1

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: TOWNS EDWARD C **DOB:** 9/1/1879

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: possible CG service Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

RESPONSE LETTER

NAME OF EMPLOYEE	DATE OF BIRTH	SOCIAL SECURITY NUMBER
TOWNS, EDWARD C.	09-17-1879	N/A

DATE OF REQUEST	DATE REQUEST RECEIVED	DATE OF RESPONSE
03-22-8X		05-03-8X

REQUESTED INFORMATION OR DOCUMENTS: PERSONNEL RECORDS

☒ The attached material is furnished in response to your request.

☐ Your request did not specify a particular Standard Form 50, Notification of Personnel Action. We have attached a copy of the most recent form. If you require another SF 50, please include in your request the date of the SF 50 and the specific action shown on the form.

☐ This transcript of employment (which has been prepared from pay records) is furnished in lieu of an official personnel folder which either was never established or cannot be located. File this transcript as a permanent record on the right side of the official personnel folder established for this employee.

☐ The records of employment with the District of Columbia Government, county offices of the Agricultural Stabilization and Conservation Service, and Defense Non-appropriated Fund activities are not combined with the records of other Federal employment. The attached transcript serves as official documentation of the employee's service in lieu of the folder.

☐ This form has not been notarized as we have no notary available. We have affixed the seal of the General Services Administration, which is generally accepted as sufficient certification.

☐ We cannot answer questions of a personal nature. Unless otherwise indicated, conduct and performance were satisfactory.

☐ The requested information or document is not in the official personnel folder.

☐ The information you requested is not releasable without either written authorization from the person whose records are involved or proof of that person's death. If you resubmit your request, please return all correspondence.

☐ A search of our records did not reveal a record of the claimed Federal employment. If additional information or documentation can be submitted to verify the information shown in the request or to otherwise support the claimed employment, we will make a further search. If you resubmit your request, please return all correspondence.

☐ Requests involving retirement or insurance information or medical records should be sent to the Office of Personnel Management, Compensation Group, 1900 E Street NW, Washington, D. C. 20415.

☐ Pay claims arising from Federal employment should be sent to the General Accounting Office, 441 G Street NW, Washington, D.C. 20415.

☐ Requests concerning amendment or removal of information in the official personnel folder should be sent to the Work Force Records Management Branch, Room 6H30, Agency Compliance and Evaluation, Office of Personnel Management, Washington, D. C. 20415.

☐ Cases involving child support problems, should be sent to the Office of Child Support Enforcements, 6110 Executive Boulevard, Rockville, Maryland 20852.

☐ We do not have the authority to determine civil service status, reinstatement eligibility, or creditability of service. Contact the personnel office with which you are currently employed or seeking employment, or the Office of Personnel Management, 1900 E Street, Washington, D. C. 20415. The attached documents or transcript will assist in making such determinations.

☐ The records you have requested are not on file at this Center.

☐ We suggest you contact the address given below.

☐ The official personnel folder is not at this Center. Please contact the last or current employing agency.

☐ The agency mentioned in your request does not retire personnel records to this Center. We suggest you write directly to that agency.

☐ Your request has been forwarded to the office that retains legal custody of the record. Please contact that office at the address given below if you have further questions about this matter.

☐ The requested official personnel folder was sent to the address given below on _____. We suggest you contact that office.

Referral address:

COMMERCE
RE-FILE

CHARLES E. TOWNS
2803 MAYWOOD DR.
PORT HURON, MI 48060

6NCPCR-C
Larry McGrath
for

NATIONAL PERSONNEL RECORDS CENTER
(Civilian Personnel Records)
111 Winnebago Street
St. Louis, MO 63118

REQUEST FOR RECORDS (CPR) ☑ ROUTINE ☐ PRIORITY

IDENTIFYING INFORMATION

1. LAST NAME - FIRST NAME - MIDDLE INITIAL (Exact name to be searched)	2. SSN/DOB	3. EXACT YEAR OF SEPARATION
TOWNS, EDWARD C.	N/A	1917

4. RECORD BLOCK

☐ AGRICULTURE
☐ ARMY - SOUNDEX CODE _____
☐ FNO
☐ INDEPENDENT
☑ OTHER LIGHT HOUSE SERVICE, PORT HURON, MICH.

☐ INTERIOR
☐ JUSTICE
☐ LABOR
☐ MISCELLANEOUS

☐ NAVY
☐ POST OFFICE
☐ TREASURY
☐ VA

TREAS

☐ CONSOLIDATED - SOUNDEX CODE _____ ☐ REGISTRY NO. _____

5. TYPE OF CASE ☑ C-6 ☐ C-5 ☐ C-4 ☐ C-4F

6. CURRENT NAME

7. RECORDS REQUESTED

☑ OPF ☐ PAY RECORDS ☐ MEDICAL RECORDS ☐ OTHER

SIGNATURE OF REQUESTER	TEL. NO.	DATE OF REQUEST
McGRATH		04-17-82

TO: ☐ Search and File Section

C-6

SEARCH REPORT

☐ RECORDS LOCATED AND ATTACHED
☐ RECORDS CHARGED TO ☐ REGISTRY ☐ OTHER _____ DATE _____
☑ RECORDS NOT LOCATED IN Treasury 4-19-82 RQL

REMARKS

VERIFY

ALSO GU 75611-76420
77627-77744

43 4/29

Located 4-20-82

RETURN TO: Correspondence Section

☐ Other _____

SIGNATURE OF SEARCHER	TEL. NO.	DATE OF SEARCHING ACTION

GENERAL SERVICES ADMINISTRATION

GSA FORM 7204 (REV. 12/76)

CL

2803 Maywood Drive
Port Huron, Michigan 48060
March 22, 1982

National Personnel Records Center
Civilian Personnel Records
111 Winnebago St.
St. Louis, Missouri 63118

Dear Sir,

I am interested in obtaining information from the employment record of my grandfather Edward C. Towns. He served with the Lighthouse Service during the period 1912-1917 as an assistant lighthouse keeper. He served at Point Aux Barques lighthouse and at the Crisp Point Lighthouse. He may have been with the Lighthouse service as early as 1900.

I am interested in obtaining any information which can be released from his personnel record.

