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

Date: 2026 JUN 29 15:10
07/10/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Timmons, Frank, E.		DE

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):
- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (DE/NJ) 4th District	From: 1920	To: 1925
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000 7730597

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 7/16/26 RK

Soundex: T552

26 JUL 13 AM 10:17:53

SCREENING NOTES

☑ Reviewed and Nothing Removed RK ☐ 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:

Frank E. Timmons.

LEGAL RESIDENCE
Delaware.

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Prob) (Cert) Elbow of Cross Ledges, Del. TEMPORARY	$720	L.H.	Dec 30, 1920.
LAST DAY OF SERVICE		Dec 31, 1920	
" (Prob) " "	"	"	Jan. 1, 1921
" Prom " "	780	"	Nov. 1. 1922.
" Read. of pay "	1020	"	JUL 1 1924
" Readjustment of pay Act - Dec. 6, 1924 "	1380	"	FEB 1 1925
RESIGNED CLOSE OF		April 28, 1925	

11—1248

Frank E. Timmons

Form 73
GCW/D

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1920 DEC 9 PM 2 29

THIRD U. S. CIVIL SERVICE DISTRICT
RECEIVED
DEC 1 - 1920
OFFICE OF THE SECRETARY

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 4th DISTRICT,

Philadelphia, Pa. November 30, 1920
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

LIGHT HOUSES DEC 7 1920

Action recommended, temporary appointment. APPOINTMENT

Name, **Frank E. Timmons** No Papers Legal residence, Delaware

1920 DEC 9 PM 3

Position, Second Assistant Keeper Salary, $720. per annum.

Location, Elbow of Cross Ledge Lt. Sta., Delaware Bay, Del. Appropriation, Salaries, Keepers of Lighthouses.

Effective November 30, 1920. {'the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

Former position, xxx Former salary, xxx

Location, xxx

Rank on eligible list, xxx Rating, xxx Percentage, xxx Other eligibles considered:
xxx No eligibles on register.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 11 1920 DEPARTMENT OF COMMERCE

Previous incumbent, Edward W. Jackson Services terminated, November 26, 1920.

Reason, Services discontinued.

Members of family in Government Service, two.

Remarks: Quarters not furnished by government. This recommendation is made in an emergency, there being no eligible list from which selection can be made. The applicant has filed papers which will be acted upon promptly. Appointment is requested pending the establishment of a Register of Eligibles. Mr. Timmons was born Sept. 10, 1887.

Selection regular, subject to the action of the
U. S. Civil Service Commission, DEC 6 - 1920, 19
temporary pending register

Howard McLean
Secretary, 3rd Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON DEC 7 - 1920

Submitted to the Secretary of Commerce, approved.

12-9-20

1920 DEC 9 PM 2 06

Conway
Acting Commissioner of Lighthouses.

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

11—2314

GENERAL APPOINTMENT-FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 11, 1920.

M r. Frank E. Timmons,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective November 30, 1920.

CANCELED

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

P
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward W. Jackson.

Legal Residence: Delaware.
4th

DEC 11 1920
ON JOURNAL
DEPARTMENT OF COMMERCE

O. S. REPORT DATA
ENTERED

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEC 5 1920
1920 DEC 31 AM 9 06
SUPERINTENDENT OF LIGHTHOUSES DEC 28 1920 PHILADELPHIA.
LIGHT DEC 30 1920 HOUSES

I, Frank E. Timmons,

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.

Frank E. Timmons
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 27th day of December, A. D. 1920

(Affix official seal here)

[4] (Name) Joseph B. Register

(Official title) Notary Public

My commission expires March 30-1923

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present (temp.) 2d Asst. Keeper	$720 per annum	Elbow of Cross Ledge Light Station, Del. Bay, N.J.
Former [5]		

CARDED

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

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

Philadelphia, Pennsylvania, December 29, 1920.
(Address) (Date)

The above-named appointee entered upon duty on November 30, 1920.
(Date)

R R Doorly
(Signature, followed by title of office)
Superintendent, 4th Lighthouse District

REPORT DATA ENTERED

[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

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

LIGHT
JAN 5 1921
HOUSES

CHIEF CLERK

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

1921 JAN 6 AM 9 13

Name of employee Frank E. Timmons

Designation Second Assistant Keeper *Compensation* $720 per annum

Place of employment Elbow of Cross Ledge Light Station, Delaware Bay, N. J.

