. 3, '13 (Date)

C. E. Sherman

(Signature, followed by title)

Inspector.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES ☆ SEP 6 1913 ☆ DEP'T OF COMMERCE

BUREAU OF LIGHTHOUSES ☆ SEP 13 1913 ☆ DEP'T OF COMMERCE

I, Robert T. Sterling,

do solemnly[1] affirm (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.

Robert T. Sterling
(Appointee signs here)

CHIEF CLERK SEP 30 1913

[2] Affirmed (See below) and subscribed before me, this[3] second day of September, A. D. 1913

(Affix official seal here)

[4] (Name) George H. Fernald

(Official title) Justice of the Peace

APPOINTMENTS SEP 30 1913

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	2d Asst.Kpr	$456 per yr.	Ram Island Ledge Lt.-Sta., Me.
Former[5]		New	appointee

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

Office of Lighthouse Inspector, First District

Portland, Me., (Address), Sept. 4, '13 (Date)

CARDED.

The above-named appointee entered upon duty on Sept. 3, '13 (Date)

C. E. Sherman
(Signature, followed by title)
Inspector.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

August 25, 1913.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

(By selection from certificate No. ------, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

CHANGE REPORTED
CARDED
SEP 1913
C. S. COMMISSION.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION. REPORTED AUG 25 1913 TO DISBURSING CLERK

(SIGNED) T. J. FITZGERALD

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Edgar W. Lovatt.
Legal Residence: Maine.

11—1394

SELECTION REGULAR
AUG 21 1913
No.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

CLK

E. L. Reynolds
ACTING SECRETARY.
FIRST CIVIL SERVICE DISTRICT.
BOSTON, MASS.

Department of Commerce ~~and Labor~~

Through Secretary, 1st LIGHTHOUSE SERVICE
Civil Service District

SUBJECT TO THE ACTION OF THE UNITED STATES CIVIL SERVICE COMMISSION

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT,

BUREAU OF LIGHTHOUSES
AUG 23 1913
DEP'T OF COMMERCE

SPECIAL

Portland, Me., August 5, 1913

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENT DIVISION
AUG 25 1913
DEPT OF COMMERCE

The following recommendation is submitted:

Action proposed, Probationary appointment

Name, Robert T. Sterling X

Legal residence, Maine

Position, 2nd Asst. Keeper

Salary, $456 per annum

Title of appropriation, Sal., Kprs., etc.

CHIEF CLERK
AUG 25 1913

APPOINTMENTS
AUG 25 1913
9.40

Location, Ram Island Ledge Light Station, Me.

Effective Aug. 25, '13 {[1] ~~the date of his oath of office~~ or as soon thereafter as he enters on duty.

Former position,

Former salary,

Location,

Rank in list of eligibles, No. 1 Rating, Asst.Kpr. Percentage, 83.

Other eligibles considered, None (Mr. Sterling's only name on register)

Letters of declination inclosed, None

Previous incumbent, Edgar W.Lovatt Services terminated, Aug. 19, 1913

Reason, Promotion

Remarks: No quarters provided. Is not deaf mute. Has one brother and two more distant relatives in Government service. Does not live under same roof with either.
(In the absence and by direction of the Inspector)

RECEIVED
AUG 21 1913
FIRST C. S. DIST.

X papers

SPECIAL

B Luther
Superintendent.

Department of Commerce ~~and Labor~~
BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 23 1913

8/25/13

Respectfully submitted to the Secretary of Commerce ~~and Labor~~, approved.

Acting Commissioner

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

11—2314

3-2
file 75
20th

27 July 1949
FA-PA 75

From: Commandant
To: Robert T. Sterling, Keeper, Retired
Brackett Avenue
Peaks Island, Maine

Subj: Withholding Tax

1. Reference is made to an informal request, which was made on your behalf, relative to the amount of tax withheld from your retired pay.

2. You are advised that on the basis of the number of exemptions shown on the Form W-4, Employee's Withholding Exemption Certificate which you executed on 22 April 1948, no tax has been withheld from your retired pay beginning 1 January 1949.

7/27/49 mm

A. F. MACKAY
By direction

CCGordon:mch
7/26/49 6-7
LCS JG mm

3/3

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: Sterling, Robert T **DOB:** 1876 ME

SOUNDEX: S364

Records checked:

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

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

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

AND

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

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

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

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: _____ Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

PRINCIPAL EMPLOYMENT OTHER THAN IN THE U. S. GOVERNMENT

BY WHOM EMPLOYED	LOCATION	POSITION	ANNUAL SALARY	WHEN EMPLOYED From	WHEN EMPLOYED To	DUTIES (Briefed)
Portland Publishing Co.		Journalist		10	years	

REMARKS:

PERSONAL DATA MEMORANDUM

Sex: M

Marital Status: Married

Race: White

No. of years High School completed: —

Date of Birth: 5/28/96

EDUCATION (Other Than High School)						
NAME OF COLLEGE	LOCATION	DEGREE	NO. YRS.	NO. HRS. CREDIT	MAJOR	MINOR
Other Education or Training:						

PHOTOGRAPH

Retirement: LH.

Selective Service Class: ____ Date of Entry: ____

Physical Defects: ____

Address: Portland Head Lt. Sta., Cape Cottage, Me.

EFFICIENCY RATINGS			
YEAR	RATING	YEAR	RATING
1942	VG 3		
1943	E 1		
1944	E		
1945	E		

Date of Photograph ____

NAME Robert T. Sterling

333
Ref. No. 296

RECORD OF PAST SERVICE FOR UNITED STATES GOVERNMENT
(EXCLUDING MILITARY OR NAVAL SERVICE AND CIVILIAN SERVICE IN U. S. COAST GUARD)

NATURE OF ACTION	POSITION AND GRADE	SALARY LESS ALLOW.	SALARY BASIC	EFFECTIVE DATE	DEPT. OR ESTABLISHMENT AND OFFICIAL STATION	DUTIES (BRIEFED)
Prob. Appt.	2nd. Asst. Kpr.	pa.	456	9/3/13	Com. Lt. - Ham's L. Ledge LH	
Trans.			456	10/16/14	Great Duck Isl. LH	
Trans.			456	11/6/41	Seguin LH	
Trans.	3rd "		456	5/14/18	Cape Eliz. LH	
Inc. Pay			660	11/6/15	"	
Pro.	2nd "		720	3/14/19	"	
Cho. Pay			960	7/1/24	"	
Inc. Pay			1140	7/1/26	"	
Pro.	1st. "		1200	5/25/26	"	
Inc. Pay			1260	7/1/27	"	
Chg. Pay (AD)			1320	7/1/28	"	
Trans.	Asst. Kpr.	1440.	1320	8/1/28	Portland Head LH	
Chg. Pay (OA)			1260	7/9/30	"	
Inc. Pay			1080	1/1/31	"	

RECORD OF CIVILIAN SERVICE IN U. S. COAST GUARD
(INCLUDING SERVICE IN THE TEMPORARY RESERVE)

NATURE OF ACTION	POSITION AND GRADE	SALARY LESS ALLOW.	SALARY BASIC	EFFECTIVE DATE	DIVISION OR SECTION AND OFFICIAL STATION	DUTIES (BRIEFED)
A. Trans Rec.	Plan II. Salary	1440	1680	7/1/39	Treas. CG - Boston	
Inc. Pay		1500	1740	1/16/41		
A. Trans.	EO. 8929 - 11/1/41	1500	1740	11/1/41	Navy - " Portland Head LH	
P (W.G.)		1560	1800	10/1/42	" "	" "
Promotion	Keeper	pa	1560	8/1/44	" "	" "
Pay Incr. (Per.)	"		1620	10/1/44	" "	" " Custodial Work
Pay Adjust	"	1926	2166	7/1/45	" "	" "
Reg. Incr. (Per.)	"	1992	2232	10/1/45	" "	" "
Retirement (Per.)	"	1992	2232	5/31/46	Treas. "	" "

FORM W-4
U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

(Collection of Income Tax at Source on Wages)

A-0

Name Robert T. Sterling
(Print full name)

Address Portland Head Light Station.
(Print home address)
Cape Cottage Maine.

Social Security No. Have None

I. Check the box in the line below which applies to *you* on the date this form is filled in:

Married person living with husband or wife but claiming **none** of the personal exemption ☐ (1)

Married person living with husband or wife but claiming **half** of the personal exemption ☐ (2)

Single person (not head of a family) or married person not living with husband or wife (not head of a family) ☐ (3)

Married person living with husband or wife and claiming **all** of the personal exemption (spouse claiming none of the exemption) ☑ (4)

Head of a family (a single person or married person not living with husband or wife who exercises family control and supports closely connected dependent relative(s) in one household) ☐ (5)

II. Number of dependents **receiving chief support from you** who are either under 18 years of age or incapable of self support because mentally or physically defective ____

I declare that the entries made herein are a true and complete statement as of the date indicated, pursuant to the Internal Revenue Code and the regulations issued under authority thereof.

June 21, 1943

(Signature) Robert T. Sterling

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH
Sterling Robert T.		May 28, 1876

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

U.S. Coast Guard
Washington, D.C.
Retired 6/1/46

(*If formerly employed by agencies in addition to above, list under item 7*)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

- [ ] a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION
- [ ] b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE
- [x] c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

- [ ] a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- [ ] b. FOLDER ENCLOSED
- [ ] c. FOLDER NOT LOCATED
- [ ] d. FLAGGED. FOLDER TO BE FORWARDED WHEN LOCATED
- [ ] e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- [ ] f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO: Chief, Civilian Personnel Division
U.S. Coast Guard
ADDRESS: 1300- E Street, N.W.
Washington, D.C.

ATTN:

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

U. S. GOVERNMENT PRINTING OFFICE 16—66697-1

U. S. COAST GUARD

JUN 5 1957

PERSONNEL
SPECIAL SERVICES

Portland, Maine
May 1957

PC
6 June 1957

Mrs. Robert T. Sterling
Brackett Avenue
Peaks Island, Maine

Dear Madam:

Reference is made to your letter dated 31 May 1957 in which you request a copy of Notification of Personnel Action that your husband, Mr. Robert T. Sterling received at the time of his retirement from the Coast Guard.

You are advised that a copy of Notification of Personnel Action furnished your husband upon his retirement is not available for distribution. However, the record shows that he retired under the provisions of the Lighthouse Service Retirement Act of 20 June 1918, as amended, from his civil position as Keeper effective 31 May 1946.

Sincerely yours,

H. L. MORGAN
Chief, Civilian Personnel Division
By direction of the Commandant

DTConner

Return to 3-2

DATE MAILED: JUN 6 1957

U. S. COAST GUARD
JUN 5 1957
PERSONNEL
SPECIAL SERVICES

Portland, Maine
May 31, 1957

COMMANDANT
United States Coast Guard
1300 E Street, N.W.
Washington 25, D. C.

Dear Sir:

I have talked with the Coast Guard Base office at South Portland, Maine, and they suggested I write you.

My husband, Robert T. Sterling, retired from the Coast Guard as of May 31, 1946. He is ill at the present time and we are unable to locate his retirement papers. I would very much appreciate receiving a copy of such papers at your convenience.

Very truly yours,

Martha A Sterling.

(Mrs. Robert T. Sterling)
Brackett Avenue
Peaks Island, Maine

UNITED STATES COAST GUARD

REPLY TO THE COMMANDANT (PCP-6) WASHINGTON 25, D. C.

REFER TO FILE CG-75

JUN 7 1946

Mr. Robert T. Sterling
Cape Cottage, Maine

Dear Mr. Sterling:

My attention has been called to the fact that you retired from the position of Keeper in the Coast Guard at the close of 31 May, 1946, after rendering more than thirty-two years of honorable service in the former Lighthouse Service and the Coast Guard.

I take pleasure in congratulating you upon your long and efficient service, and entertain the hope that you may long enjoy the leisure afforded by relief from active duty.

Very truly yours,

J. F. Farley

J. F. FARLEY
Admiral, U. S. Coast Guard
Commandant

Robert T. Sterling

CHECK LIST FOR PROCESSING OF FORM 2249

6/18/46
Date Processed

INITIAL

R.S. 1. Copy of form 2249 sent to:
1. Payroll clerk
2. ~~Master Post Index~~
3. Employee's supervisor
4. File.

(NOTE: ~~Copy is sent to MPI only in cases of Keepers, and Bases other than Chelsea.~~)

R.S. 2. Form 2249 for employee sent to supervisor and ~~or~~ to employee directly.

..... 3. Form 1251 sent to HQ. or not necessary.

R.S. 4. Entry made on Form 2806.

6/27/46 ~~.....~~ 5. Recorded on ~~Post~~ Index.
~~Elm 54~~ Classification Forms Forwarded (None Required)

..... 6. Recorded by Leave Clerk.

E.W.A. 7. Noted by Efficiency Rating Clerk.

..... 8. Remarks :

18 June, 1946

Mr. Robert T. Sterling
10 Channel Road
So. Portland, Maine

Dear Sir:

Form 2249 showing your retirement (age) from the U. S. Coast Guard is inclosed herewith for your information and personal file.

Inclosed also, is information for employees, who retire under the terms of the Lighthouse Act.

Very truly yours,

R. G. WHITTEMORE
Civilian Personnel Officer

Incl-Form 2249
Terms LH Act

Commander, 1st CG District
1400 Customhouse, Boston
pcp-75

18 June, 1946

Mr. Robert T. Sterling
10 Channel Road
So. Portland, Maine

Dear Sir:

Form 2249 showing your retirement (age) from the U. S. Coast Guard is inclosed herewith for your information and personal file.

Inclosed also, is information for employees, who retire under the terms of the Lighthouse Act.

Very truly yours,

R. G. WHITTEMORE
Civilian Personnel Officer

Incl-Form 2249
Terms LH Act

Initials: R.S.
Case Completed: Yes ☑ No ☐
Rec. CPS File No. Sterling
Rec. Cross Ref. File No. ---

UNITED STATES COAST GUARD
Customhouse
Boston (9), Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

18 June, 1946

To: Commanding Officer, CG Group, Cape Elizabeth, Maine

Subj: Robert T. Sterling; Civilian Light Keeper; Portland Head Light Station; Retirement (Age)

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. Ellison

C. M. ELLISON R.S.
By direction

Incl
Form 2249 and copy.

TO:

Date Prepared May 6, 1946

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard

Bureau No.:

Effective: Retirement (Age) (Paid for 100 days and 4 hours accrued leave from June 1, 1946, through 4 hours on October 23, 1946)

Close May 31, 1946

	FROM	TO
Position	Keeper	Loop with payment made at $2232 per annum
Grade	Class 4	
Salary	Range $1908-2232 $2232 pa incl $240 pa tra.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Portland Head Lt. Sta., Me.	
Appropriation	Civilian Employees, C.G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

Annual rate of retired pay is $1223.40

879.86

Justification:

Total Service: 32 years, 5 months 26 days.

Computation: $1631.10 x 30 ÷ 40 = $1223.40

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: Male

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No preference

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

DATE OF OATH

DATE APPROVED BY THE SECRETARY

ACCOUNTS AND COLLECTIONS, EXAMINING

UNITED STATES NAVY DEPARTMENT

To:

Date May 6, 1946

Name: Sterling, Robert T. (Mr.) Bureau No:

From: U. S. Coast Guard

This is to notify you of the following personnel action

Retirement (Age) (Paid for 100 days and 4 hours annual leave from June 14 1946, through 4 hours on October 23, 1946)

Effective: Close May 31, 1946

Civil Service or other legal authority

	From 1437	To
Position	Keeper	Lump sum payment made at
Grade		
Salary	Range $1902-2298 $2232 pa incl $240 pa Qtrs.	$2232 per annum
C.S.C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Portland Head Lt.Sta.,Me.	
Appropriation	Civilian Employees, C.G.	
Allotment		

Appropriation: Regular

Date of Birth: 5-28-1876

Legal Residence: Maine

Sex: Male

Nature of Position: New ___ Addtl. Ident. ___

Vice ___ Vice Vacancy ___

Remarks:	Field	Deptmtl	Field	Deptmtl
	___	___	___	___
	x			

Annual rate of retired pay is $1223.40

Name

C.S.C. No.

Action No.

Date

Has C.S. Comm. allowed Veterans Preference?

No preference

UNITED STATES NAVY DEPARTMENT

To:

Date: May 6, 1946

Name: Sterling, Robert T. (Mr.) Bureau No:

From: U. S. Coast Guard

This is to notify you of the following personnel action

Effective: Close May 31, 1946

Retirement (Age) (Paid for 100 days and 4 hours annual leave from June 14, 1946, through 4 hours on October 23, 1946)

Civil Service or other legal authority

	From	To
	1437	
Position	Keeper	Lump sum payment made at
Grade	Range $1902-2298	$2232 per annum
Salary	$2232 pa incl $240 pa Qtrs.	
C.S.C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational		
Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Portland Head Lt.Sta.,Me.	
Appropriation	Civilian Employees, C.G.	
Allotment		

Appropriation: Regular

Date of Birth: 5-28-1876

Legal Residence: Maine

Sex: Male

Nature of Position: New / Addtl. Ident.

Vice / Vice Vacancy

Name

C.S.C. No.

Action No.

Date

Has C.S. Comm. allowed Veterans Preference? No preference

Subj.to Ret.Act? Lighthouse Act 6-20-18

Date of Oath

Date approved 5-24-46

Remarks:	Field	Deptmtl	Field	Deptmtl
	—	—	—	—
	x			

Annual rate of retired pay is $1223.40

Justification:

Total Service: 32 years, 8 months, 28 days.

Computation: $1631.20 x 30 ÷ 40 = $1223.40.

This notification is subject to the provisions on the reverse hereof, when applicable. By direction of the Asst. Secretary of the Navy.

Yours very truly,
/s/ Carl E. Herrick
Comdr. USCGR
Chief, Civilian Personnel Division
(Head of Bureau of Division)

Name ROBERT T. STARLING Date of birth May 28,1876

Designation Light Keeper.

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
[illegible]							
[illegible]							
[illegible]							
Civilian employment Lighthouse and Coast Guard.	Sept.	3	1913	May	31	1946	
Total service	32 years, 8 months, 28 days.						

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

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

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

If so, state the compensation received: - - - - -

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Light Keeper	June	1	1941	June	30	1941	1	Mo.	$1500.A.	125.00
	July	1	1941	June	30	1942	12	"	1500.A.	1500.00
	July	1	1942	Sept.	30	1942	3	"	1500.A.	375.00
	Oct.	1	1942	June	30	1943	9	"	1560.A.	1170.00
	July	1	1943	June	30	1944	12	"	1560.A.	1560.00
	July	1	1944	Sept.	30	1944	3	"	1560.A.	390.00
	Oct.	1	1944	June	30	1945	9	"	1680.A.	1215.00
	July	1	1945	Oct.	6	1945	7	Pay Pds.	74.076	518.53
	Oct.	7	1945	May	31	1946	17	" "	76.615	1302.45

Total compensation for last five years of active service $8,155.98

Average compensation for last five years of active service $1631.20

Annual rate of retired pay ($1631.20 × years 30 (Not exceeding 30) ÷ 40) = $1223.40

16—20161

85524

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on N. C. G. 2523)

Date 4 March, 1946.

Coast Guard Officer, FIRST Naval District,

Boston, Mass.
(City)

compulsory

I hereby apply for retirement from active duty effective 1 JUNE 1946 on the basis of service shown hereon.

My Address Cape Cottage Me

Robert T. Sterling Jr.
ROBERT T. STERLING
(Name)

Light Keeper, Portland Head L/H Maine.
(Designation)

OFFICE OF THE SENIOR COAST GUARD OFFICER,
First NAVAL DISTRICT

City Boston, Massachusetts Date 4 March 1946.

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $1223.40 per annum, effective at the close of 31 MAY 1946

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office and that all Government service shown has been verified and that employee will have 100½ days leave to his credit at the close of 31 May,1946; to be paid in a lump-sum payment under Public Law No.525 from 1 June,1946 to NOON 23 Oct.1946 incl.

C. M. Ellison
Senior Coast Guard Officer, Naval District.
C.M.ELLISON,
By direction.

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

Submitted to the Secretary of the Navy, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161-1

pcp-75

3 June,1946.

TO: The Commandant(PCP).

Subj: STERLING Robert T.,Sr.; Civilian Light Keeper, Portland Head Light Station,Me.; retirement(compulsory) COB 31 May,1946.

Advice is requested as to the status of the case of above subject employee covering his compulsory retirement under the Lighthouse Service Retirement law on 31 May,1946, forwarded HQ. on 8 March,1946.

R.G.WHITTEMORE,
By direction.

Incl-Forms 7521 (3)

pcp-75

8 March, 1946

To: The Commandant (PCP)

Subj: STERLING, Robert T. Sr; Civilian Light Keeper; Portland Headlight Station, Maine; Retirement (compulsory) of cob 31 May, 1946

Transmitted herewith is Form NCG 2521 covering the compulsory retirement of Mr. Sterling at the close of business 31 May, 1946.

C. M. ELLISON
By direction

Incl-Forms 2521 (3)

Initials: R.L.
Case Completed: Yes ☑ No ☐
Rec. CPS File No. Sterling
Rec. Cross Ref. File No. _____

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on N. C. G. 2523)

Date 4 March, 1946.

~~Senior~~ Coast Guard Officer, FIRST Naval District,

Boston, Mass.
(City)

compulsory

I hereby apply for retirement from active duty effective 1 JUNE 1946 on the basis of service shown hereon.

My Address Cape Cod Light Me

Robert T. Sterling Sr.
(Name)

Light Keeper, Portland Head L.H Maine.
(Designation)

OFFICE OF THE ~~SENIOR~~ District COAST GUARD OFFICER,
First NAVAL DISTRICT

City Boston, Massachusetts *Date* 4 March 1946.

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $1223.40 per annum, effective at the close of 31 MAY 1946

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office and that ~~the record of service shown has been verified~~ and that employee will have 1002 days of accumulated leave at the close of 31 May,1946; to be paid in a lump-sum payment under Public Law No.525 from 1 June,1946 to NOON 23 Oct.1946 incl.

C. M. Ellison

~~Senior~~ Coast Guard Officer, ~~First~~ Naval District.
C.M. ELLISON,
By direction.

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

Submitted to the Secretary of the Navy, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161-1

Name ROBERT T. STERLING Date of birth May 28,1876

Designation Light Keeper.

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
[illegible]							
[illegible]							
[illegible]							
Civilian employment	Sept.	3	1913	May	31	1946	
Lighthouse and Coast Guard.							
Total service	32 years, 8 months, 28 days.						

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

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

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

If so, state the compensation received: - - - -

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Light Keeper	June	1	1941	June	30	1941	1 No.	$1500.A.	125.00
	July	1	1941	June	30	1942	12 "	1500.A.	1500.00
	July	1	1942	Sept.	30	1942	3 "	1500.A.	375.00
	Oct.	1	1942	June	30	1943	9 "	1560.A.	1170.00
	July	1	1943	June	30	1944	12 "	1560.A.	1560.00
	July	1	1944	Sept.	30	1944	3 "	1560.A.	390.00
	Oct.	1	1944	June	30	1945	9 "	1620.A.	1215.00
	July	1	1945	Oct.	6	1945	7 Pay Pds.	74.076	518.53
	Oct.	7	1945	May	31	1946	17 " "	76.615	1302.45

Total compensation for last five years of active service $8,155.98

Average compensation for last five years of active service $1631.20

Annual rate of retired pay ($1631.20 × years 30 (Not exceeding 30) ÷ 40) = $1223.40

16—20161

85524

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

REPLY TO
ATTN OF: pcp-75 (PCP-6)
REFER TO FILE: CG-75

14 June, 1946.

FROM: The Commandant (PCP).

Subj: Robert T. Sterling, Keeper, Portland Head L H. Maine; retirement (compulsory) of; close of business 31 May, 1946.

1. In reply to HQ. letter (PCP-6) dated 4 June, 1946, file CG-75, you are advised that subject man was last paid in an active duty status on 31 May, 1946 on D.O. Voucher No. 11940-46, covering the period 19 May, 1946 to 31 May, 1946 in the June Accounts of D.D. Murphy, Special Disbursing Agent, Symbol No. 55-076 USN. His accumulated and accrued annual leave covered the period from 1 June 1946 to 4 hours on 23 October, 1946 in the gross amount of $879.86.

2. Subject's total taxable income for the current calendar year was $2109.53 which included the amount of his lump-sum payment for annual leave.

R.G. WHITTEMORE,
By direction.

H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

Sterling RT

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE: CG-75

WASHINGTON 25, D. C.



4 June, 1946

To: Commander, 1st Coast Guard District

Subj: Retirement of Robert T. Sterling, Keeper, Portland Head Lt. Sta., Maine

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

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

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year including the amount of lump-sum payment for annual leave.

H. L. Morgan

H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

A 1477

Commander, 1st Coast Guard District
1400 Customhouse
Boston, Massachusetts
pcp-75

10 June, 1946

Mr. Robert T. Sterling
Portland Head Light Station
Cape Cottage, Maine

Dear Mr. Sterling:

I have been informed that you were retired from the position of Light Keeper in the Coast Guard at the close of 31 May, 1946, after having served honorably in the former Lighthouse Service and the Coast Guard for more than thirty-two years. ~~32~~ 34

It is a pleasure to congratulate you on your long and faithful service. I sincerely hope that you may enjoy your well-earned relief from active duty.

Very truly yours,

W. N. DERBY
Rear Admiral, USCG
Commander, 1st Coast Guard District

RETURN TO
CIVILIAN PERSONNEL
SECTION

DOW. A

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1946 based on performance during period from 1 Apr., 1945 to 31 March, 1946

STERLING, Robert T. (Name of employee)
Keeper-Portland Head Light Station (Title of position, service, and grade)

TREASURY-1st CG District, Boston, Mass. Group-Cape Elizabeth, Maine
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: E

MAY 24 1946 (Date of notification)

(Signature)
CLYDE M. GRAY, Lt. Comdr., USCG
Sr. Member, Dist. Eff. Rating Comm.
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

_____(11) Industry.
_____(12) Rate of progress on or completion of assignments.
_____(13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
_____(14) Ability to organize his work.
_____(15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
_____(17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

and equipment needs.
_____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
_____ (30) *Ability to make decisions.*
_____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____
_____ (B) _____
_____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official: Excellent

Reviewing official: Excellent

Rated by Henry E. Leonard C.B.M. C.O. Grp. C. Eliz. Me. 3 April, 1946
(Signature of rating official) (Title) (Date)

Reviewed by Henry E. Leonard C.B.M. C.O. Grp. C. Eliz. Me. 3 April, 1946
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1946 based on performance during period from 1 April, 1945 to 31 March, 1946

STERLING, Robert T. (Name of employee)

Keeper-Portland Head Light Station (Title of position, service, and grade)

NAVY CG, 1st-Naval District Group-Cape Elizabeth, Maine (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate − if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____
_____ (B) _____
_____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official Excellent

Rated by Henry E. Leonard C.B.M. C.O. Grp. C. Eliz. Me. 3 April 1946
(Signature of rating official) (Title) (Date)

Reviewed by Henry E. Leonard C.B.M. C.O. Grp. C. Eliz. Me. 3 April 1946
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2

Cape Cod
Maine

Nov 24th 1945

Mr. Ellison

. . This is the first of such
arriving at this Station. It came
to day from C.G. Lifeboat Station and
was delivered by a seaman.

Yours
T. R. Sterling

R.T.STERLING SR,

...Head Light
...24th 1945

...ar No. 20-45
...erning
...eof, this

Robt. T. Sterling. Keeper
~~(If military, show rank or rating)~~
~~(If civilian, show designation)~~
Civilian Employee

RETURN TO
CIVILIAN PERSONNEL
SECTION

UNITED STATES COAST GUARD

U.S. COAST GUARD 25 NOV 1945 PORTLAND HEAD LIGHT STA.

PORTLAND HEAD LIGHT STA. RECEIVED NOV 25 1945 U.S. COAST GUARD

Office Portland Head Light

Date November 24 1945

On this date I received a copy of the Commandant's Circular No. 20-45 containing the Navy Department's statement of policy concerning veterans. In compliance with quoted paragraph 8 (b) thereof, this acknowledgment is signed for the record.

Robert T. Sterling Keeper

~~(If military, show rank or rating)~~
~~(If civilian, show designation)~~

Civilian Employee

RETURN TO CIVILIAN PERSONNEL SECTION

UNITED STATES COAST GUARD

pcp-75

6 November, 1945

To: Robert T. Sterling, Keeper, Portland Head Light Station

Via: Commanding Officer, CG Group, Cape Elizabeth, Maine

Subj: Commandant's Circular 20-45

1. Reference is made to DCGO memorandum dated 28 September, 1945, File p-700, to which a copy of Commandant's Circular 20-45 was attached for your information and reference, and an acknowledgment form was included for you to sign and return to this office.

2. To date, this form has not been received from you. Your early attention to this matter is requested.

C. M. ELLISON
By direction

ADDRESS REPLY TO

AND REFER TO

UNITED STATES COAST GUARD



Portland Head Light Station,
Cape Cottage, Me.,
November 14th, 1945.

My Dear Mr. Ellison:

Your letter refering me to the cicular form 20-45 has never been received at this station as yet. If so I should of acknowl -edged it when asked to. Our mail coming to this station passes along with the mail that comes to Fort Williams therefore there is opportunity for it to go astray. Nevertheless if you will kindly send me a copy of what should be I shall promptly answer it when received.

Yours Respectfully,

Robert T. Sterling Sr.
Keeper

R. T. STERLING SR,
Portland Head Light Station
Cape Cottage
Maine

Sent 11-15-45

pcp-75

6 November, 1945

To: Robert T. Sterling, Keeper, Portland Head Light Station

Via: Commanding Officer, CG Group, Cape Elizabeth, Maine

Subj: Commandant's Circular 20-45

1. Reference is made to DCGO memorandum dated 28 September, 1945, File p-700, to which a copy of Commandant's Circular 20-45 was attached for your information and reference, and an acknowledgment form was included for you to sign and return to this office.

2. To date, this form has not been received from you. Your early attention to this matter is requested.

C. M. ELLISON
By direction

call up for 13 Nov.

Initials:

Case Completed: Yes ☐ No ☐

Rec. CPS File No.

Rec. Cross Ref. File No.

BOSTON, MASS.

Address Reply to
DISTRICT COAST GUARD OFFICER
BOSTON 9, MASSACHUSETTS
And refer to file No. 75

20 November, 1945

To: Robert T.Sterling, Civilian Keeper, Portland Head Lt. Sta.

Via: Group, Cape Elizabeth, Maine

Subj: Annual leave

1. According to the records of the DCGO, Civilian Personnel Section, you are entitled to take a minimum of 26 days* annual leave before the end of the calendar year 1945, subject to the approval of your superior or commanding officer.

2. Under the existing leave laws and regulations such portion of the above amount that is not taken will be forfeited.

C. M. ELLISON
By direction

*the above represents over 90 days to 31 Dec. 1945

CHECK LIST FOR PROCESSING OF FORM 2249

10-17-45
Date Processed

INITIAL

R.S. 1. Copy of form 2249 sent to:
1. Payroll clerk
2. Master Post Index
3. Employee's supervisor
4. File

(NOTE: Copy is sent to MPI only in cases of Keepers, and Bases other than Chelsea.)

R.S. 2. Form 2249 for employee sent to supervisor
or
to employee directly.

..... 3. Form 1251 sent to HQ. or not necessary.

R.S. 4. Entry made on Form 2806.

10/19/45 5. Recorded on Post Index.

..... 6. Recorded by Leave Clerk.

..... 7. Noted by Efficiency Rating Clerk.

..... 8. Remarks :

UNITED STATES COAST GUARD
Customhouse
Boston (9), Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

17 October, 1945

To: **Commanding Officer, Group, Cape Elizabeth, Maine**

Subj: **Robert T. Sterling; Civilian Light Keeper; Portland Head Light Station, Maine; Pay Increase (Periodic)**

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. Ellison
C. M. ELLISON, Y.S.
By direction

Incl
Form 2249 and copy.

TO:

Date Prepared October 7, 1945

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard

Bureau No.:

Pay Increase (Periodic)

Effective: October 7, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade		
Salary	Range $1902-$2298 $2165 pa Incl.$240 pa Clths.	Range $1902-$2298 $2232 pa Incl.$240 pa Clths.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt.Sta.,Me.
Appropriation		Civilian Employees, C.G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks: You are granted a one-step increase in rate of compensation.

Justification:

Position: Permanent
Last Increase: From,15-1-44,$1800-$1860
Conduct and Service: Satisfactory
Efficiency Rating: Excellent

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: Male

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

Dept. Stock Fm. 2249

UNITED STATES NAVY DEPARTMENT

Civil Service or other legal authority

To:

Date

Name: **Sterling, Robert T. (Mr.)** **October 7, 1945**

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

Bureau No:

This is to notify you of the following personnel action
Pay Increase (Periodic)

Effective: **October 7, 1945**

	From 1437	To 1437
Position		**Keeper**
Grade		
Salary	**Range $1902-2298 $2166 pa incl.$240.pa Qtrs.**	**Range $1902-$2298 $2232 pa incl.$240 pa Qtrs.**
C.S.C. No.		
Bureau or Div.		**U. S. Coast Guard**
Organizational Subdivisions		
Headquarters		**Boston, Mass.**
Post of Duty		**Portland Head Lt.Sta.Me.**
Appropriation		**Civilian Employees,C.G.**
Allotment		
	Field [X] Deptmtl [ ]	Field [X] Deptmtl [ ]

Appropriation
Regular

Date of Birth
5-28-1876

Legal Residence
Maine

Sex
Male

Nature of Positio
New ~~Addtl.~~
Ident.

Vice Vic
Vacancy

Name

Remarks:

You are granted a one-step increase in rate of compensation.

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO. 1417

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. file
Engr. file

DEPARTMENT OF COMMERCE
BUREAU OF [redacted]THOUSES
WASHI[redacted]TON

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 28 1935
SOUTH PORTLAND, MAINE

Personal File

October 25, 1935.

Superintendent of Lighthouses, South Portland, Me.:

Referring to your letter of October 22, regarding the book, "Lighthouses of the Maine Coast," by Robert T. Sterling.

The Bureau was much interested in the list of press comments on Mr. Sterling's book. Both a copy of the book and some of the clippings were brought to the attention of the Secretary of Commerce and Departmental Bureau Chiefs, at a conference in the Secretary's office.

H. D. King

Commissioner of Lighthouses.

RCS:ALC

UNITED STATES COAST GUARD
Boston, Mass.

Date: 7/3/45

To: Sterling, Robert T. (Name) Keeper no grade, 1620 pa + 240 Extra. (Designation, grade, & salary)
Portland Head Lt. Sta
Grp. Cape Elizabeth, Me. (Location)

Subj: Personnel record; confirmation of

1. The records of the DCGO show that as of 1 June, 1945:

(a) You hold a Permanent appointment.

(b) Prior to 16 March, 1942, the effective date of War Service Regulations, you [held] [~~did not hold~~] a permanent position from which you were transferred without a break in service of more than 30 days, or in which you were retained subsequent to 16 March, 1942.

(c) Your most recent official efficiency rating is Excellent.

(d) You [~~were~~] [were not] restored to duty under the Selective Training and Service Act. Date of restoration to duty: _____.

(e) You [~~are~~] [are not] eligible for veteran's preference.

(f) You have 31 year(s) 8 month(s) 27 day(s) of creditable Federal Service [including — year(s) — month(s) — day(s) military service; and — year(s) — month(s) — day(s) merchant marine service, subsequent to 1 May, 1940]

(g) You [~~do~~] [do not] have reemployment benefits in another Federal agency.

2. Indicate which, if any, of the above facts are not in agreement with what you claim to be your actual service history as of 1 June, 1945, and submit evidence to support your claim.

3. Complete and sign this form and return it within two weeks to the DCGO, marked for attention of the Civilian Personnel Officer.

4. Except as has been indicated by me in paragraph 2 above, I hereby certify that the facts shown in paragraph 1. concerning my service history in the employ of the Federal Government are true, correct, and complete to the best of my knowledge and belief.

_____
(Signature of Employee)

SWA

CHECK LIST FOR PROCESSING OF FORM 2249

1-21-45
Date Processed

INITIAL

R.L. 1. Copy of form 2249 sent to:
1. Payroll clerk.
2. Master Post Index
3. Employee's supervisor
4. File

(NOTE: Copy is sent to MPI only in cases of Keepers, and Bases other than Chelsea.)

R.L. 2. Form 2249 for employee sent to supervisor
or
to employee directly.

..... 3. Form 1251 sent to HQ. ....or not necessary.

R.L. 4. Entry made on Form 2806.

..... 5. Recorded on Post Index.

..... 6. Recorded by Leave Clerk.

..... 7. Noted by Efficiency Rating Clerk.

..... 8. Remarks :

Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

21 July, 1945

To: CO, Group, Cape Elizabeth, Maine

Subj: Mr. R. T. Sterling; keeper; Portland Head Lt.Sta.,Maine; Pay Adjustment

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. Ellison
C. M. ELLISON
By direction

Incl
Form 2249 and copy.

O: Date Prepared July 1, 1945

Name: Sterling, Robert T. (Mr.)