Sincerely,

Charles E Towns

Charles E. Towns

Edward C. Towns

WHERE BORN	WHENCE APPOINTED		
	STATE	COUNTY	CONGRESSIONAL DISTRICT
	Michigan		

INACTIVE

Edward C. Towns

STATUS

DESIGNATION	CLASS	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED	DATE OF OATH
3d A. K. Stannard Rock, Mich.		$450	Light-House	June 14, 1905	
A.K., Portage River Range Lts., Nos. 3 to 15, Mich.		400	"	March 1, 1906	n eod
2 AK. Port Austin Reef Mich		425	"	May 3, 08	
" " " " "		$37.50 mo	"	July 1. 1908	
Asst. Kpr. Pointe aux Barques "		$40 mo	"	Dec. 9-1908	
" " " " " "		$480.	"	Aug. 1, 1912.	
2nd Asst. Kpr. Port Austin Reef L.S. Mich.		$516.	"	Mar. 15, 1914.	
" " " " " " " "		$576.	"	Nov. 7, 1914.	
1st " " Crisp Pt. L.S. Mich		$504.	"	Apr. 6, 1917.	

Resigned clerk Apr 14. 1917

INACTIVE

REMARKS:

11—1218

8662

LIGHT HOUSE INSPECTOR, RECEIVED JUL 27 1905 ELEVENTH DISTRICT.

DIVISION OF APPOINTMENTS RECEIVED SEP 7 - 1905 DEPT OF COMMERCE AND LABOR

LIGHT HOUSE INSPECTOR, RECEIVED JUL 12 1905 ELEVENTH DISTRICT.

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

To the Heads of Bureaus of the Department of Commerce and Labor:

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

CARDED.

Secretary.

PART I.

(Blanks in Part I are to be filled 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 is to 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.) Mr Edward Charles Towns

2. How do you write your name on the pay roll? Edward C. Towns

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county and Congressional district.) Port Austin (City or town.) Michigan (State or Territory.) Huron (County.) ____ (Congressional district.)

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

5. Where were you born? Huron County Michigan

6. When were you born? September (Month.) 17 (Day.) 1879 (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

11—1434

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationship, the Departments and Bureaus or Services in which they are employed and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
None.				

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: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.)

I was appointed through A civil service epimation But as to the date it was in February I think

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

No

11. Have you ever held any position in the civil service of the United States prior to the time of your present appointment? (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.)

Yes Life Saving Service as Surfman at Sixty five dollars per Month. May 10 1899 September 1. 1901 I resigned.

12. 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.)

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

13. If you served in the military or naval service of the United States at any time other than during the Civil and Spanish-American Wars, indicate such service in the spaces below.

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

Fishing

15. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Public school received A fair education

16. What special qualifications have you—professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil Engineer," or "Draftsman," or "Carpenter.")

None.

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

I have passed 4 Comple examinations But do not remember the dates of them.

18. 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.

19. State the date upon which the above blanks were filled July 18, 1905

Witness:

(Signature) Edward Charles Towns.

In case signature is by mark.

P. O. Address: Port Austin.
City or town.

Number and street.

Michigan.
State or Territory.

Reviewed, approved, and forwarded ____, 190

(Signature) Charles E. Fox

(Official title) COMMANDER U. S. N.
INSPECTOR ELEVENTH L. H. DISTRICT.

PART II.

(Blanks in Part II are to be filled 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 above questions is employed.

Light-House Service (Bureau or Service.) Standard Rock (Place (city, town, or station).) Eleventh (District.)

2. To what position has he been appointed? Third Asst. Keeper

3. State the date of appointment. July 8, 1905

4. State the date the appointee or employee entered on duty. June 14, 1905

5. What is his salary? $450 per annum

6. From what appropriation is he paid? Salaries of Keepers of Light-Houses, 1905

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

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

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

By Civil Service examination Feb. 6, 1905.

10. Is the appointee or employee required to give bond? No.

(Signature) Charles E. Fox

Date: Aug 5, 1905

(Official title) COMMANDER U. S. N.
INSPECTOR ELEVENTH L. H. DISTRICT.

11—1434

OFFICE OF THE CHIEF CLERK
RECEIVED
JUL 7- 1905
DEP'T OF COMMERCE AND LABOR

ATJ.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

File No. 8662. 6 July, 1905.

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Edward C. Towns as Third Assistant Keeper of Stannard Rock, Mich., Light-Station, with pay at the rate of $450 a year, to date from 14 June, '05, as he entered on duty on that date, in the place of Mr. Kenneth McLay, resigned. 6/5, '05

Mr. Towns has passed the required Civil Service examination and received a rating of 87 per cent in Class Four.

2d on list, 11th Inspector.
Considered with {E. F. Sexton / Joseph Metivier}
D.

Respectfully,

D W Lockwood

Lieut. Col., Corps of Engineers, U. S. A.,
Engineer Secretary.

C

DIVISION OF APPOINTMENTS
RECEIVED
JUL 7- 1905
DEP'T OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL 7- 1905
TO APPOINTMENTS
DEP'T OF COMMERCE AND LABOR

KEYED.

WROTE BOARD

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
JUL 8 1905
DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

8662 July 8, 1905.

Gentlemen:

Referring to the Board's request of July 6, 1905, for the probationary appointment of Mr. Edward C. Towns as third assistant keeper at Stannard Rock Light-Station, Michigan, the Department states that his name was considered in connection with the names of Messrs. E. F. Sexton and Joseph Metivier. Mr. Sexton's name having been considered three times -- in connection with the Passage Island, Granite Island and Stannard Rock stations -- without selection, has been stricken from the eligible list.

Respectfully,

Lawrence O. Murray
Assistant Secretary.

The Light-House Board.

D-W

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

8662

July 8, 1905.

Mr. Edward C. Towns, of ,

having been examined and found qualified, as shown by Certificate

No. of the Civil Service Commission, is hereby appointed

Third Assistant Keeper at Stannard Rock Light-Station, Michigan ,

in the Light-House Service ,

at a salary of Four Hundred and Fifty dollars

per annum, for a probationary period of six months, to take effect

he having entered on duty on that date and since continued
on June 14, 1905, ~~, 190 , or as soon thereafter as oath of~~
on duty in the above-mentioned position, vice Mr. Kenneth McLay. Mr. Towns'
retention in the service after the expiration of probationary period shall
~~office is taken.~~
be equivalent to his absolute appointment.

Assistant Secretary.

Date of oath: , 190

U-1391

DIVISION OF APPOINTMENTS
REPORTED
JUL 10 1905
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED.

CHANGE REPORTED
JUL — 1905
U. S. COMMISSION.

The Light-House Board.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
Form 111.—Ed. 2-2-1904—1,500

8662

OFFICE OF THE CHIEF CLERK RECEIVED SEP 8 - 1905 DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED SEP 11 1905 DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES.)

I, Edward C Towns

do solemnly [a] swear 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.**

Edward. C. Towns.