Last day served December 31, 1920.

(E. O. D. Nov. 30, 1920)

CARDED

RECORDS DIVISION ENTERED JAN 6 1921 ON JOURNAL DEPARTMENT OF COMMERCE

R. R. Downes

Superintendent, 4th Lighthouse District
(Official title.)

Date JAN 4 1921

11—2876

U. S. REPORT DATA ENTERED
(Bureau or service)

Form 73

GCW/H
Pers.

THIRD U.S. CIVIL SERVICE DISTRICT RECEIVED DEC 24 1920 OFFICE OF THE SECRETARY

LIGHT HOUSES DEC 29 1920

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pennsylvania, December 23, 1920.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment (change from temporary).

1920 DEC 29 PM 4 44

Name, **Frank E. Timmons.**

Legal residence, **Delaware.**

Position, (Second Assistant) Keeper.

Salary, $720.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

Appropriation, Salaries, Keepers of Lighthouses.

Effective January 1, 1921.

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

Former position, (Second Assistant) Keeper (temp.)

Former salary, $720.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

Rank on eligible list, 3 Rating, Asst. Kpr. & Kpr. Percentage, 84.2, Other eligibles considered:
G. W. Poynter, Jr., (C); W. R. Robinson, (C).

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 30 1920 DEPARTMENT OF COMMERCE

1920 DEC 30 AM 11 26

Previous incumbent, Himself. Services terminated, on or about Dec. 31, 1920.

Reason, Nominated for probationary appointment to position he is now holding temporarily.

Members of family in Government Service, Two.

Remarks: Quarters not furnished by Government for family. Mr. Timmons was born September 10, 1887.

12/30/20

Selection regular, subject to the action of the U. S. Civil Service Commission, DEC 28 1920, 19

Stewart Wilson

Secretary, 3rd Civil Service District.

Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON DEC 29 1920

Submitted to the Secretary of Commerce, approved.

1920 DEC 29 PM 3 21

Acting Commissioner of Lighthouses.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. Frank E. Timmons, December 30, 1920.

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No.) issued by the Secretary, Third Civil Service District.

By direction of the Secretary:

Respectfully,

CARDED (SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Delaware.
4th district (See reverse side.)

DEC 30 1920
Daily Journal
DEPARTMENT OF COMMERCE

U. S. REPORT DATA
ENTERED

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 FEB 14 AM 9 02

LIGHTHOUSES

SUPERINTENDENT OF LIGHTHOUSES FEB 12 1921 PHILADELPHIA

FEB 14 1921

I, Frank E. Timmons, CHIEF CLERK

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.

1921 FEB 14 PM 3 52

Frank E. Timmons
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 11th day of February, A. D. 1921

(Affix official seal here)

[4] (Name) Ella H. Chandler

(Official title) Notary Public

My commission expires Nov. 18th 1924

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present 2d Asst. Keeper	$720 per annum	Elbow of Cross Ledge Lt. Sta., Del. Bay, N.J.
Former [5] 2d Asst. Keeper-temp.	do	do do do do do

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

Office of Lighthouse Supt., Fourth District

CARDED

Philadelphia, Pennsylvania, February 12, 1921.
(Address) (Date)

The above-named appointee entered upon duty on January 1, 1921.
(Date)

R. R. Darcy
(Signature of approving officer)
Superintendent, 4th Lighthouse District

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time 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

U. S. REPORT DATE ENTERED

Nov 12/29/20

APPOINTMENTS DEC 31 1920

SUPERINTENDENT OF LIGHTHOUSES DEC 28 1920 PHILADELPHIA

DEPARTMENT OF COMMERCE

CHIEF CLERK 5

PERSONAL QUESTION SHEET

1920 DEC 31 AM 9 06

LIGHT HOUSES DEC 31 1920

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

PART I.