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

Pay Adjustment

Effective: July 1, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade	Range $1,380-1740	Range $1902-2298
Salary	$1620 pa plus $240 pa Qtrs.	$2256 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Me.
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD [X] DEPRTMTL. [ ] FIELD [X] DEPRTMTL. [ ]

Remarks: * Your increased compensation includes valuation for quarters.

Justification:

✓

DATE APPR

SUBORDINATE ADMINISTRATIVE OFFICE

Name: Sterling, Robert T. (Mr.)

Date Prepared July 1, 1945

From: U. S. Coast Guard

Bureau No.:

Pay Adjustment

Effective: July 1, 1945

	FROM 1437	TO 1437
Position		Keeper
Grade	Range $1380-1740	Range $1902-2298
Salary	$1620 pa plus $240 pa Qtrs.	$2166 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Me.
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks: * Your increased compensation includes valuation for quarters.

Justification:

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-16

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

UNITED STATES NAVY DEPARTMENT

To:

Date: July 1, 1945

Civil Service or other legal authority

Name: Sterling, Robert T. (Mr.)

Bureau No.:

From: U. S. Coast Guard

This is to notify you of the following personnel action:

Pay Adjustment

Effective: July 1, 1945

	From 1437	To 1437
Position		Keeper
Grade		
Salary	Range $1380-1740 $1620 pa plus $240 pa Qtrs.	Range $1902-2298 $2166 pa* incl.$240 pa Qtrs.
C.S.C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland HeadLt.Sta.,Me.
Appropriation		Civilian Employees,C.G.
Allotment		
Field	Deptmtl	Field Deptmtl
	x	x

Appropriation: Regular

Date of Birth: 5-28-1876

Legal Residence: Maine

Sex: M

Nature of Position: New / Addtl. / Ident.

Vice / Vice Vacancy

Remarks:

*Your increased compensation includes valuation for quarters.

Name

C.S.C. No.

Action No.

Date

Justification:

Has C.S. Comm. allowed Veterans preference? No

Subject to Retirement Act, Lighthouse Act,6-20-18

Date of Oath

This notification is subject to the provisions on the reverse hereof, when applicable. By direction of the Asst. Secretary of the Navy.

Yours very truly,
/s/ Carl E. Herrick
Comdr. USCGR
Chief, Civilian Personnel Division
(Head of Bureau or Division)

Date approved by the Secretary

7-1-45

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address Reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to File: p-1-700

4 April , 1945

To: R. T. Sterling, Keeper, Portland Head Light Station

Via: CO, Group, Cape Elizabeth, Maine

Subj: Light Station Personnel; possible transfer of

1. In making assignments of personnel at Light Stations, the DCGO's procedure is to base selections, insofar as possible on seniority and efficiency in addition to such other factors as may be important at a particular Station. It is contemplated that there will be a vacancy at Owl's Head Light Station, Group, Rockland, Maine for a Keeper, with family. You are one of the men being considered for filling the vacancy which may occur.

2. Advise the DCGO by indorsement hereon as to your interest and willingness to accept this position if you are selected.

3. The CO of the Group in charge of your Light Station shall also indicate by indorsement hereon his views concerning your possible transfer to the above mentioned Light Station.

C. M. Ellison
C. M. ELLISON,
By direction

Ind-1
PORTLAND HEAD LIGHT STATION
7 April, 1945

Thank you District Commander for considering me for Owl's Head Light Station as Keeper. Iam afraid my sailing days are about over for I retire on May 31st., 1946 having reached at that period the age of 70 years which calls for compulsory retirement. As a Keeper of the Maine Coast Lighthouses my time therefore will be ended, not because I want to but I shall be compelled to.

Very Respectfully

Robert T. Sterling, Keeper

Portland Head Light Station
Cape Cottage
Maine

p-1-700
SUBJ: Light Station Personnel; possible transfer of.

Ind-2
CG GROUP,
CAPE ELIZABETH, MAINE
7 April, 1945

To: DISTRICT COAST GUARD OFFICER, FIRST NAVAL DISTRICT.

1. Forwarded,

Freeman W. Beal Jr.
Freeman W. Beal Jr.

ndard Form 68
March 1944
SERVICE COMMISSION
ept. Cir. No. 474

rm approved.
dget Bureau No. 50-R016.
proval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

of 31 March, 1945 based on performance during period from 1 April, 1944 to 31 March, 1945

STERLING, Robert T. (Name of employee) Keeper (Title of position, service, and grade)

NAVY, CG, 1st Naval District-Group, Cape Elizabeth, Maine (Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: E

14 June, 1945 (Date of notification)

George W. Cochrane (Signature)
Acting Sr.Member, Dist.Eff.Rating Comm. (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirement...

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

------(11) Industry.
------(12) Rate of progress on or completion of assignments.
------(13) Amount of acceptable work produced. (Is mark based on production records? ------) (Yes or no)
------(14) Ability to organize his work.
------(15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
------(17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

------ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
------ (30) *Ability to make decisions.*
------ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent X
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official Excellent

Rated by Freeman W. Bird, Jr. C B'n (Signature of rating official) (Title) 23 May 1945 (Date)

Reviewed by Freeman W. Bird, Jr. C B'n. (Signature of reviewing official) (Title) 23 May 1945 (Date)

Rating approved by efficiency rating committee 7 June 1945 (Date) Report to employee E (Adjective rating)

16—26177-2

1620.

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

31 March, 1945 based on performance during period from 1 April, 1944 to 31 March, 1945

STERLING, Robert T. (Name of employee)

Keeper - Portland Head Lt.Sta. (Title of position, service, and grade)

NAVY, CG, 1st Naval District-Group, Cape Elizabeth, Maine (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☑

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD Deviations must be explained on reverse side of this form	*Adjective rating*
Plus marks on all underlined elements, and no minus marks	Excellent X
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent.

Reviewing official Excellent

Rated by Freeman W. Bird, Jr. C B M (Signature of rating official) (Title) 23 May 1945 (Date)

Reviewed by Freeman W. Bird, Jr. C B M (Signature of reviewing official) (Title) 23 May 1945 (Date)

Rating approved by efficiency rating committee 4 June 1945 (Date) Report to employee E (Adjective rating)

16—26177-2

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to File: ocp 75

4 May, 1945

To: Commanding Officer, Group, Cape Elizabeth, Maine

Subj: Efficiency Rating; Robert R. Sterling, Keeper, Portland Head

1. Standard Form 51 in the case of subject employee was forwarded to you for completion on 4 April, 1945.

2. As this form has not been received you are requested to submit it to this office by 11 May, 1945, in order to enable us to complete our records, and make the required report to HQ.

C.M. Ellison
C.M. ELLISON
By direction

CG GROUP
CAPE ELIZABETH, MAINE
MAY 23, 1945

BOSTON DIST. RECEIVED 24 MAY 1945 U.S. COAST GUARD

To: District Coast Guard Officer, First Naval District.

1. Efficiency ratings of Robert R. Sterling, Keeper, Portland Head Light; William T. Burns, 1st Assistant Keeper, Portland Head Light; Edward D. Elliot, Keeper, Cape Elizabeth Light; William F. Dawes, 1st Assistant Keeper, Cape Elizabeth Light;, and Arthur R. Marston, 2nd Assistant Keeper Cape Elizabeth Light Station, is forwarded herewith.

Freeman W. Beal Jr.
Freeman W. Beal Jr. CBM
Officer in Charge.

pcp-75

12 May, 1945.

To: Commanding Officer, Group, Cape Elizabeth, Maine

Subj: STERLING, Robert T., Keeper, Portland Head; efficiency rating

1. Standard Form 51 in the case of subject employee was forwarded to you for completion on 4 April, 1945.

2. As this form was not received by 11 May, 1945, as requested in the CDGO'S letter of 4 May, 1945, File pcp-75, you are again requested to submit this form to this office as soon as possible in order to enable us to complete our records and make the required report to headquarters by 15 May, 1945.

C.M. ELLISON
By direction.

pop-75

14 February, 1945

To: Robert T. Sterling, Keeper, Portland Head Light Station, Maine

Subj: Pay Status; underpayment

Via: CG Group, Cape Elizabeth, Maine

1. Replying to your letter dated 3 February, 1945, you are advised that your case has been considered and the facts noted by this office, Regarding your statement that you consider that you have been underpaid from 1 April, 1944 to 1 October, 1944, the records of this office show that your last previous administrative promotion was on 1 October, 1942 when your salary was increased from $1500. to $1560. per annum. As a result you were receiving the maximum in the range ($1200-1560), as Asst. Keeper on 1 April, 1944, or at the expiration of 18 months' period, and it was therefore not possible for you to receive a periodic increase under the law. When you were officially designated as Keeper on 1 August, 1944 in the keeper's range of $1380-1740, you became eligible at the next quarter following, which was on 1 October, 1944, for your periodic increase. As a result your pay from 1 October, 1944 was $1620. per annum.

2. In regard to your withholding tax, it was found that prior to 1 October, 1944, you were receiving $130.00 per month plus overtime pay (increased compensation) of $25. per month, making your gross pay $155.00 per month in which the withholding tax was $9.20. Effective 1 October, 1944 when your gross salary was increased to $160.00 your withholding tax advanced from $9.20 to $15.20 because your pay was within the wage bracket of $160. to $200. However, if the excess amount of your withholding tax deductions reported as $113.20 by this office exceeds the amount you owe for income taxes, you will be advised by the Bureau of Internal Revenue after filing your income tax return for the calendar year 1944.

3. According to the records of this office you will reach the compulsory retirement age on 28 May, 1946, and it will be necessary for you to retire at the close of that month. At the present time, the leave records of this office show that you have 90 days accumulated annual leave to your credit and if you do not exceed 26 days annual leave during the year 1945, you can carry a total of 90 days forward to 1946. On the basis of this assumption, you will be able to start on terminal leave on or about 1 February, 1946. It would be appreciated if you would advise this office what definite plans you have concerning your retirement if you are considering retirement prior to 31 May, 1946.

C. M. ELLISON
By direction

BOSTON DISTRICT
RECEIVED
FEB 1945
U.S. COAST GUARD

Ind-2
SCGO, Portland, Me.
File: 521 - 75
6 February, 1945

To: DCGO, 1st Naval District

Subj: Robert T. Sterling, Sr., Keeper Portland Head Light Station, Cape Cottage, Maine; pay status

Forwarded.

F. B. Lincoln.
F. B. LINCOLN

UNITED STATES COAST GUARD

ADDRESS REPLY TO

AND REFER TO





Portland Head Light Station,
February 3d, 1945
Cape Cottage, Maine.

To The D.C. G. O. I. N. D.
First Naval District
Via. Cape Elizabeth Life Boat Station
to Captain of the Ports Office at Portland, Maine.
Subject. Pay.

My Dear Sir-

I have enclosed a letter of complaint regarding my salary.

I have been serving in the capacity of a keeper of lighthouses for many years and at this time have almost arrived at an age of compulsary retirement.

In asmuch that I have such a short waite it was my impression that you would and could waver the long period and step me up sooner so as I might benefit for my long longvity and get my pay raise.

I also at this time want to bring to your attention the periodic raise that I was to receive last year while I remain as asst., keeper here.

From April 1st., 1944 I was acting keeper of this station on account of the present keeper then Mr. F. O. Hilts retiring. From that date until his retiring and my notification as becoming Keeper I had served as acting Keeping until I was appointed officially and that was the first day of October 1944. Therefore you owe me back pay to the amount of $5.00 for each month owing to the periodic raise that should of been given me last April. I did not become Keeper here until Oct. 1st., as I have stated therefore all pay before then was while I

UNITED STATES COAST GUARD

ADDRESS REPLY TO

AND REFER TO



was assist., Keeper until I became Keeper officially the first day of October 1944.

When you made me Keeper and then extended to me my periodic raise that put me another bracket so as to enlarge my income tax — it was out of order, or it could of been an overlook on your part.

Nevertheless my claim is that you owe me back pay from April 1st until October 1st., 1944 when I received my appointment at this station officially

I have enclosed letters that I have received from you in the past so as to check up on your correspondence with me readily.

Will you kindly return them to me for my files.

I would greatly appreciate all favors you could possibly render to me at this time

Very Respectflly Yours

R.T.STERLING SR,

Robert T. Sterling Sr
Keeper

CG GROUP,
CAPE ELIZABETH, MAINE
FEBRUARY 5, 1945

1. Forwarded,

Freeman W. Beal Jr.

Freeman W. Beal Jr. CBM

UNITED STATES COAST GUARD

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

D C G O I N D

Boston, Mass

Subject; Sterling, Robert T., Keeper Portland Head Light Sta. Maine, Increase in salary.

1. Mr. Robert T. Sterling, keeper, at Portland Head Light Station Me., served as acting keeper of this station since 1 April 1944. and actually assumed full keepership on 1 August, 1944, and retained same salary as received while Assistant Keeper.

2. Mr. Sterling services have been very satisfactory and it is recommended that consideration be given to waive the step of increase period of 18 months and premote him to the next step of his range effective 1 February 1945.

October, 1944

List of Civilian Lighthouse Keepers Who May Retire in the Near Future

Name	Station	Date of Birth	Age	Date Eligible for Retirement	Remarks
Sterling, R. T.	Portland Head	5/28/76	68-9	Jan. 1946	Past eligibility for voluntary retirement. Compulsory Retirement will require him to start terminal leave within 1 year and 4 months.

Sterling, R. J.

CHECK LIST OF STEPS IN PROCESSING OF FORM 2249

1. Note on Form 2660 that Form 2249 received.

2. Four mimeographed copies of 2249.
   a. One to Pay Clerk
   ~~2. One for M.P.I.~~
   c. One to employee's supervisor
   d. One for file
   (a 5th to MIO in case employee is in MIN)

3. Form 2249 for employee sent to superior or employee directly

4. Form 1251 sent to HQ.

5. Entry made on form 2806.

ME 6. Notation made on post index.

7. Notation made on funds cards.

8. Notification of action given to leave clerk.

9. Remarks:

Processed by: _____

Reference is made to your letter of 6 October, 1944. Robert T. Sterling's name was included on Headquarters' list and Form 2249 is attached for his Pay Increase (Periodic).

RTMENT

10

PAGE:

1944

1437

Position		keeper
Grade	Range $1380-1740	Range $1380-1740
Salary	$1560 p.a.plus $240 p.a.trs.	$1620 p.a.plus $240 p.a.trs.
C. S. C. No.		
Bureau or Div.		
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt.Sta.,Maine
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

Remarks:

You are hereby granted a one-step increase in rate of compensation.

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

Justification:

Mr. Sterling's last increase in rate of compensation was on October 1, 1943, in the amount of $60.
The position occupied by this employee is not temporary.
His service and conduct are satisfactory.
His current efficiency rating is E.

DATE APPROVED [redacted]

SUBORDINATE ADMINISTRATIVE OFFICE

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 10

TO:

Date Prepared October 1, 1944

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard

Bureau No.:

Pay Increase (Periodic)

Effective: October 1, 1944

	FROM 1437	TO 1437
Position		Keeper
Grade	Range $1380-1740	Range $1380-1740
Salary	$1560 p.a. plus $240 p.a. Hrs.	$1620 p.a. plus $240 p.a. Hrs.
C. S. C. No.		
Bureau or Div.		
Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Maine
Appropriation		Civilian Employees, C. G.
Allotment		
	FIELD ☐ DEPRTMTL. ☐	FIELD ☐ DEPRTMTL. ☐

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

Remarks:

You are hereby granted a one-step increase in rate of compensation.

Justification:

Mr. Sterling's last increase in rate of compensation was on October 1, 1943, in the amount of $60.
The position occupied by this employee is not temporary.
His service and conduct are satisfactory.
His current efficiency rating is E.

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

Dept. Stock Form 2249

UNITED STATES NAVY DEPARTMENT
WASHINGTON, D. C.

TO:

Name: Sterling, Robert T. (Mr.)

From: U.S. Coast Guard

Date Prepared: October 1, 1944

Bureau No.

C.S. or other Legal authority

Effective: Pay Increase (Periodic)

	FROM 1437	TO 1437
Position Grade Salary	Range $1380-1740 $1560 p.a.plus $240 p.a. Qtrs.	Keeper Range $1380-1740 $1620 p.a.plus $240 p.a. Qtrs.
Bureau or Div. Organiz'l. Subdiv.		
Hdqtrs. Post of Duty Appropriation Allotment		Boston, Mass. Portland Head Lt.Sta.,Me. Civilian Employees, CG
	Field X Dptmtl ___	Field X Dptmtl ___

Appropriation: Regular

Date of birth: 5-28-1876

Legal Residence: Maine

Sex: M

Nature of Position: New Add. Iden.

Vice Vac. Vice

Remarks: You are hereby granted a one-step increase in rate of compensation.

Has C.S.Comm. allowed Vet.Pref.: No

Subject to Retirement Act? Lighthouse Act 6-20-18

Date of Oath

Justification:

Mr. Sterling's last increase in rate of compensation was on October 1, 1942, in the amount of $60.
The position occupied by this employee is not temporary.
His service and conduct are satisfactory.
His current efficiency rating is E.

Date Approved by the Secretary: 10-1-44

SUBORDINATE ADMINISTRATIVE OFFICE

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

13 October, 1944

To: Commanding Officer, CG Station, Cape Elizabeth, Maine

Subj: STERLING, Robert T. (Mr.), Keeper, Portland Head Light Station, Maine

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. ELLISON
By direction

Incl
Form 2249 and copy.

pcp-75

6 October, 1944

To: The Commandant (PCP)

Subj: STERLING, Robert T., Keeper, Portland Head Light Station, Maine; increase in salary

The records of this office indicate that Mr. Sterling was eligible for a periodic promotion on 1 October, 1944, although HQ's report of such promotions did not include his name. Mr. Sterling received his last salary increase on 1 October, 1942, making him eligible for another increase on 1 April, 1944. It was not possible to increase his salary at that time, however, because he was at the top of his range. On 1 August, 1944, Mr. Sterling was promoted to a higher salary range without an equivalent increase in compensation, which would, therefore, make him eligible for a step increase as of 1 October, 1944.

C. M. ELLISON
By direction

2249 w/d from HQ 10-1-44

SWG

pcp-75

12 September, 1944

To: Commanding Officer, CG Station, Cape Elizabeth, Maine

Subj: STERLING, Robert T., Keeper, Portland Head Light Station; periodic promotion

Mr. Sterling will be eligible for a periodic promotion to $1620. per annum on 1 October, 1944, insofar as length of service since last promotion is concerned. In recommending this promotion we must certify to HQ that the conduct and service of the employee have been satisfactory. Will you, therefore, at your earliest convenience by indorsement hereon supply us with the necessary information as to Mr. Sterling's conduct and service?

C. M. ELLISON
By direction

Standard Form No. 51
Jan. 5, 1942
Civ. Cir. No. 302

REPORT OF EFFICIENCY RATING

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

Classification Symbols
(Service) (Grade) (Class)

31 March, 1942 based on performance during period from ____ to 31 March, 1942.

Robert T. Sterling (Name of employee) | Asst. Keeper (Title of position) | U. S. Coast Guard (Bureau)

First Naval District (Division) | South Portland Base (Section) | Portland Head Light Station (Subsection or unit) | 1 (Field office)

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

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

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

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

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

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

STANDARD
Deviations must be explained on reverse side of this form

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

	Adjective rating	Numerical rating
Rating official	Very Good	3
Reviewing official		

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

Rated by H. L. Duggins (Signature of rating official) | Lieut. (j.g.) (Title) | 31 March, 1942. (Date)

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

Rating approved by efficiency rating committee --- (Date) | Report to employee Very good (Adjective rating) | 3 (Numerical rating)

16—26177-1

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE COMMANDANT (PCP-3) WASHINGTON
REFER TO FILE CG-75

pcp-75

21 July, 1944

24 July, 1944

To: DCGO, 1st Naval District

To: The Commandant (PCP-3)

Subj: Robert T. Sterling, Keeper; entrance on duty

In reply to HQ's letter of 21 July, 1944, file CG-75, regarding Mr. Sterling's date of entrance on duty in the position of Keeper (No. 1437), HQ is informed that Mr. Sterling will enter on duty in the above-mentioned position on 1 August, 1944.

C. M. ELLISON
By direction

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form [illegible] in duplicate.
(6) Furnish standard Form 18 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2475, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 68 in triplicate.
(16) It is requested that the date subject employee entered on duty in the position of Keeper (No. 1437) vice Frank O. Hilt be promptly submitted to Headquarters. Reference is made to Form 2249 dated June 22, 1944, for the promotion of Mr. Sterling.

CARL E. MERRICK
By direction

3847

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP-3)
REFER TO FILE: CG-75

WASHINGTON

BOSTON DISTRICT
RECEIVED
JUL 22 1944
U.S. COAST GUARD

21 July, 1944

To: DCGO, 1st Naval District

Subj: Robert T. Sterling, Keeper; entrance on duty

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, or transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.
(16) It is requested that the date subject employee entered on duty in the position of Keeper (No. 1437) vice Frank O. Hilt be promptly submitted to Headquarters. Reference is made to Form 2249 dated June 22, 1944, for the promotion of Mr. Sterling.

Carl E. Herrick

CARL E. HERRICK
By direction

3847

CHECK LIST OF STEPS IN PROCESSING OF FORM 2249

1. Note on Form 2660 that Form 2249 received.

2. Four mimeographed copies of 2249.
   a. One to Pay Clerk
   2. One for M.P.I.
   c. One to employee's supervisor
   d. One for file
   (a 5th to MIO in case employee is in MIN)

3. Form 2249 for employee sent to superior or ~~employee directly~~

4. Form 1251 sent to HQ. Sent 8-1-44

5. Entry made on form 2806.

6. Notation made on post index.

7. Notation made on funds cards.

8. Notification of action given to leave clerk.

9. Remarks:

Processed by: _____

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 10

Date Prepared June 22, 1944

TO:

Name: Sterling, Robert T. (Mr.)

From: U. S. Coast Guard

Bureau No.:

Promotion

Effective: EOD

Reason for action: 8/1/44

	FROM 1438	TO 1437
Position	Keeper	Keeper
Grade	Range $1200-$1560	Range $1380-$1740)
Salary	$1560 p.a.plus $240p.a. Qtrs.	$1560 p.a.plus $240 p.a. Qtrs.
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	U. S. Coast Guard
Organizational Subdivisions		
Headquarters	Boston, Mass.	Boston, Mass.
Post of Duty	Portland Head Lt.Sta.,Me.	Portland Head Lt.Sta.,Me.
Appropriation	Civilian Employees, C.G.	Civilian Employees, C.G.
Allotment		
	FIELD ☒ DEPRTMTL. ☐	FIELD ☐ DEPRTMTL. ☐

Remarks:

Justification:

This is a regular position in the authorized complement of the District.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE: *

NAME: *Frank O. Bilt

C.S.C. NO.:

ACTION NO.:

DATE: (Retired 7-31-44)

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

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

DATE OF OATH

DATE APPROVED BY THE SECRETARY:

SUBORDINATE ADMINISTRATIVE OFFICE

Dept. Stock Fm. 2249

UNITED STATES NAVY DEPARTMENT

To:

Date June 22, 1944

Name: Sterling, Robert T. (Mr.)

Bureau No.:

From: U. S. Coast Guard

This is to notify you of the following personnel action:

Promotion

Effective: 6/22

Civil Service or other legal authority

	From	To
	1A38	1A37
Position	Keeper	Keeper
Grade	Range $1200-1560	Range $1380-1740
Salary	$1560 pa plus $240 pa qtrs.	$1560 pa plus $240 pa qtrs.
C.S.C. No.		
Bureau or Div.	U. S. Coast Guard	U. S. Coast Guard
Organizational Subdivisions		
Headquarters	Boston, Mass.	Boston, Mass.
Post of Duty	Portland Head Lt.Sta. Me.	Portland Head Lt.Sta. Me.
Appropriation	Civ. Rep. CG	Civ. Rep. CG
Allotment		

Appropriation: Regular

Date of Birth: 5-28-1876

Legal Residence: Maine

Sex: M

Nature of Position: New ____ Addtl. Ident. ____

Field ____ Deptmtl ____ Field ____ Deptmtl ____

Vice Vacancy ____ Vice ____

Remarks:

Name: Frank C. Holt

C.S.C. No.

Action No.

Date

(Retired 7-31-44)

Justification:

This is a regular position in the authorized complement of the District.

Has C.S. Comm. allowed Veterans preference? No

Subject to Retirement Act? Lighthouse Act 6-20-18

Date of Oath

This notification is subject to the provisions on the reverse hereof, when applicable. By direction of the Secretary of the Navy.

Yours very truly,
/s/ Carl E. Herrick
Comdr. USCGR
Chief, Civilian Personnel Division
(Head of Bureau or Division)

Date approved by the Secretary: 6-22-44

UNITED STATES COAST GUARD
Customhouse
Boston 9, Mass.

Address reply to
DISTRICT COAST GUARD OFFICER
FIRST NAVAL DISTRICT
Refer to file: pcp-75

21 July, 1944

To: **Commanding Officer, CG Station, Cape Elizabeth, Maine**

Subj: **Sterling, Robert T., Keeper, Portland Head Lt.SStation, Me.; Promotion**

Form 2249 is inclosed herewith for delivery to subject employee for his personal file. A copy of form 2249 is also inclosed for your information and files.

C. M. Ellison
C. M. ELLISON
By direction

Incl
Form 2249 and copy.

UNITED STATES COAST GUARD

Date 21 July, 1944

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION

OR PAY STATUS OF CIVILIAN EMPLOYEE

From: DCO, 1st Naval District
To: The Commandant (PCP)

NAME Sterling, Robert T. (Mr.)

Nature of Action Promotion

Effective date of change 1 August, 1944

	FROM 1438	TO
Position	Keeper	Keeper
Pay	$1560 pa	$1560 pa
Salary Range	$1200-1560	$1380-1740
Valuation of Quarters	$240 pa qtrs.	$240 pa qtrs.
Station	Portland Head Lt.Sta.Me.	Portland Head Lt.Sta., Me.

Remarks: This change is reported in accordance with Department approval dated (perforated in Form 2249) 6-22-44

Signature C. M. ELLISON
By direction

(This space for use of Headquarters)

1251

Standard Form 68
March 1944
U.S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 March, 1944

STERLING, Robert T. (Name of employee) — Asst. Keeper (Title of position, service, and grade)

U. S. Coast Guard, 1ND — CG Station, Cape Elizabeth, Me. Portland Head Lt.Sta. (Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Excellent

24 June, 1944 (Date of notification)

L. B. McGEE, Chairman (Signature)
District Efficiency Rating Committee (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

_____(11) Industry.
_____(12) Rate of progress on or completion of assignments.
_____(13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
_____(14) Ability to organize his work.
_____(15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
_____(17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

_____(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
_____(30) *Ability to make decisions.*
_____(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

_____(A) _____
_____(B) _____
_____(C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating
Rating official: Excellent
Reviewing official: Excellent.

Rated by George Clark (Signature of rating official) GEORGE CLARK Ensign USCG. — Commanding Officer (Title) — 14 April, 1944. (Date)

Reviewed by George Clark (Signature of reviewing official) F. B. Lincoln SC 7 0 Commander, U.S.C.G. (Title) — May 10 1944 (Date)

Rating approved by efficiency rating committee 5/23/44 (Date) — Report to employee E (Adjective rating)

16—26177-2

...51, Rev.
...ec. 1943
...Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 March, 1944

STERLING, Robert T. (Name of employee)

Asst. Keeper (Title of position, service, and grade)

U. S. Coast Guard CG Station, Cape Elizabeth, Me. Portland Head Light Station
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official Excellent.

Rated by George Clark (Signature of rating official) GEORGE CLARK Ensign USCG. Commanding Officer (Title) 14 April, 1944. (Date)

Reviewed by George Clark (Signature of reviewing official) F. Bruce SCPO Commander U.S.C.G. (Title) May 10 1944. (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee E (Adjective rating)

16—26177-2

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE COMMANDANT (PCP-3)
REFER TO FILE CG-75

WASHINGTON

pcp-75

13 June, 1944

17 June, 1944

To: DCGO, 1st Naval District

To: The Commandant (PCP-3)

Subj: STERLING, Robert T.; promotion of

In reply to HQ's letter of 13 June, 1944, file CG-75, regarding position covered by Bureau No. 1438, which will be left vacant by the promotion of Mr. Sterling, HQ is informed that this office proposes to recommend the promotion of William T. Burns, at present First Assistant Keeper, Ram Island Ledge Light Station, to the above-mentioned position as soon as Mr. Sterling's promotion has been effected. The resultant vacancy created by Mr. Burns' promotion will be filled at a later date by a civilian keeper.

C. M. ELLISON
By direction

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT
REFER TO FILE: (PCP-3)
CG-75

WASHINGTON

BOSTON DISTRICT
RECEIVED
JU 16 44
U.S. COAST GUARD

13 June, 1944

To: DCGO, 1st Naval District

Subj: Robert T. Sterling; promotion of

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.
(16) Please advise Headquarters whether the position of Keeper (#1438), which will be left vacant upon the promotion of subject employee upon the retirement of Frank O. Hilt, is to be filled by a civilian in the Service.

Carl E. Herrick

3847

CARL E. HERRICK
By direction

PERSONNEL RECOMMENDATION
UNITED STATES COAST GUARD
NAVCG-2660-REV.2-44

TO: COMMANDANT, UNITED STATES COAST GUARD

FROM (Recommending Office)	LOCATION	DATE
DCGO, 1st Naval District	Boston, Massachusetts	8 June, 1944

NATURE OF RECOMMENDATION
PROMOTION

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
STERLING, Robert T.	Maine	5/28/76	No

	FROM	TO
POSITION & NUMBER	Assistant Keeper Bureau No. 1438	Keeper Bureau No. 1437
GRADE OR RANGE & PAY	(Range $1200-$1560) $1560. p.a.	(Range $1380-$1740) $1740. p.a.
VALUATION OF QUARTERS	$240. p.a.	$240. p.a.
APPROPRIATION	Civilian Employees, C. G.	Civilian Employees, C. G.
STATION	Portland Head Lt. Sta., Me.	Portland Head Lt. Sta., Me.
OFFICE	DCGO, 1st Naval District	DCGO, 1st Naval District
DIVISION	—	—
SECTION	Portland Section	Portland Section

PROPOSED EFFECTIVE DATE 8/1/44

[ ] THE ACTUAL DATE OF ENTRANCE ON DUTY
[X] AS SOON THEREAFTER AS HE ENTERS ON DUTY

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[X] VICE HILT, Frank O. — cob 7/31/44 Retired
(Previous Incumbent) (J.C.S.#-IVb Only) (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF
(Position or Job Superseded) (Incumbent) (J.C.S.#-IVb Only)

[ ] ADDITIONAL IDENTICAL
(Name of Employee (J.C.S.# of Position to Which Identical-IVb Only)

REMARKS: Funds are available to cover the action recommended above. This action is dependent upon and may not take effect before the retirement of Frank O. Hilt.

Certified as required in Instruction 6:

C. M. ELLISON
By direction
(Signature of Recommending Officer)

BOSTON DISTRICT RECEIVED APR 8 1944 U.S. COAST GUARD

File

RECEIVED APR 7 1944 PORTLAND MAINE U.S. COAST GUARD

UNITED STATES COAST GUARD

Address Reply to:
COAST GUARD STATION
CAPE ELIZABETH, MAINE
And Refer to File No. 75.

pcp-75

11 April, 1944

To: Commanding Officer, CG Station, Cape Elizabeth, Me.

Via: SCGO, Portland, Me.

Subj: Robert E. Sterling, Asst. Keeper, Portland Head Light Station; promotion of.

In reply to your letter of 4 April, 1944, file 75, you are advised that Mr. Sterling will be nominated for the position of Keeper, Portland Head Light Station, to be effective 1 August, 1944, immediately following the expiration of Mr. Hilt's terminal leave at the close of 31 July, 1944.

C. M. ELLISON
By direction

In6-1
SCGO, Portland, Me.
7 April, 1944.

To: DCGO, 1st Naval District

Forwarded, approved.

UNITED STATES COAST GUARD

BOSTON DISTRICT RECEIVED APR 8 1944 U.S. COAST GUARD

CAPTAIN OF THE PORT RECEIVED APR 7 1944 PORTLAND MAINE U.S. COAST GUARD

Address Reply to:
COAST GUARD STATION
CAPE ELIZABETH, MAINE
And Refer to File No. 75.

4 April, 1944.

To: District Coast Guard Officer, 1ND.

Via: Section Coast Guard Officer, Portland, Maine.

Subj: STERLING, Robert E. Civilian Assistant Keeper; promotion of.

It is recommended that subject-named man be promoted to Civilian Keeper at Portland Head Light Station, and be retained at that unit as Keeper, in lieu of Frank O. Hilt, Civilian Keeper, on terminated leave, as of 1 April, 1944.

George Clark.
GEORGE CLARK

- -

Ind-1
SCGO, Portland, Me.
7 April, 1944.

To: DCGO, 1st Naval District.

Forwarded, approved.

F. B. Lincoln
F. B. LINCOLN

UNITED STATES COAST GUARD

Boston, Massachusetts

Address reply to
DISTRICT COAST GUARD OFFICER
BOSTON 9, MASSACHUSETTS
And refer to file no. 75

26 November, 1943

To: Robert T. Sterling, Asst. Keeper, Portland Head Light Station

Via: CO, Cape Elizabeth CG Station

Subj: Annual leave.

1. According to the records of the DCGO, Civilian Personnel Section, you are entitled to take a minimum of 11 days annual leave before the end of the calendar year 1943, subject to the approval of your superior or commanding officer.

2. Under existing leave laws and regulations such portion of the above amount that is not taken will be forfeited.

3. You are requested not to take this leave after 17 December if travel by intercity carrier would be involved, in view of the efforts of the Director of Defense Transportation to protect essential traffic during the holiday period.

Clyde R. Johnson

CLYDE R. JOHNSON
By direction

NSO 110b
(Rev. 3-22-43)

UNITED STATES NAVY DEPARTMENT

NOTICE OF EFFICIENCY RATING

Annual Rating E 1 as of 31 March, 1943

Probation, or Trial Period Rating ----

As of ----

For service beginning 1 April, 1942

REPORT OF CONDUCT

Unless otherwise stated below, your conduct during this rating period was considered satisfactory.

STERLING, Robert T. (Name) ---- (Service-Grade) Assistant Keeper (Title)

NOV 3 - 1943 (Date of notification)

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

INTERPRETATION OF EFFICIENCY RATING

Excellent (E) means that performance in every important phase of the work has been outstanding and that performance has been at least fully satisfactory (adequate) in all the other phases.

Very Good (VG) means that performance in a majority of important phases of the work has been outstanding and that performance has been at least fully satisfactory (adequate) in all the other phases.

Good (G) means—

(*a*) that performance has been at least fully satisfactory (adequate) in all the phases of the work, although not outstanding in a majority of the important phases; or

(*b*) that performance in all the important phases has been at least fully satisfactory (adequate) and performance that has not met job requirements has been fully compensated by outstanding performance in other phases of the work; or

(*c*) that performance in a majority of important phases has been at least fully satisfactory (adequate) and that performance that has not met job requirements in important phases has been over-compensated by outstanding performance in other important phases.

Fair (F) means that performance in a majority of important phases of the work has been at least fully satisfactory (adequate) and that performance that has not met job requirements has not been fully compensated by outstanding performance in other phases.

Unsatisfactory (U) means that performance in a majority of important phases of the work has not met job requirements.

As used above, "adequate" means that the service rendered in a particular phase of the work is what would be expected of a fully competent, qualified, acceptable employee in the same kind and level of work after a reasonable period of training. The word "outstanding" means that the service rendered in a particular phase of the work is distinctly better than what would be expected from such an employee.

If a number appears after the adjective efficiency rating, it represents a further refinement of the adjective rating, as follows: Excellent 1; Very Good 2 or 3; Good 4, 5, or 6; Fair 7 or 8; Unsatisfactory 9.

16—33633-1

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

REPORT OF EFFICIENCY RATING

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

Classification Symbols		
(Service)	(Grade)	(Class)

As of 2 May 1943 based on performance during period from 1 April, 1942 to 31 March, 1943.

Robert T. Sterling (Name of employee) Civilian Asst. Keeper, (Title of position) U.S. Coast Guard. (Bureau)

(Division) Portland, Maine (Section) Cape Elizabeth Coast Guard Station (Portland Head Light Station) (Subsection or unit) Me. (Field office)

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

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

CHECK ONE

Administrative, supervisory, or planning ☐
All others ☐

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

----- (A) None
----- (B)
----- (C)

STANDARD
Deviations must be explained on reverse side of this form

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

	Adjective rating	*Numerical rating*
Rating official	+	1
Reviewing official	E	1

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

Rated by Frank O. Hilt (Signature of rating official) Keeper. (Title) 2 May 1943. (Date)

Reviewed by W. N. Derby (Signature of reviewing official) Captain, U.S.C.G. (Title) 10 May, 1943 (Date)

W. N. DERBY

Rating approved by efficiency rating committee — (Date) Report to employee E (Adjective rating) 1 (Numerical rating)

63 FS

16—26177-1

BOSTON DISTRICT
JUL 1943
U.S. COAST GUARD

FILE

UNITED STATES COAST GUARD

PORTLAND HEAD LIGHT STATION
CP-75

9 June, 1943

To: District Coast Guard Officer, First Naval District.

Via: Keeper, Portland Head Light Station.
Commanding Officer, Coast Guard Station, Cape Elizabeth.