State of Michigan }
County of Marquette } ss

[b] Sworn to and subscribed before me,
this 31st day of August, A. D. 1905

[c] Name: Dan'l E Byrne

Official title: Notary Public

Affix official seal.

My commission expires Jan. 11, 1909

Light House Board,
Entered upon duty.
Date June 14, 1905.

B Johnson
Chief Clerk.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Lt House Keeper	Stannard Rock	Michigan	Michigan

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] 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. *The oath should be taken on or after the date of the appointment.*

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.

11—944

OFFICE OF THE CHIEF CLERK FORWARDED SEP 8 - 1905 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

KEYED.

CARDED

ATJ.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

File No. 8662.

Washington

10 Feb'y, 1906.

OFFICE OF THE CHIEF CLERK
RECEIVED
FEB 10 1906
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
FEB 10 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the transfer of Mr. Edward C. Towns of Michigan, from the position of Third Assistant Keeper at Stannard Rock, Mich., Light-Station, with pay at the rate of $450 a year, to that of Assistant Keeper at Portage River Range Lights, Nos. 3 to 15, Mich., with pay at the rate of $400 a year, to date from 1 March, '06, or as soon thereafter as he enters on duty, in the place of Mr. Fred Koehler, whose transfer has been recommended. eff Mar. 1, '06, Ecd.

This transfer, which carries with it a small reduction in pay, is asked at the request of Mr. Towns.

Respectfully,

D. W. Lockwood

Lieut. Col., Corps of Engineers, U. S. A.,

Naval Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
FEB 10 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
FEB 12 1906
DEPT OF COMMERCE AND LABOR

GENERAL APPOINTMENT—WITHOUT FIXED DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

8662

February 12, 1906.

Mr. Edward C. Towns, of Michigan, is hereby appointed Assistant Keeper of the Portage River Range Lights, Nos. 3 to 15, Michigan, in the Light-House Service, with compensation at the rate of Four Hundred dollars per annum, effective beginning March 1, 1906, or as soon thereafter as he enters on duty. (vice Fred Koehler.)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By transfer from Third Assistant Keeper of the Stannard Rock Light-Station, Michigan, at $450 per annum.)

DIVISION OF APPOINTMENTS
REPORTED
FEB 13 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

James Rudolph Garfield
Acting Secretary.

(1-187)

The Light-House Board.

B.

CHANGE REPORTED
MAR — 1906
C. S. COMMISSION.

CARDED.

8662

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK RECEIVED MAR 21 1906 DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS RECEIVED MAR 21 1906 DEP'T OF COMMERCE AND LABOR

I, Edward C. Towns

do solemnly[a] Swear 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.**

Edward C. Towns

Light House Board,
Entered upon duty.
Date March 1, 1906.

[b] Sworn and subscribed before me, this 3d day of March, A. D. 1906

[signature]
Chief Clerk

[c] Name: James H. Hall

Official title: Notary Public in and for Hanson County Michigan

Affix official seal.

My Commission expires March 11th 1909

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper	Portage River Range Light - 3 to 15	Michigan	Michigan

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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. *The oath should be taken on or after the date of the appointment.*

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.

11—944

DIVISION OF APPOINTMENTS RECEIVED MAR 21 1906 FILE ROOM DEP'T OF COMMERCE AND LABOR

MAR 21 1906 TO APPOINTMENTS DEP'T OF COMMERCE AND LABOR

KEYED.

CARDED.

H13

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

EAC.
8662.

Ed.C.Towns,
transfer & promotion.

April 14, 1908.

OFFICE OF THE CHIEF CLERK
RECEIVED
APR 15 1908
DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor
DIVISION OF APPOINTMENTS

The Honorable,

The Secretary of Commerce and Labor.

APR 15

Sir:-

The Board has the honor to ask the transfer and promotion of Mr. Edward C. Towns, of Mich., from assistant keeper at Portage River Range Lights Nos. 3 to 15, Mich., at $400 a year, to second assistant keeper at Port Austin Reef Light-Station, Mich., at $425 a year, effective beginning May 1, 1908, or as soon thereafter as he enters on duty, in the place of Mr. Wilson La Pine, who has been recommended for dismissal. Close Mar 31. 08

10/10 Excellent

Respectfully,

J M Helm

Captain, U.S.N.,

Naval Secretary.

4-15-08

C

Can Dr Diemar Fill?

No!

JAD

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
APR 15 1908
DEP'T OF COMMERCE AND LABOR

OFFICE OF THE CHIEF INDEXED
FORWARDED
APR 15 1908
TO APPOINTMENTS
DEP'T OF COMMERCE AND LABOR

GENERAL APPOINTMENT—WITHOUT FIXED DATE

8662

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

April 15, 1908.

Mr. Edward C. Towns, of Michigan, is hereby appointed Second Assistant Keeper of Port Austin Reef Light-Station, Michigan, in the Light-House Service, with compensation at the rate of Four Hundred and Twenty-five dollars per annum, effective beginning May 1, 1908, or as soon thereafter as he enters on duty. (vice Wilson LaPine.)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By transfer and promotion from Assistant Keeper of Portage River Range Lights Nos. 3 to 15, Michigan, at $400 per annum.)

CARDED

Acting Secretary.

The Light-House Board.

DIVISION OF APPOINTMENTS
REPORTED
APR 16 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Le
D

ORDER RECEIVED
MAY 2 - 1908
U.S. COMMISSION.

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Enclosure

MAY 11 Ent'd

MAY 13 1908 LIGHT HOUSE BOARD RECEIVED

OFFICE OF THE CHIEF RECEIVED JUN 1 - 1908 DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Edward C. Towns.

do solemnly[a] Swear 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.**

Edward C. Towns.

Light House Board,
Entered upon duty.
Date May 3, 1908

[b] Sworn and subscribed before me, this 8th day of May, A. D. 1908

W. B. Hindmarch
Chief Clerk.

H.B.

[c] Name: James Carturight

Affix official seal.

Official title: Notary Public

CARDED.

My Commission expires January 18, 1909.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
2nd assistant	Fort Austin Reef Light	Mich	Mich

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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. *The oath should be taken on or after the date of the appointment.*

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.

11—944

OFFICE OF THE CHIEF CLERK FORWARDED JUN 1 - 1908 TO APPOINTMENTS DEP'T OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED JUN 1 1908 G DEP'T OF COMMERCE AND LABOR

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

OFFICE OF THE CHIEF CLERK RECEIVED SEP -4 1908 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of the Inspector, 11th L. H. Dist.,
Detroit, Michigan,

The Light-House Board,
Washington, D. C.

