SEP 10 2024 PM12:19

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

Date: 9/9/2024

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Turner, Elmo, J.		1881 ME

MILITARY SERVICE

Branch of Service:

- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death: 1951 FL

State of Residence (upon entry into service):

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

Researcher Signature:

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (ME)		
From: 1922	To: 1936	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: 2-301058 73760

Attendant Signature:

CMRS Search Request Number(s): Kraig Anderson

Remarks: Submitted to Arch Search 10/10/24 KAA Soundex T656

SCREENING NOTES

☒ Reviewed and Nothing Removed ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

24 SEP 2024 PM 09:55

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: TURNER, ELMO J. **DOB:** 1/1/1881, ME

SOUNDEX: T656

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS:	Area:	positive	negative
ARCIS:	Area:	positive	negative

Notes: DOS: 1922 TO 1936; DOD: 1/1/1951, FL; LIGHTHOUSE SERVICE, ME

Turner, Elmo J.

DATE	LOANED TO	DATE	LOANED TO
10-29-44	Jerbes		

DEPT. STOCK FORM 2249
REV. 1-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

PAGE: 61420

TO DIRECTOR OF PERSONNEL

Date October 25, 1941.

Name: Turner, Elmo J.

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

Nature of Recommendation

Retirement, disability

	FROM	TO
Position	Foreman Buoy-Mechanic	
Grade	None	
Salary	$1920 p.a.	
Bureau or Div.	U. S. Coast Guard.	
Organizational Subdivisions		
Headquarters	Boston, Mass.	
Post of Duty	Southwest Hbr.Base, Me.	
Appropriation	General Expenses, C.G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

EFFECTIVE Close July 31, 1941.
Remarks:

The annual rate of retired pay is $781.06.

Justification:

Total service: 16 years, 11 months, and 5 days.

Computation: ($1845.33 x years 16.9305 ÷ 40) $781.06.

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

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 4-17-1881

LEGAL RESIDENCE: Me.

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-4-25

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY 10-31-41

INTERLEAVED—PATD.

Form 2523
TREASURY DEPARTMENT
U. S. Coast Guard

SOUTHWEST HARBOR BASE
U. S. COAST GUARD
JUL 25 1941
Received

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

U.S. COAST GUARD RECEIVED SEP 3 1941 BOSTON DISTRICT

NAME OF CLAIMANT Elmo J. Turner DESIGNATION Foreman Buoy Mechanic

Height 67" Weight 188 pounds. Complexion Ruddy

Color of eyes Blue Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination:

U.S. COAST GUARD
RECD OCT 10 1941 BY
MEDICAL SECTION

Description of duties of position (to be filled in by district commander): Employed as Foreman Buoy Mechanic at Southwest Harbor Lighthouse Depot, Me. Has supervisory charge over a crew of laborers on the wharf ranging from two men during winter to six or more during summer, cleaning, repairing, painting various types of buoys, both steel and wooden, weighing up to 15 tons. Makes emergency repairs to apparatus and equipment at the depot, including the receipt, storage and issue thereof. Duties require work inside depot office and on wharf and assistance to the wharf crew when and if necessary in the prosecution of the work.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: Pain in right side under ribs, burning type - does not radiate; brought on by eating fatty foods and also by heavy work or quick movements; latter conditions accompanied by dizziness. Of 2 years' duration, at which time was accidentally struck by end of a heavy bar. Also, has strange feelings in arms and legs - numbness, prickling, and heaviness, with slight pain, accompanied by weakness, most noticeable when there is considerable dampness.

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/100 L. E. 20/200

With correction in spectacles: R. E. 20/30 L. E. 20/70

Accommodation: Reads Jaeger No. none at 13 inches, without correction.

Reads Jaeger No. #3 at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Pterygium extending 1 mm. onto cornea from both nasal and temple sides, rt. eye, and nasal side, left eye.

Pupils Equal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 15 ft., L. E. at 4 ft.

Appearance of right drum normal, left drum normal

Is there any disease of the middle or internal ear or mastoid? no If so, specify

[OVER]

10—17606

Condition of nose and sinuses Slight left-sided deviated septum

Condition of mouth and throat, including tonsils and teeth Has upper and lower plates

Throat is not inflamed; no tonsils.

Bones, joints, muscles, including atrophies None
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Negative

Cardiovascular system:

(a) Heart Not enlarged

(1) Murmurs None (2) Arrhythmias None

(b) Pulse rate: (1) Sitting 78 (2) After exercise 96 (3) 2 minutes after exercise 75

(c) Blood pressure: (1) Sitting—Syst. 132 Diast. 84 (2) After ex.—Syst. 136 Diast. 82

(d) Condition of blood vessels No appreciable hardening; peripheral circulation good, except left posterior tibial not felt

Evidence of thyroid or other endocrine disturbance no

Abdomen and gastro-intestinal system, including hernia Slightly obese; no hernia. Deep tenderness under right ribs and in right middle quadrant. Right testicle has been surgically removed.

Genito-urinary system:

Urinalysis—Sp. gr. 1.026 Reaction alkaline Albumin negative Sugar negative

Sediment microscopic (required when albumin or sugar is found) -

Reflexes, motor disturbances, etc.:

(a) Station Erect (e) Gait Slightly hesitant

(b) Tremor Coarse, of fingers and tongue (f) Coordination Poor

(c) Patellar reflexes Sluggish (g) Peripheral circulation Good

(d) Other motor disturbances Romberg - swaying

Alcohol - Drugs - Syphilis - Epilepsy -

Other neurological findings Weakness of both arms and legs.