Subj: Proposed voluntary retirement.

1. In reply to your letter of 26 May, 1943 (CP-75), and in view of the present national call for young men in contact work, I consider it my patriotic duty to remain in service as long as I can replace a younger man. I am at present in good health and therefore do not desire retirement at this time nor for the next fiscal year, unless forced to request retirement on account of sickness.

Robert T. Sterling.
ROBERT T. STERLING
Assistant Keeper.

Ind-1
9 June, 1943

To: Commanding Officer, Coast Guard Station, Cape Elizabeth, Maine.

Forwarded.

Frank O. Hilt
FRANK O HILT,
Keeper.

Ind-2
9 June, 1943.

To: District Coast Guard Officer, First Naval District.

Forwarded.

Edward L. Silva
EDWARD L. SILVA.



CP-75

26 May, 1943

From: District Coast Guard Officer, 1st Naval District.
To: STERLING, Robert T., Civilian Asst. Keeper, Portland Head Light Station.

Via: Commanding Officer, CAPE ELIZABETH STATION.

Subject: STERLING, Robert T., Civilian Asst. Keeper, Portland Head Light Station; proposed voluntary retirement.

1. In checking over our records it is noted that on 30 September, 1943 you will be eligible for voluntary retirement. It is also noted that should you express your desire to apply for voluntary retirement, to become effective at the close of business 30 September, 1943, your leave with pay, beginning on or about 14 July, 1943 would carry you to the close of 30 September, 1943.

2. In view of the foregoing, you are requested to advise this office of your decision in the matter, in order that we may forward you the necessary leave and application for retirement forms for execution, sufficiently in advance for the matter to be properly submitted to Headquarters for appropriate action.

H.W. SIEGEL,
By direction.

R. T. Sterling
Portland Head Lt. Station

22 January, 1943.

PORTLAND HEAD LIGHT STA. RECEIVED 24 JAN 1943 U.S. COAST GUARD

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

Subject: HOME ADDRESS.

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

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

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

G.J. O'LEARY,
By direction.

- -

1st. Indorsement.

January 25th, 1943.
(Date)

From: Robert Thayer Sterling, Portland Head Light Station
To : District Coast Guard Officer, First Naval District.

Sterling (Surname), Robert (First Name), T. (Middle Initial)

Portland Head Light Station Cape Cottage Me.
(Address)

Telephone Number, if any 2-8828

Married ~~xxxsinglexx(xxxxxxxxxxx)~~

Robert Thayer Sterling.
(Signature)

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

REPORT OF CHANGE IN PERSONNEL

(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)
STERLING	Robert	T.	Civilian	Keeper

Portland Head Light Sta.

(Unit)	(Place)	(Date)
COAST GUARD BASE	South Portland, Maine	16 October, 1942

Effective 1 October, 1942 - Promotion

	From:	To:
Position:		Keeper
Grade:	Field (Range $1200-1560)	Field (Range 1200-1560)
Salary:	$1500 p.a. plus $240. p.a. Qtrs.	$1560 p.a. plus $240 qtrs.

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

AUTHORITY:

Form 2249, 10/1/42

Roger L. Arringdale
(Commanding)
ROGER L. ARRINGDALE
Lieut. (jg.) USCGR
By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

U. S. GOVERNMENT PRINTING OFFICE

ATTACH TO DISTRICT'S COPY OF FORM 2249 AND CHECK OFF

FORM 2668
(a) Initiate in triplicate, or
(b) Check in from unit with Pay Office.
(c) Attach Form 50 to 2668 for Pay Office.

FORM 2599
(a) Initiate in duplicate, or
(b) Check in from unit.
(c) When change in status or post of duty, enter on leave card.
(d) Forward copy to Headquarters.

LETTER OF TRANSMITTAL TO SUBJECT (COPY FORM 2249) AND BASE.

NOTATION ON POST INDEX.
(a) Complement
(b) Alphabetical

NOTATION ON FUNDS CARD.

NOTATION ON FORM 2806.

CHECK FOLLOW-UP MEMO BOOK.

COPY FORM 2249 FOR PAY OFFICE AND BASE.

FINAL CHECK FOR COMPLETION.

REMARKS:

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 1 October, 1942

Name: Sterling, Robert T.

From: U. S. Coast Guard

Bureau No.:

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1200-1560)	Field (Range $1200-1560)
Salary	$1500 p.a. plus $240 p.a. trs.	$1560 p.a. plus $240 p.a. trs.
Bureau or Div. Organizational Subdivisions		
Headquarters		Boston, Mass.
Post of Duty		Portland Head Lt. Sta., Maine
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☐ DEPRTMTL ☐ FIELD ☐ DEPRTMTL ☐

Remarks:

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

C. J. O'LEARY,
By direction.

Justification:

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

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-76

LEGAL RESIDENCE: Maine

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

mmh

13 October, 1942.

From: District Coast Guard Officer, 1st Naval District.
To : Commanding Officer, SOUTH PORTLAND BASE.

From: District Coast Guard Officer, 1st Naval District. t
To : Commanding Officer, SOUTH PORTLAND BASE.

Subject: (a) STERLING, Robert T. - Keeper - Promotion -
- Portland Head Light Station -

Reference: (a) Form 2249.

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

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

2. Forms 2668 and 2599 are to be accomplished indicating subject's promotion and effective da te.

G. J. O'LEARY,
By direction.

mmh

13 October, 1942.

From: District Coast Guard Officer, First Naval District.
To : Commanding Officer, SOUTH PORTLAND BASE.

Subject: STERLING, Robert T. - Keeper - Promotion- - Portland Head Light Station -

Reference: (a) Form 2249.

Inclosure: (A) Reference (a).

1.- Inclosure (A) is forwarded for delivery to subject for his personal files.

G. J. O'LEARY,
By direction.

Stock Form

UNITED STATES NAVY DEPARTMENT
WASHINGTON, D. C.

TO:

Name: Sterling, Robert T.

From: U. S. Coast Guard

Promotion

Effective: ~~1 October, 1942~~

Date Prepared
1 October, 1942.
Bureau No.

C.S. or other legal authority

Appropriation
Regular

Date of birth
5-28-76

Legal Residence
Maine

Sex

Nature of Position
New | Add. | Iden.

Vice | Vac. | Vice

	FROM	TO
Position Grade Salary	Field(Range $1200-1560) $1500 p.a.plus $240 pa. qtrs.	Keeper Field(Range 1200-1560) $1560 p.a.plus $240 qtrs.
Bureau or Div. Organiz'l. Subdiv.		
Hdqtrs. Post of Duty Appropriation Allotment		Boston, Mass. Portland Head Lt.Sta.Me. Civilian Employees C. G.

Field x Dptmtl ___ Field x Dptmtl ___

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

From: Civilian Personnel Office.
To : Pay Officer.

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

G. J. O'Leary

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

CHARLES PIOZET

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

Justification: Mr. Sterling was last promoted January 16, 1931, in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Very Good.

Subject to Retirement Act? Lighthouse Act

Date of Oath

Orig. Asst. Paymaster 10/13/42

Date Approved by the Secretary
10-1-42

SUBORDINATE ADMINISTRATIVE OFFICE

NSO 110(b)

NAVY DEPARTMENT
Washington

24 June, 1942
(Date)

CLASSIFICATION		
SERVICE	GRADE	TITLE
F	---	Asst.Keeper

From: District Coast Guard Officer,
First Naval District.
To: STERLING, Robert T.
PORTLAND HEAD LIGHT STATION
Subject: Notification of efficiency rating.

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

EFFICIENCY RATINGS	
Adjective	Very Good
Numerical	3

CONDUCT REPORT	
Satisfactory (Yes or no)	Yes

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

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

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

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

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

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

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

INSPECTION OF RATINGS BY EMPLOYEES:

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

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

R. J. BORROMEY, By direction.

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

REPORT OF EFFICIENCY RATING

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

Classification Symbols		
(Service)	(Grade)	(Class)

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

Robert T. Sterling	Asst. Keeper	U. S. Coast Guard
(Name of employee)	(Title of position)	(Bureau)

First Naval District	South Portland Base	Portland Head Light Station
(Division)	(Section)	(Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

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

CHECK ONE:

Administrative, supervisory, or planning ____ ☐
All others ____ ☑

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

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

	Adjective rating	*Numerical rating*
Rating official	Very Good	3
Reviewing official		

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

Rated by H. L. Durgin (Signature of rating official) Lieut. (j.g.) (Title) 31 March, 1942. (Date)

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

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

10—26177-1

75

TREASURY DEPARTMENT

United States Coast Guard

Office of the Commander

Boston, Massachusetts,

13 May, 1941.

BOSTON DISTRICT

From: Commander, Boston District.
To : Commanding Officer, **SOUTH PORTLAND BASE.**

Subject: **Robert T. Sterling;**
Fingerprints; resubmission of.

Reference: (a) Headquarters' letter, 7 May, 1941 (CP-75).

Inclosure: (A) Form 2390, U. S. Civil Service Commission (duplicate).

1. Headquarters has directed by reference (a) that the fingerprints of the subject-named employee be again taken in duplicate on Forms No. 2390 and forwarded to this office at the earliest practicable date for resubmission to Headquarters.

2. Headquarters requires that all questions be answered fully. If there are no answers to any questions, it will be indicated by the words "No" or "None," whichever applies.

3. Care should be exercised in making fingerprints, being sure they are in the proper order and the fingers rolled so the pattern is clear and complete.

O. A. LITTLEFIELD,
By direction.

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

REPORT OF CHANGE IN PERSONNEL

STERLING	ROBERT	T.	Civilian	Asst. Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

PORTLAND HEAD LIGHT STATION	BOSTON DISTRICT	10 February, 1941.
(Unit)	(Place)	(Date)

SALARY CHANGED FROM $1440 PER ANNUM ($1200-1560) PLUS $240 P. A.
QUARTERS TO $1500 PER ANNUM WITHOUT CHANGE IN RANGE OR QUARTERS

EFFECTIVE DATE 16 JANUARY, 1941.

THORITY:
Form 2249, approved 1-16-41.

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

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared January 8, 1941

Name: Sterling, Robert T.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade		
Salary	Field (Range $1200-1560) $1440 p.a. plus $240 p.a. Qtrs.	Field (Range $1200-1560) $1500 p.a. plus $240 p.a. Qtrs.
Bureau or Div.		
Organizational Subdivisions		U. S. Coast Guard
Headquarters		
Post of Duty		Boston, Mass.
Appropriation		Portland Head Lt. Sta., Me.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941

Justification:

No increase in pay since January 1, 1931.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-28-1876

LEGAL RESIDENCE: Maine

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?: Lighthouse Act

DATE OF [illegible]

+1-1641

SUBORDINATE ADMINISTRATIVE OFFICE

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Treasury, Coast Guard Date Sept. 15, 1939

1. Name in full (Mr., Miss, or Mrs.) Mr. Sterling (Surname) Robert (Given name) Thayer (Middle name)
2. Present address Portland Head Light (Number) (Street) Cape Cottage (City) Maine (State)
3. Legal (voting) residence Maine 1st (State and Congressional District) Cumberland (County) Cape Elizabeth (City or town)
4. Where born Peaks Island (State or foreign country) Portland (City or town) When born May 28, 1876 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you 1. age 58.
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
U.S.L.H.S.	1st Dist.	Keeper	$456 p.a	Sept.	13	1913	Still employed.		
			$1440 p.a.						

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

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
NO	Position Department or office	
	Position Department or office	
	Position Department or office	

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

NO (Title) (Location) (Date appointment expires)

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

NO (Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

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

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

Enlisted NONE	Discharged	Enlisted	Discharged
Rank	Rank	Rank	Rank
Organization	Organization	Organization	Organization

[OVER]

10—1930

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

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

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Portland Publishing Co.	Journalist	10 years

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

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Mrs. Robert Thayer, Sterling.

Relationship Wife Post office address Cape Cottage, Me.

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

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

U. S. GOVERNMENT PRINTING OFFICE 10—1930

17. Have you been retired from the Civil, Military, or Naval Service of the United States? NO ; if so, state (a) whether for age, length of service or disability -- ; (b) Amount of retired pay --.

SWA

January 5, 1939

Ralph F. Blood Studio
714 Forest Avenue
Portland, Maine

Sirs:

Replying to your letter of January 3, enclosing statement of account owed you by Mr. Robert T. Sterling, Assistant Keeper, Portland Head Light Station, Maine, in the amount of $26.62, you are advised that the matter was taken up with Mr. Sterling personally and he has agreed to settle the account.

Respectfully,

H. M. INGALLS
Superintendent of Lighthouses

Supt.
Chief Clerk
Asst. L. H.
1st Clerk
Sr. Rad. Elec.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. File.
Engrg. File.

PORTLAND, MAINE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JAN - 4 1939
SOUTH PORTLAND, MAINE

714 [redacted] West Ave.,
Jan. 5, 1939

Supt. of Lighthouses,
259 High St.,
South Portland, Maine.

Dear Sir:

Inclosed herewith is statement of an account for pictures and post cards owed the Ralph F. Blood Studio by Robert T. Sterling of Portland Head Light, C.E.

In various telephone conversations and letters he freely admits correctness of acct. as hereby submitted and has promised payment. We do not understan his lack of "making good" for there are many things about him that would indicate him to be a man, like his name, of sterling character. It is suggested to us that you might be able to advise and may be assist in this matter. It seems Mr. Sterling may be induced to take this bill seriously and persuaded to pay by your influence exerted as a friendly gesture in place of the crudely coercive method of a resort to legal pressure which appears to be the only alternative.

We certainly wish that your influence may be the effective way and thank you for your consideration.

Very truly yours,

Ralph F. Blood Studio.

By Roy E. Blood.

PORTLAND, MAINE

August 31 1937

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JAN - 4 1939
SOUTH PORTLAND, MAINE

RALPH F. BLOOD STUDIO. 1795 Congress Street.

SOLD TO ROBERT THAYER STERLING:

12	Pictures,	unframed,	@ .25	$ 3.00
67	"	"	.50	33.50
12	"	"	1.00	12.00
3	Framed	Pictures	.50	1.50
1	"	"	1.00	1.00
1	"	"	1.50	1.50
2	"	"	2.50	5.00
98				$57.50

Less Commission 1/3 19.17

$38.33

Plus 510 Post Card Pictures,
@ .03 net 15.30

$53.63

CREDITS BY:

July 27 1936, Allowance as agreed,	$ 4.34	
Aug. 20 1936, Cash	1.67	
July 15 1937, Cash	10.00	
July 15 1937, Contra for Punt	10.00	
Jan. 10 1938, Cash	1.00	27.01

Balance due $26.62

CP

May 12, 1938

Mr. Millard H. Vanderward,
24 Bean Street,
South Portland, Maine.

Sir:

Referring to your letter of May 10, 1938, regarding account claimed against Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, in the sum of $5.95:

Mr. Sterling has been requested to inform this office what steps he proposes to take toward settling this account, provided it is a just and legal debt.

Respectfully,

H M INGALLS
Superintendent of Lighthouses

SUPT. OF LIGHTHOUSES
1ST DISTRICT
MAY 12 1938
SOUTH PORTLAND, MAINE

24 Bean Street
South Portland, Maine

May 10, 1938

Captain Ingalls
Supt. Lighthouse Depot
South Portland, Maine

Dear Sir;

I am writing in regard to a matter which I think should be brought to your attention. Robert Sterling, keeper of Portland Head Light, contracted a bill for gas and oil with me in December 1937. In February he paid $5.00, in April, $3.00 and in May $2.00 leaving a balance of $5.95.

I believe that a man in his position should be able to have cleared this matter up several months ago. I am going to leave it to your judgement as to the proceedure to be taken.

Yours truly,

Millard F. Vanderward

CP

File

December 31, 1937.

Mr. R. O. Miller,
11 Dyer St.,
South Portland, Me.

Sir:

Your letter of the 28th instant enclosing statement of account against Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, in the sum of $4.20:

Mr. Sterling has been requested to inform this office what steps he proposes to take towards settling this bill, provided it is a just and legal debt, and upon receipt of his reply you will be further advised.

Respectfully,

H M INGALLS
Superintendent of Lighthouses

SUPT. OF LIGHTHOUSES
1ST DISTRICT
DEC 30 1937
SOUTH PORTLAND, MAINE

Supt.
Asst. Supt.
Chief Clerk
Asst. L. [illegible]
1st Clerk
Sr. Rad. Elec.
Depot Keeper
2d Clerk
3d Clerk
M [illegible]
5th Clerk
Hibiscus
Ilex
Correa, Fla.

To R. O. MILLER

LOBSTERS, CRAB MEAT, CLAMS and SCALLOPS

11 DYER STREET

Phone 3-7638

SO. PORTLAND, ME., _____ 19

Dec 28/37

Mr Supt

Dear Sir

Will you try and collect this bill for me.

Obliged

R O Miller


FREE DELIVERY
MILLER & SONS
LOBSTERS, CRAB MEAT, SCALLOPS
AND OYSTERS
11-13 DYER STREET
SO. PORTLAND, ME.
Oct 17
193
Robert J Sterling
Portland Head Light
LBS. LOBSTER MEAT
LBS. LOBSTER, BOILED
LBS. LOBSTER, LIVE 35
LBS. CRAB MEAT
GALS. SCALLOPS
DOZ. CRABS
$4.20
GALS. CLAMS
BUSH. CLAMS
GALS. OYSTERS
DOZ. LOBSTER BODIES

South

SWA

South

October 22, 1935

Robert T. Sterling, Assistant Keeper
Portland Head Light Station, Maine
(Via Keeper)

Referring to your letter of October 21, regarding installation of a telephone at your residence at Portland Head Light Station, you are advised that this office has no objection to your installing a telephone, provided all costs of installation are borne by you and that permission to cross the military reservation, if necessary, is obtained.

G. B.
BRUSH
Superintendent

Copy for station files.

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Engr. Tile

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

no objection

1ST DISTRICT
OCT 21 1935
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Portland Head Light
(STATION, DEPOT, OR VESSEL)

October 21st, 1935.
....., 193

SUPERINTENDENT OF LIGHTHOUSES,

Portland, Maine.

Sir: Would your office please grant me the right to install a New England Telephone at my home (or this station) providing the cost is all on my part. This applys to the rental and installation.

Sincerely Yours

Robert Thayer Sterling

Asst., Keeper.

Keeper Absent.

CCB:SWA
2 Encls.

October 22, 1935

Commissioner of Lighthouses

Referring to recent conversation at Bureau with undersigned:

Enclosed find letter and list of publications in which appeared notices, reviews, etc., of Mr. Sterling's book.

Mr. Sterling reiterates verbally that the Boston Transcript stated his book was the second best seller during July, in Boston book stores, and is trying to get a copy of the article. He also stated the book has sold over 3,000 copies so far and expects big sales over the Christmas holidays throughout the United States, particularly the middle west.

BRUSH
Superintendent

(COPY--SWA)

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Portland Head Light
(STATION, DEPOT, OR VESSEL)

October 21st, 1935., 193

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Please find enclosed a list of Newspaper Reviews as sent to me by The Stephen Daye Press of Brattleboro, Vermont Publishers of "Lighthouses of the Maine Coast, and the Men Who Keep Them." These lighted beacons are under your supervision.

Sincerely yours,

(SGD) ROBERT THAYER STERLING

Asst. Keeper.

(Keeper Absent.)

(COPY--SWA)

[redacted] given on Lighthouses of the M[redacted]e Coast

And the Men who Keep Them, during the period between

July 1st., and October 15th., [redacted]35.

The following Newspapers throughout the United States gave reviews;

Bangor Daily Commercial, a Maine paper, October 5th.
Scribners Magazine reviewed by William Lyon Phelps, October issue.
The Spur Magazine, a September issue.
New York Herald Tribune, book section July 28th, titled "What America is reading. This was listed two weeks later in an issue as the best seller. By Lincoln Colcord.
The Camden Herald, July 18th., issue, A Maine paper.
Westchester Features Syndicate, July 14th.
Youngston Ohio Telegram, August 2nd.
Boston Herald Traveler, July 6th.
Portsmouth New Hampshire Herald, July 12th.
Hingham Massachusetts Journal, date lost.
Providence Rhode Island Journal, July 7th.
Socony Vacuum Tours, August 15th.
Detroit Free Press, July 21st.
New Haven Journal Courier, Aug. 1st.
The Lewiston Journal, a Maine paper July 13th.
The New Yorker, a July issue but date lost.
The Gateway, a New England Hotel publication, Aug. 8th.
Literary Digest, July 20th.
The Saturday Review of Literature, Aug. 10th.
The New York Times, Aug. 4th.
The Motor Boating, August issue.
The Boothbay Register, a Maine paper. July 19th.
The Boston Evening Transcript, gave a review and also its being best seller among the many New England books but date lost.
The Marine News of New York, the September issue.
New York Herald Tribune, Aug. 13th, This was by Lewis Gannett.
The Rockland Courier Gazette October 15th.
The Portland Sunday Press Herald, State of Maine Edition, Spring of 1935.
The Portland Evening News, an editoral, July 30th.

From the office of the Publisher
Stephen Daye Press
Brattleboro, Vermont.

To Robert Thayer Sterling
Author.

TELEPHONE 2-8423

Cottage Road Pharmacy, Inc.
380 COTTAGE ROAD
SOUTH PORTLAND, MAINE

LIGHTHOUSES
DISTRICT
JUL 23 1935
SOUTH PORTLAND, MAINE

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Wex
Corres. file
Engr. file

ccs file

July 22/35.

Mr. Charles C. Burch, Supt.,
Lighthouse Service
Portland, Maine.

Dear Sir:-

Thank you for your letters of the 3rd and 20th inst. with reference to the Sterling account.

It will be quite satisfactory to me if he will take care of the matter the first week in August.

Thanking you again for your kindness in the matter, we remain,

Very truly yours,
Cottage Road Pharmacy Inc. per H.S.

South
CP

South

July 20, 1935

Cottage Road Pharmacy, Inc.,
380 Cottage Road,
South Portland, Me.

Sirs:

With further reference to your letter of June 28th regarding account of Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine:

Mr. Sterling informs this office that he will attend to this account the first week in August. Advise this office if this is satisfactory.

Respectfully,

CHARLES C BUSH
Superintendent of Lighthouses

Supt.
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUL 19 1935
SOUTH PORTLAND, MAINE

FIRST DISTRICT

Portland Head, Me.
(STATION, DEPOT, OR VESSEL)

July 17th, 1935

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Will attend to Mr. Cassidy's or otherwise known as the Cape Road Pharmacy's acct the first week in August.

Add: complainant's statement + request for advice if satisfactory. ccc

Yours.
F. R. Hilton Asst. Keeper.

F. R. Hilton Keeper

REMARKS: This company states that the above account has been outstanding three years. They state that you have made promises that you would take care of the account but in three years time you have only paid one dollar, that of March 4th last.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

Assistant Superintendent

South
CP

South

July 16, 1935

R T Sterling Assistant Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

Immediate reply is requested to my letter of the 3rd instant, relative to account claimed against you by the Cottage Road Pharmacy, Inc., 380 Cottage Road, South Portland, Maine.

1. The following claim against you has been presented to this office:

CLAIMANT. AMOUNT. NATURE OF CLAIM.

Cottage Road Pharmacy, Inc.,
380 Cottage Road,
South Portland, Me. $2.51 Merchandise.

REMARKS: This company states that the above account has been outstanding three years. They state that you have made promises that you would take care of the account but in three years time you have only paid one dollar, that of March 4th last.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

G. B.
BRUSH
Superintendent

For and in the absence of the Superintendent

Assistant

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
South PORTLAND, ME.

CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, ME.

July 3, 1935

HOLD
Call up file

To: Robert T Sterling, Asst. Keeper,
Portland Head LH., Me.
(Via Keeper)

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
Cottage Road Pharmacy, Inc., 380 Cottage Road, South Portland, Me.	$12.51	Merchandise.

REMARKS: This company states that the above account has been outstanding three years. They state that you have made promises that you would take care of the account but in three years time you have only paid one dollar, that of March 4th last.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

SAMPSON SHERMAN
Assistant Superintendent

South

CP

South

July 3, 1935.

Cottage Road Pharmacy, Inc.,
380 Cottage Road,
South Portland, Me.

Sirs:

Receipt of your letter of June 28th is acknowledged relative to account claimed against Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine.

Mr. Sterling has this day been requested to inform this office what steps he proposes to take towards settling this bill, provided it is a just and legal debt.

For and in the absence of the Superintendent:

Respectfully,

THOMAS SAMPSON
Assistant Superintendent

Supt.
Asst Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. Clk
Engr. Clk

Cottage Road Pharmacy,

380 COTTAGE ROAD
SOUTH PORTLAND, MAINE

SUPT. OF LIGHT... DISTRI...
JUN 29 1935
SOUTH PORTLAND, MAINE

June 28th, 1935.

Capt. Charles C. Brush, Supt.,
U. S. Lighthouse Service,
156 Federal Street,
Portland, Maine.

Dear Sir:-

We are attaching herewith an account against Capt. Sterling of your Portland Head Station. As you will note the most of this account has been outstanding three years.

We have had many promises from Capt. Sterling that he would take care of the account but you will note that in three years time he has only paid us one dollar, that on March 4th last.

We hate to bother you in the matter but we have been advised that this is the only way we can make him do anything.

Thanking you for anything you may be able to do, we remain,

Very truly yours,
Cottage Road Pharmacy, Inc.

ottage Road Pharmacy, [redacted]

380 COTTAGE ROAD
SOUTH PORTLAND, MAINE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUN 29 1935
SOUTH PORTLAND, MAINE

June 28th, 1935

In account with Capt.Thayer Sterling

Portland Head Light

1932 ~~and 1933~~	account		11.57	
1934	"		1.94	13.51
	credit			
1935 March 4th		cash		1.00
				$12.51

South

GFL:SWA
2 Encls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1279

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, MAINE

South
May 31, 1935

R. T. Sterling, Assistant Keeper
Portland Head Light Station, Maine
(Via Keeper)

There is herewith returned to you galley proof and facsimile of cover of the book entitled "Lighthouses of the Maine Coast" which you desire to publish. With a few suggested changes and elisions which are noted in pencil on the proof, the Commissioner of Lighthouses has indicated that he has no objection to the publication of this book, but will take no responsibility in connection with it. The Commissioner would be pleased, however, to receive a copy of the book when available, and it is suggested that you might be glad to furnish one to this office for his use.

BRUSH
Superintendent

Copy to Stephen Daye Press, Brattleboro, Vermont.

Bureau of Lighthouses, Washington, D.C.,
May 28, 1935.

Returned to Superintendent of Lighthouses, South Portland, Maine. With a few suggested changes and elisions noted in pencil, the Bureau has no objection to the publication of this book, but will take no responsibility in connection with it. The Bureau will be pleased, however, to receive a copy when available. The proof is returned.

Commissioner.

ejl:b
Enclosures

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
South PORTLAND, MAINE.

CCB:SWA
Encls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
MAY 31 1935
LIGHTHOUSES
SOUTH PORTLAND, MAINE

1279

1935 MAY 24 PM 3 33

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, MAINE

May 23, 1935

Commissioner of Lighthouses:

1. Referring to Bureau endorsement of April 23, on letter of April 12 from Stephen Daye Press, Brattleboro, Vermont, Bureau file No. 1279 in re publication of book regarding lighthouses on the Maine Coast. Enclosed is galley proof, facsimile of cover, etc., of a book entitled "Lighthouses of the Maine Coast" by Robert Thayer Sterling. As Mr. Sterling is assistant keeper of Portland Head Light Station and is subject, therefore, to the Regulations, this is forwarded to the Bureau as required by Article 474 (c) and (d).

Supt
Asst. Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Mimeo
Dft
Corres. Cle
Engr. Cle

2. The copy has been read by several of the personnel of this office and a few marginal pencil notations made as to suggested changes. These notes cover for the most part some of the glaring faults which in the opinion of this office might be construed as an implied criticism of the Service, or which are on subjects, such as the intention of the Bureau, etc., in doing certain things, of which it is felt the author has no knowledge and has no right to state and also some of the obvious inaccuracies.

3. No attempt has been made to edit the copy otherwise nor to do anything which might be construed as assuming any responsibility for the statements made therein or for their accuracy. In the event the Bureau approves the publication of this book, it is suggested a statement to this effect should be appended to the introduction.

Brush
BRUSH
Superintendent

Bureau of Lighthouses, Washington, D.C.,
May 28, 1935.

Returned to Superintendent of Lighthouses, South Portland, Maine. With a few suggested changes and elisions noted in pencil, the Bureau has no objection to the publication of this book, but will take no responsibility in connection with it. The Bureau will be pleased, however, to receive a copy when available. The proof is returned.

Putnam
Commissioner.

ejl:b
inclosures

South

CCB:SWA
Encls.

Stephen Daye Press
Brattleboro, Vermont

South

May 23, 1935

Commissioner of Lighthouses:

1. Referring to Bureau endorsement of April 23, on letter of April 12 from Stephen Daye Press, Brattleboro, Vermont, Bureau file No. 1279 in re publication of book regarding lighthouses on the Maine Coast. Enclosed is galley proof, facsimile of cover, etc., of a book entitled "Lighthouses of the Maine Coast" by Robert Thayer Sterling. As Mr. Sterling is assistant keeper of Portland Head Light Station and is subject, therefore, to the Regulations, this is forwarded to the Bureau as required by Article 474 (c) and (d).

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C3.
BRUSH
Superintendent

SUPT. OF LIGHTHOUSES
1ST DISTRICT
MAY 13 1935
SOUTH PORTLAND, MAINE

Stephen Daye Press

EDUCATIONAL AND GENERAL BOOKS

Brattleboro Vermont

MANUFACTURING DEPARTMENT
THE VERMONT PRINTING COMPANY
EPHRAIM H. CRANE, PRESIDENT

PUBLISHING DEPARTMENT
STEPHEN DAYE PRESS
JOHN HOOPER, DIRECTOR

Keeper
Asst. Supt.
Chief Clerk
1st Clerk
Junr. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Dec
Carver, Ga
Engr, Me

May 10,1935

Charles C.Brush
Supt. of Lighthouses
Office of the Superintendent
South Portland,Maine.

Dear Mr. Brush:

In accordance with your letter of April 29th, I am sending you galley proofs of LIGHTHOUSES OF THE MAINE COAST by Robert T. Sterling.

The galleys which I am sending you comprise half of the book, and I sincerely hope that they will be sufficient to merit your and Commissioner Putnam's approval. The remainder of the book will consist of a brief description of each lighthouse with some stories of wrecks which occurred in the early days of shipping. Since it will take another week to get proofs of this material and since we are working toward an early June publication date, I hope that the proofs available at present which I am sending you will be sufficient. If not, will you kindly let me know at your earliest convenience.

Having personally read most of the books on lighthouses, and having known many of the lightkeepers personally, during my days on the Maine Coast, it is my sincere conviction that Mr. Sterling's book will be a rich supplement to the very fine body of books on lighthouses.I am very proud to have the opportunity to submit this material to you.

Very sincerely yours,

John Hooper

John Hooper,Director
STEPHEN DAYE PRESS

JH:rh

HOLD

J. H. Sterling

no - this is all straightened out - he will submit galley proofs as soon as they are ready. ABB 5/10

South

April 27, 1935

A letter from the Stephen Daye Press, Brattleboro, Vermont, to the Commissioner of Lighthouses at Washington requesting a chart showing the location of each light station on the Maine Coast, which it intended to use in connection with book to be entitled "Lighthouses of the Maine Coast" to be published in June, has been referred to this office by the Bureau for direct action and the attention of the office called to article 474 of Regulations.

Article 474 of Regulations is the same as article 117 of Instructions to Employees, to which latter provision of instructions your attention is called with request that you comply with its provisions and submit to this office the material which it is desired to have published in order that prior approval of the Bureau for its publication may be requested.

B.
BRUSH
Superintendent

JH:rh

Bureau of Lighthouses, Washington, D.C.,
April 23, 1935

To Superintendent of Lighthouses, South Portland, Maine:
direct action, attention being invited to Regulations, 1927, Art.

For the Commissioner:

H.G. KING,
Deputy Commissioner of Lighthouses.

Call Sterling's attention to Art. 117 requiring him to comply with it. Also to the fact that he has not submitted



South

GFL:SWA

April 27, 1935

R. T. Sterling, Assistant Keeper
Portland Head Light Station, Maine
Via Keeper

A letter from the Stephen Daye Press, Brattleboro, Vermont, to the Commissioner of Lighthouses at Washington requesting a chart showing the location of each light station on the Maine Coast, which it intended to use in connection with book to be entitled "Lighthouses of the Maine Coast" to be published in June, has been referred to this office by the Bureau for direct action and the attention of the office called to article 474 of Regulations.

Article 474 of Regulations is the same as article 117 of Instructions to Employees, to which latter provision of instructions your attention is called with request that you comply with its provisions and submit to this office the material which it is desired to have published in order that prior approval of the Bureau for its publication may be requested.

BRUSH
Superintendent

JH:rh

MANUFACTURING DEPARTMENT
THE VERMONT PRINTING COMPANY
EPHRAIM H. CRANE, PRESIDENT

Stephen Daye Press

EDUCATIONAL AND GENERAL BOOKS

Brattleboro Vermont

1279

PUBLISHING DEPARTMENT
STEPHEN DAYE PRESS
JOHN HOOPER, DIRECTOR
APR 25 1935
SOUTH PORTLAND, MAINE

Supt.
Asst Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus
Ilex
Corres. file
Engr. file

April 12,1935

Bureau of Lighthouses
Department of War
Washington,D.C.

1935 APR 16 AM 9:01
LIGHTHOUSES

Gentlemen:

We are publishing in June LIGHTHOUSES OF THE MAINE COAST, by Robert T. Sterling, Assistant Keeper or the light at Portland Head. We are anxious to include a chart showing the location of each light station on the Maine coast. If you can supply us with this, please send one at your earliest convenience, billing us for whatever charges there may be.

Very truly yours,

John Hooper

JH:rh

STEPHEN DAYE PRESS

No record of submission to Bur.

Rec. to 1st for direct action, invitation att. to Regs. 474.

Bureau of Lighthouses, Washington,D.C.,
April 23,1935

To Superintendent of Lighthouses, South Portland, Maine, for direct action, attention being invited to Regulations,1927, Art.474.

For the Commissioner:

H.D.KING,
Deputy Commissioner of Lighthouses.

C.

Call Sterling's attention to Reg. and request he comply with it. Advise him steps have been taken to secure chart.

adv. pub. We have no charts when to apply and also bring new Reg. to

South

April 29, 1935

Stephen Daye Press
Brattleboro
Vermont

Sirs:

Your letter of April 12 to the Bureau of Lighthouses at Washington, D. C., requesting copy of chart showing the location of each light station on the Maine Coast has been forwarded to this office for direct action.

Coast and geodetic survey charts are not available in this office for sale. There is attached a printed list of sales agencies from any one of whom a copy of the necessary chart may be obtained. The chart you should request is No. 1106 and the price is 75¢.

Under the provisions of Regulations for the United States Lighthouse Service prior authority must be obtained from the Commissioner of Lighthouses for the publication of articles concerning the Lighthouse Service or its work and a copy of any published article must be forwarded to the Commissioner. In pursuance of this provision of our Regulations Mr. Sterling has been requested to furnish a copy of the material which he desires to have published in order that it may be submitted to the Commissioner of Lighthouses at Washington, D. C., for consideration as to approval.

Respectfully,

eeb

CHARLES C. BRUSH
Superintendent of Lighthouses

GFL:CP

Portland Head Light

October 26, 1934

A A Greenberg,
177 Middle St.,
Portland, Me.

Sir:

With further reference to your letter of the 12th relating to claim against Mr. R T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, I am informed by Mr. Sterling that in his own mind he is convinced that you have received full payment on the account. He states that there has been an oversight in your bookkeeping. He says that when he sent you the $2.00 in July he stated it was the balance due and so closed the account.

In view of the fact that the status of the account is in dispute, it is regretted that no further action can be taken by this office, as it has no authority to adjudicate such matter.

Respectfully,

CHARLES C BRUSH
Superintendent of Lighthouses

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES 1ST DIST. PORTLAND, ME. OCT 22 1934

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

October 20th, 1934.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Your letter regarding the Greenberg claim has been received and all I have to say is this,"that in my own mind he has rec'd full payment on the account, and I want to say that it has been an oversight in his bookeeping. Had it not been so I would of never sent him $2.00 in July stating that was the balance due and so closed the acct.

F. O. Hilt

Sincerely Yours
P. P. Sterling asst. Keeper.

REMARKS: Mr. Greenberg states that you paid $3.00 March 5 on a balance of $10.15, $2.00 on March 5 and $2.00 on July 10, leaving a balance of $3.15. Your attention is called to my letter of January 23, in which you were directed to arrange a settlement of this account at an early date.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

ccb
BRUSH
SHERMAN
Superintendent

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

October 15, 1934

To: R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
A A Greenberg 177 Middle St., Portland, Maine.	Bal. $3.15	Merchandise.

REMARKS: Mr. Greenberg states that you paid $3.00 ~~March~~ February 5 on a balance of $10.15, $2.00 on March 5 and $2.00 on July 10, leaving a balance of $3.15. Your attention is called to my letter of January 23, in which you were directed to arrange a settlement of this account at an early date.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

cef

BRUSH
SHERMAN

Superintendent

CP

Mr. A. A. Greenberg,
177 Middle Street,
Portland, Maine.

