LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: TRASK, ELMER E **DOB:** 1897

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: _____

Elmer E. Trask

Elmer E. Trask

LEGAL RESIDENCE.
Oregon

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper Destruction Dept Trask	700	L.H.	March 5, 1923
" " " "	780	"	July 11, 1923
" Ediz Hook Station Trask	"	"	Jan 21, 1924
" Read of Pay "	1020	"	JUL 1 1924
RESIGNED CLOSE OF Nov. 3, 1924			

11—1248

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

MH/GG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th District.

1923 FEB 26 AM 9 13

Portland, Oregon (City.) February 15 (Date.) 1923.

DEPARTMENT OF COMMERCE FEB 26 1923 APPOINTMENT

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **Elmer E. Trask.** Legal residence, **Oregon.**

Position, **Keeper(3rd Asst.), Lighthouse Service.** Salary, $720.00 per annum.

Location, **Destruction Island Light Station, Wash.** Appropriation, **Salaries, K. of L. H.**

Effective **February 26, 1923.** {~~xxxx

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK

1923 MAR 21 PM 1 52

DEPARTMENT OF COMMERCE
1923 MAR 21
APPOINTMENT DIVISION

LIGHTHOUSES
AM 9 03

Carded in Disbursing Office

I, Elmer E. Trask

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.

☞ Elmer E. Trask
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] Ninth day of March, A. D. 1923.

(Affix official seal here)

[4] (*Name*) C. L. Hallgren

(*Official title*) Master, Lighthouse Service

My commission expires

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Keeper (3d Asst.), Present Lighthouse Service	$720.00 A.	Destruction Island Light Station, Wash.
Former [5] New appointee.		

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

Office of Superintendent of Lighthouses, 17th District

Portland, Oregon (Address) March 15, 1923. (Date)

The above-named appointee entered upon duty on March 8, 1923. (Date) corrected on letter dated April 3, 1923

CARDED

Robert Woodcock
(Signature, followed by title)
Superintendent of Lighthouses.

[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 on or after the effective 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 superintendent of lighthouses 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 superintendent of lighthouses 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

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, OREG.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

GG

1923 APR 3 AM 9 17

File P.

OFFICE OF SUPERINTENDENT, 17TH DISTRICT
PORTLAND, OREG.

March 29, 1923.

DEPARTMENT OF COMMERCE
CHIEF CLERK
APR 4 1923

To: Commissioner of Lighthouses. Washington D.C.

1923 APR 3 PM 4 32

Subject: Elmer E. Trask, date entered on duty.
Reference: Oath of office forwarded March 19th.

The Bureau is advised that the correct date of entry on duty of Elmer E. Trask as 3rd Assistant Keeper, Destruction Island Light Station, Wash., is March 5, 1923, instead of March 6, 1923.

warrack

Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
APR 3 - 1923

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

CARDED

U. S. REPORT DATA ENTERED

CHIEF CLERK 5

OFFICE OF SUPERINTENDENT
MAR 20 1923.
17th Lighthouse District
LIGHTHOUSES

DEPARTMENT OF COMMERCE

1923 MAR 26 PM 4 15

1923 MAR 26 AM 9 25

DEPARTMENT OF COMMERCE
MAR 27 1923
APPOINTMENT DIVISION

PERSONAL QUESTION SHEET

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: Elmer E. Trask

2. Position to which appointed: Keeper (3rd Assistant)

3. Bureau or Service: Lighthouse Service, District: 17th

4. Place of duty: Destruction Island Light Station, Wash.
(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).

Probationary.

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.)

Mr Elmer Everett Trask

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

Elmer E Trask

CARDED

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

Oregon	Multnomah	Portland	3'rd
(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.

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

1—6923

6. Where were you born? Columbus, Washington

7. When were you born? March (Month.) 29 (Day.) 1897 (Year.)

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

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

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

Mrs H P Trask (Name.) 69 East 22nd St (Number and street.)

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

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

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
W W Church	459 72nd St Portland	Position Mail Clerk Department or office Post Office	Brother in Law	married
		Position Department or office		
		Position Department or office		

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

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

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") Yes 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.
U S Naval Reserve Med. Dept	6-19-18	11-9-19	Released

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.
No			

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.)

Student; Farmer; Fisherman; Crane-man during logging operations. First-aid medical work. Logger & Lumberman.

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.)

3½ years of High School
Naval Medical School

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

none

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

Post Office - mail carrier; Portland
June - 1922 Asst Keeper L.H.S. 12-18-22.