General impression -

Here describe fully nature of disability: (1) Acroparesthesia; (2) Cholecystitis, chronic; (3) Pterygium both eyes; (4) Deafness, partial, bilateral). "This man is suffering from a condition which we call acroparesthesia. This condition, with him, has been progressive, and I feel that physically he is not able to perform duties such as his work requires."--C. P. Wescott, Consulting Neurologist.

Is disability to perform duty of a permanent character? Yes

Is it indicated that applicant may recover from disability and be fit for restoration to active duty? No Do you recommend reexamination with this in view? No

I HEREBY CERTIFY that upon examination I find the above-named claimant to be disabled for useful and efficient service by reason of the disability above described, which is not due to vicious habits, intemperance, or willful misconduct on his part.

The examining physician must be in the Federal Service

U. S. Marine Hospital, Portland, Maine
(Place of examination)

J. E. Robinson
(Examining surgeon)

September 1, 1941
(Date)

J. E. Robinson, P. A. Surgeon (R) USPHS
(Title and branch of medical service)

MWM

U. S. GOVERNMENT PRINTING OFFICE 16—17606

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Name Elmo J. Turner Date of birth April 17, 1881.

Designation Foreman Buoy-Mechanic

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army				Dec.	31	1918	
Navy (Naval Reserve)	Apr.	11	1917	~~Jan.~~	~~1~~	~~1919~~	1yr.8 mos.20 das. (not counted in computing retirement)
Marine Corps							
Civilian employment	July	26	1923	Nov.	30	1928	
Lighthouse & Coast Guard Service.	Mar.	1	1929	Apr.	30	1929	
	May	1	1930	May	31	1939	
	Dec.	1	1939	Apr.	30	1940	
	May	1	1941	July	10	1941	~~15 yrs.2mos.15 das.~~
	Leave without pay from July 11-31, 1941.						
Total service	16 years, 11 months, 5 days.						

Does applicant receive or has he applied for a pension from the Government under any law? Yes. If so, give number of pension certificate or of claim: C-530,343 U.S.V.B.

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No.

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper and Foreman Buoy Mechanic.	Jan.	11	1935	June	30	1935		1680.pa.	793.33
	July	1	1935	June	30	1936		1680.pa.	1680.00
	July	1	1936	July	31	1936		1680.pa.	140.00
	Aug.	1	1936	June	30	1937		1920.pa.	1760.00
	July	1	1937	June	30	1938		1920.pa.	1920.00
	July	1	1938	May	31	1939		1920.pa.	1760.00
	Dec.	1	1939	Apr.	30	1940		1920.pa.	800.00
	May	1	1941	July	10	1941		1920.pa.	373.33

Total compensation for last five years of active service $9226.66.

Average compensation for last five years of active service $1845.33.

Annual rate of retired pay ($ 1845.33 × years ~~15.2083~~ 16.9305 ÷ 40) = ~~$701.61.~~ 781.06

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 11—10551

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD (1s)
RECD OCT 8 1941

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

COMMANDER,
~~Superintendent of Lighthouses~~,

Date Sept. 16 - 41

BOSTON District

BOSTON, MASS.
(City)

BOSTON DISTRICT RECEIVED SEP 17 1941 U.S. COAST GUARD

I hereby apply for ~~/~~ disability retirement from active duty in the Lighthouse Service effective August 1, 1941, on the basis of service shown hereon.

E. J. Turner
E. J. TURNER (Name)
Foreman Buoy-Mechanic,
Southwest Harbor C. G. Base.
(Designation)

Mailing address:
E. J. TURNER,
ISLAND FALLS,
ROUTE 2. MAINE,
CAMP PLEASANT

Commander, Boston District,
OFFICE OF ~~Commissioner of Lighthouses~~

City Boston, Mass. *Date* 4 October, 1941.

Submitted to ~~Commissioner of Lighthouses~~ COMMANDANT, U. S. COAST GUARD, Washington, D. C., recommending retirement at $ ~~701.61~~ 781.06 per annum, effective at the close of July 31, 1941.

It is certified that the record of service and pay shown on Page 2 is correct as shown by the records of this office, and that all Government service shown has been verified. Mr. Turner has been unable to perfor duty since 2 July, 1941 and was placed in a leave without pay status, effective 11 July, 1941, all annual and sick leave having been exhausted.

P. J. SMENTON, By direction.
~~Superintendent of Lighthouses~~

BUREAU OF LIGHTHOUSES, *Washington, D. C.*,

Submitted to the Secretary of Commerce, recommending approval.

Commissioner of Lighthouses.

FOR USE OF DEPARTMENT

11—10551

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

RECEIVED BOSTON DISTRICT MAR 6 1940 U.S. COAST GUARD

Name (in full) Elmo Judson Turner Sex Male

Present address Southwest Harbor Me Date of birth April 17-1881

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
Jan 1929			Southwest Harbor Me

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

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

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I.
Apparently No Criminal Record.

Have you ever been fingerprinted? Yes Where? Bar Harbor Me

When? 1936 If for the Civil Service, what position

Foreman Buoy Mechanic

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

Elmo J Turner
Customary payroll signature of employee.

Subscribed and sworn to before me this 4 day of March 19 40.

MY COMMISSION EXPIRES JUNE 27, 1941

Lawrence S Robinson
Notary Public

My commission expires .

40

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

consolidated with Boston Coast Guard District,

Headquarters Boston, Mass.