1. Name of employee: Frank E. Timmons

2. Position to which appointed: Second Assistant Keeper

3. Bureau or Service: Lighthouse Service, District: Fourth

4. Place of duty: Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.
(City, town, station, or vessel.)

5. Salary: $720.00 per annum

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

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

Without examination - temporary.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

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

CARDED

Frank Ephrams Timmons

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

Frank. E. Timmons

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

Delaware	Sussex	Lagsboro	at large
(State or Territory.)	(County.)	(City or town.)	(Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

Lagsboro

REPORT DATA ENTERED

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

1—6923

6. Where were you born? Sussex County, Del.

7. When were you born? September 16 1887
(Month.) (Day.) (Year.)

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

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

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

Lillie Simmons
(Name.) (Number and street.)

Dagsboro Delaware
(City or town.) (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") ~~No~~ Yes If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
* Geo. H. Hickman	Lewes, Del.	Position 1st Asst. Keeper Department or office U.S. Life-S.	Brother-in-Law	Married
* Lee R. Smith	Lewes, Del.	Position 2d Asst. Keeper Department or office U.S. Life-S.	Cousin	Married
		Position Department or office		

* These names obtained from his application for examination. He evidently did not understand the question. These government employees are not members of the same household.

12. Have you any physical disabilities? (Answer "yes" or "no.") no If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") no If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") no If so, state in blank spaces below the information called for by the headings.

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

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

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

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

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

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") no If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

farmer

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

common school Education

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

Carpenter

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

none

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") yes If not, state the name and address of the person who wrote them for you.

Date, 12-27-20, ~~19~~

Witness (in case signature is by mark):

(Signature) Frank E. Timmons

(Present address) Dagsboro Del
(Number and street.)

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

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded December 29, 19 20.

(Signature) R R Darry

(Official title) Superintendent, 4th Lighthouse District

11—6922

Form 73
GCW/H
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 OCT 18 AM 8 42

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., October 17, 1922.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion and appointment.

Name, **Frank E. Timmons.** Legal residence, **Delaware.**

Position, **First Assistant Keeper.** Salary, **$780.00 per annum.**

Location, **Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **November 1, 1922.** ~~the date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Second Assistant Keeper. Former salary, **$720.00 per annum.**

Location, **Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.**

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

Previous incumbent, James H. Jones. Services terminated, **on or about Oct. 31, 1922.**

Reason, **Resigned.**

Members of family in Government Service, Two.

Remarks: Quarters not furnished by Government for family.

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

10/20/22.

Secretary, Civil Service District.

Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

EK

OCT 18 1922

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY

Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON October 20, 1922.

M r. Frank E. Timmons,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $20 per annum to $780 per annum, effectiveNovember 1, 1922, 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 HASTINGS

Chief of Appointment Division.

P
G
4th

CARDED
REPORTS RECEIVED
OCT 30 1922
ON JOURNAL
DEPARTMENT OF COMMERCE
U. S. REPORT DATA
UNVERIFIED

(Cross reference.)

February 15, 1923, The Bureau of Lighthouses advises the Department of the date of effect of the following change:

Name	Position	Salary	Nature of Change	Effective Date.
Frank E. Timmons	Keeper	$780pa.	Promotion	Nov. 1, 1922

See File John S. Birch.

(CROSS REFERENCE)

Vivienne Franke E In accordance with authority

of the Director of the Budget dated June 27, 1924, the salary is re-

adjusted to $ 1020, effective July 1, 1924.

For authorization see letter dated AUG 1 1924 File No. 1095/21.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Frank E. Timmons,

Through the Commissioner of Lighthouses,

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1380

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

4th

JSJ

CARDED FEB 5 1925

Form 93

GCW/H
Pers.

NOTICE OF RESIGNATION

LIGHTHOUSES
1925 APR 8 AM 8 57

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

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

Philadelphia, Pa., April 7, 1925.

DEPARTMENT OF COMMERCE APR 8 1925 APPOINTMENT DIVISION.

CHIEF CLERK
1925 APR 8 PM 3 22

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Frank E. Timmons. Position, (First Assistant) Keeper.

Legal residence, Delaware. Station, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

Salary, $1380.00 per annum.

The acceptance of this resignation is recommended effective at the close of April 28, 1925.

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

Remarks:

DEPARTMENT OF COMMERCE APR 13 1925 APPOINTMENT DIVISION NECESSARY ACTION TAKEN

APPROVED BY THE ACTING SECRETARY 4/9/25
FILE 1093

4/9/25.

For and in the absence of the Superintendent:
First Asst. Superintendent.