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, 2-2, 1923

Witness (in case signature is by mark):

(Signature) Elmer E. Trask

(Present address) 6424 - 91st St
(Number and street.)

Portland, Ore
(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 March 20, 1923.

For and in the absence of the Superintendent.

(Signature) J. S. Clark

(Official title) Chief Clerk, 17th L.H. District.

11—6922

Form 73

NOMINATION

LIGHTHOUSES
GG

1923 JUN 28 AM 8 56

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT.

DEPARTMENT OF COMMERCE
JUN 28 1923
APPOINTMENT DIVISION.

Portland, Oreg., June 8, 1923.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion.

Name, Elmer E. Trask. Legal residence, Oregon.

Position, Keeper (2nd Asst.), Lighthouse Service. Salary, $780.00 per annum.

Location, Destruction Island Light Station, Wash. Appropriation, Salaries, K. Of L.H.

Effective July 11, 1923. {'the actual date of entrance on duty, or
~~as soon thereafter as he enters on duty.~~

Former position, Keeper (3rd Asst.), L. H. S. Former salary, $720.00 per annum.

Location, Destruction Island Light Station, Wash.

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

Previous incumbent, Andrew D. McManamna Services terminated, July 10, 1923.

Reason, Services to be discontinued.

Members of family in Government Service, None.

Date of birth, March 29, 1897.

Remarks: Mr. Trask is a probationary appointee, having entered on duty March 5, 1923. His services have been satisfactory and this promotion is recommended by the Keeper. McManamna's services will be discontinued at close of July 10, 1923, on which date the Bureau will be advised thereof.

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

Approved,
6-23-23
C. W. Paine
Secretary, 11th District.
Seattle, Wash
6-29-23

Secretary, Civil Service District.

Robert E. Lee Marrack
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON
JUN 28 1923

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

Form 73 A

GG

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT,

1924 JAN 28 AM 9 02

Portland, Oregon (City.), January 22 (Date.), 19 24.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer.

1924 JAN 28 PM 2 37

Name, **Elmer E. Trask** Legal residence, **Oregon**

Position, **Keeper (Asst.), Lighthouse Service.** Salary, **$780.00 per annum.**

Location, **Ediz Hook Light Station, Wash.** Appropriation, **Salaries, K. of L. H.**

Effective **January 21, 1924.** {'the actual date of entrance on duty;~~xxx~~
~~xxxx

Form 93

NOTICE OF RESIGNATION ~~OR DEATH~~

CHIEF CLERK
1924 OCT 13 PM 1 48
LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GG

1924 OCT 13 AM 9 08

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ SUPERINTENDENT, 17th DISTRICT,

Portland, Oregon, October 7, 1924.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Elmer E. Trask — Position, Keeper (Asst.), Lighthouse Service

Legal residence, Oregon — Station, Ediz Hook Light Station, Wash.

Salary, $1020.00 per annum.

DEPARTMENT OF COMMERCE OCT 13 1924 APPOINTMENT DIVISION

The acceptance of this resignation is recommended effective at the close of November 3, 1924.

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

Remarks:

10/13/24.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN OCT 15 1924 DEPARTMENT OF COMMERCE

W Warnock

Superintendent of Lighthouses.

Enclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 13 1924

Submitted to the Secretary of Commerce, approved.

11—4623

S Calloway

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, OREG.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT
LIGHTHOUSES
OCT 4 - 1924
17th Lighthouse District

1924 OCT 5 AM 9 08

SEVENTEENTH DISTRICT

Ediz Hook Light Station
(Depot, Station, or Vessel)

October 3, 1924.

Superintendent of Lighthouses.
Portland
Oreg.

Sir:- Because of dissatisfaction with the station, I respectfully desire to submit my resignation as assistant Keeper at Ediz Hook Light House.

It is requested that my resignation take effect on November 3rd, 1924.

Respectfully.
Elmer E. Trask.

Recommended that resignation be accepted
A. Beyer - Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 13, 1924.

Mr. Elmer E. Trask,

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 November 3, 1924.

Bureau..... Lighthouse Service.

Station..... Ediz Hook Light Station, Washington.

Position..... Keeper.

Salary..... $1020 per annum.

By direction of the Secretary:

Respectfully,

OCT 15 1924

APPOINTMENT DIVISION ENTERED OCT 16 1924 ON JOURNAL DEPARTMENT OF COMMERCE

EDW. J. GARDNER,

Acting Chief of Appointment Division.