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

DEPARTMENT OF COMMERCE

APPOINTME[redacted]

Elmer J. Turner (Name)

Me (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	$600	Lighthouses At Large	July 26, 1923
"	INCREASE IN COMPENSATION	720	" "	Aug. 16, 1923
"	Trans.	780	" Gr. Duck Isl. Me.	Sept. 1, 1923
"	TEMPORARY - 1 yr. Read. of Pay	1020	" " "	July 1, 1924
"	Trans.	1200	" " "	Sept. 1, 1924
"	Read. of Pay Act. 12/6/24	1440	" "	Feb. 1, 1925
"	INCREASE IN COMPENSATION	1500	" "	July 1, 1925
"	Prom-Perm	1500	Bear Isle L.S.	Aug. 1, 1925
"	INCREASE IN COMPENSATION	1560	" "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1620	" "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1680	" "	JUL 3 1930
Foreman Buoy Mechanic CA-7	Prom.	1920	Lt H. Southwest Harbor Depot 1st Dist	Aug. 1, 1936

DEPARTMENT OF COMMERCE

APPOINTME[redacted]

Elmer J. Turner (Name)

Me (Legal Residence)

STATUS

11—8040

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	$600	Lighthouses At Large	July 26, 1923
"	INCREASE IN COMPENSATION	720	" "	Aug. 16, 1923
"	Trans.	780	" Gr. Duck Isl. Me.	Sept. 1, 1923
"	TEMPORARY - 1 yr. Read. of Pay	1020	" " "	July 1, 1924
"	Trans.	1200	" " "	Sept. 1, 1924
"	Read. of Pay act. 12/6/24	1440	" "	Feb. 1, 1925
"	INCREASE IN COMPENSATION	1500	" "	July 1, 1925
"	Prom-Perm	1500	Bear Isle L.S.	Aug. 1, 1925
"	INCREASE IN COMPENSATION	1560	" "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1620	" "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1680	" "	JUL 3 1930
Foreman Buoy Mechanic Cl. 7	Prom.	1920	Lt. H. Southwest 1st Dist Harbor Depot	Aug. 1, 1936

Dept.

SUPT. OF LIGHTHOUSES
1ST DISTRICT
AUG 4 - 1936
SOUTH PORTLAND, MAINE

Supt.
Asst Supt.
Chief Clerk
1st Clerk
Jun. Engr.
Radio Engr.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hibiscus.
Ilex
Corres. file
Engr. file

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
1936 AUG 10 PM 3:30
LIGHTHOUSE SERVICE

5
CHIEF CLERK

LIGHTHOUSES
AUG 6 3 44 PM '36 1936
DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

I, Elmo J Turner

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.

Elmo J. Turner
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 3rd day of August, A. D. 19 36.

(Affix official seal here)

[4](Name) Marion Clark

(Official title) Notary Public

My commission expires Feb. 7. 1941.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Foreman Buoy Mechanic	$1920 p. a.	Southwest Harbor LH Depot, Maine.
Former [5] Keeper	$1680 p. a.	Bear Island LH and Depot, Maine.

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT

South Portland, Maine (Address), August 5, 1936 (Date)

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date 11/21/36

The above-named appointee entered upon duty on August 1, 1936 (Date)

CARDED

Brush
BRUSH, Superintendent (Signature and official 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 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.

GOVERNMENT PRINTING OFFICE 11—944

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 22, 1936.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

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

Foreman Buoy Mechanic

in the Lighthouse Service

at a salary of Nineteen Hundred and Twenty dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from Keeper at $1680 per annum.

Civil Service authority: Certificate No. U-8553.

Classification allocation: CU-7.

CARDED

By direction of the Secretary:

Respectfully,

JUL 20 1936

C

Chief of Appointment Division.

Appropriation (unit): Field.

Vice: New position.

Legal residence: Maine.

U. S. GOVERNMENT PRINTING OFFICE 11-8657

APPOINTMENT DIVISION
ENTERED ON JOURNAL
AUG - 1 1936
SHEET NO. 5139
DEPARTMENT OF COMMERCE

Form 2005
February 1936

CERTIFICATE AUTHORIZING CHANGE IN STATUS

No. U-8553

SRR:JEH

UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C., July 22, 1936,

DEPARTMENT OF COMMERCE
JUL 24 1936
APPOINTMENT DIVISION

To the Secretary of Commerce
Washington, D. C.

Sir:

Referring to your request of July 15, 1936, the CHANGE IN STATUS of Elmo J. Turner (Name) FROM Keeper, $1680 per annum (Position, grade, and salary) in the classified service of the Lighthouse Service, Portland, Maine

TO Foreman Buoy Mechanic, $1920 per annum (Position, grade, and salary) in the classified service of the Lighthouse Service, Field

is hereby authorized he having been rated eligible on Form 375.

Action must be taken upon the authority contained in this certificate and report made to the Commission within thirty days.

Very respectfully,

L. A. Moyer

L. A. Moyer,
Chief Examiner.

Examination

Average

NOTE.—The certificate as issued is subject to the provisions of the act making appropriations for the department, bureau, or establishment.

16—4929 U. S. GOVERNMENT PRINTING OFFICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 15, 1936.

The Civil Service Commission:

With reference to the Commission's letter of June 6 in the case of Elmo J. Turner, stating that he had been rated "ineligible" on Form 375 because of a lack of experience:

Herewith is supplemental statement to be considered a part of the Form 375 previously submitted, with the request that the Commission reconsider Mr. Turner's case.

By direction of the Secretary:

Respectfully,

[redacted] GARDN

JUL 17 1936

Chief of Appointment Division.