26 August, '08
(Date)

Sirs: I have the honor to recommend the (1) Promotion
(Probationary appointment, transfer, promotion, etc.)
of (2) Mr. Edward C. Towns of (3) Michigan
(Name of person—letter for letter—as reported to Board) (State of legal residence)
from (4) Second Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Port Austin Reef Light-Station, Michigan,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $425 per annum to (7) Second Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Port Austin Reef Light-Station, Michigan, at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
(9) $37.50 per month effective beginning (10) 1 July, '08 (the date
(Salary recommended)
of his entrance on duty) (~~or as soon thereafter as he enters on duty~~)
(Strike out the clause not appropriate)
in the place of (11) Edward C. Towns
(State name of *last* person holding position)
who (12) ~~Committee on Equalization of Pay, approved~~ on (13)
(Died, transferred, resigned, dismissed, etc.) (Last day of service)
This increase is recommended in accordance with the report of the
June 25, 1908.
Mr. (14) stands No. (15) in list of eligibles,
Class (16), with an average of (17) per cent, and
was considered with (18)
(19) letters of declination of herewith.

Respectfully,

Eff. '10 Excellent.

Commander, U.S.N., Inspector.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

8662

September 3, 1908, 190

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

Captain, U. S. N.,
Naval Secretary.

DIVISION OF APPOINTMENTS RECEIVED APPOINTMENT WRITTEN SEP 4 1908 DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK FORWARDED SEP 4 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

11—2014

1A

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

September 6, 1908.

Mr. Edward C. Towns, of Michigan, is hereby appointed Second Assistant Keeper of Port Austin Reef Light-Station, Michigan, in the Light-House Service, at a salary of Thirty-three and 50/100 dollars per month, this appointment to be effective beginning July 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (Mr. Towns succeeds himself.)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By promotion from Second Assistant Keeper of Port Austin Reef Light-Station, Michigan, at $625 per annum.)

CARDED.

RECEIVED
SEP 9 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Secretary.

Date of oath: , 190

11-1774

The Light-House Board.
G ✓
D ✓

CHANGE REPORTED
SEP 1908
U. S. COMMISSION

Form 111

Enclosures.

LIGHT HOUSE BOARD
RECEIVED
SEP 26 1908

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 30 1908
DEPT OF COMMERCE AND LABOR

No. 8662

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Edward C. Towns

do solemnly[a] Swear 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.

Edward C Towns.

[b] Sworn and subscribed before me, this 21st day of September, A. D. 1908

(Affix official seal here.)

[c](Name:) James Cartwright

(Official title:) Notary Public

Official Title.	Name of Station.	State or Country in which born.	State or Territory from which appointed.
2nd Asst	Port Austin Reef	Mich	Mich

$37.50 mo.

Office of the Inspector, 11th Light-House District,

Detroit, Michigan (Address.), 24 Sept., '08 (Date.)

The above-named appointee entered upon duty on 1 July, '08 (Date.)

CARDED

(Signed.) Fred B. Side, Chief Clerk

In the absence and by direction of the Inspector.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

DIVISION OF LIGHT-HOUSES
RECEIVED
OCT 1 1908

COMMISSIONER OF LIGHT-HOUSES
RECEIVED
SEP 30 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

ANNEXED

LIGHT HOUSE INSPECTOR.
RECEIVED
SEP 22 1908
ELEVENTH DISTRICT.

11—944

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

8662

Office of the Inspector, 11th L. H. Dist.,
Detroit, Michigan,
27 Nov., '08
(Date)

The Light-House Board,
Washington, D. C.

OFFICE OF THE CHIEF CLERK RECEIVED DEC 1 - 1908 DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED DEC 2 1908 OF THE DEPARTMENT OF COMMERCE AND LABOR

Sirs: I have the honor to recommend the (1) Promotion and Transfer
(Probationary appointment, transfer, promotion, etc.)
of (2) Mr. Edward C. Towns 10 Exc of (3) Michigan
(Name of person—letter for letter—as reported to Board) (State of legal residence)
from (4) Second Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Port Austin Reef Light-Station, Michigan,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $37.50 per month to (7) Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Pointe aux Barques Light-Station, Michigan, at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
(9) $40 per month, effective beginning (10) 1 December, '08 (~~the date of his entrance on duty~~) (or as soon thereafter as he enters on duty)
(Salary recommended) (Strike out the clause not appropriate)
in the place of (11) Mr. Frank Harris
(State name of *last* person holding position)
who (12) has been dismissed, effective on (13) 30 Nov., '08
(Died, transferred, resigned, dismissed, etc.) (Last day of service)
~~Mr. (14) ---------- stands No. (15) --- in list of eligibles, Class (16) ------, with an average of (17) ---------- per cent, and was considered with (18) ----------~~
~~(19) letters of declination of ---------- herewith.~~

Respectfully,

Jas J. Smith

Captain, U.S.N., Inspector. 7B.S.

HB

12-2-08

Department of Commerce and Labor

LIGHT-HOUSE BOARD

December 1, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

H. T. Mayo

CAPTAIN, U. S. N.
NAVAL SECRETARY

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN DEC 2 1908 DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK FORWARDED DEC 1 - 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

INDEXED

11—2314

8352

December 2, 1908.

Mr. Edward C. Towne Michigan

Assistant Keeper of Pointe aux Barques Light-Station, Michigan,

Light-House Service

Forty

month

December 2, 1908

(vice Frank Harris.)

(By transfer from Second Assistant Keeper of Port Austin Reef Light-Station, Michigan, at $37.50 per month.)

CARDED

The Light-House Board.

DIVISION OF ACCOUNTS
REPORTED
DEC 5 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CHANGE REPORTED
DEC 1908
U.S. COMMISSION.

Form 111

LIGHT HOUSE BOARD,
RECEIVED
DEC 2, 1908

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

No. 8662
Enclosures.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Edward A Towns

do solemnly[a] swear 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.

Edward A. Towns

[b] Sworn to and subscribed before me, this 12th day of December, A. D. 1908

(Affix official seal here.)

[c](Name:) Ira O Trumbull

My Commission Expires Sept 12 1909. (Official title:) Notary Public

OFFICIAL TITLE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper $40 per month	Pointe aux Barques Lt.-Station, Mich.	Michigan	Michigan.

OFFICE OF THE Inspector, 11th LIGHT-HOUSE DISTRICT,

Detroit, Michigan, (Address.) Dec. 24, 1908. (Date.)

The above-named appointee entered upon duty on December 9, 1908. (Date.)