October 15, 1934

Sir:

Your letter of the 12th instant re account of Robert T Sterling:

The matter has this day been taken up with Mr. Sterling and upon receipt of his reply you will be further advised.

Respectfully,

CHARLES C BRUSH
Superintendent of Lighthouses

Supt.
Asso. Engr.
Chief Clerk
1st Clerk
Jun. Engr.
2nd Clerk
3rd Clerk
4th Clerk
Messenger
Portland S. H.
L D 1st Depot
Hibiscus
Ilex
Call-up

A. A. Greenberg

"THE POPULAR PRICE STORE"

WHOLESALE AND RETAIL

Men's and Boys' Clothing and Furnishings

Boots and Shoes

177 MIDDLE STREET

Portland, Maine, 10/12 1934

SUPT. OF LIGHTHOUSES 1st DIST. PORTLAND, MAINE OCT 15 1934

Mr Geo. E Eaton Supt of light houses Portland Me.

Dear Sir, Some time in Jan. 1934 I called your attention to a bal. due to me of Robt T. Sterling of $10.15 which has stood on my book since 1932. I was favored with your reply Jan. 31st regarding same and noted your instructions to him to liquidate this acct. I further noted of his claim of being disatisfied with the goods stating he told me of it. The facts in the matter is that he never told me of it. It is just a pretense. After your kind effort in the matter Mr Sterling called on me Feb. 5th 34 with $3.00

Mon. 5th 2.00

and July 10th 2.00

7.00

Leaving a balance of 3.15 due me. I have not heard of him since although I wrote him a few times But with out result. will therefore ask You kindly to favor me by instructing Mr sterling to send me the balance which I wrote him I would call even money 3.00. Thanking You in advance

I am Resp. Yours. A. A. Greenberg

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP

FIRST DISTRICT

(Station, Depot, or Vessel)

October 1, 1934

Mr. Ellery O Emery,
Cape Cottage, Me.

Sir:

With further reference to your letter of August 30, 1934, relative to account claim by you against Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine:

Mr. Sterling informs this office that the account has been settled satisfactory.

Respectfully,

CHARLES C HRUSH
Superintendent of Lighthouses

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

Sept 27th, 1934

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Regarding the Ellery Emery acct at Cape Elizabeth. This has all been settled satisfactory. I made a verbal report to your Office but not a written one until now regarding Such..

Sincerely yours

H. O. Hilt Keeper. P. F. Stutzy asst Keeper

REMARKS:

Mr. Emery states that your last payment on this account was $2.00 May 22, 1934.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

Asst. Superintendent

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

HOLD
Call for Call - by file

September 26, 1934

To: R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

No reply has as yet been received from you relative to account claimed against you by Ellery O Emery of Cape Cottage, Maine.

1. An early reply is requested.

CLAIMANT.	AMOUNT.	NATURE & AUTHORITY OF CLAIM.
Ellery O Emery, Cape Cottage, Me.	$15.57	Balance on a 1930 grocery account.

REMARKS:

Mr. Emery states that your last payment on this account was $2.00 May 22, 1934.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1929," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

BRUSH
Superintendent

For and in the absence of the Superintendent:

Asst. Superintendent

ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

HOLD
Call-up file

September 4, 1934

To: R T Sterling, Asst. Keeper,
Portland Head LH., Me.
(Via Keeper)

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
Ellery O Emery, Cape Cottage, Me.	$15.57	Balance of a 1930 grocery account.

REMARKS:

Mr. Emery states that your last payment on this account was $2.00 May 22, 1934.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

SHERMAN SAMPSON
Asst. Superintendent

CP

September 4, 1934

Mr. Ellery O Emery,
Cape Cottage, Me.

Sir:

Referring to your letter received in this office August 30, 1934, relative to balance of account owed you by Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, in the sum of $15.57:

Mr. Sterling has this day been requested to inform this office what steps he proposes to take toward settling this bill, provided it is a just and legal debt. Upon receipt of his reply, you will be further advised.

For and in the absence of the Superintendent:

Respectfully,

THOMAS SAMPSON
Assistant Superintendent

Cape Cottage, Maine

SUPT. OF LIGHTHOUSES
AUG
1934
1st DIST. PORTLAND, MAINE

Dear Sir:-

May I ask a favor of you? Please write Robert J. Sterling, light keeper at Portland Head to pay his bill at Emery's store in full.

It is a $15.57 balance of a 1930 grocery account, and his last payment on this account was $2.00 May 22/34.

Guess he doesn't intend to pay this balance.

Thanking you for this attention and your courtesy, I am

Yours sincerely.
Ellery O. Emery
Cape Cottage
Maine.

GFL:CP

January 23, 1934

R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

Sir: 1. Your letter of the 18th instant in re Greenberg account:

2. You are directed to confer with Mr. Greenberg at an early date and endeavor to arrange a settlement mutually satisfactory.

3. Mr. Greenberg has been so advised.

Respectfully,

EATON
Superintendent

GEO. R. EATON
Superintendent of Lighthouses

GFL:CP

January 23, 1934

Mr. A A Greenberg,
177 Middle Street,
Portland, Maine.

Sir:

Referring to claim against Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, presented by you, Mr. Sterling has informed this office that he had previously taken this matter up with you, and that you know that he has been much dissatisfied with the goods purchased.

Mr. Sterling has been instructed to confer with you and endeavor to arrange a settlement mutually satisfactory. If you do not hear from him within the near future, kindly advise me.

Respectfully,

GEO. E. EATON
Superintendent of Lighthouses

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Portland Head Light Sta.,
(Station, Depot, or Vessel)
January 18th, 1934.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Fortunately I had advised Mr. Greenberg regarding his acct., with me and as to what I intended to do about it before receiving your letter to day. The gist of my communication with him was that I would take the matter up with him next month. Mr. Greenberg knows that I have been much dissatisfied with the goods purchased and this has caused a delay.

Sincerely Yours

F. O. Hilt Keeper. P. J. Sterling asst. Keeper

states agreement was to pay $10.00 per month, which was later reduced to $5.00 per month; that last payment was $3.00 on November 5, 1933 and last one before that $3.00 in August, 1933.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

EATON
Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

GFL:CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

January 16, 1934

To: Robert T Sterling, Asst. Keeper,
Portland, Head Lighthouse, Me.
(Via Keeper)

1. The following claim against you has been presented to this office:

CLAIMANT	AMOUNT	NATURE OF CLAIM
A A Greenberg, 177 Middle St., Portland, Maine.	$10.15	

REMARKS:

Amount represents balance of debt incurred June 9, 1932. Greenberg states agreement was to pay $10.00 per month, which was later reduced to $5.00 per month; that last payment was $3.00 on November 5, 1933 and last one before that $3.00 in August, 1933.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

Eaton

EATON
Superintendent

NNECTION STATEMENT

PORTLAND, ME., 1/2 1934

M Robert F Sterling

TO **A. A. GREENBERG**, DR.

"POPULAR PRICE STORE"

WHOLESALE AND RETAIL

MEN'S AND BOYS' CLOTHING AND FURNISHINGS

BOOTS AND SHOES

TERMS: NET CASH



177 MIDDLE STREET

6/9/32	To Indse Bal. due.			10.15
	Last payment	11/15/33	—	$3.00
	" Final August			3.00
	Agreement to pay $10.00 per month after revised to $5.00			

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

January 13, 1934

Cape Shore Pharmacy,
535 Cottage Road,
South Portland, Me.

Sirs:

With further reference to your claim against Robert A Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, you are advised that I am this day in receipt of a letter from Mr. Sterling stating that the account has been satisfactorily settled.

For and in the absence of the Superintendent:

Respectfully,

THOMAS SAMPSON
Assistant Superintendent

Supt.
Asso. Engr.
Chief Clerk
1st Clerk
Jun. Engr.
2nd Clerk
3rd Clerk
4th Clerk
Messenger
Portland S. H.
L D 1st Depot
Hibiscus
Ilex
Cal-ue
Thet

Cedric Claimont

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

January 11th, 1924

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

The account with Mr. Cape Shore Pharmacy has been satisfactory settled.

F. A. Tibbetts
Keeper.

Sincerely Yours.
H. T. Sterling Asst Keeper.

This company states that this account is over a year and a half old and they have repeatedly sent you monthly statements but you have paid no attention to them.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

SAMPSON
SUPERVISOR

Asst. Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

January 2, 1934

To: Robert A Sterling, Asst. Keeper,
Portland Head LH., Me.
(Via Keeper)

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
Cape Shore Pharmacy, 535 Cottage Road, South Portland, Me.	$8.04	

REMARKS:

This company states that this account is over a year and a half old and they have repeatedly sent you monthly statements but you have paid no attention to them.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

SAMPSON
SHERMAN
Asst. Superintendent

CP

January 2, 1934

Cape Shore Pharmacy,
535 Cottage Road,
South Portland, Me.

Sirs:

Referring to your letter of December 28th regarding account claimed by you against Robert A Sterling, Assistant Keeper, Portland Head Lighthouse, Maine, in the sum of $8.04:

Mr. Sterling has this day been requested to advise this office what steps he proposes to take toward settling this account, provided it is a just and legal debt. Upon receipt of his reply, you will be further advised.

For and in the absence of the Superintendent:

Respectfully,

THOMAS SAMPSON
Assistant Superintendent

STATIONERY
TOBACCO
CANDIES

CAPE SHORE PHARMACY

PRESCRIPTION DRUGGISTS

RAYMOND A. POOLER, Ph. G., Reg. Pharm.

535 COTTAGE ROAD, SO. PORTLAND, ME.

SUPT. OF LIGHT-HOUSES
DEC 28 1933
PORTLAND, MAINE

12 28 33

Asst. Supt.
Lighthouse Dept.
156 Federal St.
Portland. Maime,.

Dear Sirs;.

As per telephone conversation yesterday about Capt. Sterling at Portland Head regarding his account with me. It is over a year and a half old, I have repeadely sent him monthly statments but he would not even pay any attention to them, I have lost his patronage altogether as the result of his oweing me this bill. I wotes him in his last statement that I woulf have to do something.

DEPARTMENT OF COMMERCE

Bureau of Office _____

SUPT. OF LIGHTHOUSES JUL 23 1932 1st DIST. PORTLAND, MAINE

Report of Employees' Marital Status and Dependents

1. Name of Employee Robert. Thayer. Sterling
   (First) (Middle) (Last)
2. Address Portland Head Light Ht. Cape Cottage Me
3. Married or Single Married
4. If married, do you reside with husband or wife? With Wife
5. If married, and question (4) is answered no, give date since which you have not resided with husband or wife. _____
6. Is your husband or wife employed by the Federal Government or the District of Columbia? (If answered "Yes," give department or branch of District Government.) no
7. Number of persons who derive their principal support from you. Two
8. Enter below information specified concerning each dependent included in your answer to question 7. Wife and Son aged 14 yrs

Name of Dependent	Relationship (if any)	Age	Address	How long Dependent?
Martha A. Sterling	Wife	50	Cape Cottage	
Robert T. Sterling Jr.	Son	14	Cape Cottage	

9. Are you (a) An honorably discharged soldier, sailor, or marine? _____
   (b) Widow of such _____
   (c) The wife of an injured soldier, sailor, or marine, who himself is not qualified for government service _____

I certify that the answers to the foregoing questions are true.

R. T. Sterling.

NOTE: A misstatement or withholding of the information called for above will constitute grounds for dismissal.

GFL:CP

June 16, 1932

R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

1. With reference to my letter of March 9th in reply to yours of the 5th in which you agreed to pay the John S Goff, Inc. account at the rate of $10.00 per month beginning April 5th, it has been reported to me that you have made but one payment on this account; ten dollars in April.

2. Explain your failure to make regular monthly payments in the amount agreed upon, and settle this account in full within ten days, under penalty of disciplinary action as provided in Article 119, "Instructions to Employees, 1927".

SHERMAN
Superintendent

Replied in person

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CES:CP

April 21, 1932

R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

In reference to your letter of April 20 requesting permission to install an electric refrigerator in the residence occupied by you at Portland Head Lighthouse:

In this connection, I have to inform you that your request is granted with the understanding that all attachments and connections to the electrical outlets will be in accordance with rules governing such connections. The extra current over your present allowance will be paid for direct to the electric light company by yourself.

SHERMAN
Superintendent

Supt.
Asso. LH Engr.
Jun Engr
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.B.
L D 1st Dep.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1st DIST. PORTLAND, ME.
APR 22 1932

FIRST DISTRICT

Portland Headlight
(Station, Depot, or Vessel)

April 20th, 1932

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Would you please grant me permission to install an Electric Refrigerator in my living quarters at this Station. If granted I will comply with all rules governing installation.

Very Respectfully Yours

H. O. Hilt
Keeper

T. F. Sterling
Asst. Keeper.

GFL:CP

March 9, 1932

R T Sterling, Assistant Keeper,
Portland Head Lighthouse, Me.
(Via Keeper)

1. Your letter 5th instant, in re John S Goff account:

2. Your letter, although dated the 5th, was not received in this office until the 8th. In future see that replies to communications from this office are made more promptly.

3. It is also noted you signed the letter as "Acting Keeper". All communications signed by you during the temporary absence or disability of the Keeper should be signed as "Assistant Keeper", with notation thereunder "Keeper absent" or "Keeper sick".

4. It is noted no written report of the Keeper's disability has been made by you as yet. Furnish it.

For and in the absence of the Superintendent:

SAMPSON
Assistant Superintendent

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GFL:CP

March 9, 1932

John S Goff, Inc.,
525 Forest Avenue,
Portland, Maine.

Sirs:

1. Your letter Feb. 27th in re account due from Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine:

2. Mr. Sterling advises he will settle this account at the rate of $10.00 per month beginning April 5th, that is after receipt of his pay check for March.

3. Kindly advise if he fails to live up to this agreement.

For and in the absence of the Superintendent:

Respectfully,

THOMAS SAMPSON
Assistant Superintendent of Lighthouses.

Supt.
Asso. LH Engr
Jun Engr
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L D 1st Depot

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
MAINE
PORTLAND, MAINE

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

March 5 [illegible], 1932

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Regarding your letter of Feb. 29th via John Goff. acknowledging that this was a very unsatisfactory exchange on their part. Now that it has come to your attention I will settle on the following terms. Ten dollars each month beginning April 5th and so on the same to be paid in full in 3 months Yours P. J. Stuley acting Keeper.

O. E. SHERMAN
Superintendent of Lighthouses

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

SHERMAN
Superintendent

CES:CP

February 29, 1932

John S Goff, Inc.,
525 Forest Ave.,
Portland, Maine.

Sirs:

In reference to your letter of the 27th instant, I have to inform you that this matter has been taken up with Mr. R T Sterling, with request that he inform this office if this bill is correct and if so, what steps he proposes to take to pay same.

Upon receipt of this information, you will be further informed accordingly.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CP

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

February 29, 1932

To: R T Sterling, Assistant Keeper,
Portland Head Lighthouse, Me.

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
John S Goff, Inc.	$28.95	Repairs on automobile.

REMARKS:

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

SHERMAN
Superintendent

Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L D 1st Depot

JOHN S. GOFF, Inc.
525 FOREST AVENUE
PORTLAND, MAINE
OLDSMOBILE
PRODUCT OF GENERAL MOTORS

GENERAL MOTORS TRUCKS
FRANK C. CUSHMAN
VICE PRES. - MGR.

SUPT. OF LIGHTHOUSES
FEB 29 1932
1ST DIST. PORTLAND, MAINE

February 27 1932

Capt. C. E. Sherman
156 Free St.
Portland, Maine.

Dear Sir:-

As per our telephone conversation of February 25th. We are enclosing a duplicate of invoice for work done on Capt.R. T. Sterling's car which we have been unable to collect although we have been sending him statements and letters for over a year.

Any assistance you may be able to give us in collecting this will be greatly appreciated.

Yours very truly,

John S. Goff Inc.

J. S. Goff

President.

ORIGINAL

INVOICE

JOHN S. GOFF, INC.

Phone Forest 2460
PORTLAND, MAINE

GENERAL MOTORS TRUCKS

FEB 1932 PORTLAND, ME.

No.

January 15 1931

R. O. NO. 2136

SOLD TO Capt. R. T. Sterling
Portland Head Light Cape Elizabeth, Me.

SLIP NO.	ORDER NO.	QUANTITY	DESCRIPTION		PRICE	AMOUNT	TOTAL
			Overhaul clutch				
			New set chains				
			Change Oil				
			Tune Motor				
				Labor		10 20	
			Clutch Hub	7.50			
			Chains	6 75			
			Oil Filter	2.75			
			Oil & Grease	1.75			
						18 75	28 95

CES:CP
Enclosures

February 3, 1932

Mr. Philip E Orr,
Spurwink Avenue,
Cape Elizabwth, Me.

Sir:

Your letter in connection with bill owed you by R T Sterling of Portland Head Lighthouse, Maine, in the amount of $3.45, as per bill, and also check from the First National Bank of Bar Harbor, Maine, stating that funds to this amount did not exist:

Since your telephonic communication of this date, that Mr. Sterling had this paid already, I am returning herewith bill, check and statement for your disposal as you see fit.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

Form A-38

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

DEPT. OF
JAN
FOR IL

December 30, 1930

Mr. Robert T. Sterling

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective January 1, 1931.

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,

Chief of Appointment Division.

From: $1380

To: $1440

Service and grade: Range $1200-1560

Appropriation (unit): Salaries, Keepers of Lighthouses.
1st District.

WHC

GOVERNMENT PRINTING OFFICE 11—9061

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF LIGHTHOUSES,
FIRST DISTRICT,
AUG 18 1930
PORTLAND, MAINE.

July 3, 1930.

Robert T. Sterling

Through the Commissioner of Lighthouses.

Sir:

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: 1320

To: 1380

1st Keeper.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RECEIVED
JUN 14 1930
PORTLAND, MAINE

JCW:CP

FIRST DISTRICT
Portland Head Light
(Station, Depot, or Vessel)

June 14, 1930 1930

R T Sterling, 1st Asst. Keeper,
Portland Head Lighthouse, Me.
(Through Keeper)

1. Your request to use electric current at your station for operating iron, radio and heater is approved.

2. This authority is granted with the understanding that all current used in excess of your monthly allowance in any one month is to be paid from your personal funds, on separately rendered bills; prompt settlement to be made in each instance.

SHERMAN
Superintendent

COPY TO Quartermaster, Fort Williams, for his information.

Asso. LH Engr.
Jun Engr
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L D Isl Depot

same letter as keeper's

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUN 11 1930
PORTLAND, MAINE.

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

June 10th, 1930

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Would like the privilege of adding to my household electrical outfit that takes current from 1st asst. Meter as follows. One Electric Iron; Pump for charging storage battery to Radio, One small electric heater for bath room, This was needed at acct of there being no Radiator there.

Sincerely Yours. F. A. Hill Keeper. F. P. Stuley 1st asst Keeper.

Supt.
Asso. LH Engr.
Jun Engr
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L D 1st Depot

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT.
JAN 14 1930
FIRST DISTRICT
PORTLAND, MAINE

Portland Head Light
(Station, Depot, or Vessel)
January 11th, 1930

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Replying to Harris Co. Letter that acct was attended to on June 6th and as far as I know everything is O.K.

Sincerely Yours.
F. S. Stetson
asst. Keeper
F. A. Hilt

JCW:CP

January 6, 1930

Mr. R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.
(Through Keeper)

1. The Harris Company have this day informed me that you have not settled their account of $19.12 in accordance with your agreement made with this office in your letter of October 15, 1929.

2. On October 12th you agreed to pay $1.00 a month on this account and later stated that you would "settle the account before the first of the New Year". According to statement of The Harris Company, not even the $1.00 per month has been paid.

3. This matter should have your immediate attention and the receipt of this letter acknowledged.

SHERMAN
Superintendent

JCW*EBJ

Jan. 9, 1930.

Mr. R. T. Sterling, Asst. Keeper,
Portland Head Lighthouse, Me.,
(Through Keeper)

1. No reply has been received to letter of this office addressed to you on the 6th instant relative to settlement of the Harris Company's account in accordance with paragraph 3 of said letter.

2. Personal telephone conversations with the Superintendent are not considered compliance with Articles 10 and 69 (e) and (f) of "Instructions to Employees, 1927", and should not be resorted to except in cases of emergency.

3. Please be guided by the above "Instructions in future cases.

SHERMAN
Superintendent.

THE HARRIS COMPANY

Asso. L H Engr.
Chief Clerk
1st Clerk
2nd Clerk
3rd Clerk
Messenger
Portland S.H.
L D Isl Depot

WHOLESALE BUTCHERS and SHIP CHANDLERS

General Marine and Galvanized Hardware

QUALITY ORGANIZATION Service REASONABLE PRICES

DECK AND ENGINE ROOM SUPPLIES

SUPT. of LIGHTHOUSES, FIRST DISTRICT, JAN 2 1930 PORTLAND, MAINE.

Paints, Oils and Varnishes

188-192 Commercial Street
PORTLAND, MAINE

Dec. 31st 1929.

Capt. C. E. Sherman,

U. S. Lighthouse Dept.

City

Dear Sir:

You will remember in October we had some correspondence relative to our account against R. T. Sterling, amounting to $19.12.

At that time he promised you he would settle the account before Dec. 31st. We have not heard from him since, and understand that you wanted to be advised if he did not keep his agreement.

Yours truly,

The Harris Company

GB.

JCW:CP

October 17, 1929

The Harris Company,
Portland, Maine.

Sirs:

Referring to letter of this office of 11th instant addressed to Assistant Keeper Sterling, a copy of which was furnished you, Mr. Sterling states that he will settle your account in full by the end of this year.

Please let me know when this has been done, or if he fails to do so.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Inform D. Loo. as stated below

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
OCT 17 1929
PORTLAND, MAINE

FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)

Oct. 15th, 1929

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Relative to your suggestions regarding the Harris account. Will abide by your good judgment and settle the acct before the first of the New Year.

Inasmuch as this is the first account of a statement in full the "Lighthouse Office has been able to get, what I had written for, and was unable to get".

Thanking you many times for your suggestions in consideration

I am very gratefully yours

T. T. Stetson
Acting Keeper.

CES:CP

October 15, 1929

R T Sterling, Asst. Keeper,
Portland Head Lighthouse, Maine.
(Through Keeper)

1. Your letter of 12th instant regarding settlement of the Harris Company's account has been received and contents fully noted.

2. According to the terms of payment which you propose to make, it will take you more than a year and a half to clean it up, and since this account amounts to less than $20 and has been standing nearly three years, the payment of but $1.00 per month is not considered a reasonable manner of settlement.

3. Under the circumstances, it is believed that settlement in full should be made before the end of this year, even if at some personal sacrifice. Long standing accounts such as this, react not only on the party concerned but also upon the Service in general, and tend to impair the credit of all of our keepers along the waterfront of this city.

4. It is requested that you give this account further consideration and write me again, and in connection with your statement that this was the first itemized account of amount and payments you had received, it is believed that the Harris Company would have cheerfully furnished you with this information at any time upon request or when you made the payments indicated in their statement forwarded with my letter of October 11th.

SHERMAN
Superintendent

Supt.
1st Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
OCT 15 1929
PORTLAND, MAINE.

FIRST DISTRICT

Portland Head
(Station, Depot, or Vessel)

Oct 12th, 1929

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Yours. of the 11th received and would say by this bill it is correct as it is the only itemized account of amount and payments I have ever received.

I shall call at this office each month hereafter and pay one dollar ($1.00) until bill is paid in full

Sincerely Yours
P. J. Ackley
Ackley Keeper.

THE HARRIS COMPANY

WHOLESALE BUTCHERS and SHIP CHANDLERS

DECK AND ENGINE SUPPLIES

General Marine and Galvanized Hardware

Paints, Oils and Varnish

October 11, 1929

188-192 Commercial St
PORTLAND, MAINE

Cc
Enclosure

R T Sterling, Asst. Keeper, Portland Head LH, Me.
(Through Keeper)

Enclosed herewith is statement from The Harris Company claiming account against you, running since May 11, 1927, in the sum of $19.12.

If this is a just and legal debt, advise this office by letter what steps you propose to take towards settling same.

SHERMAN
Superintendent

✓ COPY TO The Harris Company, Portland, Maine. You will be further advised when reply is received from Mr. Sterling.

THE HARRIS COMPANY

WHOLESALE BUTCHERS and SHIP CHANDLERS

DECK AND ENGINE SUPPLIES

General Marine and Galvanized Hardware

Paints, Oils and Varnish

188-192 Commercial S
PORTLAND, MAIN

SUPT. of LIG
FIRST DI
OCT 1 1
PORTLAND,

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Oct. 10th 1929

Mr. C . E. S herman,

U. S . Lighthouse Dept.

City

Dear Sir:

We are enclosing a statement of the account of R. T. Sterling, showing a balance due of $19.12.

In May 1927 he made a payment of $5.00 on account and agreed to pay $5.00 per month until the account was paid in full. Again the first of this year he agreed to make monthly payments of $3.00 or more.

You will note he has not kept his agreement, and although we have written to him several times since June, he has not done anything to reduce his account.

We do not intend to bother you with these accounts any more than necessary, but if there is anything you can do to expedite the settlement of this account, it will be greatly appreciated.

Yours truly

The Harris Company

H. A. Harris

COPY
CP

STATEMENT

THE HARRIS COMPANY
188 Commercial Street,
Portland, Maine.

R. T. Sterling

U. S. Lighthouse Dept.

Balance of Jan. 1st, 1927			$35.12
1927	Credits		
May 11	by Cash	$5.00	
June 9	"	5.00	
1929			
Feb. 14	"	3.00	
Mar. 7	"	1.00	
Apr. 8	"	1.00	
June 24	"	1.00	16.00
		Balance due	19.12

CES:CP

April 8, 1929

Mr. R T Sterling, Asst. Keeper, Portland Head LH, Me.
(Through Keeper)

1. Referring to telephone conversation of the 6th instant, your attention is invited to Article 117 of "Instructions of Employees, 1927", paragraphs (c) and (d), which prohibits employees from giving out for publication any information respecting the Service or publishing articles concerning the Service without specific authority.

2. Be guided accordingly.

S.

SHERMAN
Superintendent

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
APR 10 1929
PORTLAND, MAINE.
FIRST DISTRICT

Portland Head Light
(Station, Depot, or Vessel)
April 8th, 1929

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Relative to the bill of P. H. Martin.

The account was settled in full to-date April 3d 1929. I wish to apologize to your office for the trouble it caused and thank you much for the nice clean way you proceeded.

Very Sincerely Yours
Robert F. Stubbs
Asst. Keeper.

"Through the Keeper."
J. W. Cameron

CP

April 1, 1929

Mr. P H Martin,
56 Washington Ave.,
Portland, Maine.

Sir:

With further reference to your letter of March 28, 1929 enclosing account claimed by you against Mr. Robert T Sterling, Assistant Keeper, Portland Head Lighthouse, Maine:

We are in receipt of a letter from Mr. Sterling this date stating that no bill existed to his knowledge in 1927. He also states that there was a balance, for which he asked for an itemized statement, and which he had never received; this being the first time he has heard from you.

Mr. Sterling informs this office that he will call and see you this week and straighten the matter out satisfactorily. If you do not hear from him within a reasonable time, further steps will be taken towards settlement, provided it is a just and legal debt.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

P. H. MARTIN

MEATS - GROCERIES - VEGETABLES

PO[illegible]Y

TEL. PREBLE 1512 MAY 10 1927 56 WASHINGTON AVE.

Portland, Me. [illegible] 6 192 7

Mr. Ste[illegible] PORTLAND, MAINE.

McCASKEY, ALLIANCE, OHIO

Clerk

		Account Forwarded	
	steak		25
	cabbage		13
	carrots		10
	corned beef		69
	veal chops		35
			152
10	shoulder		137
	yeast		03
	catsup		15
			307
13	3 pkg flakes		25
	shredded wheat		13
	coffee		55
	mince		25
			425

P. H. MARTIN

MEATS - GROCERIES - VEGETABLES

POULTRY

TEL. PREBLE 1512 — 56 WASHINGTON AVE.

Portland, Me., July 13 1927

Mr. Sterling

MCCASKEY, ALLIANCE, OHIO

Clerk

	Account Forwarded		4 25
	Beef		30
	Veal		03
	Beets		05
	Carrots		26
			4 83
17	Onions		20
	Melons		35
6	Lemons		07
6	Apples		15
6	Bananas		18
			5 98
20	Peas		33
	Grapes		10
			6 21

P. H. MARTIN

MEATS - GROCERIES - VEGETABLES

POULTRY

TEL. PREBLE 1512 — 56 WASHINGTON AVE.

Portland, Me., July 27 192 7

Mr. Sterling

McCASKEY, ALLIANCE, OHIO

Clerk

Account Forwarded		6 21
Grapes		25
Lemons		24
2 cukes		15
		6 85
Balmorhea bill		4 52
		1 37

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT.
APR 1 1929
PORTLAND, MAINE.
FIRST DISTRICT

Supt.
1st Asst. Supt
Asst. Supt.
Chief Clerk W
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Portland Head Light
(Station, Depot, or Vessel)
April 1st, 1929

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Replying to your letter of March 30th Via. P. H. Martin account, would say that no bill existed to my knowledge in 1927. When I was transfered to my present Station there was a balance and asked him to send me an itemised account. which he has never done.

This is the first time I have heard from him. He knows where I am and could of mailed me a bill if he so cared to.

Nevertheless I will call and see him this week and straighten the matter up satisfactory.

Yours Very Sincerely
P. F. Sterling

Thos. L. the Keeper.
J. W. Cameron

Informed matter of the above
S

CP
Enclosure

March 30, 1929

R T Sterling, Assistant Keeper,
Portland Head Lighthouse, Me.
(Through Keeper)

1. Enclosed herewith is bill against you, received from P H Martin, 56 Washington Avenue, Portland, Maine, in the sum of $11.37, upon which it is noted that the account dates back as far as July 6, 1927.

2. If this is a just and legal debt, you are requested to inform this office what steps you propose to take towards settlement. Return bill with your reply to this office.

S.

SHERMAN
Superintendent

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

562 Washington Ave
Portland, Maine
March 28, 1929

SUPT. of LIGHTHOUSES
FIRST DISTRICT,
MAR 30 1929
PORTLAND, MAINE.

Dear Sir:

Inclosed you will find a bill which Mr. Sterling owes us since 1927. I will surely appreciate it very much if you see that he pays it up. Thank you.

Yours truly
O. H. Martin

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Copy

[redacted]

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
AUG 6 - 1928
PORTLAND, MAINE.

July 27, 1928.

Superintendent of Lighthouses, Portland, Maine.

1. In reference to your form 73a dated July 25, covering the transfer of Robert T. Sterling from first assistant keeper at Cape Elizabeth Light Station to assistant keeper at Portland Light Station, on or about August 1 :

2. Attention is invited to the fact that in all future cases of this kind the pay and range should be given in accordance with Bureau circular No. 504 of April 6, 1926. Be guided accordingly.

(Sgd.) E. C. Gillette
Acting Commissioner of Lighthouses.

1st End.
Office of Superintendent, 1st District,
Portland, Maine, July 30, 1928.

1. Respectfully returned to Bureau of Lighthouses.

2. The Bureau's instructions will hereafter be carefully followed, but nevertheless this office can see no case, in the use of Form 73a, involving a transfer of assistant keepers, as above, wherein there can be any difference between the salary range of the new station and that of the station from which transfer is made in accordance with Bureau Circular Letter No. 504.

(Sgd.) Sherman, Superintendent.

RLC:EMF Bureau of Lighthouses, Washington, D. C., August 3, 1928.

Returned to 1st Superintendent, with advice that the Bureau maintains a record of the pay and range of each position in the field service but does not keep any record of the incumbents. The latter records are maintained by the Department. In the case of keepers, for instance, most stations have more than one keeper, and in the absence of records of each incumbent, it is necessary that you report the pay and range on Forms 73a in order that the Bureau may identify the position occupied by the person recommended for transfer and make the necessary change in the rate of pay. This information is further needed to determine whether such transfers should actually be made without change in pay. For this reason, the Bureau requests that the pay and range be indicated on all Forms 73a.

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

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,
FIRST DIST
JUL 30 1928
PORTLAND, MAINE.

RLC:EMF

July 27, 1928.

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Superintendent of Lighthouses, Portland, Maine.

1. In reference to your form 73a dated July 25, covering the transfer of Robert T. Sterling from first assistant keeper at Cape Elizabeth Light Station to assistant keeper at Portland Light Station, on or about August 1:

2. Attention is invited to the fact that in all future cases of this kind the pay and range should be given in accordance with Bureau circular No. 504 of April 6, 1928. Be guided accordingly.

1925.

E. C. GILLETTE
Acting Commissioner of Lighthouses.

JCW:CP

1st End.

Office of Superintendent, 1st District,
Portland, Maine, July 30, 1928.

1. Respectfully returned to Bureau of Lighthouses.

2. The Bureau's instructions will hereafter be carefully followed, but nevertheless this office can see no case, in the use of Form 73a, involving a transfer of assistant keepers, as above, wherein there can be any difference between the salary range of the new station and that of the station from which transfer is made in accordance with Bureau Circular Letter No. 504.

SHERMAN
Superintendent

Form 73a

REPORT OF TRANSFER OF APPOINTEE

GVL-EMJ

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Ext

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. First DISTRICT

Portland, Maine, July 25, 1928 , 19

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about August 1, 1928.

Name, Robert T. Sterling

Position, Keeper

From Lst Asst., Cape Elizabeth Ll., Me.
Salary range: $1200-$1500 p.a.
Previous incumbent, John H. Cameron.

To Asst., Portland Head Lt., Maine.
Salary range: $1200-$1500 p.a.

Services terminated, April 10, 1928

Reason, Promoted Keeper.

SHERMAN
Superintendent.

Portland, Maine, August 1, 1928. , 19

The above-referred-to transfer became effective beginning with August 1, 1928.

SHERMAN
Superintendent

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT.
AUG 1 - 1928
PORTLAND, MAINE.

July 1, 1928.

Mr. Robert T. Sterling,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1260

To: $1320

11—9564

1

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT.
FEB 28 1928
PORTLAND, MAINE.

Supt.
1st Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

FIRST DISTRICT

Cape Elizabeth
(Station, Depot, or Vessel)
Feb 25th, 1928.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Replying to your letter of February 18th, would state as follows:

On Feb. 8th, between 12 midnight and 6am, morning, Mr. Cheney called me at 5.50 am as he states in the Watch-book. I stated in a note after his statement in which I parenthesis so. (When he should of been called at 5.15 am) Why I wrote as heretofore mentioned was for the fact that in my opinion conceiving the conditions of the weather at 5am to warrant my getting breakfast and ready for the morning watch I had no time, so had to remain there at the Fog Signal House for the forenoon without my breakfast.

For various reasons I took the attitude in writting in the Watch-book. to show that in my opinion I had not been called soon enough. or in other words treated fairly. According to weather conditions since 12. Oclock midnight it had started to rain by 2-30 am; with the wind on the Eastern board that gave every indication it would be thick weather most any time. I was not criticising

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPT. of LIGHTHOUSES,
FIRST DISTRICT.
FEB 28 1928
PORTLAND, MAINE.
FIRST DISTRICT

(Station, Depot, or Vessel)

, 192

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

~~Sir~~ Mr. Cheney to the effect he had not called me before my watch began, but a courtesy to me which has been mutually understood between the Keepers, I should have been called at 5-15 am weather threatening, as did occur at this particular time.

Mr. Cheney took my rebuke seriously and reported it to the Keeper, after which he called me on the telephone from the Keepers quarters. His conversation related to the note in the Watch-book and if I was not called with plenty of time before it shut in. The gist of talk was as follows; "Shew you think Sterling it was thick enough to be called before you were"? I replied yes as it was threatening weather and needed a much earlier call. "Shew you want me to call you every morning hereafter at 5-15 am"? My reply was If the weather threatens to be thick.

On the 10th, 11th, he called me at 5-15 am, which was all necessary, but on the 12th, he phoned me, I answered promptly. found the time 5-15 am weather fine, wind off shore and as clear as possible. Well I said to myself its a spite call. As I kept thinking the matter over

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 28 1928
PORTLAND, MAINE.

FIRST DISTRICT

.....
(Station, Depot, or Vessel)

....., 192

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

~~Sir:~~ and knowing that he knew the serious illness in the family, (as my boy was seriously ill) and that when the phone rang it always disturbed the patient, this was no time for ill-will to exist. The next morning I set the alarm at 5 am, got up, took a good observation of the weather, and found it to be a most beautiful morning. I then returned back to bed. Mr. Cheneys interpretation of the incident as stated in your letter undoubtedly was performed by him, but as far as the hearing any conversation in the house I challenge his statement.

The following morning Feb 14th, the watch changed and the Prin.-Keeper had the all night watch, He followed in the same manner as did Mr. Cheney in calling me. On answering the phone I asked what the big Idea was in such clear weather and he replied "Orders from the office or words to that effect. Up until and including Monday morning Feb. 20th I had been called at 5-15 am, pleasant or not and the discontinuing of it was for the mere fact I have had the all night watch

Since being in the Light house service that ranges to nearly 15 years of unbroken service, I have never

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 28 1928
FIRST DISTRICT
PORTLAND, MAINE.