Enclosure
B

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPARTMENT OF COMMERCE
1936 JUL 2 AM 11:07
CHIEF CLERK
DEPARTMENT OF COMMERCE
JUL - 2 1936
APPOINTMENT DIVISION

July 1, 1936

Secretary of Commerce:

In reference to the Civil Service Commission's letter of June 6 advising that Elmo J. Turner was found ineligible for the position of foreman buoy mechanic for the reason that he claimed no experience on the Form 375 submitted:

There is herewith submitted a supplemental statement by Mr. Turner which is to be considered a part of the Form 375 previously reviewed by the Commission in his case, and it is recommended that it be forwarded to the Commission with request for reconsideration in view of the experience indicated.

Mr. Turner was nominated for the position of depot keeper at Southwest Harbor Depot, Maine, attention being invited to the Bureau's indorsement of April 7 in this connection, and he has previously performed such duty satisfactorily. However, it is understood that the Department has classified the position in question as "foreman buoy mechanic", and it is in this connection that Mr. Turner was previously found ineligible by the Civil Service Commission due to lack of experience claimed on Form 375.

For the Commissioner:

W P Harman
Administrative Assistant

Encl
H-M

SUPPLEMENTAL STATEMENT SUBMITTED BY ELMO JUDSON TURNER REGARDING EXPERIENCE CLAIMED IN APPLICATION FO[redacted]NO. 375, SUBMITTED UNDER DATE [redacted] 20, 1936, TO COVER CHANGE IN STATUS FROM KEEPER, BEAR ISLAND LIGHT STATION AN[redacted] DEPOT, MAINE, TO FOREMAN BUOY MECHANIC, SOUTHWEST HARBOR LIGHTHOUSE DEPOT, MAINE.

RECEIVED
JUN 10 1936
1ST DISTRICT
SOUTHWEST HARBOR, MAINE

During my employment as Keeper of Bear Island Light Station and Depot, Maine, I have, myself, (and have supervised the employment of from 3 to 6 laborers also engaged on the work), cleaned, painted, and repaired wooden and metal buoys landed at Bear Island and Southwest Harbor Depots by lighthouse vessels engaged in the work of relieving buoys out of those depots. This work included the wire-brushing, draw-shaving, priming, and painting of wooden spar buoys, including the replacement or repair of iron bottom rings and mooring yokes when and as necessary as well as the installation of such iron work on new buoys. It also included wire-brushing, chipping and painting of unlighted steel buoys (including bell buoys, whistle buoys, and large combination acetylene-lighted whistle, bell and gong buoys); calking leaky seams, electric welding deteriorated places, acetylene cutting, repairs to structural iron work on the superstructure of the buoys, replacement of rivets in buoy bodies, removal and replacement of bells, whistles and gongs, and in short all sort of repairs capable of accomplishment without removal of the buoys to a boiler shop for the purpose.

During the last 3 years, from spring to fall in the interim between active buoy work at the depot, I have, with the assistance of from 2 to 4 of the laborers employed at the depot, and with a 38-foot gasoline-engine propelled power boat cleaned, painted and repaired the unlighted day beacons on the coast of Maine, including the erection of new distinctive characteristic markers on the tops of iron spindles set in ledges awash at high tide, which markers are very heavy and require a thorough knowledge of rigging in order to place them on top of spindles with the equipment and under the conditions in which the work must necessarily be accomplished.

In addition to the above I have (and have supervised these laborers in this work also) constructed at Bear Island Depot a wooden blacksmith shop, which was later removed by a lighthouse vessel to Southwest Harbor Lighthouse Depot and which I again set up on proper underpinning and laid a concrete floor in it. I also finished off, with the help of these laborers, storage building at Southwest Harbor Depot and partitioned off the office and toilet rooms, built a floor overhead, set up the machines for use in shop, built brick chimney on blacksmith shop, erected underground gasoline storage tank and dispensing pump, and various other work requiring better than average mechanical knowledge and ability in blacksmithing, structural steel work, carpentering, and supervision, all of which are necessary in handling buoy work at a depot.

(Signed) Elmo Judson Turner

Subscribed and duly sworn to before me according to law by the above-named applicant, this 18th day of June, 1936, at town of Southwest Harbor, County of Hancock, and State of Maine.

(Signature of officer) Marion Clark (Seal)

(Official Title) Notary Public

Form 2280
Sept., 1931

No. U-8553

UNITED STATES CIVIL SERVICE COMMISSION SRR:MBW

WASHINGTON, D. C.

June 6, 1936

DEPARTMENT OF COMMERCE
JUN - 8 1936
APPOINTMENT DIVISION

The Honorable
The Secretary of Commerce
Washington, D. C.

Sir:

Referring to your request of May 27, 1936, a noncompetitive examination was ordered to test the fitness of Elmo J. Turner for change in status to the position of foreman buoy mechanic in the Lighthouse Service.

The Commission is unable to authorize the proposed action for the reason indicated below:

The proposed applicant failed to report for examination.

** The applicant failed in examination as indicated below:

Examination: Form 375

Average: Ineligible

Remarks:

On Form 375 Mr. Turner claimed no experience.

June 9, 1936
Copy transmitted to the Bureau of Lighthouses.

By direction of the Secretary:
EDW. J. GARDNER,
Chief of Appointment Division.

JUN 11 1936

L. A. Moyer
U. S. CIVIL SERVICE COMMISSION.

In duplicate.

18-350

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 27, 1936.