(Signed:) C Bunyan
Lt.-Commander, U.S.N.,
Inspector.

CARDED

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

11—944

DIVISION OF APPOINTMENTS RECEIVED DEC 30 1908 DEPT OF COMMERCE AND LABOR

BUREAU OF LIGHT-HOUSES DEC 30 1908 TO APPOINTMENT DIV. DEPT OF COMMERCE AND LABOR

Entd DEC 28 1908

LIGHT HOUSE BOARD
JUN 10 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Service
2. Where employed Pointe aux Barques Lt. Sta. Mich.
3. Name Towns, Edward C.
4. Where born Michigan
5. Age 29
6. Position Asst. Keeper of the Pointe aux Barques Light-Sta'n, Mich
7. Compensation $40 p.m.
8. When appointed (*a*) ~~Dec. 2, 1903~~ June 14, 1905
9. How appointed (*b*) Through Civil Service Examination
10. Appointed from — State Michigan; Congressional District 7th; County Huron
O. R.
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service Surfman, L. S. S., May 10, 1899 to Sept. 1, 1901
14. Duties (describe fully) In charge of the station during the absence of the principal keeper; assisting in maintaining and keeping the light-station under the immediate direction of the keeper.
15. Efficiency — Quantity of work (*d*) 9/10; Quality of work (*e*) Excellent; Interest manifested in work (*f*) Excellent
CAREFUL
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*) Efficient

Captain, U. S. N.,
Naval Secretary

Lt. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary

Lt. Commander, U.S.N.,
Inspector.

C Rousseau
Head of Bureau or Office.

5 June, '09, 19

11—3005

READ THE INSTRUCTIONS ON PAGE 3

May 10, 1911.

Department of Commerce and Labor

EFFICIENCY REPORT

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Edward C. Towns 2. Age 31 (Last birthday.)
3. Bureau Light-House Service 4. Position Asst.Kpr.,Pointe aux Barques Ltst.
5. Compensation $40 p.m. 6. Where employed Eleventh District
7. When appointed (a) June 8, 1905 8. How appointed (b) Civil Service Examination
9. Status under Civil Service Rules (c) Competitive
10. Is the employee an honorably discharged soldier or sailor? No
11. Does the employee receive a pension? No If so, state the amount
12. Other Government service Life-Saving Service, May 10,1899 to Sept.1,1901.
13. Duties (describe fully) Assistant to Keeper of station and in charge in his absence.
14. Has the employee special qualifications? No If so, state them
15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	1000
Average percentage			100

DEPT. OF COMMERCE AND LABOR
DIVISION OF APPOINTMENTS
RECEIVED
MAY 22 1911

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Routine

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

C. M. McCormick

Commander U. S. N. Inspector 11th L. H. District

The official who approves the statements thus submitted will sign here—

C. M. McCormick

Commander U. S. N. Inspector 11th L. H. District

G. R. Putnam

Chief of Bureau or Office.

11—4259

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE**

BUREAU OF LIGHTHOUSES
JUN 14 1912
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eleventh DISTRICT,

Detroit, Mich., June 10, 1912.

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Change in compensation of:

Name, Edward C. Towns, Legal residence, Michigan,

Position, Asst. Keeper, Salary, $480 per annum,

Location, Pointe aux Barques Light Sta., Mich.

APPOINTMENT DIVISION
RECEIVED
JUN 15 1912
DEPT OF COMMERCE AND LABOR

Effective July 1, 1912, or as soon thereafter as he enters on duty. ~~on the actual date of entrance on duty.~~

1041

Former position, Former salary, $40 per month.

Location,

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: Appropriation, Salaries, Keepers of Lighthouses.

In the absence and by direction of the Inspector:

C. D. Park

6/21/12

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 21 1912

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

APPOINTMENT DIVISION
APPOINTMENT WRITTEN
JUN 27 1912
DEPT OF COMMERCE AND LABOR

11—2314

G. B. Putnam

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 27, 1912.

Mr. Edward C. Towns,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

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

(By change from $40 per month.) Not to be reported to C. S. C.

CARDED

APPOINTMENT DIVISION REPORTED JUN 28 1912 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

P
D

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Michigan.

11—3692

Form 111

BUREAU OF LIGHT-HOUSES
AUG 12 1912
DEP'T OF COMMERCE AND LABOR

OFFICE OF DISBURSING CLERK
RECEIVED
AUG 15 1912
DEP'T OF COMMERCE AND LABOR

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Carded in the Disbursing Office.

I, EDWARD C. TOWNS

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.

Edward C Towns
(Appointee signs here.)

[2] Sworn to (See below.) and subscribed before me, this[3] 15th day of July, A. D. 1912

(Affix Official seal here.)

[4](Name) Ira O. Trumbull

(Official title) Notary Public

My Com's Expire Aug 24th 1912.

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
Asst. Keeper	$480 p.a.	Pointe aux Barques L.S., Mich.

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

CARDED.

DIVISION OF APPOINTMENTS
RECEIVED
AUG 17 1912
DEPT OF COMMERCE AND LABOR

Office of Lighthouse Inspector, 11th District

Detroit, Mich. (Address.), August 1, 1912. (Date.)

The above-named appointee entered upon duty on August 1, 1912. (Date.)

Change in pay from monthly to yearly rate; former pay $40 mo.

C. M. McCormick
(Signature, followed by title.)
Commander, U.S.N., 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.

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

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 9 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT,

Detroit, Mich. (City.), March 6 (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK MAR 10 1914

APPOINTMENT DIVISION APPOINTMENT WRITTEN MAR 10 1914 DEPT OF COMMERCE

Action recommended, Transfer of

Name, Edward C. Towns 100% Legal residence, Michigan.

Position, Second Assistant Keeper Salary, $516.00 per annum.

Location, Port Austin Reef Light Station, Mich. Appropriation, Salary, Keepers of Lighthouses.

Effective March 15, 1914. {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

ACCOUNTANTS MAR 10 1914 10.00

Former position, Assistant Keeper Former salary, $480.00 per annum.

Location, Pointe aux Barques Light Station, Mich.

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

Previous incumbent, William Duggan Services terminated, March 14, 1914.

Reason, **Transfer.** (Exchange of positions)

Done 3-10-14 JWS

Relatives in Government Service, ----

Remarks: This transfer is made at the request of Mr. Towns; his letter is enclosed herewith. (See below)

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

Edw. L. Woodruff
Inspector.

Secretary, Civil Service District.

3/10/14 JWS

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 9 - 1914

Submitted to the Secretary of Commerce, approved.