CARDED

C
17th

NAVY DEPARTMENT
WASHINGTON

Bg-Lc

DEPARTMENT OF COMMERCE
JUN 4 1929
APPOINTMENT DIVISION

June 1, 1929

Dear Sir:

It is requested that Standard Form #13 "Abstract of Official Record of U. S. Government Employee" in the case of employee named below, be furnished the Navy Department, in accordance with the Act of February 14, 1922. It is requested that this form be submitted in duplicate. This employee is now serving under the Navy Department in the **Navy Yard, Puget Sound, Washington.**

NAME: **TRASK, ELMER E.**

DATE OF BIRTH: **March 29, 1897.**

BUREAU OR OFFICE, AND PERIOD IN WHICH LAST SERVICE IS CLAIMED: **Light-house keeper at Ediz Hook Light from January 1924 to March 1924.**

EMPLOYEE CLAIMS ADDITIONAL SERVICE AS FOLLOWS: **Assistant Lighthouse keeper at Destruction Island, from March 1923 to January 1924.**

It is also requested that statement as to whether or not this employee has had six months leave in the aggregate during any calendar year be furnished the Department.

By direction of the Secretary of the Navy:

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JUN 5 - 1929
DEPARTMENT OF COMMERCE

Very respectfully,

Charles Drozeh

Acting Chief, Appointment Division.

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

In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served. (See paragraph 5 of the instructions on Standard Form #13, revised January 10, 1928).

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

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

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

INSTRUCTIONS

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

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

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

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

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

NAME: Trask, Mr. Elmer R. (Surname first, Mr., Miss, or Mrs.) — March 29, 1897 (Date of birth)

Edis Hook Lt. Station, 17th Lighthouse District, Department of Commerce
(Department and office in which last service was had. See Paragraph 2 of Instructions)

Portland, Oregon (Place) — June 17, 1929 (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Destruction Island Light Station	Entered on duty	3rd Asst. Keeper	$720.00 A.	March 5, 1923
do do do	Pro.	2nd Asst. Keeper	$750.00 A.	July 11, 1923
Edis Hook Light Station	Trans.	Assistant Keeper	$780.00 A.	Jan. 21, 1924
do do	Inc. Pay	do do	$963.30 A.	July 1, 1924
do do	Res.	do do	$963.30 A.	Nov. 3, 1924 (last day served)

Navy - 6/26/29 DSR

10—1831

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

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

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

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

(See Instructions No. 3)

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

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

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

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

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

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

(Sgd) Robert Warrack
(Signature)

Countersigned June 26, 1929.

Superintendent of Lighthouses
(Official title)

EDWIN J. GARDNER
(Signature)

Chief of Appointment Division.
(Official title)

Furnished to: Chief, Division of Appointments,
Navy Department,
Washington, D.C.

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

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

OFFICE OF SUPERINTENDENT
JUN 14 1929
17th LIGHT-HOUSE DISTRICT
Portland, Oregon.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES
WASHINGTON

E-K
Incl.

LIGHTHOUSES
1929 JUN 24 AM 10 14

DEPARTMENT OF COMMERCE
JUN 25 1929
APPOINTMENT DIVISION

June 8, 1929.

CHIEF CLERK
1929 JUN 25 AM

SUBJECT: Abstract of official record, Elmer E. Trask.

Referred to Superintendent of Lighthouses, Portland, Oregon, for compliance and return of four copies of the abstract to the Bureau. 28

Cerway
Acting Commissioner of Lighthouses.

DSB
Inc.

Office of Superintendent, 17th Lighthouse District
Portland, Oreg., June 17, 1929

Returned to Commissioner of Lighthouses, Washington, D.C., together with four copies of Standard Form No. 13, Abstract of Official Record of Elmer E. Trask.