The Civil Service Commission:

Authority is requested for the change in status of Elmo J. Turner from keeper at $1680 per annum to foreman buoy mechanic at $1920 per annum in the Lighthouse Service, effective upon entrance on duty. Form 375 executed by Mr. Turner is herewith for the Commission's consideration.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER MAY 28 1936

Enclosure
B

Chief of Appointment Division.

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPARTMENT OF COMMERCE
1936 MAY 25 AM 10:23
CHIEF CLERK

DEPARTMENT OF COMMERCE
MAY 25 1936
APPOINTMENT DIVISION

May 23, 1936

Secretary of Commerce:

In accordance with the Department's informal request there is herewith submitted Civil Service Form 375 for use in connection with the change in status of Elmo J. Turner, nomination for which was submitted to the Department April 7, 1936.

For the Commissioner:

R L Jones
Chief of Personnel Division

Encl
H-M

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

Copy

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such. All answers must be in ink or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

GIVE DATES AND PERIODS OF TIME REQUIRED IN YEARS AND MONTHS AS ACCURATELY AS POSSIBLE

1. (a) Give your name Elmo Judson Turner (b) Are you a citizen of the United States? Yes (Yes or No)

2. Give (a) the date of your birth Apr. 17, 1881 (b) the place of your birth Bridgewater, Maine.

3. Give in the blanks below a detailed statement of your education, including dates:

(a) Grammar school: Attended from Aug. 1893, 1..., to July 1897, 1... Highest grade completed 8th

(b) High school: Name and location Bridgewater High, Bridgewater, Maine

Attended from Oct. 1, 1897 to June 1, 1899 Highest grade completed 2 Were you graduated? no

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree conferred	Date of degree
Name	Location	From	To		Name	Sem. hrs. in major		

(d) Specify here any specialized courses which you have completed in high school, college, or elsewhere, and indicate the credits received for each course

Steam Engineering Credits Good.

Gas Engineering Credit Excellent

4. Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment.

	Place of employment	Dates of employment (Month and year)	NAME AND ADDRESS OF EMPLOYER (Give street address and city and State. If unemployed, give own address at that time)	Yearly salary or net earnings	NAME OF POSITION AND DESCRIPTION OF DUTIES
1	City Bridgewater State Me.	From May, 1900 To June, 1902	Bridgewater, Me Jeremiah Turner	900	In charge of repairs in all type of machinery
2	City Bangor State Me.	From June, 1902 To May, 1917	Elmo J. Turner Bangor, Me.	1200	Working for myself, building boats repair, & operating steam & gas engines
3	City State	From May, 1917 To May, 1921			Inlisted in the U. S. Navy. Served for World's War.
4	City State	From May, 1921 To July, 1923	Elmo J, Turner Hancock, Me.		Operating my own boats.
5	City State	From July, 1923 To ..., 19...	Lighthouse Service	600 per annum	Appointed additional keeper
6	City State	From Aug., 1923 To ..., 19...	Promoted to	720	per annum
7	City State	From Sept., 1923 To ..., 19...	Trans.& Promoted Light Sta. Maine	to Secon Asst. Keeper, Great Duck Island 780	per annum
8	City State	From Sept., 1923 To ..., 19...	Temporary assigned to position of Keeper, Bear Island Light Sta.& Depot		
9	City State	From Nov., 1923 To July, 1924	Returned to Duty at Great Promoted	Duck Island Light Sta.	

July 1924	Promoted to	$1020 per annum
Sept.1924	Trans & Promoted	Keeper Bear Island Light Sta. 1200 per annum
Feb. 1925	Pay increased to	1440 per annum
July 1925	Pay increased to	1500 per annum
Jan. 1927	Pay increased to	1560 per annum
July 1928	Pay increased to	1620 per annum
Dec. 1928	Granted 6 mos. leave without pay a/c illness	
Mar. 1929	Returned to duty	
May 1929	Granted 1 yrs. leave without pay a/c illness	
May 1,1930	Returned to duty.	
May 1, 1930	Pay increased to $1680 per annum.	

Salary in each of the above cases is net; quarters valued at $240 per annum allowed in addition thereto.

Since Oct. 16, 1935 have been in charge of Southwest Harbor Lighthouse Depot in addition to exercising general supervision over Bear Island Light Station and Depot.

E. J. TURNER

Form 375
May 1934

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Rating _____

Application No. _____

The applicant will carefully fill ALL blank spaces

Position sought Foreman Buoy Mechanic
(Give exact title of position or examination)

in the Lighthouse Service
(Office in which the position exists)

Present position (if now employed) Light Keeper
(Title)
Dept. of Commerce
Lighthouse Service
(Department and bureau or office)

N. B.—Applicant will write plainly full name (if a woman, stating whether Miss or Mrs.) and post-office address in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made to the Commission in writing.

Name of Applicant Elmo J. Turner

Number and Street --

Post Office Manset

County Hancock

State or Territory Maine

Applicant will not fill the following blanks

Kind of examination _____

Place _____

Date _____

Application _____ approved _____, 19____

By whom _____ approved _____

U. S. GOVERNMENT PRINTING OFFICE 16—497

5. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the time you have worked at each, and when, where, and under whom, giving places and dates. (If you have served an apprenticeship, so state.)

Steam Engineer, Gas Engineer, Forman of Construction Work.

6. If not now employed, state how long you have been unemployed _____

7. If ever in the United States military or naval service, give dates of enlistment and discharge U.S.Navy from May 11, 1917 to May 10, 1921.