The letter of Mr. Towns which the Inspector states is inclosed was not received with this nomination. Such a letter, however, is not necessary as the transfer involves a promotion.

Acting Commissioner

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

11—2344

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 10, 1914.

Mr. Edward C. Towns,
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 Five Hundred and Sixteen dollars per annum,

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

(By transfer from assistant keeper at $480 per annum.)

CHANGE REPORTED
MAR 1914
C. S. COMMISSION.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William Duggan.

Legal Residence: Michigan.

APPOINTMENT DIVISION ENTERED MAR 10 1914 ON JOURNAL DEPT. OF COMMERCE

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Cm

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT MAR 28 1914 HOUSES

CHIEF CLERK MAR 31 1914

5

APPOINTMENTS MAR 31 1914

410

I, Edward C. Towns,

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.

☞ Edward C Towns
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 24th day of March, A. D. 1914

(Affix official seal here)

[4] (Name) Mark Keith

(Official title) Notary Public Kenosha Co. Mich. My Commission Expires May 2-1916

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Asst. Kpr.	$516.00 P.A.	Port Austin Reef Light Station, Mich.
Former[5] Asst. Kpr.	$480.00 P.A.	Pointe aux Barques " " "

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

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT

Detroit, Mich. (Address), March 26, 1914. (Date)

CARDED.

The above-named appointee entered upon duty on March 15, 1914. (Date)

Edw. L. Woodruff.
(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

Ent'd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

November 7, 1914.

M. Edward C. Towns,

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 Five Hundred and Seventy-six dollars per ~~annum~~,

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

(By increase in compensation from $516 per annum.)

APPOINTMENT DIVISION ENTERED NOV 7 1914 ON JOURNAL DEPT OF COMMERCE

CARDED

By direction of the Secretary:

(Cross Reference)
For basis of this action see
letter dated 10/27/14
in file of 646

Respectfully,

(SIGNED) GEO. W. LEADLEY,

C Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Michigan.

CHANGE REPORTED NOV 1914 C. COMMISSION.

11—3692

Form 111

AK Per

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT NOV 25 1914 HOUSES

Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK DEC 8 1914

5

I, Edward C. Towns,

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.

☞ Edward C. Towns
(Appointee signs here)

APPOINTMENTS DEC 9 914

[2] Sworn To (See below) and subscribed before me, this [3] 14th day of November, A. D. 1914

(Affix official seal here) {Seal}

[4] (Name) Andrew K. Burrows

(Official title) Justice of the Peace

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Asst.Kpr.	$576.00 P.A.	Port Austin Reef Light Station, Mich.
Former[5] 2nd Asst.Kpr.	$516.00 P.A.	Port Austin Reef Light Station, Mich.

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

CARDED

Office of Lighthouse Inspector, 11th District

Detroit, Mich. (Address), November 23, 1914. (Date)

CLERK'S CERTIFICATE. Review Print, Elkton. Michigan.

STATE OF MICHIGAN } ss
County of Huron.

I, WILLIAM J. SCHWALM, Clerk of said County of Huron, and Clerk of the Circuit Court therein being a Court of Record having a seal,

Do Hereby Certify, That Andrew K Burrows whose name is subscribed to the annexed affidavit and therein written was at time of taking such affidavit, a Justice of the Peace in and for said county, duly elected and qualified and duly authorized by law to take the same.

And Further, that I am well acquainted with his handwriting and verily believe that the signature to the said affidavit is genuine, and as such is entitled to full faith and credit.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said court at the City of Bad Axe, this 20 day of Nov, A. D. 1914.

W. J. Schwalm Clerk.

CARDED

Cert'd

Form 111

AK Per

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT NOV 25 1914 HOUSES

CHIEF CLERK DEC 8 1914 5

I, Edward C. Towns,

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.

☞ Edward P. Towns
(Appointee signs here)

APPOINTMENTS DEC 9 914

[2] Sworn to (See below) and subscribed before me, this[3] 17th day of November, A. D. 1914

(Affix official seal here)

{Seal}

[4] (Name) Andrew K. Bivenor

(Official title) Justice of the Peace

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Asst.Kpr.	$576.00 P.A.	Port Austin Reef Light Station, Mich.
Former[5] 2nd Asst.Kpr.	$516.00 P.A.	Port Austin Reef Light Station, Mich.

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

CARDED

Office of Lighthouse Inspector, 11th District

Detroit, Mich. (Address), November 23, 1914. (Date)

The above-named appointee entered upon duty on November 7, 1914. (Date)

Edw. L. Woodruff, 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

NDW

MAR 13 1917

Sir:

Referring to report of assistance rendered by you on February 21, 1917, in connection with the rescue of three fishermen adrift on the ice in the vicinity of the light station, you are commended for the assistance rendered on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. Edward C. Towns, Second Assistant Keeper,
Port Austin Reef Light Station, Michigan.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files WILLIAM C. REDFIELD
Exact copy as signed by
Mailed MAR 13 1917 by

File
Clerk

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eleventh DISTRICT.

LIGHT HOUSES MAR 26 1917

Detroit, Michigan, March 23, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK MAR 28 1917 5

Action recommended, Transfer of.

Name, Edward C. Towns, Legal residence, Michigan.

Position, First Assistant Keeper, Salary, $564.00 per annum.

Location, Crisp Point Light Sta., Mich. Appropriation, Salaries, Keepers of Lighthouses.

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

APPOINTMENT MAR 28 1917

Former position, Second Assistant Keeper, Former salary, $576.00 per annum.

Location, Port Austin Reef Light Station, Michigan.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 28 1917 DEPARTMENT OF COMMERCE

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

Previous incumbent, Albert E. Haskell, Services terminated, March 31, 1917.

Reason, Transfer. requested

Members of family in Government Service, None.

Remarks: This transfer made at the request of Mr. Towns. Letter herewith.

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

Edward C. Towndrow
Inspector, 11th L. H. Dist.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

MAR 27 1917

Submitted to the Secretary of Commerce, approved.

3-28-17

J. Conway
Acting Commissioner

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

11—2314

★ ELEVENTH ★
LIGHTHOUSE INSPECTOR
SUPT. BUREAU CH. CLERK
MAR 20 1917
STATUS ANSWER INSP. INVESTIGATE RECOMMEND

Port Austin Mich 3/19 1917

LIGHT
MAR 26 1917
HOUSES

Light House Inspector.
Detroit. Mich.

Sir: If convenient to the office would be pleased to trade places with Mr Albert Haskell first Asst of Crisp Point Light. To take effect at once.