Robert Thearnack
Superintendent of Lighthouses

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constrn.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

Bureau of Lighthouses, Washington
JUN 24 1929

Submitted to Secretary of Commerce for his information

H. D. King
Acting Commissioner of Lighthouses

CROSS REFERENCE

SEE FILE--464/16/D #1

NAME Iroste, Elmer E. POSITION Keeper

BUREAU OF LIGHTHOUSES STATION 17th Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
780	240	1020	XCR	404.25	1424.25	L.H.S.	3	1200	yes	120-b	

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

approved 1200

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $ 1140 TO $ 1380

CLASSIFICATION BOARD FORM NO. 1
(Filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 9
2—12758

DO NOT WRITE IN THIS SPACE

a			
b			
c			
d			

1. Trask (Surname) Elmer (Given name) E. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouses
5. (a) Field Station Office of Supt. of L.H., 17th District
   (b) Subdivision Destruction Island Light Station, Wash.
   (c) City or town Astoria State Oregon
6. Pay-roll title Third Assistant Keeper
7. Customary office title Third Assistant Keeper

8. (a) Number of regular working hours of the position, per day On duty as required for upkeep of station; per week 56
   (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 Alternates at night with other keepers 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 $ 720.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 720.00 per annum; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate —
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    Rations commuted at rate of $164.25 per annum
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment uniform; annual cost, $ 25.00
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 I.C.S.; number of lessons 40; number completed 20

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
Assists Keeper and First Assistant Keeper in following duties:	
1. In caring for and operating incandescent oil-vapor illuminating apparatus, which includes revolving clockwork, machinery	65%
2. In caring for and operating compressed-air oil-engine fog-signal apparatus	5%
3. In caring for buildings and grounds, including painting and minor repairs to all structures, including fences and walks and in operating pneumatic pump for water supply	28%
4. In caring for and operating oil-engine-driven derrick, and tramway, for transporting materials and supplies to the station, which is located at an elevation in the ocean	1%
5. In caring for and operating row-boat, employed in saving life and property and in communicating with the shore	1%
This is a four-keeper station.	

19. Does employee work under immed[illegible] supervision, or to a large extent upon his own re[illegible]ibility? (Describe fully.)

Under immediate supervision of keeper and First Assistant Keeper whom he assists in proper management and operation of station.

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

21. How long have the employee's duties been substantially as described above? 3 months

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

May 31 (Date), 1923. Robert Warnack (Signature of Preparing Officer) Superintendent of L.H.

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

Impracticable to secure signature of this employee on account of his inaccessibility.

(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 none

Experience: If essential, kind and extent 2 years

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $1020.00 to $1260.00

June 1, (Date), 1923. Robert Warnack (Signature of head of field office or station) Superintendent of L.H.

GOVERNMENT PRINTING OFFICE 2—12758

June 8, 1929.

SUBJECT: Abstract of official record, Elmer E. Trask.

Referred to Superintendent of Lighthouses, Portland, Oregon, for compliance and return of four copies of the abstract to the Bureau.

Acting Commissioner of Lighthouses.

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(COPY)EK

Office of Supt.,17th Lighthouse Dist.
Portland, Oregon, June 17, 1929.

Returned to Commissioner of Lighthouses, Washington, D. C., together with four copies of Standard Form No. 13, abstract of official record of Elmer E. Trask.

(Signed) Robert Warrack
Supt. of Lighthouses.

Bureau of Lighthouses, Washington

JUN 24 1929

Submitted to Secretary of Commerce for his information

H. D. KING,

Acting Commissioner of Lighthouses

APPOINTMENT DIVISION

WASHINGTON

17th LIGHT-HOUSE DISTRICT

17

LIGHTHOUSES

1929 JUN 6 PM 2 56

Date June 5, 1929.

To Commissioner of Lighthouses,

Washington, D. C.

Subject Trask, Elmer E.

Remarks Date of birth - March 29, 1897.

Lighthouse keeper at Ediz Hook Light from January, 1924 to March, 1924.

Assistant Lighthouse keeper at Destruction Island from March, 1923, to

January, 1924.

EDW. J. GARDNER,

INSTRUCTIONS

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

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

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

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

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

NAME: Trask, Mr. Elmer T. (Surname first, Mr., Miss, or Mrs.)

March 29, 1897 (Date of birth)

Ediz Hook Lt. Station, 17th Lighthouse District, Department of Commerce
(Department and office in which last service was had. See Paragraph 2 of Instructions)

Portland, Oregon (Place)

June 17, 1929 (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Destruction Island Station Light	Entered on duty	3rd Asst. Keeper	$720.00 A.	March 5, 1923
do do do	Pro.	2nd Asst. Keeper	$780.00 A.	July 11, 1923
Ediz Hook Light Station	Trans.	Assistant Keeper	$780.00 A.	Jan. 21, 1924
do do	Inc. Pay	do do	$963.30 A.	July 1, 1924
do do	Res.	do do	$963.30 A.	Nov. 3, 1924 (last day served)

10—1831

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

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

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