8. (a) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? _____

(b) If so, give information indicated regarding each examination.

Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
Assistant Light Keeper,	Portland, Me.	Dec. 1, 1922	Yes

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of the foregoing questions are full and true to the best of my knowledge and belief. SO HELP ME GOD.

If female, prefix "Miss" or "Mrs."

(*Signature of Applicant*) ELMO J. TURNER
(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full)

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED

JURAT OR OATH

[The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, *before whom the applicant must appear in person.*]

Subscribed and duly sworn to before me according to law by the above-named applicant, this 20th day of May, 19 36, at city [or town] of Southwest Harbor county of Hancock, and State [or Territory or District] of Maine

(*Signature of officer*) Marion Clark

(*Official title*) Notary Public

Morgan Store
375 before going
to CSC.
81 18136
MP

File

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES APR - 9 1936 APPT. DIVISION

DEPARTMENT OF COMMERCE APR 10 1936 APPOINTMENT DIVISION

SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT

South Portland, Maine (City), February 5 (Date), 1936.

Name, Elmo J Turner

Position, ~~Depot Keeper~~ ~~Buoy Depot Keeper~~ Foreman Buoy Mechanic

Location, Southwest Harbor LH Depot, Me.

Effective, March 1, 1936

Former position, (Light) Keeper

Location, Bear Island Lighthouse and Depot, Me.

Legal residence, Maine

Proposed salary, $1920 per annum

Proposed range, ~~$1860-$2300~~ p.a. (No quarters provided)

Appropriation, Sals., Service

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

Former salary, $1680 per annum

Former range, $1440-$1800 (Qtrs. valued at $240 pa at this station)

DEPARTMENT OF COMMERCE MAY - 9 1936 APPOINTMENT DIVISION

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

(LT. #3739)

Previous incumbent and his pay, New position / Services terminated, ---

Recommendation for the authorization of which is submitted concurrently.

Reason,

Members of family in Government service, ---

Remarks: Mr. Turner is believed well qualified for the position as for the past ten years he has acted as depot keeper at Bear Island in addition to his duties as Keeper of Bear Island Light Station. It is desired to effect his transfer at $1920 p.a., one step above the minimum of the range of the proposed position in order to compensate him for loss of Government quarters. Mr. Turner is believed eligible for the transfer. In this connection Art. 432(B) of the Regulations is cited.

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

THIS IS A CIVIL SERVICE POSITION

Secretary, Civil Service District.

CHARLES C BRUSH
Superintendent

Action O.K.
Adm. Asst. to Secy.

BUREAU OF LIGHTHOUSES
WASHINGTON

April 7, 1936

Submitted to the Secretary of Commerce, approved. The new depot at Southwest Harbor, Maine, has recently been completed, and it is accordingly recommended that a position as indicated be authorized, the duties of which are shown in the accompanying field classification sheet. This new depot is primarily for the storage, cleaning, painting, and repairing of buoys, and on account of its location it is estimated that a considerable saving in tenders' steaming cost will result. While a promotion in cash pay is proposed for Mr. Turner, on account of the fact that quarters are provided at his present station but are not attached to the new position his gross salary will not be altered.

Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

NOMINATION

EJD:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT

South Portland, Maine (City), February 5 (Date), 1936.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER — Legal residence, Maine

Name, Elmo J Turner — Proposed salary, $1920 per annum

Position, ~~Buoy Depot Keeper~~ Foreman Buoy Mechanic — Proposed range, ~~$1860-$2300~~ p.a. (No quarters provided)

Location, Southwest Harbor LH Depot, Me. — Appropriation, Sals., Service

Effective, March 1, 1936 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Light Keeper — Former salary, $1680 per annum

Location, Bear Island Lighthouse and Depot, Me. — Former range, $1440-$1800 (Qtrs. valued at $240 pa at this station)

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

(LT #3739)

Previous incumbent and his pay, New position / Services terminated, ---

Recommendation for the authorization of which is submitted concurrently.

Reason,

Members of family in Government service, ---

Remarks: Mr. Turner is believed well qualified for the position as for the past ten years he has acted as depot keeper at Bear Island in addition to his duties as Keeper of Bear Island Light Station. It is desired to effect his transfer at $1920 p.a., one step above the minimum of the range of the proposed position in order to compensate him for loss of Government quarters. Mr. Turner is believed eligible for the transfer. In this connection Art. 432(B) of the Regulations is cited.

THIS IS A CIVIL SERVICE POSITION

Secretary, Civil Service District.

CHARLES C BRUSH
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

April 7, 1936

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Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

Stock Form No. 108

DEPARTMENT OF COMMERCE

No. .....

FIELD CLASSIFICATION SHEET

Bureau No. 3739

LIGHTHOUSES
1936 APR 6 AM 9 01

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED
New position	x	Permanent (Temporary or permanent)
Vice change		(Name and number on sheet of position into which viced)
Identical additional position		(Name and number on sheet of position with which identical)
Material modification of duties		(Mention nature of modification)
Other change		(Explain reason for submission of sheet)

CLASSIFICATION		
Recommended by—	Service and Grade	Initials
Immediate Supervisor		
Head of Field Unit	CU-7	
Bureau	CU-7	R/
Allocation by Department	C.U. 7	~~J.H.~~

1. Name Turner, (Surname) Elmo (Given name) J. (Initial) 2. Number of last sheet for this employee 1367

3. Present salary (including ~~allowances~~ Quarters) $1920 4. Salary recommended ~~(including allowances)~~ none $1920

5. Bureau Lighthouses

6. Station or office Southwest Harbor Lighthouse Depot, Maine ~~(1st District, S. Portland, Me.)~~ 7. Appropriation from which paid Salaries, Lh. Service

8. Title of position ~~Buoy Depot Keeper~~ Foreman Buoy Mechanic (Usual departmental or organizational title)

9. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor. Use a paragraph for each task and number the paragraphs.)