Respectfully

Edward C Towns
Second Asst of
Port Austin Reef
Mich

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 28, 1917.

Mr. Edward C. Towns,
Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Four 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 $576 per annum.)

By direction of the Secretary:

Respectfully,

CARDED.

(SIGNED) CLIFFORD HASTINGS

L
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Albert E. Haskell.

Legal Residence: Michigan.

APPOINTMENT DIVISION ENTERED MAR 28 1917 ON JOURNAL DEPT. OF COMMERCE

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES APR 18 1917

CHIEF CLERK APR 27 1917

I, Edward C. Towns,

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.

Edward C Towns
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 5th day of April, A. D. 1917

(Affix official seal here)

[4] (Name) John Kelley

(Official title) Notary Public

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	1st Asst. Kpr.	$504.00 p.a.	Crisp Point Light Sta., Mich.
Former [5]	2d " "	576.00 "	Port Austin Reef Light Sta., Mich.

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

CARDED.

Office of Lighthouse Inspector, 11th District

Detroit, Michigan, (Address) April 16, 1917. (Date)

The above-named appointee entered upon duty on April 6, 1917. (Date)

Edw L. Woodruff
(Signature, followed by title)
Inspector, 11th L. H. 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, 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 93

LETTER TRANSMITTING RESIGNATION

LIGHT APR 18 1917 HOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eleventh DISTRICT.

Detroit, Mich., April 16, 191 7.

CHIC CLERK APR 19 1917

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Edward C. Towns, Position, First Assistant Keeper,

Legal residence, Michigan. Station, Crisp Point Light Sta., Mich.

Salary, $504.00 per annum.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN APR 20 1917 DEPARTMENT OF COMMERCE

The acceptance of this resignation is recommended effective at the close of April 14, 1917.

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

Remarks: It is recommended that the provisions of Par. 458 of the Regulations, 1914, as to giving due advance notice, be waived in this case, in view of Mr. Towns' length of service and the reasons given in his resignation.

Edw. L. Woodruff

Inspector, 11th L. H. District.

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 18 1917

4-20-17

Submitted to the Secretary of Commerce, approved.

11—4623

J. Carroway

Acting Commissioner.

Port Austin Mich 4/14 1917

★ ELEVENTH ★
LIGHTHOUSE INSPECTOR
SUPT. BUREAU CH. CLERK
APR 16 1917
STATUS ANSWER INSP. INVESTIGATE RECOMMEND

Light House Inspector
Detroit Mich.

LIGHT
APR 18 1917
HOUSES

Sir- I herby tender my resignation from the Light House Service to take affect at once,
For family reasons I am compelled to leave.

Respectfully.

Edward C Towns.
1st Asst of Crisp Point.
Port Austin.
Mich.

April 20, 1917.

Sir:

The Department is in receipt of your resignation, dated April 14, 1917, as first assistant keeper of Crisp Point Light Station, at $504 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of April 14, 1917.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED.

Mr. Edward C. Towns,
Through the Commissioner of Lighthouses.

APPOINTMENT DIVISION ENTERED APR 20 1917 DEPT. OF COMMERCE

L
C

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-2

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT
OCT 4 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.)

Towns, Edward Charles

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service 11th Dist

4. Designation of position:

2d assistant keeper

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

See 4

6. Annual earnings:

576.00

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 450.00

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

~~Substitute—~~ Years: 11 ~~Months:~~ ~~Regular—~~ ~~Years:~~ Months: ½

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

Michigan

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: September Year: 1879

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

E9

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 7 Michigan County: Huron

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Port Austin State: Michigan

DO NOT FOLD THIS CARD.

11—5869

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

Department of Commerce and Labor
LIGHTHOUSE SERVICE



OFFICE OF LIGHTHOUSE INSPECTOR, Eleventh DISTRICT,

Detroit, Mich., June 10, 1912.

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Change in compensation of:

Name, Edward C. Towns, Legal residence, Michigan,

Position, Asst. Keeper, Salary, $480 per annum,

Location, Pointe aux Barques Light Sta., Mich.

Effective July 1, 1912, or as soon thereafter as he enters on duty. ~~on the actual date of entrance on duty.~~

Former position, Former salary, $40 per month.

Location,

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: Appropriation, Salaries of Keepers of Lighthouses.

In the absence and by direction of the Inspector:

C. A. Park

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 21-1912

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

11—2314

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

June 27, 1912.

Mr. Edward C. Towns,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

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

(By change from $40 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

P
D Eob 8/1/12 Mac

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Michigan.

11—3692

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT,

Detroit, Mich. (City.) March 6 (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer of

Name, Edward C. Towns — Legal residence, Michigan.

Position, Second Assistant Keeper — Salary, $516.00 per annum.

Location, Port Austin Reef Light Station, Mich. — Appropriation, Salary of Keepers of Lighthouses.

Effective March 15, 1914. — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper — Former salary, $480.00 per annum.

Location, Pointe aux Barques Light Station, Mich.

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

Previous incumbent, William Duggan — Services terminated, March 14, 1914.

Reason, Transfer.

Relatives in Government Service, ----

Remarks: This transfer is made at the request of Mr. Towns; his letter is enclosed herewith.

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

Edw L. Woodruff
Inspector.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 9 - 1914

Submitted to the Secretary of Commerce, approved.

The letter of Mr. Towns which the Inspector stated is inclosed was not received with this nomination. Such a letter, however, is not necessary as the transfer involves a promotion.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 10, 1914.

Mr. Edward C. Towns,
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 Five Hundred and Sixteen dollars per annum,

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

(By transfer from assistant keeper at $480 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William Duggan.

Legal Residence: Michigan.

11—3692

MAR 12 1914

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
NOV 10 1914
HOUSES

November 7, 1914.

M. Edward C. Towns,

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 Five Hundred and Seventy-six dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

(By increase in compensation from $516 per annum.)

E.D. 11.7.1914.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Michigan.

11—3692

NOV 11 1914

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 10 1909
NO.

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Service
2. Where employed Pointe aux Barques Lt. Sta. Mich.
3. Name Towns, Edward C.
4. Where born Michigan
5. Age 29
6. Position Asst. Keeper of the Pointe aux Barques Light-Sta'n, Mich
7. Compensation $40 p.m.
8. When appointed (a) June 14, 1905. ~~Dec. 2, 1908~~
9. How appointed (b) Through Civil Service Examination
10. Appointed from
    - State Michigan
    - Congressional District 7th
    - County Huron
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service Surfman, L. S. S., May 10, 1899 to Sept. 1, 1901
14. Duties (describe fully) In charge of the station during the absence of the principal keeper; assisting in maintaining and keeping the light-station under the immediate direction of the keeper.
15. Efficiency
    - Quantity of work (d) 9/10
    - Quality of work (e) Excellent
    - Interest manifested in work (f) Excellent
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g) Efficient

C R Mayo
Lt. Commander, U.S.N., Inspector.
Head of Bureau or Office.