(Station, Depot, or Vessel)

, 192

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

~~Sir~~ Taken any stamp but orders in a written form from your office. For nearly two years now there has been a lack of harmony at this station, as your files will confirm, and efficiency suffers thereby.

Sincerely Yours.
Robert J. Sterling.
1st Asst. Keeper.

Joel Upton

JCW:CP

February 18, 1928

R. T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Maine.
(Through Keeper)

1. The principal keeper of your station reports that on the 13th instant you were called by Asst. Keeper Cheney at 5.15 AM as requested, and that after failing to get an answer from you over the telephone, he went to your quarters and could get no answer after knocking at the door although he could hear conversation inside.

2. Submit <u>in writing</u> a statement of the occurrence.

SHERMAN
Superintendent

JCW:CP

February 18, 1928

Keeper, Cape Elizabeth Lighthouse, Maine.

1. I have your letter of 15th instant reporting complaint against 1st Asst. Keeper Sterling by 2nd Asst. Keeper Cheney. This matter has been referred to Mr. Sterling for answer.

2. It is noted in your letter that Mr. Sterling refused to sign it. You are informed that Mr. Sterling was well within his rights in refusing to do so, as this was not a matter in which his signature to the paper was at all necessary.

3. This matter was not properly handled from the start, as it was not necessary for you to send either Mr. Cheney or Mr. Sterling to this office for conference. Your report of February 15 was all that was necessary at that time. Article 69 of "Instruction to Employees, 1927" gives complete instructions for handling communications and you will note by paragraph (b) of this article that it is only in particular cases that an assistant keeper should come to the Superintendent with complaints. All other cases should be handled by correspondence.

SHERMAN
Superintendent

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt. P
1st Asst. Sup.
Asst. Supt. W
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 17 1928
PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth
(Station, Depot or Vessel)

February 15th, 1928

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: I am sending a report made by Mr. A. S. Cheney 2nd asst against Mr R. T. Sterling 1st asst in regard to calling the watch. On the Morning of Feb 13/28 he called him at 515 am as requested not being able to raise him after ringing telephone three times he went to his house and knocked at the door but he would not answer at all even tho he could hear them talking inside

Yours Respect
Jos H Lydston

Mr Sterling refused to sign

Form 207
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
CP

(READ AND FOLLOW [redacted]TRUCTIONS ON BACK.)

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK OR DISABLED EMPLOYEES IN THE LIGHTHOUSE SERVICE, AT PLACES WHERE THERE IS A RELIEF STATION OF THE U. S. PUBLIC HEALTH SERVICE.

Office of Supt. of Lighthouses, First LH. District.
(Name of vessel, station, etc.)

Portland, Maine
(Place.)

August 12, 1927. 19

TO THE MEDICAL OFFICER IN CHARGE,

U. S. PUBLIC HEALTH SERVICE,
Station No. 16,
Woodfords, Maine.

Sir:

You are hereby requested to examine Robert T Sterling, 1st Asst. Keeper
(Name and title of person to be examined.)
in the U. S. Lighthouse Service, attached to the station or vessel above named, and, if in need of medical treatment, to furnish him with such medical treatment as the case may require. The signature and description of the applicant appear below. This person is ~~is not~~ entitled to free treatment by the Public Health Service.

Signature of person named above Robert T. Sterling

Title 1st Asst. Keeper, Cape Elizabeth Lighthouse, Maine

Nativity, American Age, 51 years. Height, 5 feet 8 inches.

Color of eyes, --- Color of hair ---

Distinguishing marks,

*Date of original appointment in the Lighthouse Service, September 3, 1913

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

, 19 .

C. E. SHERMAN
(Title of officer signing request.)
Superintendent of Lighthouses

*Fill in only if person to be examined is a light keeper or assistant light keeper.
†Fill in only in case of light keeper or assistant light keeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

(OVER.)

11—5992

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 1, 1927.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUL 13 1927
PORTLAND, MAINE.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 1, 1927.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1200 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

1.

GOVERNMENT PRINTING OFFICE 11—9051

CES:CP

May 26, 1927

Joseph H Upton, Keeper, Cape Elizabeth LH., Me.

In reference to conversation with you recently in regard to Asst. Keeper Sterling, in which you were informed to forward to this office statements in connection with Mr. Sterling in writing:

Up to this time same has not been received.

SHERMAN
Superintendent

Capt has reply.

Month of July 1926

Name of Person: R T Sterling

Month of July 1926

		Left Sta		Ret to Sta		Purpose of absence
	Date	Hour	Date	Hour	
	1st	am 430	1st	am 730	Fishing
	2nd	am 43	2nd	am 7	"
	3rd	pm 230	3rd	pm 5	To Portland for Supplies
	4th	am 430	4th	am 730	Fishing
	5th	am 5	5th	am 730	"
	5th	am 1145	5th	pm 1245	To Milk & Ice
	6th	am 4	6th	am 645	Fishing
Monument	7th	am 430	7th	am 720	"
	8th	am 4	8th	am 730	"
	10th	am 5	10th	am 730	"
	12th	am 5	12th	am 730	"
Monument	13th	pm 445	13th	pm 730	"
Monument	14th	am 345	14th	am 730	"
	15th	pm 415	15th	pm 630	"
	16th	am 445	16th	am 615	"
Co Lobsters & Fish	16th	pm 445	16th	pm 9	"
	17th	am 6	17th	am 8	"
Co Lobsters	18th	am 630	18th	am 745	"
	18th	pm 1245	18th	pm 330	Portland for Supplies
	19th	pm 630	19th	pm 9	Car Line
	20th	am 8	20th	pm 430	To Portland for Supplies
Co Lobsters	22nd	am 530	22nd	am 730	Fishing
	22nd	pm 435	22nd	pm 715	"
	23rd	pm 330	23rd	pm 530	So Portland for Ice
	24th	am 515	24th	am 730	Fishing
	24th	pm 430	24th	pm 5	Car Line
	25th	am 530	25th	am 8	Fishing
	26th	am 7	26th	am 730	Car Line
Monument	26th	pm 435	26th	pm 645	Fishing
Monument	27th	am 445	27th	am 730	"
	28th	am 515	28th	am 730	"
	28th	pm 145	28th	pm 5	Official business
	29th	am 5	29th	am 7	Fishing
	31st	am 530	31st	am 715	"
No remark	31st	pm 4	31st	pm 630	"
Note	15th	am 625	15th	am 750	Fishing

Brief of Keepers Duties attached

SUPT. of LIGHTHOUSES, FIRST DISTRICT, MAR 15 1927 PORTLAND, MAINE.

Name of Person — Month of Aug 1926 — Report of Absence

R T Sterling

	Left Station Date	Left Station Hour	Returned Station Date	Returned Station Hour	
√	2nd	PM 2.40	2nd	PM 5.10	Fishing
√	3rd	PM 4	3rd	PM 6.15	Fishing
	4th	PM 2	4th	PM 5	"
√	5th	PM 4	5th	PM 6.30	For Ice Cash Check
	6th	PM 2.00	6th	PM 6.00	Fishing
√	7th	PM 2	7th	PM 4.45	Supplies
	8th	PM 1.30	8th	PM 4.45	Portland
	9th	AM 3.15	9th	AM 7.30	Ice
	10th	AM 9	10th	PM 12.30	Fishing
√	10th	AM 5.30	10th	AM 7	For Ice and Repairs on Rudder
√	11th	AM 7	11th	AM 2.15	Fishing
√	12th	AM 6	11th	PM 9	Carried boat off to Mainy
√	11th	AM 9	11th	PM 1	Fishing
	13th	PM 9	13th	PM 6	Portland for Rudder
√	14th	PM 3	14th	PM 6	Fishing
	15th	AM 5.30	14th	AM 8	"
√	16th	AM 5	16th	AM 7.30	"
√	16th	PM 4	16th	PM 8.50	"
√	17th	AM 5.15	17th	AM 7.30	"
√	19th	AM 5.15	19th	AM 7.30	"
√	19th	AM 8.30	19th	PM 2.30	Store House Official Business
√	20th	AM 5.30	20th	AM 7.30	Fishing
√	20th	PM 5.30	20th	PM 9.30	Portland
	21st	PM 5.30	21st	PM 7	Fishing
	22nd	AM 5.30	22nd	AM 7	"
√	22nd	AM 9.30	22nd	AM 10.30	Canner Club
√	22nd	PM 3.50	22nd	PM 8	To Canale in Portland
√	23rd	AM 5.15	23rd	AM 7.40	Fishing
	24th	AM 6.45	24th	AM 9	"
√	24th	PM 6.15	24th	PM 8.30	For Ice
√	25th	AM 5.30	25th	AM 8.30	Fishing
√	27th	AM 6.40	27th	AM 9.15	Staples with Lobsters
√	27th	AM 10.15	27th	PM 2.20	Fishing
√	27th	PM 6.30	27th	PM 8	"
	28th	PM 12 M	28th	PM 3	"
√	29th	AM 8.30	29th	AM 11	Portland for Ice
√	30th	AM 5.45	30th	AM 7.45	Fishing
√	31st	AM 5.15	31st	AM 8	"
√	31st	PM 3.45	31st	PM 6	To Portland With Brother

Left boat off cant remember

Left boat off Aug 12th

Name of Person
R T. Sterling

Month of September 1926

	Station Date	Station Hour	Returned Station Date	Returned Station Hour	Report of Absence
✓	1 st	am 530	1 st	am 743	Fishing
✓	1 st	pm 3	1 st	pm 643	"
✓	2 nd	am 515	2 nd	am 755	"
✓	2 nd	am 830	2 nd	945	Fighting fire Goodrich
✓	3 rd	am 545	3 rd	am 8	Fishing
✓	4 th	am 320	4 th	am 750	"
	4 th	pm 245	4 th	pm 530	Portland Supplies
✓	5 th	am 6	5 th	am 9	Fishing
✓	6 th	am 7	6 th	am 740	Ekhart Hannaford Car
	6 th	pm 255	6 th	pm 530	to Deering for Dinner
	7 th	pm 4	7 th	pm 6	Fishing
✓	8 th	am 530	8 th	am 720	School Children
✓	8 th	pm 6	8 th	pm 815	Portland
	9 th	am 530	9 th	am 8	For Labster Bait
	9 th	pm 425	9 th	pm 515	Car Line
✓	10 th	am 11	10 th	pm 8	To Dentist
✓	11 th	am 6	11 th	am 8	Fishing
✓	11 th	am 1040	11 th	pm 6	Portland
✓	12 th	am 6	12 th	am 9	Fishing
✓	12 th	am 930	12 th	am 1030	Jennie Staples
	13 th	pm 550	13 th	pm 630	to Vote
✓	14 th	pm 4	14 th	pm 650	Fishing
✓	15 th	pm 425	15 th	pm 630	"
✓	16 th	pm 230	16 th	pm 5	For Gas on Cape
✓	17 th	pm 130	17 th	pm 6	Portland
	20 th	pm 330	20 th	pm 2	Car Line
✓	21 st	am 830	21 st	pm 310	2 H. Depot Office Business
✓	22 nd	pm 3	22 nd	pm 4	Off in Lower Court
✓	24 th	am 720	24 th	pm	Portland Supplies
	26 th	pm 3	26 th	pm 5	Cape
✓	27 th	am 515	27 th	am 9	Fishing

Sent to Dept by Capper Courtenay

31

105/6

July 1926

Name of Person R. J. Sterling

Left Station

Returned to Station

1926

Date	Hour	Date	Hour	Purpose of Absence
1st	PM 430	1st	am 730	Fishing
2nd	am 420	2nd	PM 5	"
3rd	PM 230	3rd	PM 5	Portland for Supplies
4th	am 420.	4th	am 730	Fishing
5th	am 5	5th	am 730	"
5th	am 1145	5th	PM 1245	For Milk and Ice
6th	PM 4	6th	am 645	Fishing
8th	am 4	8th	am 730	"
10th	am 5	10th	am 730	"
12th	am 5	12th	am 730	"
14th	am 430	14th	am 730	"
15th	PM 415	15th	PM 630	"
16th	445	16th	am 615	"
17th	am 6	17th	am 8	"
18th	PM 1245	18th	PM 330	Portland for Supplies
19th	PM 630	19th	PM 9	to Car Line
20th	am 8	20th	PM 430	Portland Supplies
23rd	PM 330	23rd	PM 530	St Portland for Ice
24th	am 515	24th	am 730	Fishing
24th	PM 430	24th	PM 5	Car Line
25th	am 330	25th	am 8	Fishing
26th	am 7	26th	am 730	Car Line
27th	am 515	27th	am 730	Fishing
28th	am 515	28th	am 730	"
28th	PM 145	28th	PM 5	Official Business
29th	am 5	29th	am 7	Fishing
31st	am 530	31st	am 715	"

Return from Record of Absences from 30 3 7th Dist R. J. Sterling

RJS

SUPT. OF LIGHTHOUSES, FIRST DISTRICT. MAR 15 1927 RECEIVED

Name of Person
R T Fleming

Copied from Record of Absence from Boat
P.O. Station 7th Ward

Left Station Date	Left Station Hour	Returned to Station Date	Returned to Station Hour	August 1926 Purpose of Absence
4th	PM 12	4th	PM 5	For Ice and Cash Check
6th	PM 2	6th	PM 6	Supplies
8th	PM 130	8th	PM 445	Ice
9th	AM 515	9th	AM 730	Fishing
10th	AM 9	10th	PM 1200	For Ice and spar on Rudder
13th	PM 4	13th	PM 6	Fishing
15th	AM 530	15th	AM 9	"
16th	AM 530	16th	AM 730	"
16th	PM 430	16th	PM 8	Portland for Supplies
17th	AM 530	17th	AM 730	Fishing
19th	AM 530	19th	AM 730	"
19th	AM 9	19th	PM 230	Official Business
20th	AM 530	20th	PM 715	Fishing
20th	PM 530	20th	PM 730	Island boat for Family
21st	AM 530	21st	AM 7	Fishing
22nd	AM 530	22nd	AM 7	
22nd	PM 430	22nd	PM 8	To My aunts to Portland
23rd	AM 530	23rd	AM 730	Fishing
24th	AM 645	24th	AM 9	"
24th	PM 630	24th	PM 830	For Ice
25th	AM 530	25th	AM 730	Fishing
27th	AM 630	27th	AM 8	"
28th	AM 12 M	28th	PM 3	Fishing
29th	AM 9	29th	AM 1030	To Portland for Ice
30th	AM 6	30th	AM 745	Fishing
31st	AM 530	31st	AM 745	"
31st	PM 4	31st	PM 530	To Portland with Brother

Sept 1926

Name of Person
R T Sterling

Record of Absence from Boat
Fishing Pt Cott

Left Station		Returned to Station		Sept 1926
Date	Hour	Date	Hour	Purpose of Absence
4th	am 545	4th	am 730	Fishing
4th	PM 243	4th	PM 330	Portland Supplies
5th	am 6	5th	am 830	Fishing
6th	PM 215	6th	PM 530	To Herring for Dinner
7th	PM 4	7th	PM 6	Fishing
8th	PM 10	8th	PM 8	For Dec
9th	PM 530	9th	am 8	For Lobster Bait
9th	PM 430	9th	PM 515	Car Line
10th	am 11	18th	PM 5	To Dentist
12th	am 6	12th	am 830	Fishing
13th	PM 530	13th	PM 630	To Vote
14th	PM 4	14th	PM 615	Fishing
16th	PM 230	16th	PM 4	For Gasoline on Cape
17th	PM 130	17th	PM 530	Portland for Supplies
20th	PM 330	20th	PM 5	Car Line
21st	am 830	21st	PM 230	P H Depot Official Business
23rd	am 615	23rd	am 8	Fishing
24th	am 730	24th	PM 1230	Portland for Supplies
26th	PM 3	26th	PM 5	On Cape

Copy of Record taken from Log Book 803

Supt.
1st Asst. Sup.
✓ Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAR 8 1927
PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth
(Station, Depot, or Vessel)

Jan 5th, 1927

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Mr R. T. Sterling 1st Asst Keeper has failed to sign watch Book form 316 since Jan 12/27 October 11th/26 Keeper called his attention to signing same which he has not done for some time October 12th/26. called his attention to signing record of absence form 303 and sign it right if not I would have to report it

Mr R T Sterling went on duty Dec 30/26 signed all right up to Jan 12th/27

Yours Respect

Joe H Upton

Trans. & settled
office

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAR 16 1927
PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth
(Station, Depot, or Vessel)

March 14th, 1927

Portl. 1st

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: With reference to your letter dated Mar 10th 1927 would say as follows:-

Complaint of Keeper etc.

In answer to first paragraph refering to "watch-book."

Before I was taken ill this book was kept on shelf in Service Room at base of tower where each one coming and going had easy access to sign when ~~coming~~ off watch.

On my return to duty the book had been transfered to Keepers dwelling.

With this new arrangement I simply neglected to carry out the plan set as before mentioned.

Under the old keeper one signed at his leisure and this became a habit so to say. Nevertheless if I was lax on

Post Master

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Continuation.

Part 2

FIRST DISTRICT
Cape Elizabeth
(Lighthouse Depot, or Vessel)
March 14th, 1927

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

this point I am sorry and hope your Office sees fit to excuse this time. I shall see hereafter that Regulations are carried out.

Return, on record of "absence Book of return" not signed up.

On my return found Keepers home closed and no answer. left to sign up at a future time and it slipped my mind. I want your office to know that it came to me and I signed before receiving your letter.

With reference to False Entrys in "leave book" In leaving this station I know of no time that I knowingly did not give full account of my six hours according to Regulation.

Very truly Sincerely, P. F. Sterling 1st Asst Keeper

CES:CP

March 10, 1927

Mr. R. T. Sterling, 1st Asst Keeper, Cape Elizabeth LH., Me.
(Through the Keeper)

It has been brought to the attention of this office by the Keeper of Cape Elizabeth Lighthouse that you have not signed the watch book at that station since January 12, 1927. Examination of the watch book made in this office verifies this statement. It was also noted in the record of absence book that you left the station March 2 at 10.30 a. m; the time of your return has not been entered.

You are requested to inform this office immediately why you have delayed in signing these books and keeping record complete in accordance with Regulations. It has also been reported that you have not entered leave taken during July and August, 1926, as actually taken by you.

In this connection, I have to call your attention to Article 34 of "Instructions to Employees, 1915" regarding false documents. You are requested to make statement in connection with the leave taken by you during the months above mentioned.

SHERMAN
Superintendent

CES:CP

March 10, 1927

Keeper, Cape Elizabeth Lighthouse, Maine.

In reference to statement in your letter, dated January 5, 1927, received in this office March 8, 1927:

I have to request that you forward this office copies of the record taken from the leave record book, as entered by Mr. Sterling during the months of July and August, 1926, and that you also send a copy of the leave as recorded by you which you claim was actually taken.

SHERMAN
Superintendent

JCW:CP

March 4, 1927

Keeper, Cape Elizabeth Lighthouse, Maine.

1. Reference being made to your remarks on Monthly Report, Form 65, for February, 1927, relative to failure of 1st Asst. Keeper Sterling to sign Watch Book and Absence Form 303.

2. You are requested to submit this statement again in the form of a letter, and also to bring the above books of station records to this office for inspection, the books to bear no further entries until inspected here.

S.

SHERMAN
Superintendent

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAR 18 1927
PORTLAND, MAINE.

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION
THE INTERIOR BUILDING
WASHINGTON

COMMISSIONERS
BESSIE P. BRUEGGEMAN
CHAIRMAN
CHAS. H. VERRILL
HARRY BASSETT

S. R. GOLIBART, JR.
SECRETARY

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

In reply refer to File No. 199579

March 16, 1927.

Mr. Robert T. Sterling,
Cape Elizabeth Lighthouse,
So. Portland, Me.

Dear Sir:

Reference is made to your letter of January 25, 1927, with the endorsement of Superintendent of Lighthouses, in regard to compensation paid to you on January 21, 1927, as a result of your injury of October 18, 1926.

The following section of the Compensation Act is quoted for your convenience:

> "That if at any time the disability begins the employee has annual or sick leave to his credit he may, subject to the approval of the head of the department, use such leave until it is exhausted, in which case his compensation shall begin on the fourth day of disability after the annual or sick leave has ceased."

Report on Form C. A. 3 submitted to this office stated that pay stopped at the close of December, 23, 1926, which led the Commission to believe that you received pay through December 23.

The error made in regards to quarters was made through a misunderstanding in reports filed on Form C.A. 2, which stated rate of pay to be $1,200.00 per annum, quarters valued at $20.00 per month. Compensation has recently been correctly computed.

Very truly yours,

E. V. Parker

E. V. Parker,
Secretary.

HAL/GMH

Official copy to - Superintendent of Lighthouses, Portland, Me.

Besides the above information, there is quoted for your convenience statement made on the reverse of Form C.A. 4, which reads as follows:
(a) This employee was furnished quarters during the entire disability.

JCW:CP

March 17, 1927

Thompson Brothers,
93 Sawyer Street,
South Portland, Me.

Gentlemen:

Referring to your letter of 7th instant, I have just received a letter from Mr. Sterling, in which he states that if he had considered he owed you anything, it would not have taken him 15 years to settle.

It would seem that this matter is one that had best be settled between yourselves.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAR 17 1927
PORTLAND, MAINE.
FIRST DISTRICT

Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Cape Elizabeth
(Station, Depot or Vessel)
March 11, 1927

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Your letter, refering to the Thompson matter received & would say that if I had considered I owed anything to Mr. Thompson It would not of taken 15 years to settle.

Received a letter from Mr. Thompson last "Spring" but did not care to commit myself. Respectfully Yours P. T. Sterling 1st asst Keeper.

SHERMAN
Superintendent.

money, but nearly everyone
him. Hoping you will excuse
us in some way we thought we
would drop you a line.

Thompson Bros.
93 Sawyer Street
South Portland, Me.

JCW*EBJ

March 7th, 1927.

Mr. Robert T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Maine.
(Through Keeper)

1. I am in receipt of a letter from Charles F. Thompson of Thompson Brothers, 93 Sawyer St., South Portland, Maine, in which he states that he loaned you the sum of five dollars some time ago and that this has never been repaid. It is further stated in his letter that you have been written to several times regarding this account but no reply has ever been received from you.

2. You are requested to inform me if Mr. Thompson's statement are correct, and if so, what steps you propose to take towards settlement.

SHERMAN
Superintendent.

Sup.
1st. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

SUPT. LIGHTHOUSES,
FIRST DISTRICT,
MAR 7 1927
PORTLAND, MAINE

South Portland, Me.
March 7th, 1927.

Mr. Sherman.
Portland, Maine,

Dear Sir; We would say to you that several years ago we loaned to Thayer Sterling, who id at Cape Elizabeth, Light Station, five dollars, we have sent him several notes for the money, but hear nothing from him. Hoping you mite aide us in some way we thought we would drop you a line.

Charles H. Thompson
H 6785 W.

Thompson Bros.,
93 Sawyer Street,
South Portland, Me.

CA-86

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

SUPT. of LIGHTHOUSES
FIRST DISTRICT,
MAR 3 1927
PORTLAND, MAINE.
FEB 21 1927

CASE NO.	WORKMAN	ESTABLISHMENT	TOTAL PAID	DATE OF INJURY	PERIOD PAID FOR FROM—	PERIOD PAID FOR TO—
199579	ROBERT T. STERLING CAPE ELIZABETH LIGHT-HOUSE, PORTLAND, ME. RFD 1	FIRST ASST. LIGHTHOUSE CAPE ELIZABETH, PORTLAND, ME	8 89	10/18/26	12/26-29/26	

This Commission has approved the claim for compensation on account of disability resulting from an injury sustained by the above employee and a check in payment of the claim was forwarded on the above date.

If the employee is still disabled instruct him regarding his rights to further compensation.

U. S. EMPLOYEES' COMPENSATION COMMISSION.

07
GOVERNMENT PRINTING OFFICE

JCW:CP

March 3, 1927

Mr. P. W. Knight,
R. F. D. No. 1,
Cape Elizabeth, Me.

Dear Sir:

1. Referring to your letter of February 25, 1927 enclosing account of Keeper Sterling, I am this day in receipt of a letter from him in which he agrees to pay two dollars ($2.00) monthly commencing on the fifth instant and continuing until the account is fully settled.

2. Please notify this office promptly if these payments are not received by the tenth of each month.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

COPY TO Mr. R. T. Sterling for his information and files. Be guided accordingly.

COPY TO Keeper, Cape Elizabeth LH for station files.

Supt. P.
1st Asst. Sup.
Asst. Supt.
✓ Chief Clerk Mrs. Laura M. Knight
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES, FIRST DISTRICT, MAR 3 1927, PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth
(Station, Depot, or Vessel)

March 2nd, 1927

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Regarding the Knight account. Would say, In as much as I feel sure that there has been money paid in on the Knight bill before deceased, of which I find there was never any credit given and I took no receipt of, having trusted at the time to the honesty of my creditor I therefore am convinced in my own mind that by taking steps to pay a monthly allotment of $2.00 is right under the circumstances. The sum to be paid beginning March 5th 1927 until bill amounting to $12.55 is paid in full

Sincerly Yours.
P. F. Sterling
1st Asst. Keeper.

Just Upstairs

GFL:CP
Enclosure

February 28, 1927

Mr. R. T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Maine.
(Through the Keeper)

Compensation check for $8.89, covering payment for compensation on account of disability for the period from December 26 to December 29, 1926, inclusive, is herewith returned to you. The amount of this check is correctly computed being the full amount allowable under the Compensation Law. The Regulations governing this read as follows: "If disability is total, 66-2/3% of the monthly pay (including value of subsistence and quarters, if furnished) during continuance of such disability, beginning on the 4th day of disability, or on the 4th day after pay stops, if leave with pay is taken***".

From the above it will be seen that you have received all the compensation which may be paid you under the law. A leaflet explaining the scheme of compensation payments is enclosed.

SHERMAN
Superintendent

JCW:CP

February 25, 1927

Mr. R. T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Me.
(Through Keeper)

Mr. P. W. Knight of Cape Elizabeth, Maine, has presented to this office an account which he claims is due from you, which has been running since April, 1920, and upon which the last payment is credited on July 22, 1924. The amount of the account now standing is $12.55.

You are requested to inform this office at once if this is a just and legal debt, and if so, what steps you propose to take toward its settlement.

The items of this account may be seen upon application to this office. Prompt reply is requested.

SHERMAN
Superintendent

COPY FOR STATION FILES.

Capt Elijah Stevens Me

District Supt. of
Light Houses

R. F. & L.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 25 1927
PORTLAND, MAINE.

Portland Me

This account has been running since
April 5th 1928 up to Nov 5 1924 I wish to inclose
this account against R. F. Sterling of Capt
Elijahs Me, & have been unable to
get a Statement from him or settlement

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

P. W. Knight

1923

Nov	21	Laundry	$1.13
			$19.17
1924			
March	10	By cash	$5.00
			$14.17
"	31	Exp on Lathes	$2.00
			$16.17
April	1	By cash	$2.00
			$14.17
May	24	Dft Bows	$1.88
June	20	Exp on Herring	.50
"	28	" " "	.50
			$17.05
July	22	By cash	$5.00
			$12.05
Nov	5	Exp on 1 Bbl Baits	$1.00
		Balance due	$11.05 ✓

Feb 2, 1927

Est

J. C. Knight
Groceries & Trucking
Cape Elizabeth Me
El 1502-2 on R F D-1

1920 To R. T. Sterling Jr.

April	6	2 coils Rope	25
"	7	2 Bags Flour	$4 50
"	"	3 #3 Cut rails	36
"	9	Ex on Batary	25
"	10	1# coffee	55
"	"	2# Sugar	38
"	"	2 Pkg Chesterfield cigarets	40
"	17	2# loaf Sugar	46
"	"	2 Pkg camels cig	40
"	20	4 Bbg G.M. Flour	$9. 00
"	"	5-gal Gass 1 gt oil	$1. 90
"	"	4 cigars	50
May	3	4 "	50
"	21	Ex on Bbl Baite	75
"	31	3 gt oil	75
"	"	Ex on Herrin	50
			$21.45
June	8	By cash	$10.00
			$11.45
June	8	1 can L S Tom	.16
"	"	1 Tumb Jelly	25
"	"	5-gal Gass	$1.70
"	"	1 gt oil	25

June	12	5 gal Gass	$1.70
"	"	2 Qt Oil	.50
"	"	½ doz Lemons	.24
"	25	Exp on Bbl Baits	.75
"	26	1 Butter	.75
			$1.775
July	10	By cash	$10.00
			$7.775
July	15	1 Bot Trues Elixer	.42
"	16	9 " Soda	$1.08
"	"	1 loaf Bread	.13
"	"	1 Pkg camels cig	.20
"	"	3 B.S. cigars	.38
"	"	25 candy	.25
"	19	5 gal Gass	$1.70
"	24	6 Bot Root Beer	.72
"	27	1 Pkg camels cig	.20
"	"	1 Roll Waffers	.06
"	"	1 ℔ candy	.18
"	"	2 B.S. cigars	.25
"	"	1 Bot Trues Elixer	.42
aug.	6	4 gal Gass	$1.36
			$15.10

		Bal Page-2	$15.10
Nov 1924	12	Exp on 2 Bag Herring	$1.00
			$16.10
Jan.	8	By cash	$10.00
			$6.10
Jan	5	3 gal Gass	$1.05
"	"	2 qts Coil	50
"	8	5 gal Gass	$1.75
"	12	1 Bot catsup	20
"	"	4 cigars	60
"	"	2 cans Velvet tob	32
"	"	1 Pkg camels cig.	20
"	19	5 gal Gass	$1.75
			$12.47
Feb	17		
"	"	By cash	$12.00
"			.47
"	17	Exp 10 B Lambs 5 Bundles Rd Boxes	$3.00
"	17	5 # Pt Nails	60
"	"	25 candy	25
"	"	2 Pkg cig nettos	40
"	24	2 can Exp Milk	36
"	"	1 Pkg Pt Sugar	13
"	25	1 Bx F. M. Brown	25

Feb.	25	10# Bowy Sugar + Pepk	$1.00
"	"	1 Bag Salt	$1.00
March	1	25 Candy	25
"	"	2 can Tuff	32
"	"	1 Pkg cigarettes	20
"	"	1 Soft Pipe	05
"	"	2 Pkg Gum	12
"	"	1 Pr Gloves	25
"	"	1/2 dz Bot Soda	72
"	"	1 Pkg corn Flakes	18
"	"	5 Gal Gass	$1.75
"	"	1 Qt C oil	25
"	4	2 Files + carry 10¢	42
"	"	1 loaf Bread	16
			$12.13
March	11	6 B-S. cigars	90
"	"	2 Pkg Lib. cigarettes	40
"	"	5# Prof Failes	60
"	14	5 gal Gass	$1.75
"	"	1 Qt C oil	25
"	19	1 Pkg camels cig.	20
"	"	40 Candy	40
"	"	4 cigars 7-20-4	60
"	"	1 Pkg pop corn	15
"	"	5 gal Gass	$1.75

March	25	2# D Ham	.50
"	"	8 B cigars	.32
"	"	1 Pkg Camels cig	.28
April	5	5 gal Gass	$1.50
			$21.65
June	6	By cash	$5.00
			$16.65
June	10	Ex on oil cloth	.25
			$16.90
July	9	By cash	5.00
			$11.90
"	20	5 gal Gass	$1.40
"	"	1 Qt Oil	.25
Aug.	25	1 But Truss Clipper	.42
"	31	5 gal Gass	$1.40
			$15.37
Oct	11	By cash	$5.00
			$10.37
1922			
Jan	16	Ex on Lobsters	.50
March	17	" " 2 Qt Bows & Rope	.58
			$1.37
July	14	By cash	$5.00
			$6.37
"	24	Lamps	$1.15

1922.

Sept	15	Ex on Dunham		75
Oct	18	" " 3 Bbl Baits	$3 00	
"		" "	$11.27	
"	20	" " Baits	$2.00	
"	26	2 qts c oil		50
"	"	2 Prs cotton Gloves		50
"	27	6 gal Gass	$1.62	
"	30	Ex on 1 Bbl Baits	$1.00	
			$16.89	
Oct	30	By cash	$10.00	
			$6.89	
Nov	11	5 gal Gass	$1.35	
Dec	9	6 cigars		45
"	"	3 cans Oil		60
"	"	2 qts c oil		50
"	"	8 gal Gass	$2.20	
"	13	5 " "	$1.35	
"	22	Ex on goods from Cressys		25
April	11	" " " " " Hooks		75
"	13	" " Mud Guard & Batty	$1.25	
"			$15.59	
"	16	By cash	$10.25	
			$5.34	
April	14	1 gal c oil	$1.00	
"	18	Laundry	$1.55	

1922

May	1	Rep Mud Guard	$1.75
"	2	Laundry	.60
"	16	"	.60
June	15	10 # Sugar	$1.20
"	"	2 Bx. Cigars	.25
"	18	1 Bbl Herring	$3.00
"	24	Laundry	.50
July	2	2 Bags Dogies	$3.00
"	9	2 " "	$3.00
			$21.70
July	10	By cash	$5.00
			$16.70

1923

June	29	200 # Dogies	$3.00
aug.	8	200 # "	$3.00
			$22.70
"	8	By cash	$5.00
			$17.70
Sept	7	Ep on Baits	$1.00
Oct	5	" " 3 Bbl Baits	$3.00
			$21.70
"	19	By cash	$10.00
			$11.70
"	20	1 veil & thread	$5.00
"	"	Ep on Leather	$1.25

CA-86

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JAN 21 1927
FEB 7 1927
PORTLAND, MAINE.

CASE NO.	WORKMAN	ESTABLISHMENT	TOTAL PAID	DATE OF INJURY	PERIOD PAID FOR	
					FROM—	TO—
199579	ROBERT T. STERLING CAPE ELIZABETH LIGHTHOUSE, RFD 1 S. PORTLAND, MAINE.	1ST ASST. LIGHTHOUSES	4 67	10/18/26	12/27-29/26*	
		COMPENSATION 6.67 LESS QUARTERS 2.00				

This Commission has approved the claim for compensation on account of disability resulting from an injury sustained by the above employee and a check in payment of the claim was forwarded on the above date.

If the employee is still disabled instruct him regarding his rights to further compensation.

U. S. EMPLOYEES' COMPENSATION COMMISSION.

1107
GOVT. PRINTING OFFICE

JCW:CP Copy to US Employees' Compensation Commission, Washington, D.C. for its information and files.

Form C. A. 16.

REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES' COMPENSATION ACT.

Employees of the United States are entitled to medical, surgical, and hospital treatment under the provisions of the Compensation Act only for injuries sustained in the performance of duty.

Portland, Maine, January 27, 1927. 19____
(Date.)

To U. S. Marine Hospital, No. 16, (Name of U. S. Hospital, U. S. Medical Officer, or Designated Physician.), Woodfords Station, Maine. (Location.)

THE BEARER, Robert T. Sterling (Name of injured employee.) Age 50 Sex Male Color White

is a civil employee of the United States, employed as light keeper (Name of employee's occupation.)

at Cape Elizabeth Lighthouse, (Name of office or establishment where employed.), South Portland, Maine. (Location.)

He/~~She~~ was injured in the performance of duty on October 18, 1926 (Date.), 19____

Nature of injury Fracture of 1st and 2nd bones on left foot

Treatment is requested for the results of said injury pursuant to the provisions of Section 9 of the United States Employees' Compensation Act.

C. H. SHERMAN
(Signature of Official Superior.)

Superintendent of Lighthouses
(Title or official position.)

(Address.)

When this request is addressed to a designated physician or hospital, the reason why the request for treatment is not made to a United States medical officer or a United States hospital is to be noted here

(See other side for provisions of the Compensation Act as regards treatment.)

9—803

Forwarded in duplicate

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JAN 27 1927
PORTLAND, MAINE.

Cape Elizabeth Lighthouse, Me.

U. S. Employees' Compensation Commission,
Washington, D. C.

January 25 7.

Via: Keeper, Cape Elizabeth LH and
Superintendent of Lighthouses,
Portland, Maine.

Sir:

Your check No. 297931 in payment of my claim Case No. 199579 is herewith returned, it being noted that payment has been made for but three days, whereas the time for which I made claim was seven days, December 23 to 29, 1926, inclusive.

You will please note that the first three days of this disability were paid for as annual leave, and that I have been paid for the entire disability on account of annual leave except for the seven days stated above, for which I believe I am entitled to compensation.

It is further noted that deduction has been made for quarters. In this connection, you are informed that the deduction of $20 per month for quarters has already been made in computing my salary rate. In other words, my salary, if not furnished quarters, would be $240 per annum greater.

Respectfully,

R. F. Sterling.

1st Asst. Keeper.

Through:

Keeper.

Josh Upton 1st End.

JCW:CF
Enclosures

Office of the Supt. of Lighthouses, 1st Dist.,
Portland, Maine, January 27, 1927.

1. Reviewed and forwarded with enclosure (check No. 297931).

2. It is believed that payment for seven days as claimed above is correct. Statement as to quarters is correct; the value of same having already been deducted in fixing his salary at $1200 per annum.

C. E. S.

C. E. SHERMAN
Superintendent of Lighthouses

CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY
TOTAL OR PARTIAL DISABILITY
[Cross out total or partial.]

[To be filed with the official superior, within 60 days after the injury causing disability for more than three days, for transmission to the UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.]