Percentage of time to each task

(1) The employee's work is of a responsible character performed under the general supervision of the district office at South Portland, Maine. He receives general orders intermittently either by letter, phone, or verbally. Otherwise, he performs on his own responsibility and initiative.

(2) a. Cleaning, repairing, and painting various types of buoys; steel and wooden used in the Service. 80%

b. Receipt, storage, and issue of supplies of various kinds stored at the depot for use of lighthouse vessels and light stations in the vicinity of the depot, including the delivery of such supplies and materials to such stations in motor cargo boat in emergencies. Maintenance of stock records and preparation of invoices covering receipts and issues of stock and records of Government property and equipment of a portable nature used or stored at the depot. 5%

(3) a. Emergency repairs to apparatus and equipment of light stations in the vicinity, relighting and repair of buoys on their stations, repair and painting of unlighted beacons of the district, within the capabilities and cruising scope of 38-foot motor boat, operating out of Southwest Harbor 15%

(4) Has supervisory charge over a crew of laborers on the dock ranging from two men during the months from November to February up to six or more men during the months from April to September, as required.

(5) An exceptionally good man in the position, capable of independent action and the consequent assumption of responsibility. Has excellent judgment and discretion.

(OVER)

10. Does employee work under immediate or general supervision or to a large extent upon his own responsibility? (Describe fully, setting forth to what extent his work is reviewed, etc.) Give name and sheet number of the employee's *immediate* or closest superior. Give the superior's title or rank.

Under general supervision and to a large extent upon his own responsibility.
Charles C. Brush, Superintendent of Lighthouses, First District.
See No. 9.

11. Does employee direct or supervise the work of other employees? If so, describe the nature of the direction or supervision and give the names and sheet numbers of the employees directed or supervised.

Yes. See No. 9.

12. Date when employee entered upon duties described under items 9, 10, and 11 ---------- Upon approval

13. Number of working hours of position, per day ---------- Eight

14. Qualifications of employee:

(a) Education. (Indicate by an "X" in the box before the highest grade or year completed in each type of school.)

Elementary school: Years ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☒8

High school: Years ☐1 ☐2 ☐3 ☐4

Business school: Years ☐½ ☐1 ☐1½ ☐2 ☐2½ ☐3

College: Name ---------- ; years ☐1 ☐2 ☐3 ☐4

Postgraduate work: Kind ---------- ; years ☐1 ☐2 ☐3

Correspondence courses: Kind ---------- ; number of lessons ---------- ; number completed ----------

(b) Experience and other special qualifications ---------- Carpenter

15. Indicate by an "X" in the proper box the kind of allowances furnished the employee and annual value of each:

Quarters, $ None ☐ House ☐ Furnished
☐ Room ☐ Unfurnished
☐ Other

Subsistence, $ None ☐ 1 meal ☐ 2 meals ☐ 3 meals

I hereby certify that the answers to the foregoing are correct.

C.C.Brush (Signature of preparing officer) Superintendent of Lighthouses (Title)

C.C.Brush,

I hereby certify that the answers to the foregoing are correct.

W P Harman (Signature of office head)

W. P. Harman, Administrative Assistant. (Title)

Date APR - 7 1936

U. S. GOVERNMENT PRINTING OFFICE 11—11632

Form 78 a

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS

CP

Out file

4063-1

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE

1935 MAY 10 PM 3 4

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT, 1935 MAY - 18 - PM 2 47

DEPARTMENT OF COMMERCE
MAY 18 1935
APPOINTMENT
DIVISION

TO Dept.

South Portland, Maine, May 14, 1935

CHIEF CLERK

Name of vessel, station, or other aid to navigation involved:
Bear Island Lighthouse Depot, Maine

Date of accident:
May 1, 1935

Nature and cause of accident: While welding a piece of iron, a piece of hot metal flew and hit him in the right eye.

Estimated cost of damage { to property of the Department: $ ---
to private property: $ --

What steps have been taken to recover cost of damage to Department property?

Where accidents result in injury to, or death of, any employees, or others, furnish following information for each person injured:

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	HAS WORK TIME BEEN LOST BY EMPLOYEE
Elmo P Turner	Laborer	hot metal in eye	No.

Remarks or recommendations:

Reptd. to U S Employees' Compensation Commission this date.

C C Brush
CHARLES C BRUSH
Superintendent of Lighthouses.

CARDEX

Date May 16, 1935

Submitted, in duplicate, to the Secretary of Commerce, for his information.

NOTED:

Chief Clerk, Department of Commerce

For the Commissioner.
R.J.Gross
Chief, Personnel Division
~~Deputy Commissioner~~

11—11418

Form 78

CP

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

In File

4063 To 1 Dept.

LIGHTHOUSES 1935 APR 28 AM 9 08

DEPARTMENT OF COMMERCE APR 20 1935

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

South Portland, Maine, April 24, 1935., 193

Name of vessel, station, or other aid to navigation involved:
Bear Island LH Depot, Maine.

Date of accident:
March 1, 1935

Nature and cause of accident: Stepping from buoy boat to launch slipped on ice on ice on rail and fell striking right side on corner of engine box in launch.