5 June, '09, 19

11—3005

READ THE INSTRUCTIONS ON PAGE 3

May 10, 1911.

Department of Commerce and Labor

EFFICIENCY REPORT

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Edward C. Towns 2. Age 31 (Last birthday.)

3. Bureau Light-House Service 4. Position Asst.Kpr., Pointe aux Barques Ltst.

5. Compensation $40 p.m. 6. Where employed Eleventh District

7. When appointed (*a*) June 8, 1905 8. How appointed (*b*) Civil Service Examination

9. Status under Civil Service Rules (*c*) Competitive

10. Is the employee an honorably discharged soldier or sailor? No

11. Does the employee receive a pension? No If so, state the amount

12. Other Government service Life-Saving Service, May 10,1899 to Sept.1,1901.

13. Duties (describe fully) Assistant to Keeper of station and in charge in his absence.

14. Has the employee special qualifications? No If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	1000
Average percentage			100

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Routine

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

C. M. McCormick

Commander U. S. N. Inspector 11th L. H. District

The official who approves the statements thus submitted will sign here—

C. M. McCormick

Commander U. S. N. Inspector 11th L. H. District

11—4259

Chief of Bureau or Office.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
MAR 29 1917
HOUSES

March 28, 1917.

Mr. Edward C. Towns,

Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Four 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 $576 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

L
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Albert E. Haskell.

Legal Residence: Michigan.

11—3692

NDW

MAR 13 1917

Sir:

Referring to report of assistance rendered by you on February 21, 1917, in connection with the rescue of three fishermen adrift on the ice in the vicinity of the light station, you are commended for the assistance rendered on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

Secretary.

Mr. Edward C. Towns, Second Assistant Keeper,
Port Austin Reef Light Station, Michigan.
(Through Commissioner of Lighthouses)

LIGHT
APR 21 1917
HOUSES

April 20, 1917.

Sir:

The Department is in receipt of your resignation, dated April 14, 1917, as first assistant keeper of Crisp Point Light Station, at $504 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of April 14, 1917.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Edward C. Towns,
Through the Commissioner of Lighthouses.

APR 21 1917

L
C

Form 73

NOMINATION

Per

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 26 1917 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Eleventh DISTRICT,

Detroit, Michigan, March 23, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer of.

Name, Edward C. Towns, Legal residence, Michigan.

Position, First Assistant Keeper, Salary, $504.00 per annum.

Location, Crisp Point Light Sta., Mich. Appropriation, Salaries, Keepers of Lighthouses.

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

Former position, Second Assistant Keeper, Former salary, $576.00 per annum.

Location, Port Austin Reef Light Station, Michigan.

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

Previous incumbent, Albert E. Haskell, Services terminated, March 31, 1917.

Reason, Transfer.

Members of family in Government Service, None.

Remarks: This transfer made at the request of Mr. Towns. Letter herewith.

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

Edw. L. Woodruff
Inspector, 11th L. H. Dist.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

MAR 27 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

TSC

Mee

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
DETROIT, MICH.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 11 1916
HOUSES

AWP-WCG
Inclosure.

OFFICE OF INSPECTOR, 11TH DISTRICT
POST OFFICE BUILDING
DETROIT, MICH.

Re assistance rendered
disabled launch.

Nov. 8, 1916.

Commissioner of Lighthouses,

Washington, D. C.

There is inclosed herewith copy of report received from the Keeper of Port Austin Reef Light Station, dated November 4th, relative to assistance rendered a disabled motorboat by First Assistant Keeper, Lauchling McDonald, and Herbert C. Towns, Second Assistant Keeper.

It is not believed that this action merits commendation by the Secretary.

Woodcroft
ar

see folder
J McDonald

Copy.

DEPARTMENT OF COMMERCE
Lighthouse Service



Eleventh District
Port Austin Reef Lt. Sta.,
Feb. 22, 1917.

Inclosure

The Inspector, 11th Dist.,
Detroit, Mich.

Sir:-

You are advised that the lamp at this station was lighted on the 21st inst. from 9:00 until 11:45 P.M. for the following reason.

During the day three men who were fishing through the ice went adrift about 6 o'clock P.M. A volunteer crew under command of the number one of the local Coast Guard Station, loaded a surf boat upon a sleigh to which a team of horses was attached which hauled the boat to the light. We then hauled it by hand about one-fourth mile to open water. After the boat was launched, I immediately returned to station and lit lamp, revolving apparatus by hand until becoming chilled, I then went below to kitchen and made a fire so as to have things as comfortable as possible for the rescue party upon their return. After effecting a successful rescue about six miles N. by W. from Light the party returned at 11:45, the rescued men were taken in the tower and made as comfortable as circumstances would permit.

Again loading the boat upon the sleigh and hauling it to the light and securing everything for the night, we left for home where I arrived at 2:00 A. M.

I wish to also state that Mr. E. C. Towns, 2d Asst. was one of the crew in the boat.

L. McDonald, 1st Asst.

In the absence of Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
DETROIT, MICH.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
FEB 26 1917
HOUSES

AWP-WCG
Inclosure.

Re rescue of three
fishermen.

OFFICE OF INSPECTOR, 11TH DISTRICT
POST OFFICE BUILDING
DETROIT, MICH.
Feb. 24, 1917.

Commissioner of Lighthouses,

Washington, D. C.

There is transmitted herewith copy of report received from Lauchling McDonald, First Assistant Keeper, Port Austin Reef Light Station, relative to services rendered by Second Assistant Keeper, Edward C. Towns and himself in connection with the rescue of three fishermen adrift on the ice in the vicinity of the station.

It is considered that the services rendered by these two employees merit commendation by the Secretary, and recommendation is made accordingly.

Woodruff

LIGHT
MAR 14 1917
HOUSES

NDW

MAR 13 1917

Sir:

Referring to report of assistance rendered by you on February 21, 1917, in connection with the rescue of three fishermen adrift on the ice in the vicinity of the light station, you are commended for the assistance rendered on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. Edward C. Towns, Second Assistant Keeper,
Port Austin Reef Light Station, Michigan.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Secretary's files.

WILLIAM C. REDFIELD

Exact copy as signed by_____

Mailed MAR 13 1917 by_____