Superintendent, 4th Lighthouse District

Enclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 8 - 1925

Submitted to the Secretary of Commerce, approved.

11—4623

APPROVED:

ACTING ASSISTANT SECRETARY.

H. B. Bowerman
Acting Commissioner of Lighthouses.

LIGHTHOUSES
1925 APR 8 AM 8 57

APR 7 1925
PHILADELPHIA

Elbow of Cross Ledge Light Sta N. J
April 4/1925

Superintendent of Lighthouses
Philadelphia Pa.

Sir I am Sending in my Resignation to take Effect on April the 28/1925 this month as my health is such i cant stay any longer i have been in poor health for about two years so i will resign

Yours Respectfully

Frank E Timmons

Accepted

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 9, 1925.

Mr. Frank E. Timmons,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on April 28, 1925.

Bureau..... Lighthouse Service.

Station..... Elbow of Cross Ledge LightStation, Delaware Bay, New Jersey.

Position..... Keeper (first assistant).

Salary..... $1380 per annum.

By direction of the Secretary:

Respectfully,

APR 14 1925

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED APR 13 1925 DEPARTMENT OF COMMERCE JOURNAL

CARDED

RJG
4

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Simmons, Frank E. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 4th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be Added	Subtracted
780	240	1020	CR	164.25	1184.25	LHS	4	1320	yes	60	

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

approv- $1380

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1380 TO $1620

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

16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment **Uniform**; annual cost, $ **50.00 est.**

17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
(d) College: Name -; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(e) Post graduate work: Kind -; years ☐ 1 ☐ 2 ☐ 3
(f) Correspondence courses: Kind -; number of lessons ; number completed

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

	Percentage of total time given to each task
1. Standing watch, average 6 hours per night	25
2. Cleaning and adjusting apparatus - average 1 hr. per day	4-1/6
3. General work keeping tower and station clean - average 1 hr. per day	4-1/6
4. Operating and caring for fog signal - average 1 hr. per day	4-1/6
5. Standing by at station for all other purposes - 15 hours per day	62-1/2
	100 %

(This station is isolated. Communication is by boat. Quarters for Keepers only).

PERSONNEL CLASSIFICATION BOARD FORM NO. 1
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 23

2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Timmons (Surname) Frank (Given name) E. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station 4th Lighthouse District
   (b) Subdivision Elbow of Cross Ledge Light Station
   (c) City or town Delaware Bay State N. J.
6. Pay-roll title 1st Assistant Keeper
7. Customary office title 1st Assistant Keeper

8. (a) Number of regular working hours of the position, per day Continuous; per week -
   (b) If this is not a full-time position, state percentage of time employed per day -; or per week -
   (c) If night work, wholly or in part, state the hours: From - m. to - m.
9. If this is not an all-year-round position, state approximate number of days employed each year -
   During what months -
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation -
11. Present rate of pay, exclusive of bonus $ 780. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 780. per "; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate -
14. Title of appropriation or fund from which basic compensation is paid Salaries of Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☒ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    Subsistence allowance of 45 cents per day - $164.25 p. a.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ 50.00 est.
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name -; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind -; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind -; number of lessons ; number completed

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

	Percentage of total time given to each task
1. Standing watch, average 6 hours per night	25
2. Cleaning and adjusting apparatus - average 1 hr. per day	4-1/6
3. General work keeping tower and station clean - average 1 hr. per day	4-1/6
4. Operating and caring for fog signal - average 1 hr. per day	4-1/6
5. Standing by at station for all other purposes - 15 hours per day	62-1/2
	100 %

(This station is isolated. Communication is by boat. Quarters for Keepers only).

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

Under orders of keeper - In charge of station whenever keeper is away on official business or on leave.

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

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

21. How long have the employee's duties been substantially as described above? Since appointment - Nov. 1, 1922.

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

JUL 10 1923, 1923.
(Date)

R R Dorry
(Signature of Preparing Officer)
Superintendent 4th Lighthouse District.
(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 6 months as 2nd Assistant Keeper and ability to handle motor boat & oil vapor light.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the 1200.00 made at 1320.00 and complete. In my judgment the compensation of this position should be in a range from $ to $

JUL 10 1923, 1923.
(Date)

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

GOVERNMENT PRINTING OFFICE 2—12758