CLAIM MUST BE FILED WITHIN ONE YEAR AFTER INJURY

NOTICE: Section 39 of the Compensation Act of September 7, 1916, provides that whoever makes, in any claim for compensation, any statement, knowing it to be false, shall be guilty of perjury and shall be punished by a fine of not more than $2,000, or by imprisonment for not more than one year, or by both such fine and imprisonment.

1. Name of injured employee Robert T. Sterling [Give first name in full.] 2. Age 50 3. Sex Male
4. Address Cape Elizabeth Lighthouse, RFD 1, South Portland [Street and number.] [City or town.] Maine [State.]
5. Married, ~~single, widowed~~. [Cross out two words.] 6. Race White 7. Occupation and division Light Keeper
8. Do you speak English? Yes 9. If not, what language? ----
10. Rate of pay $ 1200 per annum and ~~subsistence~~ quarters valued at $ 20.00 per month
11. Time of injury Oct. 18, 1926 [Date.], 19 Monday [Day of week.] 4.15 p. m. [Hour a. m. or p. m.]
12. Disability for work began October 19 [Date.], 1926 Tuesday [Day of week.] 12.01 A. m. [Hour a. m. or p. m.]
13. First able to resume usual occupation Dec. 30th [Date.], 1926 Thursday [Day of week.] 10.00 a. m. [Hour a. m. or p. m.]
14. First able to do any work Dec. 30th [Date.], 1926 Thursday [Day of week.] 10.00 a. m. [Hour a. m. or p. m.]
15. Have you received any pay for above period of disability:
On account of annual or sick leave Yes Dates Oct. 19 - Dec. 22, 1926 Total amount $ Regular pay
Specify any other reason ---- Dates ---- Total amount $ ----
16. Were you furnished subsistence during above period? No If so, give dates on which subsistence was furnished ----
17. If you have worked at other than your regular duties, specify: Occupation No
Rate of pay $ ---- per ---- and lodging and subsistence valued at $ ----
per ---- Number of days employed at this rate ----
18. During period for which compensation is claimed, did you refuse to perform any work you were able to do?
No If so, state circumstances ----
19. Were you furnished any medical, surgical, or hospital services or supplies by United States medical officers and hospitals? No. If not, and this service was furnished by private physicians and hospitals, state amount of expense incurred, $ ---- Also submit with claim an itemized bill for this service.
20. If transportation and other expenses necessary to enable you to secure proper medical and hospital treatment were incurred by you, state amount of expense so incurred, $ None Also submit with claim, when practicable, an itemized receipted bill for such expenses.
[Give dates, places of travel, and amount paid; also any special expense for other purposes necessary because you had to travel from your regular place of residence in order to get proper medical treatment.]
21. Place where injury occurred Cape Elizabeth Lighthouse, Maine.
[Give exact location, as name or number of building, and division, etc.]
22. Cause of injury Part of furnace fell on left foot while being removed from auto truck.
[State exactly how injury occurred.]
23. Nature and extent of injury causing disability Fracture of first and second bone on left foot.
24. Names and addresses of witnesses Walter R. Morse, Coast Guard Sta., Cape Elizabeth RFD No. 1, South Portland, Maine. Roger H. Alexander, Cape Elizabeth, RFD No. 1, South Portland, Maine.
25. Have you received any money in payment of damages on account of the injury for which you are making claim? None If so, state amount, $ ----
26. Have you ever been in the military or naval service? If so, give periods served ----
No.
27. Dates of other injuries, if any, on account of which you have made claims for compensation ----
None.

I HEREBY make claim for compensation on account of the injury described above, which was sustained by me while in the performance of my duty for the United States, said injury not being due to willful misconduct on my part or to my intention to bring about the injury or death of myself or another, or to my intoxication. I have been disabled on account of this injury and every statement set forth above in support of my claim is true to the best of my knowledge and belief.

Signed this 30th day of December, 1926, at Portland, Maine.

(SGD) ROBERT T. STERLING
[Signature of claimant.]

Cumberland } ss:

Subscribed and sworn to before me this 30th day of December, 1926.

(SGD) C. ELIZABETH STERLING (SEAL)
[Signature of official administering oath.]

Notary Public, ----
[Title.] [In and for.]

C. A. 4
Revised June 15, 1921

9—612

STATEMENTS OF WITNESSES.

On the afternoon of Oct. 18th, 1926, I was present at the unloading of furnace from auto truck and witnessed the accident to Mr. Sterling and can truthfully state that it was on no part of his that the accident took place.

(SGD) ROGER H ALEXANDER
[Signature of witness.]

This statement is to certify that I was present at Cape Elizabeth Light Station when Mr. Sterling injured his left foot and in no way could the accident been avoided by him.

(SGD) WALTER R MORSE
[Signature of witness.]

STATEMENT OF ESTABLISHMENT MEDICAL OFFICER.

The records of this office show that _____ [Name of employee.]
was given first-aid treatment on _____ [Date.], 19 , at _____ [Hour a. m. or p. m.] m., and
has been disabled for work from _____, 19 , to _____, 19
inclusive. In my opinion disability _____ [Was, or was not.] due to injury on _____, 19
Injury or disease causing disability _____

Was this employee examined by you after first-aid treatment was given? _____

If so, was treatment by attending physician such as, in your opinion, is calculated to obtain the best results? _____

STATEMENTS OF WITNESSES.

On the afternoon of Oct. 18th, 1926. I was present at the unloading of furnace from auto truck and witnessed the accident to Mr. Sterling and can truthfully state that it was on no part of his that the accident took place.

(SGD) ROGER H ALEXANDER
[Signature of witness.]

This statement is to certify that I was present at Cape Elizabeth Light Station when Mr. Sterling injured his left foot and in no way could the accident been avoided by him.

(SGD) WALTER R MORSE
[Signature of witness.]

STATEMENT OF ESTABLISHMENT MEDICAL OFFICER.

The records of this office show that _____ [Name of employee.] was given first-aid treatment on _____ [Date.], 19 , at _____ [Hour a. m. or p. m.] m., and has been disabled for work from _____, 19 , to _____, 19 inclusive. In my opinion disability _____ [Was, or was not.] due to injury on _____, 19

Injury or disease causing disability _____

Was this employee examined by you after first-aid treatment was given? _____

If so, was treatment by attending physician such as, in your opinion, is calculated to obtain the best results? _____

ATTENDING PHYSICIAN'S CERTIFICATE.

[If any of the information called for below can not be given, the physician should enter an explanation under "Remarks."]

1. Name of employee for whom certificate is given Robert T. Sterling

2. Date and hour of first treatment Oct. 18, 1926. 5.P.M. date of last treatment Dec. 24, 1926

3. Number of—

   (*a*) Office treatments during the above period Eight

   (*b*) Home treatments during the above period Ten

4. Give exact statement of the nature and extent of the disability for which treatment was sought Left foot injury of soft parts and fracture of first Metatarsal and second Metatarsal bones left foot.

5. Did employee give you a history of injury as the cause of the disability? Yes If so, state it briefly Helping unload section of furnace, at Light Keepers dwelling, The furance part fell on his foot.

6. In your opinion, what was the actual cause of the disability described above under question 4? Foot was crushed by section of furnace they were moving.

7. What other concurrent or complicating diseases or disabilities were present? Not any.

8. Nature of treatment Rest, hot packs for a week, Fractures reduced, Cast app

   (*a*) Operations performed Fractures reduced, cast applied.

   (*b*) Present status of case Foot looks very good, it swells some, and he is walking without a cane but has a limp.

9. If the injury was a wound, did infection develop? No

10. Was the employee confined to bed? Yes If so, how long? Ten days

11. If not confined to bed, was he confined to his home? Yes If so, how long? Ever since

12. Did this disability prevent his working? Yes If so, when did such disability begin? Oct 18th, 1926 *[First day disabled for work.]*

13. On what date was employee sufficiently recovered to take up—

   (*a*) Usual occupation? Not yet

   (*b*) Any other work? No

14. How long, in your opinion, will *total* disability continue for—

   (*a*) Usual work? Until about January 1, 1927.

   (*b*) Any other work? ------

15. How long, in your opinion, will *partial* disability continue for—

   (*a*) Usual work? Not any partial

   (*b*) Any other work? ------

16. In your opinion, are any permanent results from his injury probable? No

   If so, describe them in detail

17. Remarks:

I HEREBY CERTIFY that I hold a license to practice medicine and surgery in the State of Maine, and that each and every statement set forth above is true to the best of my knowledge and belief.

(SGD) E F MacVane
[Signature of certifying physician.]

Signed this 24th day of December, 19 26

209 State Street
[Street and number.]

at Portland, Maine.
[City.] *[State.]*

NOTE.—It is very important that above certificate be furnished, but if for any cause it can not be secured, give full explanation under No. 17, above.

9—615

CERTIFICATE OF OFFICIAL SUPERIOR OF INJURED EMPLOYEE.

[If reports of injury on Forms C. A. 1 and 2 have not been forwarded to the Commission, such forms should accompany this claim for compensation. If this claim for compensation was not filed within 60 days after injury a written explanation of such failure should be appended.]

If the injured employee is a pieceworker, what were his full earnings during the month immediately preceding the injury? $_____; actual number of days employed _____
[For example, if the employee was injured on the 7th of February, his full earnings should be given for January 7 to February 6, inclusive.]

I HEREBY CERTIFY that the person who executed the foregoing claim for compensation was injured while in the performance of his duty for the United States. An official report of this injury on Form C. A. 2 has been made and all statements made in said report are true to the best of my knowledge and belief.

[If any circumstances have arisen which alter the conclusions stated in the official report of injury (Form C. A. 2), or if the official superior disagrees with any of the statements made in the claim for compensation, it is requested that a full explanatory statement be made below.]

Remarks:
(a) This employee was furnished quarters during the entire disability.
(b) Enclosed is Public Health Surgeon's report of his condition prior to return to duty.
(c) Offer of treatment by Public Health Service declined. See forwarding endorsement on his Form C. A. 1.

C. E. SHERMAN
[Signature of official superior.]

Superintendent of Lighthouses
[Title.]

Signed this 7th day of January, 1927

at Portland, Maine.

9—612

C. A. 37

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION
THE INTERIOR BUILDING
WASHINGTON, D. C.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JAN 6 1927
PORTLAND, MAINE.

Supt.
1st Asst. Sup
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

199579

Jan.4,1927.

The Superintendent of Lighthouses,
U.S. Lighthouse Service,
Portland, Me.

Dear Sir:

This Commission is in receipt of C.A. 1,2,3

on account of injury sustained by Robert T. Sterling, 1st asst. on Oct. 18,1926. Cape Elizabeth, Me.

If pay were lost for more than three days in this case, Form CA-4 claim for compensation, should be submitted not later than

Upon return to work if disability terminates within eighteen days, or

At the expiration of eighteen days from the date pay stops if disability continues beyond that period.

The submission of claim should not be delayed, as the Commission desires to be in a position to make investigation, require medical examination, or authorize special treatment as may be necessary.

Very truly yours,

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

mm

JGW.GB

December 30, 1926

Robert T. Sterling, 1st Asst. Keeper,
Cape Elizabeth LH., Me (Through Keeper)

As a result of your examination at the U. S. Marine Hospital on the 28th instant, it is the opinion of the Surgeon in Charge that you are able to return to your duties of lighthouse keeper.

A copy of the Medical Examiner's report is herewith.

S

SHERMAN
Superintendent

COPY FOR STATION FILES.

COPY TO Keeper, Cape Elizabeth LH. Confirming telephone conversation, you will assign Mr. Sterling to duty, effective this date.

S.

SHERMAN
Superintendent

JGW

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 30 1926
PORTLAND, MAINE.

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

U. S. MARINE HOSPITAL No. 16
WOODFORD'S STATION

TREASURY DEPARTMENT
UNITED STATES
PUBLIC HEALTH SERVICE
PORTLAND, MAINE

Dec. 29, 1926.

Superintendent of Lighthouses,
Portland, Maine.

Sir:

As per your request of Dec. 28, 1926, the undersigned have to-day made an examination of Mr. Robert T. Sterling's left foot and find as follows:

X-ray examination shows old fracture of shaft of first, second, and third left metatarsal bones with fair amount of bony union. There is some deformity of 1st metatarsal bone at site of fracture. There is slight swelling of dorsum of left foot.

It is our opinion that Mr. Sterling is now able to return to his duties of lighthouse keeper.

Respectfully,

(G. Parcher) Surgeon.

(Chas. S. Wright) A. A. Surgeon.

GP/OLH.

CP

REPORT OF TERMINATION OF TOTAL OR PARTIAL DISABILITY.

(Cross out one.)

[To be forwarded to the UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, WASHINGTON, D. C., through official channels, as soon as disability from injury terminates. This form to be submitted for each injury resulting in any disability, whether or not employee makes claim for compensation.]

1. Department COMMERCE (War, Navy, etc.) 2. Bureau or office Lighthouses (Engineer, Navigation, etc.)
3. Place of employment Cape Elizabeth Lighthouse (Arsenal, Navy Yard, etc.) Cape Elizabeth, Maine (City or town.) (State.)
4. Full name of injured employee Robert Thayer Sterling
5. Time of injury October 18th (Date.), 1926 Monday (Day of week.) 4.15 p. m. (Hour, a. m. or p. m.)
6. Time employee stopped work October 18th (Date.), 1926 Monday (Day of week.) 4.15 p. m. (Hour, a. m. or p. m.)
7. Time employee's pay stopped close December 23rd (Date.), 1926 close Thursday (Day of week.) ——— m. (Hour, a. m. or p. m.)
8. First day employee was able to resume work Dec. 30 (Date.), 1926 Thursday (Day of week.) routine x m. (Hour, a. m. or p. m.)
9. Did employee return to the same work and at same rate of pay after termination of disability? yes
If so, when? December 30, 1926 If not, state character of work performed upon return to duty and rate paid employee for such work ———
10. Actual time disabled (including Sundays and holidays) sixty-five days
11. Number of days for which employee would have received pay had he not been disabled entire time except from Dec. 23-29 inc. days.
12. If employee was receiving subsistence as part of his wages, was such subsistence furnished during entire period of disability? No If not, give dates on which subsistence was not furnished ———
13. Has employee been paid for any portion of above absence on account of—
(a) Annual leave? Yes - From October 19 to December 22, 1926, inc. (Give exact dates.)
(b) Sick leave? (Give exact dates.)
(c) Any other reason
14. Nature of injury Fracture of 1st and 2nd bones on left foot
15. Remarks

[The following information is to be furnished *only* in case of death resulting from an injury sustained while in the performance of duty. If death results immediately, or if no Report of Injury has previously been submitted, such report, on Form C. A. 2, should be forwarded herewith.]

REPORT OF DEATH

16. Full name of deceased employee
17. Time of death (Date.), 19 (Day of week.) m. (Hour, a. m. or p. m.)
18. Time employee's pay stopped (Date.), 19 (Day of week.) m. (Hour, a. m. or p. m.)
19. Place of death (Name of hospital, establishment, etc.) (City or town, and State.)
20. Immediate cause of death
21. Widow of deceased employee (Give full name.) (Address.)
22. Children of deceased employee under 18 years of age, or those over 18 who are incapable of self-support:
Name. *Age.*
23. Names, relationship, and addresses of all other persons known to be dependent, in any degree, upon decedent at time of death:
Name. *Relationship.* *Address.*

Signed this 30 day of December, 1926
at Portland, Maine

(Official superior.)
Supt. of Lighthouses, 1st District (Title.)

(All forwarding indorsements to be made on reverse side of this sheet.)

C. A. 3.
Revised to May 27, 1922.

GOVERNMENT PRINTING OFFICE 9—629

JCW:CP

Form C. A. 16.

REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES' COMPENSATION ACT.

Employees of the United States are entitled to medical, surgical, and hospital treatment under the provisions of the Compensation Act only for injuries sustained in the performance of duty.

Portland, Maine, December 28, 1926., 19____
(Date.)

To U. S. Marine Hospital, Woodfords Station, Maine.,
(Name of U. S. Hospital, U. S. Medical Officer, or Designated Physician.) (Location.)

THE BEARER, Robert T Sterling Age 50 Sex male Color white
(Name of injured employee.)

is a civil employee of the United States, employed as lighthouse keeper
(Name of employee's occupation.)

at Cape Elizabeth Lighthouse, South Portland, Maine
(Name of office or establishment where employed.) (Location.)

He ~~She~~ was injured in the performance of duty on October 18th, 19 26
(Date.)

Nature of injury Fracture of 1st and 2nd bones on left foot

Examination ~~Treatment~~ is requested for the results of said injury pursuant to the provisions of Section 9 of the United States Employees' Compensation Act. ; also please furnish this office with statement as to whether or not this employee is able to fully perform his duties of lighthouse keeper.

C. E. SHERMAN
(Signature of Official Superior.)

Superintendent of Lighthouses
(Title or official position.)

Portland, Maine
(Address.)

When this request is addressed to a designated physician or hospital, the reason why the request for treatment is not made to a United States medical officer or a United States hospital is to be noted here

(See other side for provisions of the Compensation Act as regards treatment.) 9—803

Supt. 9
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

C. A. 34.

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 27 1926
PORTLAND, MAINE.

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

Washington, D. C.

199579

Dec. 23,1926

The Superintendent of Lighthouses,
U.S. Lighthouse Service,
Portland, Maine.

Dear Sir:

The Commission is in receipt of C.A. 1,2 on account of injury sustained by Robert T. Sterling, 1st asst. on Oct. 18,1926, Cape Elizabeth, Me.

Kindly submit the form indicated below, so that necessary action may be taken in this case as provided by the Compensation Act of September 7, 1916.

Very truly yours,

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

C.A. 3 Return to work.

mm

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 27 1926
PORTLAND, MAINE.

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

C. A. 34.

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

Washington, D. C.

199579

Dec. 23,1926

The Superintendent of Lighthouses,
U.S. Lighthouse Service,
Portland, Maine.

Dear Sir:

The Commission is in receipt of C.A. 1,2 on account of injury sustained by Robert T. Sterling, 1st asst. on Oct. 18,1926, Cape Elizabeth, Me.

Kindly submit the form indicated below, so that necessary action may be taken in this case as provided by the Compensation Act of September 7, 1916.

Very truly yours,

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

C.A. 3 Return to work.

mm

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

(COPY)
DEPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 16 1926
PORTLAND, MAINE.

J
Incl.

Supt.
1st Asst. Sup
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

December 8, 1926.

SUBJECT: 1st Superintendent's letter, Dec. 3, granting of additional leave to keeper, Robert T. Sterling on account of disability.

Submitted to Secretary of Commerce recommended for approval of the Superintendent's request in paragraph 2 for the reasons stated.

(Signed) H. B. BOWERMAN

Acting Commissioner of Lighthouses.

APPROVED:

(SIGNED) E. W. LIBBEY
ACTING ASSISTANT SECRETARY.

DEC 13 1926

Bureau of Lighthouses, Wash., Copy to 1st Supt.

JCW:CP

December 3, 1926

Commissioner of Lighthouses:

1. On October 18, 1926, Mr. Robert T. Sterling, 1st Asst. Keeper, Cape Elizabeth Lighthouse, Maine, was accidentally injured in the performance of his duties, resulting in fracture of small bones of the left foot, and he is still disabled and unable to perform the duties of his position. This injury was reported to the U. S. Employees' Compensation Commission in regular form.

2. He has been granted his full 30 days leave allowance, which has been applied to the above disability, and it is respectfully requested that he be granted an additional 30 days or such part thereof during the present calendar year as may be necessary on account of this disability.

3. It is understood, in making the above recommendation, that it is in conformity with Article 483, page 176 of Regulations, 1918.

SHERMAN
Superintendent

REPORT OF INJURY

[To be submitted to UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, Washington, D. C., through official channels, as soon as practicable after any injury to a civil employee of the United States sustained while in the performance of duty which results in any medical charge against the Compensation Commission or in any loss of time other than the remainder of the day or shift on which injury occurred. This form should be accompanied by C. A. 1.]

COPY

Place of employment.

1. Department Commerce [War, Navy, etc.] Bureau or office Lighthouses [Engineers, Navigation, etc.]
3. Place of employment Cape Elizabeth Lighthouse [Arsenal, Navy Yard, etc.] Cape Elizabeth, [City.] Maine. [State.]
4. Reporting office Superintendent of Lighthouses, Portland, Maine. [Location of reporting office or division headquarters.]
5. Name of superintendent or foreman in charge when injury occurred Joseph H. Upton, Principal Keeper.

The injured employee.

6. Name of injured employee Robert T. Sterling [Give first name in full.] 7. Age 50 8. Sex Male
9. Home address Cape Elizabeth Lighthouse, [Street and number.] So. Portland, [City or town.] Maine. [State.]
10. Married, ~~single, widowed~~ [Cross out two words.] 11. Speak English? Yes If not, what language?
12. Race white 13. Was injury reported to official superior within 48 hours after injury? Yes
14. Was injury caused by:
(a) Willful misconduct of the employee? No
(b) Intention of employee to bring about injury or death of himself or another? No
(c) Employee's intoxication? No
[If any answers to these questions are made in the affirmative, the reporting officer should make an additional statement giving the reason for his conclusion and forward same with this report.]
15. Occupation and division First Assistant [Give both, as laborer, hull division; helper, machine shop, etc.] 16. Was employee doing his regular work? Yes If not, what work?
17. Total length of service with the Government as a civilian? 13 years 1 month 12 Days.
18. How long at present work in this establishment? since September 3rd, 1913
19. Dates of other injuries
20. Rate of pay, $ 1200. per Annum ~~and subsistence valued at $~~ per ~~quarters~~ valued at $ 20.00 per Month
21. Employee begins work at no fixed hours [Hour, a. m. or p. m.] m. 22. Regular day's work terminates not fixed [Hour, a. m. or p. m.] m.
23. Hours worked per day not fixed 24. Days paid per week seven
25. Date employee stopped work Oct. 18; day of week Monday; hour of day 4:15 P [a. m. or p. m.] m.
26. Date employee's pay stopped Did not stop of week ; hour of day [a. m. or p. m.] m.

The injury.

27. Date of injury Oct. 18th, 1926 28. Day of week Monday 29. Hour of day 4:15 P [a. m. or p. m.] m.
30. Place where injury occurred Cape Elizabeth Light Station, Maine. [Give exact location, as name or number of building and division, etc.]
31. Name of machine, tool, or appliance in connection with which injury occurred None
(a) By what kind of power driven? (b) Hand feed or mechanical?
(c) Part on which injury occurred
(d) Was an improved safeguard in use at time of injury?
If not, is it possible to provide such safeguard?
(e) Was the machine, tool, or appliance out of order or ill-suited for the work?
(f) Was employee instructed as to its use?
32. Describe in full how injury occurred In removing part of furnace from auto truck fell on left foot.
33. State part of body injured and nature and extent of injury, marking upon chart on reverse of this report site of injury Fracture of 1st and 2nd bone on left foot.
34. Did injury cause loss of any member or part of member? no If so, describe exactly

Medical attendance.

35. Name and address of physician who first attended case Ernest F. Mac Vane 209 State St. Portland, Me.
36. How soon after injury? 1 hour.
37. To what hospital sent? Location
38. If not sent to hospital, where sent? Dr. Lamb Office for Ex-Ray
39. Name and address of physician now attending case Ernest E. MacVane 209 State St., Portland, Me.
40. Was transportation furnished at Government expense? No
41. What is probable length of disability for work? 2 months [If injured employee has already returned to work, give date and hour.]

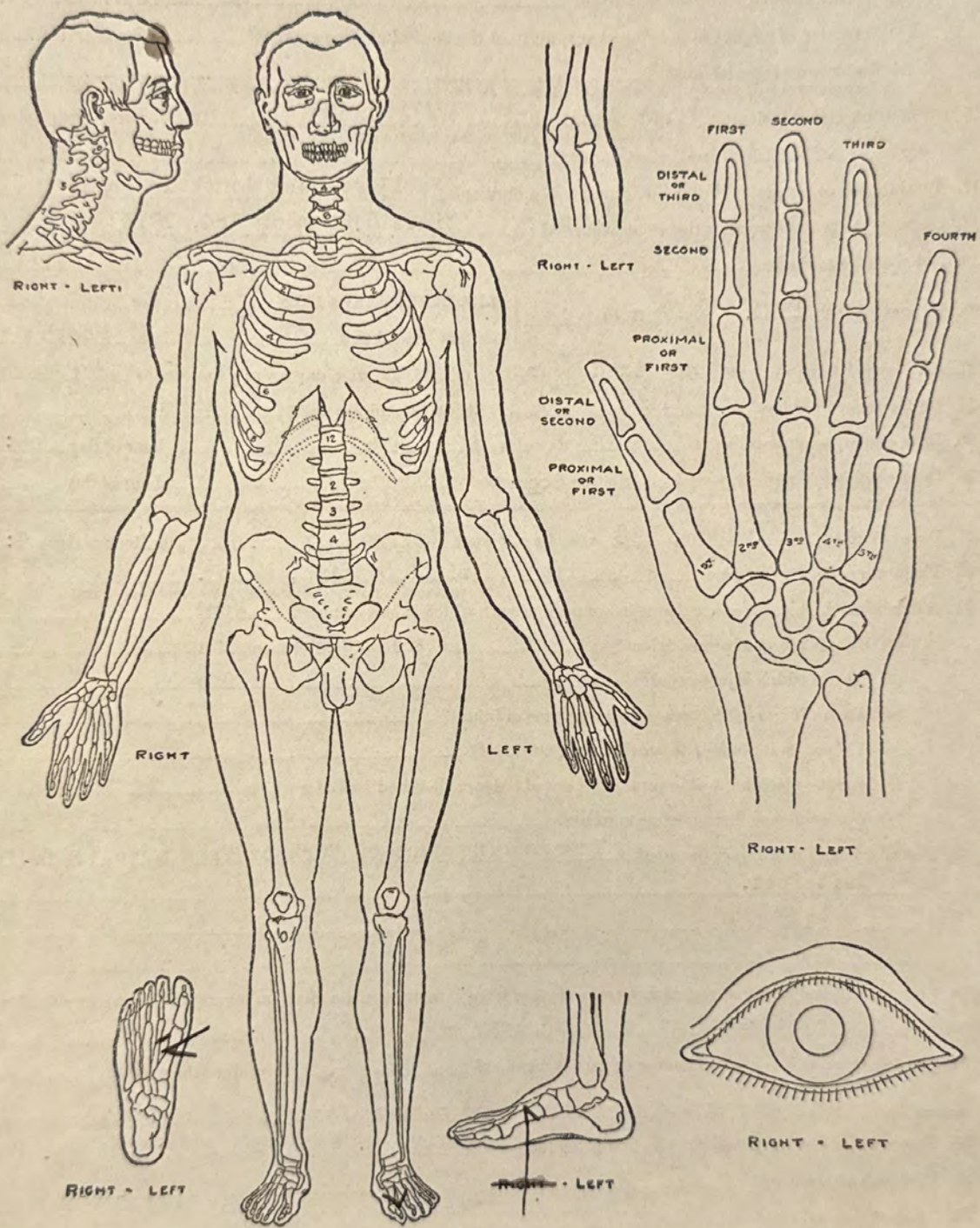
General.

42. Names and addresses of witnesses to injury
(Sgd) Walter R. Morse Coast Guard, Cape Elizabeth, So. Portland, Me.
" Roger H. Alexander, Cape Elizabeth, So. Portland, Maine.
43. Was employee injured while in performance of duty? Yes If not, or in doubt, give detailed statement
44. Was injury caused by other than a Government employee or agency? No
[If so, a detailed statement should be forwarded with this report.]

Signed this 27th day of October, 192 (Sgd) Joseph H. Upton [Signature of reporting officer.]
at Cape Elizabeth Light Station, Maine, Principal Keeper, Cape Elizabeth L. S., Me. [Title.]

C. A. 2
Revised to January 1, 1923. 9—585 [OVER.]

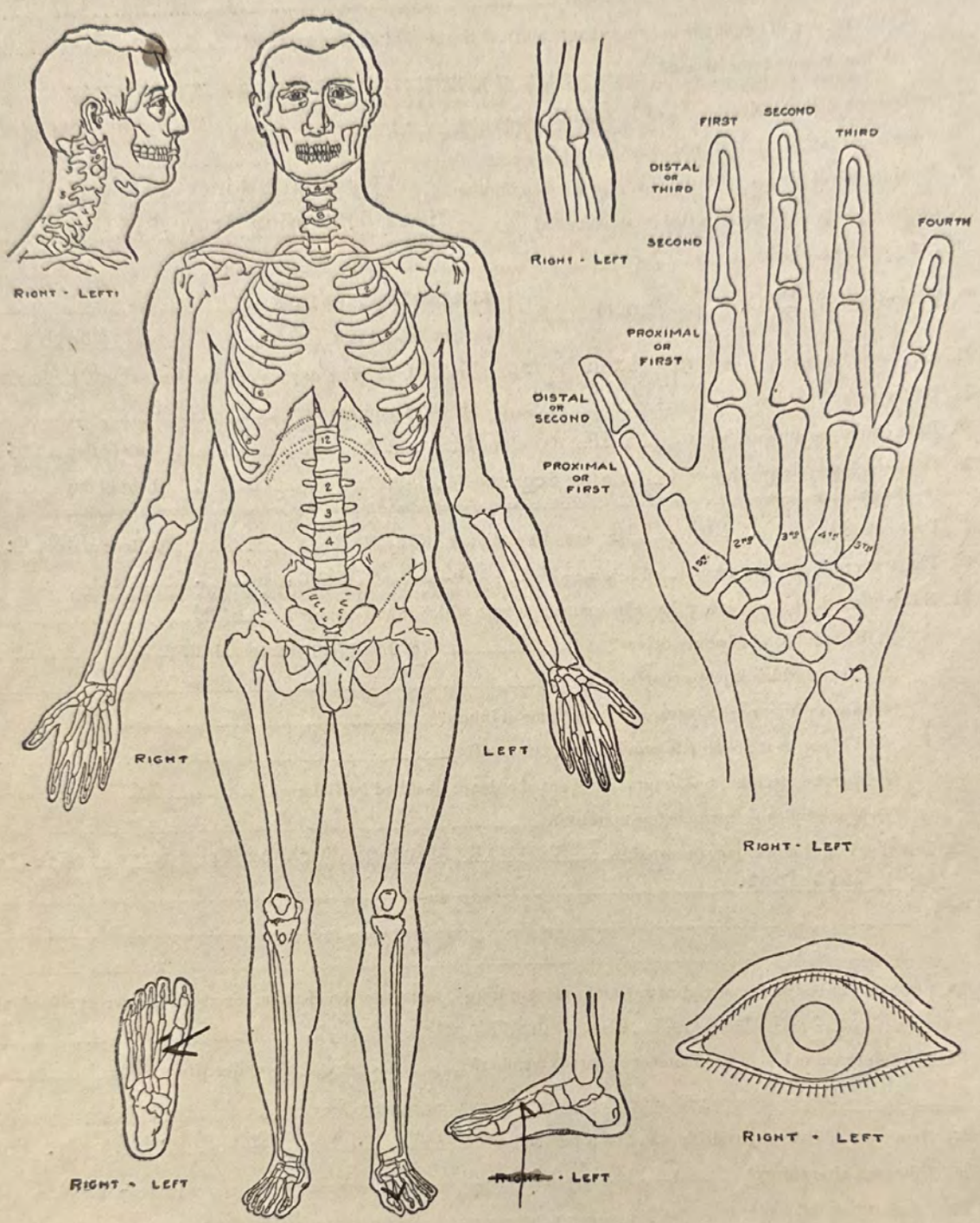
GOVERNMENT PRINTING OFFICE



Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine. OCT 29 1926

Reviewed and Forwarded.

C.E.S.
Superintendent.



Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine. OCT 29 1926

Reviewed and Forwarded.

C.E.S.
Superintendent.

End'd
ebf.

NOTICE OF INJURY

COPY

LEAVE THIS SPACE BLANK

(To be submitted to the official superior for transmission with the report of injury, C. A. 2, to the United States Employees' Compensation Commission by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury is one for which C. A. 2 must be submitted, when it should be forwarded with that report to the Compensation Commission.)

Cape Elizabeth (City or town.), Maine. (State.)

Cape Elizabeth Light Sta. (Street and number.)

Oct. 20th (Date of this notice.), 1926

I HEREBY CERTIFY that I was injured in the performance of my duties on Oct. 18th (Date.), 1926

Monday (Day of week.), 4-15 P m. (Hour, a. m. or p. m.)

1. The injury occurred at Cape Elizabeth Light Station (Give name of establishment where employed.);

in the following manner: While removing a section of furnace going into keepers dwelling from automobile truck.

2. Cause of injury Section of furnace falling on foot.

3. Nature of injury Fracture of 1st and 2nd bone on left foot.

4. Was this injury caused by your—

(a) Willful misconduct? No

(b) Intention to bring about the injury or death of yourself or of another? No

(c) Intoxication? No

5. Names of witnesses to injury:

Walter R. Morse, Coast Guard Sta. Cape Elizabeth, So. Portland, Me.

Roger H. Alexander, Cape Elizabeth, So. Portland, Me.

(Name) (Sgd) R. T. STERLING
(Robert Thayer)

This paper is not a claim for compensation. Before compensation can be paid, written claim on Commission's Form CA 4, with doctor's certificate showing disability for work, must be submitted.

C. A. 1
Revised to April 15, 1919.

Principal Keeper, (Sgd) JOS. H. UPTON.

9—334

Forward to Superintendent of Lighthouses.

Remarks:

Mr. T. B. Sterling refused medical attention from the Marine Hospital, he insisted that his family physician be called, to give him treatment altho he was told that no money will be refunded that is expended for medical treatment.

Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine. OCT 29 1926

Reviewed and Forwarded.

Superintendent.

JCW:CP
Enclosure

December 16, 1926

Mr. Robert T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Maine
(Through Keeper)

1. Enclosed is check covering your November pay; your absence from duty on account of accidental injury, commencing October 19, 1926, being charged against your remaining annual leave allowance for this calendar year.

2. The Department has extended your 30 days annual leave allowance an additional 30 days, making the final date for which you can be paid by this office during disability December 22, 1926, at 6.30 p. m. Payment for disability beyond that period will be the subject of a claim for compensation to be made by you in accordance with the rules prescribed by the U. S. Employees' Compensation Commission, a copy of which is enclosed; also form on which to submit claim, if necessary.

SHERMAN
Superintendent

COPY TO Keeper, Cape Elizabeth LH., Me. for his information and station files. Assign Sterling to no lighthouse duty whatsoever, without first consulting this office for instructions.

FORM 53-5M-8-16-24

GEO. C. SHAW CO.
IMPORTERS, GROCERS AND MARKETMEN
PORTLAND, MAINE
ASSOCIATED WITH THE BROCKTON PUBLIC MARKET SYSTEM
TELEPHONE ~~4840~~ 2400

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUN 23 1926
PORTLAND, MAINE.

June 22, 1926.

Superintendent of Lighthouses,
Press Building,
Portland, Me.

Dear Sir: Re: R. T. Sterling, Keeper.

We are pleased to advise that we have received final settlement on the above man's account and wish to take this opportunity to thank you for your very valued co-operation in bringing this account to a close.

Very truly yours,

GEO. C. SHAW CO.

W. B. Coughlan
Credit Manager.

WBC/G

SHAW'S DAILY MADE MAYONNAISE

JCW:CP

June 9, 1926

R. T. Sterling, 1st Asst. Keeper,
Cape Elizabeth Lighthouse, Me.
(Through the Keeper)

Referring to letter of this office, dated May 14th and to your reply, dated My 26, 1926, regarding the George C. Shaw account:

This firm states that you have paid but five dollars on this account and have promised the balance next month.

This is not the attention to the account that your letter of May 26 would seem to indicate and you are requested to take prompt steps towards settlement.

S.

SHERMAN
Superintendent

JCW:CP

June 9, 1926

George C. Shaw Co.,
Portland, Maine.

Attention: Credit Manager.

Dear Sir:

With reference to your letter of the 8th instant regarding the account of Robert T. Sterling, Keeper, this district:

Mr. Sterling has been requested to make prompt settlement of his account. Please advise us if he does not do so.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

FORM 53-5M-8-16-24

GEO. C. SHAW CO.
IMPORTERS, GROCERS AND MARKETMEN
PORTLAND, MAINE
ASSOCIATED WITH THE BROCKTON PUBLIC MARKET SYSTEM
TELEPHONE ~~4840~~ 2400

SUPT. of LIGHTHOUSES,
FIRST DIST.,
JUN 9 1926
PORTLAND, MAINE.

June 8, 1926.

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Superintendent of Lighthouses,
Press Building,
Portland, Me.

Dear Sir: Re: R. T. Sterling.

We enclose copy of note which was enclosed with a $5.00 remittance received from the above man this morning.

Thanking you for your kind assistance in this matter, we are

Very truly yours,

GEO. C. SHAW CO.

W. B. Broughan

Credit Manager.

Enc.
WBC/G

SHAW'S DAILY MADE MAYONNAISE

COPY

Sorry to keep you waiting.

Will pay balance next month.

Resp.,

R. T. Sterling.

TAL

May 29, 1926

Commissioner of Lighthouses, WASHINGTON, D C

1. Referring to Department's "Notice of Change in Salary" dated May 24, 1926, in the case of Robert T Sterling, Keeper, Lighthouse Service, assigned as 1st Asst Kpr, this district, whereby his salary was changed from $1140 to $1200 per annum on promotion from 2nd to 1st Asst, etc.

2. Effective date of above change in salary is May 25, 1926.

S.

Sherman
Superintendent.

Copy to Sterling, Cape Elizabeth LH Me via Keeper.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 24, 1926.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

LIGHTHOUSES
1926 MAY 27 PM 12 07

SUPT. of LIGHTHOUSES,
1st DISTRICT,
MAY 28 1926
PORTLAND, MAINE.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 per annum, effective May 24, 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,

Promoted to 1st asst, Cape Elizabeth
vice James M Anderson

(SIGNED) CLIFFORD HARRIS

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

Office of Supt. of Lighthouses, 1st Dist.,
Portland, Maine. MAY 29 1926
Reviewed and Forwarded. (via Keeper)
C. E. S.
Superintendent.

F

CP

May 27, 1926

George C. Shaw Company,
587 Congress St.,
Portland, Maine.

Gentlemen:

With reference to your letter of the 13th instant regarding account of R. T. Sterling, Keeper, Cape Elizabeth Lighthouse, Me:

Mr. Sterling informs me that he will attend to the above account within the next ten days and it is requested that if settlement is not made by that time, promptly advise this office.

Respectfully,

C.E. SHERMAN
Superintendent of Lighthouses

Supt.
1st Asst. Supt.
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
MAY 27 1926
PORTLAND, MAINE.

FIRST DISTRICT

Casco Elizabeth Light Sta.
(Station, Depot, or Vessel)

May 26th, 1926

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:-

Regarding the George C. Shaw matter would state that I shall attend to it within the next 10 days.

Very respectfully yours

T. L. Stirling,

Just Upton

Supt.
1st Asst. Supt.
2nd Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

GEO. C. SHAW CO.
IMPORTERS, GROCERS AND MARKETMEN
585 CONGRESS ST.
PORTLAND, MAINE
ASSOCIATED WITH THE BROCKTON PUBLIC MARKET SYSTEM
TELEPHONE 2400

SUPT. of LIGHTHOUSES,
MAY 14 1926
PORTLAND, MAINE.

May 13, 1926.

Supt. of Lighthouses,
Press Building,
Portland, Me.

Subject: Indebtedness R. T. Sterling,
Cape Elizabeth, Maine.

Dear Sir:

We enclose statement covering the account which the above named man has with us and as our several letters and statements have not resulted in the settlement of this account, we feel obliged to refer the matter to you. Your co-operation will be appreciated, we assure you.

Very truly yours,

GEO. C. SHAW CO.

W. B. Coughlan
Credit Manager.

Enc.
WBC/G

JCW*EBJ

May 14th, 1926.

Mr. R. T. Sterling, 2nd Asst. Keeper,
Cape Elizabeth Lighthouse, Maine,
Via Keeper.

1. Your attention is called to the enclosed account of Geo. C. Shaw Co., showing balance due Feb. 27, 1926 of $9.67; also to Article 32 on page 12 of "Instructions to Employees; 1915."

2. If this is a just and legal debt, steps should be taken toward a prompt settlement thereof.

S.

SHERMAN
Superintendent.

JW

CP

December 31, 1925

Sargent, Lord & Company,
10 and 12 Commercial Wharf,
Portland, Maine.

Gentlemen:

With reference to your letter of the 28th instant in regards to account of Mr. R. T. Sterling, 2nd Asst. Keeper, Cape Elizabeth Lighthouse:

Mr. Sterling disputes this account and states that he will take the matter up with his attorney.

Respectfully,

C. E. SHERMAN
Superintendent of Lighthouses

I 50 26

Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 30 1925
PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth Light
(Station, Depot, or Vessel)

December 30th, 1925

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Will take the matter up with Sargent and Co at once through my Attorney.

This bill is not legal in my estimation and I am very sorry that your office has been used as a collection agency for my dispeated debts.

Respectfully
A. F. Sterling
Asst Keeper

Forwarded A. L. Cotton Keeper

JCW:CP

December 28, 1925

Mr. R. T. Sterling, 2nd Asst. Keeper,
Cape Elizabeth Lighthouse, Maine.
(Through the Keeper)

Sargent, Lord & Company of this city have presented a statement of your account with them showing balance due, including interest, of $8.48, on which no payment is claimed since February 14, 1925.

You will give this account your immediate attention if it is a just and legal debt and advise this office when you have settled it.

S.

SHERMAN
Superintendent

CP

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
DEC 26 1925
PORTLAND, MAINE.

To: Superintendent of Lighthouses, Portland, Maine

Statement of Account of Robert T. Sterling

December 26, 1925.

---

1. Amount of original indebtedness..... $213.14

2. For what was it incurred? ...Fishing gear & Groceries

3. Date on which it was incurred...As per attached statement

4. Security given, if any....None. - None asked.

5. Payments made on account since October 1, 1925, giving date and amount of each payment.

None

Credits prior to above date $209.93

Bal. 3.21

Interest computed from Feby 20/1922 5.27

To Dec 26/1925. Amount Due 8.48

6. Amount due this date.....

(SIGNED) NAME Sargent, Lord & Co.

ADDRESS 10 Comml Wharf

TO... R. T. Sterling .....

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
SEP 17 1925
PORTLAND, MAINE

Submit at once answers to the questions listed below. Write plainly and in ink, and sign your name at place indicated.

1. Name (As it appears on the payroll)

R. T. Sterling. Robert Thayer Sterling.
(Surname) (First name) (Middle name)

2. Place of Birth (State or Country) Cape Island Maine

3. Date of Birth 28th May 1876
(Day) (Month) (Year)

4. Legal Voting Residence (Congressional District) Cape Elizabeth

(State) Maine

5. Full number of years you attended the following schools:

Common school.. Eight ..years

High school.....years

College.....years

.....School.....years

List degrees received, if any:

.....

6. Military and Naval Service, if any. (Check with an X after appropriate item).

None Army Navy Marine Corps

Coast Guard Retired Pensioned

Veterans Bureau Beneficiary

7. Statement of Government Service (Both Civil and Military)

Name of each Department or Bureau of the Government Service, other than the Lighthouse Service, in which you have been employed and give its location.

	Appointed or Enlisted			Separated or Discharged		
	Month	Day	Year	Month	Day	Year

8. Leave without pay while in the Government Service (Do not state any period of less than six months).

.....

.....

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

Supt.
1st Asst. Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUN 20 1925
PORTLAND, MAINE.

FIRST DISTRICT

Cape Elizabeth Light Sta.
(Station, Depot, or Vessel)

June 17th, 1925

Lighthouse Inspector
Portland
Me.

Dear Sir

Sent C. A. Tilton Co check for amount due them according to your letter of June 12th 1925

Very Truly
F. J. Stuteley
2nd Asst Keeper.

Forwarded
A. L. Cottar

CES:CP

June 12, 1925

R. T. Sterling, 2nd Asst. Keeper,
Cape Elizabeth Lighthouse, Me.
(Through the Keeper)

There has been received in this office a letter dated June 11, 1925, also bill from the C. A. Tilton & Company, 115 Sawyer Street, South Portland, Maine, in which they state that you owe them $5.90, and that they have mailed you monthly statements in connection with this bill, and that you have paid no attention to same.

You are therefore requested to inform this office at the earliest possible date what action you propose to take towards the settlement of this bill, provided same is a legal and just debt, in accordance with Par. 32 of "Instructions to Employees, etc."

SHERMAN
Superintendent

C. A. TILTON & CO.
Plumbing, Heating and Hardware
Paints, Oils and Radio Supplies

115 Sawyer Street, So. Portland, Maine

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUN 12 1925
PORTLAND, MAINE.

Supt.
1st Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

June 11,1925.

Mr Carl E.Sherman,
Supt of Lighthouses,
22 Monument Sq.

Dear Sir:-

We have an account against R.T.Sterling which has been outstanding since Oct.2,1924.Repeated efforts on our part to get Mr Sterling to settle this small account have brought no result, and we thought you might be willing to take this matter up for us from your office.We have mailed monthly statements to him to which he pays no attention and we dislike to use harsher means to enforce collections unless we absolutely are obliged to.

We would appreciate your courtesy if you would call Mr Sterling's attention to this with a view to effecting settlement of the account.

Yours very truly,

C.A.Tilton & Co.
C J Tilton

C. A. TOLTON & CO.

Plumbing, Heating and Hardware

Paints, Oils and Radio Supplies

SUPT. of LIGHTHOUSES
FIRST DISTRICT,
JUN 2 1925
PORTLAND, MAINE.

JUN 1 - 1925

115 Sawyer Street, So. Portland, Maine

R. G. Sterling
Two Lights
Cape Elizabeth, Me

1924

Oct	2			5	90	

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 5 1925
PORTLAND, MAINE.

January 31, 1925.

Mr. Robert T. Sterling,

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. T. GARDNER

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1140

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

1st

JSJ

JCW*EBJ

COPY

April 15th, 1924.

Jordan & Josselyn,
15 Temple Street,
Portland, Maine.

Sir:-

Referring to your letter of 7th instant and our reply thereto of the 10th, I am informed by Keeper Sterling that the account which you have asked this office to assist in collecting is a disputed one. In cases of dispute, this office does not purpose to interfere in matters which are open to settlement in manner provided by law, and if the statement of Mr. Sterling is correct, you have ample means of settling the account without Government influence to prejudice the case either one way or the other.

Respectfully,

(SIGNED) C. E. SHERMAN
Superintendent of Lighthouses.

Copy to Mr. Sterling, 2nd. Asst Keeper Cape Elizabeth L. S. via Keeper.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME

Chief Asst.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
APR 17 1924
(Seal) Treas. Dept. of Treasury, MAINE.

Cape Elizabeth Light Sta
April 17th, 1924

Supt Lighthouses
First District
Portland Me

Dear Sir

Have always able to settle just debts but this debt is a matter adjustment between the complainents and myself. If there is an objection I have the right to thrash it out in the State Courts and not be used as a tool to beat me. Resp. Yours Etc.

Forwarded. H.A.L. Coffin

all months of sustained effort. We now feel obliged to call for help, and will very much appreciate any assistance you may render us in the matter.

Very respectfully,

JORDAN & JOSSELYN CO.
George T. Jordan,
Treas.



Cut your fire upkeep with a Florence

JORDAN & JOSSELYN

DIAMOND TIRES AND TUBES
LUBRICATING OILS & ACCESSORIES

15 TEMPLE ST.
PORTLAND, MAINE

SUPT. of LIGHTHOUSES
FIRST DISTRICT.
APR 9 1924
PORTLAND, MAINE.

JCW*EBJ

April 10th, 1924.

Mr. Robert T. Sterling, 2nd. Asst. Keeper,
Cape Elizabeth Light Station, Maine.
(Via Keeper)

Messrs Jordan & Josselyn advise that you are owing them a balance of $6.95 on an account of long standing which they are unable to collect.

If this is a just and legal debt take steps to settle it at once and notify this office when you have done so.

For and in the absence of the Superintendent.

First Assistant Superintendent.



JORDAN & JOSSELYN

DIAMOND TIRES AND TUBES
LUBRICATING OILS AND ACCESSORIES

15 TEMPLE ST.
PORTLAND, MAINE

SUPT. of LIGHTHOUSES
FIRST DISTRICT.
APR 9 1924
PORTLAND, MAINE.

JCW*EBJ

April 10th, 1924.

Mr. Robert T. Sterling, 2nd. Asst. Keeper,
Cape Elizabeth Light Station, Maine.
(Via Keeper)

Messrs Jordan & Josselyn advise that you are owing them a balance of $6.95 on an account of long standing which they are unable to collect.

If this is a just and legal debt take steps to settle it at once and notify this office when you have done so.

For and in the absence of the Superintendent.

First Assistant Superintendent.



Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

JORDAN & JOSSELYN

DIAMOND TIRES AND TUBES
LUBRICATING OILS -:- ACCESSORIES

15 TEMPLE ST.
PORTLAND, MAINE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
APR 9 1924
PORTLAND, MAINE.

April 7, 1924

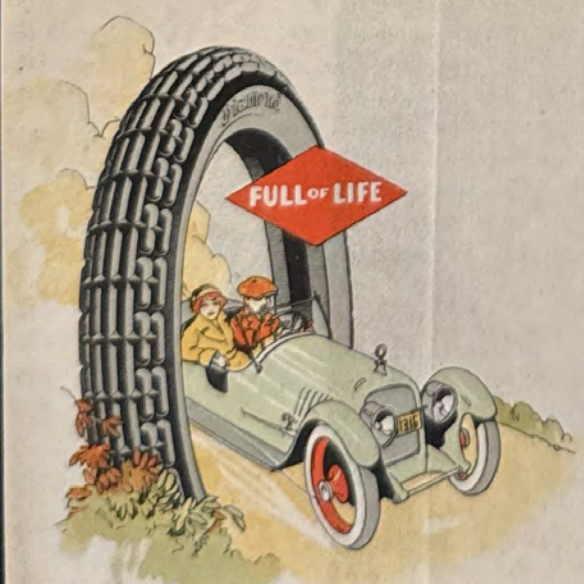
Superintendent of Lighthouses,
Press Building,
Portland, Maine.

Sir -

Mr. R. T. Sterling owes us a balance of six & 95/100 dollars ($6.95), which we have been unable to collect during a period of several months of sustained effort. We now feel obliged to call for help, and will very much appreciate any assistance you may render us in the matter.

Very respectfully,

JORDAN & JOSSELYN CO.
BY George T. Spear,
TREAS.



Cut your tire upkeep with a Diamond

FORM D P 6673-A 21

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR,
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 8 1923
PORTLAND, MAINE.

Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk

FIRST DISTRICT

Cape Elizabeth
(Station, Depot, or Vessel.)

February 6th, 1923

Supt. Lighthouses

Dear Sir

Regarding Hilmer Atwood claim would say check following this letter.

Sealed
Note's
Jacket.

P. T. Stetson
2nd Asst Keeper.

Forwarded P. L. Cotton Keeper.

Supply Co. that if these matters were taken up with you they would receive attention.

Thanking you, I am,

Yours very truly,

William A. [illegible]

JCW:GFL

OFFICES OF
WILLIAM A. CONNELLAN
ROOMS 25-24-26-28
98 EXCHANGE STREET
PORTLAND, MAINE

FEB 5 1923
PORTLAND, MAINE

February 5, 1923

R. T. Sterling, 2nd Asst. Keeper,
Cape Elizabeth L. S., Me.
Via Keeper.

1. This office is in receipt of a claim against you amounting to $10.50, submitted by William A. Connellan, Attorney for Flitner-Atwood Company.

2. You are requested to state whether or not this is a just and legal debt, and if so what steps you propose to take towards its settlement.

For and in the absence of the Superintendent:

Assistant Superintendent.

LAW OFFICES OF
WILLIAM A. CONNELLAN
ROOMS 23-24-25-26
98 EXCHANGE STREET
PORTLAND, MAINE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 5 1923
PORTLAND, MAINE.

Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk

February 3, 1923.

Charles I. Sherman, Esq.,
156 Free St.,
Portland, Maine.

Dear Sir:

We have at this office two claims against two of your employees, one being by the Flitner& Atwood Company against R. T. Sterling amounting to $10.50, and one by Marine Supply Co. against Lennie Foster, amounting to $7.50.

We were told by Mr. Clarke of the Marine Supply Co. that if these matters were taken up with you they would receive attention.

Thanking you, I am,

Yours very truly,
William A. Connellan

LGJ

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JANUAN 8 1923
PORTLAND, MAINE.

Sir:

Referring to report of assistance rendered by you on December 5, 1922, in recovering property at a fire which consumed a nearby dwelling, and especially to your courageous act in recovering a box of valuables, the Department is pleased to commend you for the services rendered, which will be noted on the records as part of your official history.

Respectfully.

(Sgd) Herbert Hoover

Secretary of Commerce.

R. T. Sterling, Assistant Keeper,
Cape Elizabeth Light Station, Maine.
(Through Commissioner of Lighthouses).

Bureau of Lighthouses, Wash., Copy to 1st Supt.

GFT.

March 21st, 1919.

Commissioner of Lighthouses:

1. Referring to Department's "Notice of Change in Salary", dated March 17th, 1919, in the case of Robert T. Sterling, Keeper, this District, whereby his salary was changed from $660 per annum to $720 per annum:

2. The effective date of Mr. Sterling's entrance upon duty under his new rate of pay is March 14th, 1919.

(Sgd.) Sherman S.
Superintendent.

- - - - - - - - - -

Copy to Robert T. Sterling, Second Assistant Keeper, Cape Elizabeth Light Station, So. portland, Me., through the Keeper.

1. Appointment, or Notice in Change in Salary, referred to above is inclosed.

S.
Superintendent.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



M

Through the Commissioner of Lighthouses. March 17, 1919.

r. Robert T. Sterling,

Sir: You are advised that your salary as keeper in the Lighthouse Service has been changed from $ per annum to $ per annum, effective

March 12, 1919. 660. 720.

No new appointment will be issued to you as a result of this change and an oath of office may be executed by you after you enter on duty at the increased rate of pay (including longevity pay of $60. per annum).

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

Promoted to 2d asst, Cape Elizabeth
Vice James M. Anderson

M
G

First

GFL
Form 111

COPY

OATH OF OFFICE

(Prescribed by Section 1767, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Robert T. Sterling

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.

R. T. Sterling
(Appointee signs here)

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

(Affix official seal here)

[4] (*Name*) T. H. Hinckley
(*Official title*) Authorized to administer oaths of office by Act of March 3rd, 1915.

My commission expires ----

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper	$660. per annum	Cape Elizabeth Light Station, Maine.
Former [5] Third Assistant Kpr.	$456. per annum	Same as above.

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

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT

Portland, Maine, (Address) November 15th, 1918. (Date)

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

Sherman Superintendent.
(Signature, followed by title)

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

11—944

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 5, 1918.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:



You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Six Hundred and Sixty dollars per annum,

effective November 1, 1918.

By promotion from third assistant keeper at $456 per annum.

(The above rate of pay includes longevity pay of $60.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

R
Ho

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position. (By increase in compensation.)

Legal Residence: Maine.

11—1393

CES*GFL

July 24th, 1918.

Mr. Fred B. Brown,
Modern Sanitary Market,
62, Center St., Bath, Me.

Sir:

In reference to my letter of the 19th instant, in regard to non-payment of bill by Mr. R. T. Sterling, former Assistant Keeper at the Seguin Light Station, I have to inform you that I am in receipt of letter this day from Mr. Sterling in which he states that he will gladly forward you check for the amount stated on bill, abd requests that you please forward him a receipt for same.

Respectfully,

Supt. of Lighthouses.

...UNICATIONS TO
...USE INSPECTOR
...RTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHT...USE SERVICE

FIRST DISTRICT
Cape Elizabeth Two Lights
(Station, Depot, or Vessel.)

July 22nd, 1918

1st DIST. LIGHTHOUSE INSPECTOR PORTLAND. MAINE.
JUL 24 1918

Superintendent Of Lighthouses
First District.

Portland, Me.

My Dear Sir:-

The bill forwared to me through your office from the Sanitary Meat Market Co., of Bath I was most glad to get. I had left word with the clerk and also sent a postal for Mr. Brown to send me his bill. This was right after receiving word of my transfer to Cape Elizabeth.

There is nobody at fault but Mr. Brown and Iam surprised to learn that he would do anything of this kind without first being the part of a gentlemen. Had he of sent me bill I should of paid it in full. There was a little mixup just before leaving Seguin as to accounts between, Messrs Weaver, Nye, and the Navy boys stationed there who traded with the market. In not hearing from Mr. Brown I was in fear of his not knowing just where he was at and was taking his time to get things straightened out. He has 97 cents credited to me as cash I have never paid him such an amount so you see he does not know just where he is at.

Iam going to pay this bill and take a

COMMUNICATIONS TO
USE INSPECTOR
RTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

(Station, Depot, or Vessel.)

, 191

receipt in full from him to date. Will be willing to settle for that amount gladly. Thanking you very kindly for the interest you have taken in the matter I remain

Very Respectfully Yours

Robert T. Sterling.

3d Asst., Keeper

Cape Elizabeth Light Station

Cape Elizabeth, Me.

Forwarded

Frank L. Cotton

Keeper



CES*GFL

Inclosures.

July 19th, 1918.

R. T. Sterling, 2nd Asst. Keeper,
Cape Elizabeth Light Sta., So. Portland, Me.
(Through the Keeper).

I am inclosing herewith copy of letter from Fred W. Brown of the Modern Sanitary Market, 62 Center St., Bath, Maine, together with bill amounting to $10.16, with request that you take steps toward paying this bill at the earliest opportunity providing it is a true and just account.

Upon receipt of this letter please inform this office what steps you propose to take in this matter.

Superintendent.

MODERN SANITARY MARKET

BEEF, PORK AND PROVISIONS

FRED W. BROWN, Prop.

62 Center Street





Bath, Maine, 7/17th 191 8

Light house Insp.
Portland
Maine

P.

Dear Sir

We have an acct against You
R. H. Sterling which has been standing some time
he has promised to pay has not done as he said
he would. Have been advised to send it to you
any thing you could do will be appreciated

Thanking You.

F. W. Brown

-m-

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 1, 1918.

LIGHT HOUSES MAY 2 1918

1st DIST. LIGHTHOUSE INSPECTOR PORTLAND, MAINE. MAY 6 1918

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Third Assistant Keeper (Cape Elizabeth)

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from second assistant keeper at $456 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

M
C

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Augustus A. Wilson.

Legal Residence: Maine.

APR 11 8 YAM APR 11 8 YAM APR 11 8 YAM 11—3692

1 Insp.

CES*GFL

September 21st, 1917.

Keeper, Seguin Light Station, Popham Beach, Maine.

In reference to your letter of the 16th instant relative to my granting Mr. Sterling, Second Assistant Keeper at your station, permission to use oil stove in dwelling, etc.:

I have to inform you that permission was given Mr. Sterling to use oil stove at the station with the understanding that he purchase suitable and necessary oil to operate same.

Due to oversight in this office you were not informed of Mr. Sterling's request and the approval of same by this office.

In regard to last paragraph of your letter: I have to inform you that there is no objection to using oil stoves in dwellings at Lighthouse reservations providing the proper care is given to see that they are properly regulated.

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
SEP 19 1917
1st Dist. Portland, Me.

FIRST DISTRICT

Seguin
(Station, Depot, or Vessel)

Sept. 16, 1917

Light house Inspector
Portland Me
Sir.

Since returning from his leave of absence Mr. Sterling 2nd Asst. has informed me that he obtained your permission to use a blue flame oil stove in his house, and bring kerosine oil on the station for use in same.

As I have always understood this to be strictly against Rules & Regulations. I respectfully request to be furnished with your written authority on the matter.

Respectfully
W. H. Weaver
Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CES-TAL

OFFICE OF INSPECTOR, 1ST DISTRICT
PORTLAND, ME.

Nov. 16, 1916.

Lighthouse Inspector
RECEIVED
NOV 20 1916
First Dist. Portland, Me.

Mr. W. T. Holmes,

SOUTHWEST HARBOR, ME.

Sir:

Referring to your letter of the 8th and to my letter of the 10th inst., in reference to bill against R. T. Sterling, former second assistant keeper at Great Duck Island Light Station, Me., there is herewith inclosed letter from Mr. Sterling forwarding check for the amount of $5.90. It is evident from the face of check and from Mr. Sterling's letter received today that this is a duplicate of one that had previously been drawn covering the bill in question.

Respectfully,

C. E. Leeman

Lighthouse Inspector.

CES-TAL

Nov. 16, 1916.

R. T. Sterling, 2nd. Asst. Kpr. Seguin Light Sta, POPHAM BEACH, ME.
(Through Keeper)

Referring to my letter of the 10th also to your letter of the 14th inst., forwarding check amounting to $5.90, payable to W. T. Holmes, I have to inform you that the check was forwarded, by letter, this day.

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
NOV 16 1916
First Dist. Portland, Me.

FIRST DISTRICT
Seguin Light Station
(Station, Depot, or Vessel.)
November 14th, 1916

Lighthouse Inspector

First District

Portland, Me.

My Dear Sir:-

Your letter dated the 10th,. received and would say regarding same that I sent Mr. Holmes a check last June and he states he never received it. I saw him in ~~October~~ August with reference to its not being cashed and returned to me. Owing to this fact he said waite a while and perhaps it will show up. As I ~~have~~ had to depend entirely on lobsterfisherman to mail my letters it was quite evident that something must of happened that delayed it. He promised to let me know further if he get it or if he did not. Not a word has come from him, until just receiving your notice.

I was warned at the beginning not to do business with the man by Mr. Lurvey who said "he was known for his dishonesty in handling trade", but this is the result.

When I first get your notice of transfer I sat down and wrote my crediters whom I owed small bills, that I was to leave Great Duck for Seguin Station and wished they would send me there bill for I did not want to leave owing any-

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

.....
(Station, Depot, or Vessel.)

....., 191

dealer.

Willis Watson is the only one I heard from and I have attended to his bill. Mrs. Sterling and I talked over the matter about Holmes and decided that I had better waite awhile to see if the check did turn up.

In the past your judgment has been good so, I have enclosed a check to him so if you think it is best to send it along do so please for me.

Iam very much pleased with the change just made and want to thank you much for us both. We want to extend to you a wish for a pleasant Thanksgiving, Merry Christmas, and a successful New Year.

Respectfully Yours
A. J. Sterling.
2nd, Asst., Keeper

Forwarded thro. Keeper
Maurice M. Means
Keeper

CES-TAL

Nov. 10, 1916.

R. T. Sterling, 2nd. Asst. Kpr. Seguin Light Station, POPHAM BEACH, ME.
(Through Keeper)

I am informed by letter from Mr. W. T. Holmes of Southwest Harbor, Me., dated November 8th, that you left the Great Duck Island Light Station owing him a small bill which, if correct, you are requested to pay at an early date in accordance with paragraph 32 of Instructions to Employees, 1915.

Inspector.

CES-TAL

Nov. 10, 1916.

W. T. Holmes,

SOUTHWEST HARBOR, ME.

Sir:

With reference to your letter of the 8th inst., regarding bill contracted by Mr. R. T. Sterling, former second assistant keeper at Great Duck Island Light Station:

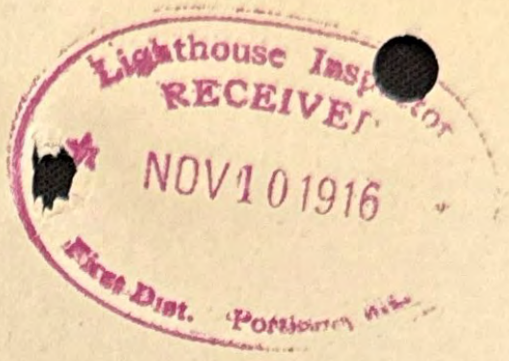
You are informed that Mr. Sterling was recently transferred to a similar position at the Seguin Light Station and he has this day been communicated with regarding his indebtedness to you with request that he attend to same as soon as possible.

Respectfully,

C E S.

Lighthouse Inspector.

W. T. HOLMES
STAPLE GROCERIES



Southwest Harbor, Me., NOV 8 1916 191...

Mr Inspector.
Portland Me

Dear Sir.

There was a man in the Light House service. (R. T. Sterling at Duck Island) That Contracted a Bill with me and has gone to some other Light.

Will you do me the Kindness to bring it to his attention

(5.95)

Respy Yrs
W. T. Holmes.

R T. Sterling

Form 73a

CES-TAL

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Maine, October 18, 1916

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about November 1, 1916.

Name, Robert T. Sterling

Position, Second Assistant Keeper

From Great Duck Island L S Me

To Seguin Light Station, Me.

Previous incumbent, Winfield P. Kent

Services terminated, October 31, 1916.

Reason, Transfer to Egg Rock recommended

Mr. Sterling has verbally requested this transfer.

8.

Inspector.

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES BUREAU OF EFFICIENCY. FORM 8.

DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS. 8—4789-1

MAKE NO ENTRIES IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)
STERLING Robert Thayer

2. Department:
Commerce

3. Bureau, office, or service:
Lighthouses

4. Designation of position:
Assistant Keeper Lighthouse

Service

5. Occupation (if not clearly shown by answer to question 4):
Assists in care of light, fog

signal, buildings, grounds etc.

6. Annual earnings:
570.80

7. Kind of appropriation:
L S

8. Present rate of pay:
$ 576. P A

9. Initial rate of pay:
$ 456. P A

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—
Years: 2 Months: 10

11. State, Territory, or foreign country of birth (do not give town):
Maine

12. Race:
W

13. Sex:
Male

14. Date of birth—
Month: May 28 Year: 1876

15. Kinds of schools attended, years attended, and degrees taken:
E 8 H 1

16. Marital condition:
M

17. War veteran?
No

18. Appointed from—
Congressional district and State: 3 Maine
County: Hancock

19. Civil service status:
C

20. Method by which classified status was obtained:
C E

21. Place of employment—
City: Great Duck Isl L S South west Harbor
State: Maine

DO NOT FOLD THIS CARD.

11—6809

of Commerce

August 24, 1916.

nt of Commerce:

in data to the Bureau of Efficiency in con-
of the probable cost of retirement of civil
tment requests that you give to the best of
d return this form to Inspector 1st. L.H District
practicable date. Please give this matter

E. F. Sweet

Acting Secretary.

---

al hours; 2nd asst Keeper
ght Station

d from the Government during the year ended
in service less than one year, state num-
d total amount of compensation received,

ivil establishment of the United States. If

	From (date)	To (date)
	None	None

Form A.

Department of Commerce

August 24, 1916.

To Officers and Employees of the Department of Commerce:

In order to be able to furnish certain data to the Bureau of Efficiency in connection with the preparation of estimates of the probable cost of retirement of civil employees of the United States, the Department requests that you give to the best of your ability the following information and return this form to Inspector 1st. L.H. District Portland, Maine. at the earliest practicable date. Please give this matter immediate attention.

E. F. Sweet

Acting Secretary.

---

1. Name: R. T. Sterling
2. Character of your work during official hours: 2nd asst Keeper Seven Buck Island Light Station
3. Total amount of compensation received from the Government during the year ended June 30, 1916; $ 576.00 If in service less than one year, state number of months served, None and total amount of compensation received, $ None.
4. Service in any other department or civil establishment of the United States. If none, so state.

Department or establishment	Bureau	From (date)	To (date)
None	None	None	None

Form A.

Department of Commerce

August 24, 1916.

To Officers and Employees of the Department of Commerce:

In order to be able to furnish certain data to the Bureau of Efficiency in connection with the preparation of estimates of the probable cost of retirement of civil employees of the United States, the Department requests that you give to the best of your ability the following information and return this form to Inspector 1st. L.H. District Portland, Maine at the earliest practicable date. Please give this matter immediate attention.

E. F. Sweet

Acting Secretary.

---

1. Name: R. T. Sterling
2. Character of your work during official hours: 2nd asst Keeper Seven Buck Island Light Station
3. Total amount of compensation received from the Government during the year ended June 30, 1916; $456.00 5708 If in service less than one year, state number of months served, None and total amount of compensation received, $ None.
576.
4. Service in any other department or civil establishment of the United States. If none, so state.

Department or establishment	Bureau	From (date)	To (date)
None	None	None	None

5. Rate of compensation at original entry into the Government service: $456.00
6. Educational training:
   Elementary school, years Full terms and graduated
   High school, years One year
   College or University, years None
   Special courses of study, ~~None~~ Special course in Electrical Engineering
   (e.g. law, architecture, business, political science, technical, etc.)
   Degrees taken None training
7. Marital condition, (single, married, widow, widower, or divorced) Married.
8. Service in Civil or Spanish War, Philippine Insurrection, Indian Campaign, or other military engagement None. If none so state None.
9. Congressional District (under present Congressional apportionment) to which your present appointment is charged.
   Congressional District, Third; State, Maine; County, Hancock
10. If classified, indicate by "Yes" the method by which you originally obtained your competitive classified status. Competitive examination, No. Non-competitive examination, None. Individual Executive order specifying you by name, ——. Blanket Executive order covering entire class, ——. Classified by Act of Congress, ——. Reinstated under individual Executive order, ——. Reinstated under blanket Executive order, ——. Reinstated in position classified by Executive order, ——. Reinstated in position classified by Act of Congress, ——.

Born May 28, 1876 Served 2 years 10 months
Pea Island, Va

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
SEP 5 1916
HOUSES

September 2, 1916.

Mr. Robert T. Sterling,

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, Second Assistant Keeper (W. G. Davis) in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective September 3, 1916.

(By change from additional first assistant keeper at $576 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

Acting Chief of Appointment Division.

R
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Maine.

11—1393

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JUN 20 1916
HOUSES

June 17, 1916.

Mr. Robert T. Sterling,

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, Additional First Assistant Keeper of Great Duck Island Light Station, Maine, in the Lighthouse Service at a salary of Five Hundred and Seventy-six dollars per annum, effective June 16, 1916.

Your appointment in the above-mentioned position will continue not longer than to the close of September 2, 1916.

(By temporary promotion from second assistant keeper at $456 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (pending return to duty of first assistant keeper).

Legal Residence: Maine.

11—1393

Hawks Park, Nov 2/22/16

Lighthouse Inspector

Portland, Me.

Dear Sir,-

Lighthouse Inspector
RECEIVED
FEB 29 1916
First Dist. Portland, Me.

Rec'd balance due on boat - from R. I. Sterling Feb 21st 1916.

Yours truly

H. W. Leroffin

ack W

THIS SIDE OF CARD IS FOR ADDRESS





Lighthouse Inspector
Portland,
Maine,

JCW-CLK

Feb. 8, '16.

MR. H. W. COFFIN,

HAWKS PARK, FLA.

Sir:

Referring to your letter of Jan. 24, this office has today received a letter from Keeper Sterling in which he states that he holds your receipts on account for $35.00, and that the balance, $4.00, was sent by him to you at Addison, Me., in the shape of two checks of $2.00, each.

He further states that the party who made these checks for him finds that same are still unpaid at his bank.

As he has promised to take the matter up with you direct, please inform me when it is settled.

Respectfully,
In the absence and by direction of the Inspector.

Superintendent.

JCW-CLK

Feb. 8, '16.

Mr. R. T. Sterling, 2nd Asst. Kpr., Gt. Duck I. Lt. Sta., McKinley, Me.

Your letter of Jan. 31st regarding account with Mr. H. W. Coffin is received, and he has been notified of the substance of your statements.

Please report to this office when the matter is adjusted, and in what manner it was made.

In the absence and by direction of the Inspector.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
FEB 8 1916
1st Dist. Portland, Me.

FIRST DISTRICT

Great Duck Island
(Station, Depot, or Vessel.)

Jan 31st, 1916

Lighthouse Inspector
Portland
Me

Dear Sir:-

There seems to be some error this time with the claim against me in your letter of January 28th 16., on the part of Mr Coffin. As far as I was concerned the bill for building sea pod I thought paid in full.

My first payment was for $25.00, then $5.00 again $5.00, making a total of $35.00. My last payment for the balance ($4.00) was two, $2.00 checks the maker of these says they have not been cashed through his bank as yet. The failure of these checks not to return may be the error to account for.

I have never known of Mr Coffins Address being only Addison, Me. This is

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

.....
(Station, Depot, or Vessel.)

....., 191

the town I have sent all payments.

I have received receipts from him for all payments excepting the last two $3.00 checks.

I am taking the matter up with him at once and will let you know as soon as I get a reply.

I have never heard from him since last Sept the 14th 15, which was a receipt making a total of $35.00 paid him. leaving the $4.00 balance which has been sent as stated.

Very Respectfully

R. T. Sterling
2nd Asst. Keeper

Forwarded by Keeper J. M. Gray

H. W. COFFIN

MANUFACTURER OF

ROW AND YAWL BOATS, PODS
LAUNCHES, ETC.

Lighthouse Inspector
RECEIVED
JAN 28 1916
First Dist. Portland, Me.

HAWKS PARK, FLORIDA, Jan 24 1916

Light house Board,
Portland, Maine,

Dear Sirs,

I would like to know if a man in the Government employ is the same as a City man must pay his bills or loose his job.

Last fall I built a boat for R. I. Sterling. Great ~~Duck~~ Isle L. S. Maine, Sterling claims to hold first assistant keepers position.

I shipped the boat from Addison, Maine, the first of April 1915, to South West Harbor, Me. Have not got all my pay yet. He agreed to pay her some the first of June.

Yours

I find Mr Sterling a first-
class fit representative in every
respect. Has not told me a
single truth to my knowledge.
Can send you dates of pay-
ments. Also price of coal if desired.

Very Respectfully
H. H. Heffelfinger

2

26.

CES-CLK

July 17, '15.

Mr. R. T. Sterling, 2nd Asst. Kpr., Gt. Duck I. Lt. Sta., McKinley, Me.

There is inclosed herewith receipted bill amounting to $2.50 from J. W. Minott Co.

S.

Inspector.

(Inclosure)

(Through Keeper)

2 76.

CES-CLK

July 14, '15.

Mr. F. L. Minett,

J. W. Minett Co.,

615 Congress St.,

Portland, Me.

Sir:

There is herewith inclosed bill against Thayer R. Sterling amounting to $2.50, purchased from J. W. Minett Co., together with check from Mr. Sterling for that amount. Please acknowledge receipt, and return receipted bill that same may be forwarded to Mr. Sterling.

Respectfully,

Lighthouse Inspector.

Inclosures.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT
Great Duck Island Light Station
(Station, Depot, or Vessel)
July 11th, 15.
....., 191

Lighthouse Inspector

First District

Portland, Me.

Dear Sir:-

Your letter reached me at this station Sunday, and it came like a thunder-bolt out of a clear sky. I thought I was getting along fine with my bills and only a few days ago remarked that we were pretty near the end of it.

The people who have made complaints to you are those whom I trusted to take my time and was promised the same. Mr. Minot I met while home, and he said he would like to have it but as I had been up against it so, I could take my time. He has never in any way shape or manner called my attention to it since. If he says that he has sent me a bill he is a profound fabricator. I have always replied promptly to your letters regarding bills and

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

(Station, Depot, or Vessel.)

....., 191

already I have a receipt for each one. I have got some bills out yet but they have all said take your time but owing to the fact that others have deceived me so with their flowery ~~xxxx~~ tones I have decided to fix things up even if I go as far as to borrow the money.

I know it is very obnoxious to have people coming into your office making complaints against me and I would say that if they had called my attention strictly to the fact that they must insist on a promt payment I would try and make some arrangment to have things satisfactory. Iam enclosing bill and check to pay Mr. Minott's small claim will you kindly have him notified. I was much pleased with the fact that as I have only been here a short while that I had a person offer to lend me the money to meet my outstanding accounts so it goes to show that I must mean to do right or such would never happen. ~~xxxxxx~~ Should anybody raise a complaint that I have overlooked, a letter to me by them will receive prompt attention . ~~Yours truly~~

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JUL 13 1915
First Dist. Portland, Me.
FIRST DISTRICT

(Station, Depot, or Vessel.)

....., 191

It looks to me as if somebody was trying to put something over me and did not know just how to do it so had taken this way. But I consider I have bought the man cheap for $2.50.

Neverthe-less I will comply with ~~xxxx~~ your wishes as far forth as it is possible for me to do so at this present time, and let us hope their will be no more complaints.

Very Respectfully Yours

P. T. Sturtevant.

2nd., asst., Keeper

Forwarded

Joseph M Gray Keeper

CSS-T.K

July 7, '13.

Mr. R.T.Sterling, 2nd Asst.Kpr., Gt.Duck I.Lt.Sta.,McKinley, Me.

There is inclosed herewith bill from J. W. Minott Co., 615 Congress St., amounting to $2.50. This bill was presented in person by F. L. Minott, this date, with statement that he had forwarded several bills to you, without reply.

There have been many bills presented at this office against you since you have been in the Service, which is a very obnoxious matter to this office, and since you have been in the Service nearly two years, it would appear that you have had ample time in which to settle these accounts. People presenting these bills have been informed of your circumstances; but as there appears to be no end to same, you are requested to settle ALL your accounts at the earliest possible date, and if this is not done it will be necessary for this office to comply strictly with the Regulations.

Inspector.

(Through Keeper)

(One inclosure)

Peaks Island, Maine,
July 3, 1915.

Lighthouse Inspector
RECEIVED
★ JUL 7 - 1915 ★
First Dist. Portland, Me.

Mr. C. E. Sherman-

Dear Sir- We wish to thank you kindly for your trouble in reference to the settlement of the account charged to the keepers of Ram Island Ledge Light Station. We have received a check for the same from R. Thayer Sterling.

There must be some misunderstanding Mr Sterling purchased goods regularly during the summer on days that he went to the Light. We delivered the goods to his boat and we were told to charge them to Ram Island Light Station. He settled the account monthly with the exception of the bill in question.

Thanking you again for the favor-

Yours very respectfully-

W. S. Brewer & Co.

CRS-CLK

July 1, 1915.

W. S. Brewer & Co.,

Peaks Island, Me.

Sirs:

Referring to your letter of June 6th, 1915, in reference to non payment of bill amounting to $11.37, charged to keepers of Ram Island Ledge Light Station, I have to inform you that this matter has been taken up with Mr. W. C. Tapley, the present keeper, and also with Mr. R. Thayer Sterling, formerly second assistant keeper at that station. Mr. Tapley informs this office that Mr. Sterling had no authority to contract bills chargeable to the keepers of that station, and as no part of these provisions arrived at the station he states that no part of the bill will be paid for by him. Mr. Sterling, now second assistant keeper at the Great Duck Island Light Station informs me that during the time he traded at your store he did not have any articles charged to the keepers of the Ram Island Ledge Light Station; but states that if the charges were so made it was an error on your part. He also states that he is taking the matter up with you. If in doing so, he does not make settlement satisfactorily please inform this office.

Respectfully,

Lighthouse Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
★ JUL 1 - 1915 ★
FIRST DISTRICT

Great Duck Island Light Station
(Station, Depot, or Vessel.)
June 29th, 15.
....., 191

Inspector Lighthouse Service
First District
Portland, Me.

Dear Sir:-

Your letter received at this station through Keeper and for imformation would say that at no time during my trading with the W. S. Brewer Co., was there any charge made to Ram Island Ledge Light Keepers. If there was it was purely there own method of making the charge. I had always arranged to have such bills charged personally to me at Ram Island Ledge. Iam at this writting taking the matter up with the W. S. Brewer Co., at Peaks Island. Further I would state that I have no right to make such a charge against a station and Mr. Brewer had ought to know that. I have always settled my accounts as promptly as possible and think he should first of all called my attention to it before

COMMUNICATIONS TO
HOUSE INSPECTOR
PORTLAND, ME.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JUL 1 - 1915
FIRST DISTRICT
1st Dist. Portland, Me.

(Station, Depot, or Vessel.)

, 191

writting the office. Iam sincerely sorry that such should be brought up for I had thought I was now pretty well clear of such obligations.

Respectfully Yours

R. F. Sterling

2nd asst., Keeper

Great Duck Island Light Station

Forwarded J W Gray

ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Ram Island Ledge Light-Station
(Station, Depot, or Vessel.)

June 29, 1915.

Lighthouse Inspector
RECEIVED
JUN 29 1915
First Dist. Portland, Me.

Light-House Inspector,
Portland, Maine.

Sir Yours of the 26 inst is received requesting information in regard to the bill contracted by Mr. R. Thayer Sterling. I have to say, if he got goods of H. S. Brewer & Co charged to the keepers of Ram Island Ledge Light-Station he did very wrong and he knew he was wrong in doing so, for I have it thoroughly understood from the beginning with all my assistants that they are not to have anything charged to the Station or get anything on my account. It seems that this bill was contracted last fall, about the time he left here and went to his home awaiting his transfer to the Duck Island Light-Station, and I knew nothing about it up to the present time. Mr. Sterling had no authority from me to have these things charged to the keepers, or make any promises that it should be

2

ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

(Station, Depot, or Vessel.)

Lighthouse Inspector
RECEIVED
JUN 29 1915
First Dist. Portland, Me.

....., 191

~~be~~ paid from our Oct. checks.

Our trade is all cash and we dont have any account with any store.

If H. S. Brewer & Co. saw fit to take Mr. Sterling at his promises they will have to look to him for their pay.

H. S. Brewer & Co. are entire strangers to me, I never saw them and dont know that there is such a store on Peaks Island, and I never have bought a cents worth of goods from them

We have never had groceries to the amount of $11.37 from H. S. Brewer at any time, and I am sure we Keepers will not pay any such bill.

Very respectfully

Hiram G. Tapley, Keeper.

L

86.

GES-GLK

June 26, '15.

Mr. R.F.Sterling, 2nd Asst. Kpr., Gt. Duck Island Lt. Sta., McKinley, Me.

I have to inform you that this office is in receipt of letter dated June 16th from W. S. Brewer & Co., Peaks Island, Me., stating that last Fall you contracted with them a bill, amounting to $11.37, and stating that same was charged to the keepers of the Ram Island Ledge Light Station, with understanding that same should be paid for from their October checks. Since payment has not been made, I have to request that you furnish information in the matter.

Inspector.

(Through Keeper)

L

76.

CRS-CLK

June 28, '15.

Keeper, Ram Island Ledge Light Station, Portland, Me.

I have to inform you that this office is in receipt of a letter dated June 16th from W. S. Brewer & Co., Peaks Island, Me., stating that last Fall H. Thayer Sterling contracted with them a bill, amounting to $11.37, stating that same was to be charged to the keepers of the Ram Island Ledge Light Station, with understanding that same should be paid for from their October checks. Since payment has not been made, I have to request that you furnish information in the matter.

S

Inspector.

Lighthouse Inspector
RECEIVED
JUN 21 1915
16/116/1915

Peaks Island

U. S. L. H. Inspector.

Dear Sir

We take the liberty of writing you a line in regard to a little business matter in which we thought you might help us. Last fall Thayer Sterling, then 2d Keeper at R. I. Light, contracted with us a bill of $1.37 which was charged to the Keepers of R. I. Light promising to pay out of their Oct. checks. Since that he has kept away from us and he having been transferred to Gt. Duck Island Lt. we know of no way of getting at him unless you would be willing to remind him what he must do in the matter. Hoping we haven't taken too much liberty in the matter and thanking you in advance we are.

Yours Truly

W. S. Brewer

Peaks Island Me

No Action Rd.

To the SECRETARY OF COMMERCE:

SIR: I acknowledge receipt of a copy of Department Circular No. 253, of December 5, 1913, relating to political activity of officeholders, and fully understand its purport.

Lighthouse Inspector
RECEIVED
★ MAY 8 - 1915 ★
1st Dist. Portland, Me.

Robert Thayer Sterling
(Name.)

Second Asst. Keeper
(Position.)

Great Duck Island Light Station
(Bureau, Office, or Service.)

Date, May 6th 1915

United States Lighthouse Service

L

76.

CES-CLK

Feb. 17, 1915

Mr. R. T. Sterling, 2nd Asst. Kpr., Gt. Duck I'd. Lt.-Sta., McKinley, Me.

There is inclosed herewith bill from Robert F. Somers & Co., for one stiff hat, amounting to $3, which you will please attend to at your earliest convenience, in accordance with the Regulations, p. 147.

Inspector.

(Through Keeper)

Inclosure.

C O P Y

Portland, Me., Oct. 7, 1912.

Thayer Sterling

To Robert F. Somers & Co., Dr.

HATTERS and FURRIERS

Red Hat Store — No. 232 Middle Street.

1 Stiff Hat	$3.00

76.

CES-TAL

January 14, 1915.

Mr. G. A. Barrows,
Room 602
Fidelity Bldg.,
Portland, Me.

Sir:

Referring to bills presented to this office by you pertaining to indebtedness of R. T. Sterling, from the Nickerson Coal Co., and Porteous Mitchell & Braun Co., both of Portland, Maine etc.

In this connection I have to inform you that this matter has been taken up with Mr. Sterling and this office has been informed by him that he is desirous of paying all due and just bills at his earliest possible convenience, and that he expects to visit Portland on or about March 1st., and at this time he states that he will visit you for the purpose of making settlement or satisfactory installments. In this connection I have to inform you that it may be understood that Mr. Sterling's Salary at the present time is very small and in view of the many small bills which it appears that he owes it is believed that he is doing everything in his power at this time to settle the same.

The bills presented to this office are herewith returned.

Respectfully,

CES

Lighthouse Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, [illegible]

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JAN 13 1915
First Dist. Portland, Me.
FIRST DISTRICT.

Great Duck Island Light Station
(Station, Depot, or Vessel.)

January 11th, 1915. ~~101~~

Lighthouse Inspector

Portland, Me.

My Dear Sir:-

With reference to your kind letter dated at Portland, January 7th., 1915 would say that I do owe the two parties named, but not such an amount as quoted by them.

A few days before I was scheduled to embark for my new home at Great Duck Light Station, I called at Mr. Geo. A. Barrows office which was then located on Middle street, and explained to him how much it had cost me to live, and what the expense ment to me in making the new change. He and I went over the affair somewhat and after agreeing to my paying him a small amount ($2.00) I left with a promise that after the New Year I would then get straightened around so as to attend to both accounts.

He said at that time he did not care so much about the Porteous Mitchell & Braun Co., account but that I could first settle up Nickersons bill. He went further to say that he did not want to hurt me in anyway by presenting bills to the Lighthouse Inspector, and I told him it did not look that way when he had been there with all the paper he could find.

He took it to heart and went at once to your office to withdraw the charges, but it was to late and he could not get the papers back.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JAN 13 1915
FIRST DISTRICT
1st Dist. Portland, Me.

(Station, Depot, or Vessel.)

....., 191

L. H. I. No. 2.

I can further say that the bills are incorrect for you will notice that the Nickerson bill shows only one credit since the bill was presented and I have paid $8 or $10 on account.

The Porteous Mitchell & Braun Co., account shows no credit and I have paid on this also.

A Little in Deatail

Shortly after I came into the service which was the Fall of 1913 the Nickerson bill was presented me and they pressed me hard for payment. I went to their office on Middle street when I came ashore for my liberty and paid a Mr. Wilson $5.00 on account. I explained to him how matters stood with me and he was very nice and told me to take my time. In the meantime I learned that Mr. Barrows had taken the matter up and had been to the office with a complaint to make and I made another small payment. After a few weeks had passed I made another. I find by the bill that the last ~~xiii~~ payment was credit to me which was in March as you will notice.

I have been skeptic about this matter since the bills were presented as there seemed to be to many collectors handling them.

Iam going to ask you for a recess of 20 days in March owing to this being the best time of year for me to get away while at this station. While Iam home I shall settled these

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
RECEIVED
JAN 13 1915
First Dist. Portland, Me.
FIRST DISTRICT

(Station, Depot, or Vessel.)

L. H. I. No. 3. ....., 191

two bills in full, but first I shall want to ~~no~~ know just where I stand and who is the real authorized person to receipt the bill.

All my receipts and business papers are at Peaks, where I stored the things which I did not bring here. I shall have to find them before I make anymore payments for as I understand it, if I pay on a bill without its being properly corrected, it will go as evidence that I have accepted the statement. Now that I have disputed, it necessitates my looking up the matter as soon as is possible for me to do so.

Iam keeping my promise with the office, and since that time there has been but little of my check left. But as long as I have my health, I will keep that promise until Iam well clear of my debts. For it is encourging, to one, situated as Iam, to have a man ~~xxxpxxix~~ stand by, to hold a turn, like the Inspector of the First District has done.

Very Respectfully Yours
Robert T. Sterling
2nd. Asst., Keeper,
Great Duck Island Light Station
McKinley, Me.

Forwarded J. M Gray
Keeper

2 76.

CES-TAL

Jan. 7, 1915.

Inclosures.

R. T. STERLING, 2nd. Asst. Keeper,
Great Duck Island Lt. Sta., McKinley, Me.

(Through Keeper)

There are herewith inclosed papers showing your indebtedness to the Nickerson Coal Company, and the Porteous Mitchell & Braun Co., both of this city, presented to this office by Mr. G. A. Barrows, Room 602, Fidelty Building, Portland, Maine.

Please give these accounts careful consideration and forward to this office a statement showing when, how, and what amount it will be possible for you to pay each month until the inclosed bills are brought to a close; also if the amounts of these bills are correct in every respect.

Return all papers.

S.

Inspector.

L.

No.

CES/CLK

Nov. 18, 1914

Mr.R.T.Sterling,2nd Asst.Kpr.,Gt.Duck I'd. Lt.Sta.,McKinley,Me.

Referring to your letter of Nov. 12, 1914, in reply to mine of Nov. 9, 1914, stating your reasons and difficulties in settling your bills in this vicinity, and also stating that you were in hopes, since you have been appointed to the Great Duck Island Light Station, where you are provided with quarters, to save sufficient money to meet your obligations, I have to inform you that the same meets with the approval of this office; it being thoroughly understood from your above mentioned letter that you are to attend to your obligations as soon as your resources will permit.

Referring to the sixth paragraph of your letter, in which you request that you may be informed as to the parties who have complained against you, you are informed that all written complaints presented to this office have been referred to you

Regarding the last paragraph of your letter, requesting advice in the matter, I have to inform you that the only advice I have to offer is that you be accurately honest and truthful in every respect, it being believed that by following this course any man will see his way clear at the end.

S

Inspector.

(Through Keeper)

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

FIRST DISTRICT

Duck Island Light Station
(Station, Depot, or Vessel.)

November 12th, 14. ~~XXX~~, 191

Lighthouse Inspector
RECEIVED
★ NOV 17 1914 ★
First Dist. Portland, Me.

Lighthouse Inspector

First District,

Portland, Me.

Dear Sir:-

Your letter dated November 9th, 14., received and would say that it is quite true I owed the Taxicab Service Corporation ten dollars ($10.00) but when one holds a check for one or two months, mistakes in banking are likely to occur.

I have never refused to pay any bill that I contracted when I had the money. My wanting to be transfered was owing to the fact that I could not save any money where I was and that by going to a station with quarters might allow me to so accumulate in funds sufficient to meet my past debts, which all occured before I entered the Lighthouse service.

Had I taken steps which were offered me to of gone into insolvency before I came into the service and thus got rid of my creditors it could of easily been done, but I wanted to act the part of a man and settle up as fast as I could.

It appears to me that the way promises were made me before and after that my creditors have acted the part not at all becoming but have taken advantage of the fact that now

UNICATIONS TO
GE INSPECTOR
PORTLAND, ME.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

FIRST DISTRICT

Lighthouse Inspector

(Station, Depot, or Vessel.)

, 191

Lighthouse Inspector
RECEIVED
NOV 17 1914
First Dist. Portland, Me.

No. 2.

they are at liberty to treat me just as they like.

I have always tried to do as I would be done by but I like all others in this world of to day meet reverses. It is very unfortunate for me that things are so but I hope with your help they will work out right.

I will deem it a favor if you would please let me know who are complaining and if possible I shall sincerely try to satisfy them, if it be in my power to do so.

Iam sincerely sorry to think that such matters should have occured at this time, now that I had arrived at a place where I might see my way clear to take up these little accounts which are so aggrevating my creditors.

While at Ram Island Ledge it was impossible for me to make any headway as I had extra expense attached where I had no station with quarters. Nevertheless I shall try to get out of my trouble in the best way possible.

It would be pleasing to me if you had any advice to offer me. I fully understand your position and will try to follow out your instructions and bring matters to a close as fast as possible.

Respectfully Yours

R. T. Sterling,

2nd Asst. Kpr., Great Duck Island Lt. Sta., McKinley, Me.

Forwarded. L M Gray Keeper

CWS/CLK

Nov. 9, '14

Mr. R. T. Sterling, 2nd Asst. Kpr., Great Duck Island Lt. Sta., McKinley, Me.

There is inclosed herewith bill presented against you by the Taxicab Service Corporation.

It would appear from the statement on the inclosed that you are very lax in money matters, as you apparently did not know whether or not you had sufficient funds to meet this check when you gave same.

In view of the number of bills and complaints received in this office against you, if this is kept up it will be necessary to bring your case to the attention of the Bureau.

Inspector.

(Through Keeper)
Inclosure.

COPY

G. C. Whitmore, President W. D. Sawyer, Treasurer.

Portland, Me., Dec. 24, 1914.

R. Thayer Sterling
To Taxicab Service Corporation, Dr.
114 Spring Street.

To check cashed you, returned "not sufficient funds," $10.00

CLX

Oct. 19, '14

Mr. G. A. Barrows,

187 Middle St.,

Portland, Me.

Sir:

In compliance with your verbal request of the 16th inst., there is returned herewith bill of Nickerson Coal Company and Court Judgment in favor of Porteous, Mitchell & Braun Co., against Thayer R. Sterling, left at this office for collection.

Respectfully,

Lighthouse Inspector.

2 inclosures.

COPY

Monthly Statement

Apr. 9, 1913.

NICKERSON COAL COMPANY
325 Commercial Street
Portland, Me.

M Thayer R. Sterling,
Peaks Island.

1913		
Apr. 1	Balance	$22.09
	Court Costs	6.35
		$28.44
1914	Cr.	
Mar. 14	By cash	1.00

These bills left at office of Inspector by Mr. G. A. Barrows, 187 Middle St., Oct. 15, 1914. The following was placed hereon by Mr. Barrows Oct. 16, 1914.

"To be returned. Not to take any action."

G.A.B.

Copy of this bill sent through mail to Mr Barrows 1-15-15

COPY

STATE of MAINE

Cumberland SS

To the Sheriff of our said County of Cumberland, or either of his Deputies, or either of the Constables of the City of Portland, or of either of the Towns within said County. Greeting:

Whereas, Porteous, Mitchell & Braun Co., a corporation existing by law and having a place of business at Portland in said County by the consideration of our Judge of our Municipal Court, for the City of Portland, in the County of Cumberland, holden at said Portland, on the twenty-sixth day of September A.D., 1911, recovered Judgment against Thayer R. Sterling of said Portland for the sum of four dollars and forty-eight cents, debt or damage and three dollars and eighty two cents, costs of suit, as to us appears of record, whereof execution remains to be done.

We Command You, Therefore, That of the money of the said Debtor or of his Goods or Chattles within your precinct, at the Value thereof in money, you cause to be levied, paid and satisfied unto the said Creditor, the aforesaid sums, being eight dollars and thirty cents, in the whole, with lawful interest thereon from the day of Rendition of Judgment; and also that out of the money, goods or chattles of the said Debtor, you levy Fifteen Cents more for this Writ, together with your own fees.

Whereof Fail Not, and make return of this Writ, with your doings therein, unto our said Judge, within three months from the date hereof.

Witness, John F. A. Merrill, Esquire, our said Judge, at Portland, aforesaid this seventh day of October in the year of our Lord one thousand nine hundred and eleven.

C. L. Donahue,
Recorder.

No. 1509

Wilson Att'y.
Porteous Mitchell & Braun
vs.
Sterling

Ret. January 7, 1912.

A true fulfillment through this office to Bonnus.
1-15-15

Form 73a

26.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, First DISTRICT.

Portland, Me., September 21, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on about October 16, 1914

Name, Robert T. Sterling Position, 2nd Asst Keeper

From Ram Island Ledge Lt. Sta., Me. To Great Duck Island Lt. Sta., Me.

Previous incumbent, William R. Koons

Services terminated, Oct. 15, 1914 Reason, Resigned.

Inspector.

Portland, Me., Oct. 19, 1914

The above-referred-to transfer became effective beginning with October 16, 1914

Inspector.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Ram Island Ledge Light Station

June 11th, 14.

Lighthouse Ins
RECEIVE
JUN 12 19
First Dist. Portlan

Lighthouse Inspector

First District

Portland, Me.

My Dear Sir:-

Regarding the Kierstead matter would say that the affair has been settled both to the satisfaction of the creditor and debtor.

Very Respectfully Yours

R. T. Sterling.

2nd., Asst., Kpr., R. I. L. L. S.

approved.
Fred G. Vaplon

No.

CES/CLK

June 13, '14

Mr. Fred A. Kierstead,

11 Becket St.,

Portland, Me.

Sir:

I have to inform you that I am in receipt of a letter from Mr. R. T. Sterling, second assistant keeper at Ram Island Ledge Light Station, in which he states that the bill which you held against him has been satisfactorily settled, both for you and himself. Please inform me if this statement is correct.

Respectfully,

C. E. Cotheal,

Lighthouse Inspector.

June 16 1914

Light-House Inspector

Lighthouse Inspector
RECEIVED
JUN 18 1914
First Dist. Portland, Me.

Dear Sir

Yours of 13th rec'd in reply will say that through your kind efforts I have rec'd from Mr Sterling a Money Order for the amount due me, and everything is as he says "Satisfactory Settled" thanking you again for the interest you have

taken in this matter I remain

Yours truely

F. A. Kirstead

Lighthouse Inspector
RECEIVED
MAY 20 1914
First Dist. Portland, Me.

Portland May 19 14

Light House Insp.

Dear Sir:

Thirty days.

has passed since We.

have tryed to induce

Mr R. T. Sterling (2nd assistant

R. D Light) to pay the

small amount of $1.75

that I have against him

I honestly think he never intends to settle has he had time enough or shall we wait awhile longer. Thanking you for the interest you have taken in this matter I remain yours respt

J. H. Merrill

Portland

#11 Beckett St. Me

Ram Island Ledge Light Station

April 30th, 14.

Lighthouse Inspe
RECEIVED
MAY 4 - 1914
First Dist. Portland, Me

Captain C. E. Sherman

Inspector

First Lighthouse Sistrict

Dear Sir:-

In answer to your inquiry of me regarding the Kiersted matter would say that it is quite true that we had some trouble relative to a small account. He did not take up the matter any further while I was with the Press but when I came into the goverment service he took for granted that the thing was all settled and that I would have to settle regardless of whether it is legal or not. The trouble has all arose over a watch being cleaned and of which I had good proof that it was a game of bluff and that I was going to pay him for something

Lighthouse Insp
RECEIVED
MAY 4 - 1914
Portland

which he never did. It is easy enough to tell one that you have cleaned a watch but the proof comes in testing it out. The check I gave was cancel at the bank by me the day after I gave it. I have understood that they gav you to understand that I had no account with the bank. That is false xxxx for by bank book will show different. It is what I call from the start a game of trying to hurt my standing so much that I have taken the matter up with my attorney and we are going to settle the matter right up, now that they have started it and will report to you the outcome. Mr. Kiersted nev called to see me as I wanted to have it out with him instead of the lady who was doing his collecting so I took for granted that he thought there was trouble brooding and he best keep away. It looks funny to me that in the time I was at the Press he did not take the matter up but wait until I was located in a Goverment position. It is purely a case of hurt my reputation, not for the little bill.

Lighthouse Inspec
RECEIVED
MAY 4 - 1914
First District, Portland, M

As I have stated before I will call and see my attorney while I am ashore togather with Mr. Kiersted and his lady collector and will give you a written report as to the outcome of the settlement.

Very Respectfully

R. J. Sterling

2nd Assistant Keeper

Ram Island Ledge Light Station.

Approved

Hiram C. Tapley, Keeper.

CES/CLK

Apr. 18, '14

Mr. R. T. Sterling, 2nd Asst. Kpr., Ram I. Ledge Lt. Sta. (through Keeper).

There is inclosed herewith copy of letter received from Mr. Fred A. Kairstead, 11 Becket St., Portland, Me., relative to an account which he claims you owe him.

You are requested to inform me whether or not this statement is correct, and, if so, you are directed to settle the account in accordance withthe Lighthouse Regulations, pages 91, 147.

Sherman

Inspector.

Lighthouse Inspector
RECEIVED
APR 18 1914
First Dist. Portland, Me.

Portland Apl 17/14

U. S. Lighthouse
Inspector

Dear Sir:

For some time I have been trying to collect a small bill from Mr. R. Thayer Sterling now in the employ of Light house service when bill was presented from time to time he would make promises only to be broken

when bill was again presented
finally he was kind enough
to give me a chk. and
got his receipted bill when
check was presented for
collection was informed that
he had no acct. or funds.
(I still hold his bum chk.)
was informed that possibly
Jon could influence
Mr Sterling to send me
a check that had some
cash value
Thanking Jon in advance
and hope I have not

Lighthouse Inspector
RECEIVED
APR 18 1914
First Dist. Portland, Me.

Portland Apl 17/14

U. S. Lighthouse
Inspector

Dear Sir:

For some time I have been trying to collect a small bill from Mr. R. Thayer Sterling now in the employ of Light house service & the bill was presented from time to time he would make promises only to be broken

asked for anything on [illegible]
reason

I remain Yours respt

Fred A Kenstead

11 Bickett St

City

STATEMENT

PORTLAND, ME., Feb. 1 1914

Lighthouse Inspector
RECEIVED
APR 18 1914
Portland, Me.

Mr Thayer Sterling.

To **FRED A. KEIRSTEAD,** Dr.,

WATCH AND CLOCK REPAIRING

ENGRAVING " Buckle St.

WORK FOR THE TRADE A SPECIALTY. ~~170 1-2 MIDDLE~~ STREET

TERMS

| | | |

W. S. WOOD,
TREASURER.

C. E. ODIORNE BOTTLING CO.

INCORPORATED

IMPORTERS.

60-62 CROSS ST.

PORTLAND, ME. April 7, 1914.

Lighthouse Inspector
RECEIVED
APR 8 - 1914
First Dist. Portland, Me.

Mr. R. Luther, Supt.
Dept. of Labor and Commerce,
Lighthouse Service,
Portland, Maine.

Dear Sir:

In response to yours of April 1st will say that we received today a check from Mr. Sterling for $2.00 in partial settlement of his account. We do not wish to be harsh with Mr. Sterling, and trust that he will in the immediate future remit the balance.

Thanking you for your inquiry, we are,

Yours very truly,

WSW/MQ

C. E. CDICRNE BCTTLING CCMPANY.

76.

CES/CLK

Apr. 1, '14

C. E. Odierne Bottling Co.,

60-62 Cross St.,

Portland, Me.

Sirs:

Referring to your letter of March 18, 1914, re bill owed you by Mr. Robert T. Sterling, second assistant keeper, Ram Island Ledge Light-Station, I have to inform you that this matter has been taken up with Mr. Sterling, who, by letter of March 30th, states that he has made satisfactory settlement with you.

Please inform me if this is correct.

Respectfully,
In the absence and by direction of the Inspector.

S

Superintendent.

Lighthouse Insp.
RECEIVED
MAR 31 19
First Dist. Portland

Ram Island Ledge Light Station

March 30th, 14.

Lighthouse Inspector

Portland, Me.

Dear Sir:-

Your letter of March 19th, to me regarding the Odiorne affair received, and would say that Mr. Woods statement appears to be true as far as he is concerned but I did not think the account as far as I was concerned legal Therefore I took the matter upon myself to look at the legal point of it in which I knew Iwas right and thus causdd the delay as Mr. Woods has stated. Had the matter been taken to court I would of won handsomely but Mr. Woods was to wise to have it go as far.

Lighthouse
RECEIV
★ MAR 31

This was a transaction which took place long before I came into the ligh
house service and so in order not to carry the matter further Mr. Woods
and I have settled satisfactory to both. I thank you for bringing the
matter to my attention in the kind way it was done.

Respectfully
R. T. Sterling
2nd Asst. Kpr., Ram Island Ledge Lt. St

Approved,
Hiram C. Tapley, Keeper.

W. S. WOOD,
TREASURER.

C. E. ODIORNE BOTTLING CO.

INCORPORATED

IMPORTERS.

60-62 CROSS ST.,

PORTLAND, ME. March 18, 1914.

Lighthouse Inspector
RECEIVED
MAR 19 1914
First Dist. Portland, Me.

U. S. Lighthouse Inspector,
Y. M. C. A. Bulding,
Portland, Maine.

Dear Sir:

We have an account amounting to $6.00 due us from Mr. Thayer Sterling, Assistant Keeper at Ram Island Light. This has been standing since Cctober 1912, and we have tried every means to collect same twithout success.

If there is any method by which your department could urge payment of this account, same would be much appreciated.

Respectfully yours,

WSW/MQ

C. E. CDICRNE BCTTLING CCMPANY.

W. S. Wood, Treas.

Light House Inspector
RECEIVED
SEP 4 - 1913
First Dist. Portland, Me.

Ram Island Ledge Light — Station.
Sept. 3. 1913.

Light-House Inspector,
Portland, Maine.

Sir, I have Robert V. Sterling arrived at the station today at 10-30 a.m. and reported for duty as 2nd Asst. Keeper

Respectfully
Hiram C. Tapley, Keeper.

(Copy)

PERSONAL QUESTION SHEET

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? (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.)

Robert Thayer Sterling

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

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

Peaks Island	Me	Cumberland	First
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Peaks Island, Me

6. When were you born? May 28th 1876
Month. Day. Year.

11—1434

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

Charles H. Sterling — Name. | 217 Commercial Street — Number and street.

Portland — City or town. | Maine — 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.
Capt. W. J. Sterling	Cousin	Lighthouse	Lighthouse	Captain Str Hibiscus
Walter B. Sterling	Brother	Post Office	Carrier	So. Portland
William W. Latham	Uncle	Life Saving Service	Station	Capt. Elizabeth Me

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.)

Dec February 13th to 30th, 1913

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

Not to my Knowledge

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.)

Name under which service was rendered

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

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.)

Editorial Staff Portland Daily Press
a newspaper publisher in Portland, Maine

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.)

Grammar School - Was admitted to High School
but did not take up the studies

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.")

Served several years as an Electrician and engineer on
stationary gas engines

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

None - First to take

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. August 28th, 1913

Witness: (Signed)

In case signature is by mark.

(Signature) Robert Thayer Sterling

P. O. Address: Peaks Island, Me
City or town.
Willow Street
Number and street.
Maine
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 Sept 4, 1913

(Signed) (Signature) C. E. Sherman

(Official title) Inspector 2nd L.H. District

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

---

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
Lighthouse Service (Bureau or Service.) Ram Island Ledge L. H. (Place (city, town, station, or vessel.)) First (District.)

2. To what position has he been appointed? Second Assistant Keeper

3. State the date of appointment. August 25. 1913

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

5. State the date of the oath. September 2nd, 1913

6. State the date the employee entered on duty. September 3. 1913

7. What is his salary? 456.00 per annum

8. From what appropriation is he paid? Salaries of Keepers of Light Houses.

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

10. If classified, state the date of classification. May 6. 1896

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)
C. S. Examination Form 1025

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.
Residence same as given in certificate of appointment

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

Reviewed, approved, and forwarded to the Department.

(Signature) (Signed) C. E. Sherman

(Official title) Inspector 1st C.D. District

Date: Sept 4, 1913

11—1434

PROBATIONARY APPOINTMENT.

Department of Commerce ~~and Labor~~
APPOINTMENT DIVISION
Washington

August 25, 1913.

Mr. Robert T. Sterling,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Second Assistant Keeper (Wm Roland Sedge)

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. - - - -, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

By direction of the Secretary:

Respectfully,

SIGNED) T. J. FITZGERALD

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Edgar W. Lovatt.
Legal Residence: Maine.

11—1394

CES/CLK

Aug. 18, '13.

Mr. E. L. Reynolds,
Acting Secretary,
First Civil Service District,
Boston, Mass.

Sir:

Herewith is nomination for appointmentof Robert T. Sterling as second assistant keeper at Ram Island Ledge Light-Station, Me., which is believed to be made in accordance with your letter to me of the 16th inst.

You will note that this nomination is dated August 5th, 1913. It is believed possible that objection may be raised to this by the Bureau or Department.

Respectfully,

C. F. Sherman

Lighthouse Inspector.

D6.

CES/CLK

Aug. 13, '13.

Secretary,

First Civil Service District,

Boston, Mass.

Sir:

Will you kindly inform this office as to the proper procedure for making appointment in the instance below cited:

On July 21st, 1913, the first assistant keeper of Ram Island Ledge Light-Station submitted his resignation, effective at the close of July 31st, and with the intention of promoting the second assistant to fill the vacancy, this office under date of July 22d, forwarded the usual letters to Messrs E. R. Pruett and Warren J. Atwood, inquiring if they would accept the position of second assistant keeper at this station in case the same was offered, they being the only eligibles then on the list.

On the same date (July 22d), you were informed by this office that no reply having been received from Robert T. Sterling to inquiry sent him on July 10th as to whether he would accept the position of third assistant keeper at Matinicus Rock, his name had been stricken from the register, while a consideration for this position had been given both Pruett and Atwood, both having declined the same.

The rules seem to prescribe, however, that in case an

eligible who has not replied at the time selection is made does reply later, and within 10 days from date nomination is made, furnishing satisfactory reasons for his delay, his name may be replaced on the register, and on July 23rd reply was received from Sterling declining the position at Matinicus Rock, and stating his reasons, with cause of delay, in letter as follows:

"Owing to illness in the family has caused me to hold off in answering your letter regarding Matinicus Rock Light Station. My brother has been failing in health for some time and as it means that during his sickness I have to care for my mother who is an old lady and all alone, would not allow me at the present time to take up the consideration of making any changes. I have waited patiently thinking that he would improve so as I would be able to go but such is not the case at the present time. I have set the time around October 1st (ƒ), if anything should happen before that time so as I might accept earlier than stated I will inform the office immediately."

ƒ Mr. Sterling had indicated on Form 201 a desire to have his name replaced on register Oct. 1st.

On July 28th, however, Mr. Sterling wrote again, stating

"My excuse for not accepting Matinicus Rock was on account of the severe illness of my brother-in-law Fred A. Sparrow who has just passed away. Knowing of his severe illness I set the time at Oct. 1 so as to be sure and allow enough. I would be pleased to accept any now as I am at liberty. I have understood that there is a vacancy at Ram Island Ledge and one at Cape Elizabeth would be pleased to take either but would prefer the Cape."

Nomination to fill the position at Matinicus Rock was not made until August 1st, when the re-instatement of a man who had resigned from that station within the year was recommended. Hence inquiry is made as to whether Mr. Sterling should be considered for Ram Island Ledge, and no reply having been received from the other two eligibles, nominated for the position, with statement that he was the only eligible available. On account of time re-

quired to get appointments through the Department, he could not be appointed to take effect prior to Aug. 25th, and the matter is further complicated by the fact that another examination was held on August 6th by which many other eligibles have been placed on the register with ratings higher than that of Mr. Sterling - but of course at the time original consideration was made, provided Mr. Sterling is deemed eligible, there were but three names on the register, and he only was willing to accept.

Thanking you in advance for the information requested, I am,

Very respectfully,

C. E. Stockham

Inspector 1st L.H.District.