1935 APR 27 AM 11:04 CHIEF CLERK DEPARTMENT OF COMMERCE

Estimated cost of damage { to property of the Department: $ ---
to private property: $----

What steps have been taken to recover cost of damage to Department property?

Where accidents result in injury to, or death of, any employees, or others, furnish following information for each person injured:

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	HAS WORK TIME BEEN LOST BY EMPLOYEE
Elmo J. Turner	Keeper	Bruised right side	No.

CARDED

Remarks or recommendations:
Reported to US Employees' Compensation Commission 4/24/35.

For and in the absence of the Superintendent:

G. F. LAURITZEN
Chief Clerk Superintendent of Lighthouses

Date April 27, 1935

Submitted, in duplicate, to the Secretary of Commerce, for his information.

NOTED:

Chief Clerk,
Department of Commerce.

For the Commissioner.
R.J.Gross
Chief, Personnel Division
Deputy Commissioner.

11—11418

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Elmo J. Turner

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL. DEPARTMENT OF COMMERCE

rom: 1620

1680

: 1st Keeper.

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

CP

Bureau No. Lt[redacted] *Sheet No.* 1(b)-5

Space reserved for the use of the Board

1. Turner (Surname) Elmo (Given name) J (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Bear Island Light Station
   (b) Subdivision First District
   (c) City or town Northeast Harbor, State Maine.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1440-$1740
9. Present gross rate of pay $ 1860
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1620

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

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

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

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

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

17. (a) Does the employee in any way direct or supervise other employees? Yes. (b) If so, in what way? (See Form 16 before answering)
(b) Occasionally supervises the work of intermittently employed laborers assisting him in cleaning and painting buoys (job employment)
(c) two to four.
(c) How many?

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

See 17 (b). Employees not covered by questionnaires.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes. (b) If so, in what way? (See Form 16 before answering.)
Periodical inspection by representatives of district headquarters, and instructions orally or by mail from time to time.

20. What is the name, official position, and sheet number of the employee's immediate superior? C. E. Sherman, Superintendent of Lighthouses, Sheet No. 1(a)-1.

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

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

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Boatman at least 5 years handling row and sailboats in all weathers. Four years service in US Navy.

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

Percentage of working time	
1 hour.	Starting at sunrise, putting out light in light-town, drawing shades to lantern, covering lens and cleaning and filling lamp, making same ready to light at sunset.
2 hrs.	Working on grounds, mowing lawn, cultivating flowers, painting and repairing walks in summer, and shoveling snow and cleaning off ice in winter.
1 hour	Cleaning, painting and varnishing light tower and dwelling house also doing minor repairs to same.
6 to 8 hrs.	Work at lighthouse buoy depot, cleaning, repairing and cleaning iron buoys such as taking out iron plugs and draining water, putting on new hammers on bell-buoys, new wooden fenders on whistling buoys, and new irons on spar buoys, also laying out work for laborers on buoys, making out weekly and monthly report of all buoys received at depot and sending same in to the Supt. of 1st Lighthouse district.
time varies	Keeping account of stock and stores received and delivered at depot, such as coal, kerosene oil, paints, etc.
	Going out 2 miles to Seal Harbor Gas-buoy to clean out carbon and relight if not burning proper.
times varies	To keep a watch for fog at all times, so to start fog signal and see it is kept going through duration of fog, also to keep machinery of fog-signal cleaned and oiled and in working order.

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

(SGD) ELMO J TURNER.
(Signature of Employee)

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

In addition to the care and operation of a 5th order wick light and a mechanical bell fog signal; the cleaning, painting and minor repairs to this apparatus and to the dwelling, tower and outbuildings at his station, the care of its grounds, keeping station records, etc., this employee also acts as keeper of a minor lighthouse depot, at which a supply of bunker coal and a few miscellaneous supplies are carried, and is charged with responsibility for its condition and maintenance. He cleans, paints and makes minor repairs to buoys, both iron and spar (See 17 (b) (c) and 18(b) above.). He also visits and makes necessary adjustments to gas lighted buoys in the vicinity of his station. For these duties as depot keeper he receives additional compensation computed at $120 per annum which is considered to be adequate for the services rendered.

26. How long have the employee's duties been substantially as described above? September 1, 1924.

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

OCT 1 1928, 1928 (Date) — JAMES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk. (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1440 to $ 1740.

OCT 2 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Chief Clerk. (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $ 1440, to $ 1740

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

U. S. GOVERNMENT PRINTING OFFICE: 1928

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Elmo J. Turner,

Through the Chief, Bureau of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1560

To: $1620

11—9564

1

CARDED

JUL 4

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

JAN 1 D 1927

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1500 per annum.

To: $1560 per annum.

Service and grade: Field.

Appropriation (unit):

P
1

APPROVED BY THE ACTING SECRETARY 1/1/27

FILE 10531

APPOINTMENT ENTERED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

Form A

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1440 per annum to $1500 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully,

WM. J. GARDNER,

Acting Chief of Appointment Division.

11—8674

H
1st

APPOINTMENT DIVISION ENTERED JUL 7 1925 ON JOURNAL DEPARTMENT OF COMMERCE.

CARDED

June 29, 1925.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

Upon recommendation of the Acting Commissioner of Lighthouses, the Department has removed the temporary limitation from your transfer from Keeper at Great Duck Island Light Station, Maine, to Keeper at Bear Island Light Station (present salary $1500 per annum), effective August 1, 1925.

No new appointment will be issued as a result of this action, nor will an oath of office be required.

By direction of the Secretary:

JUL 6 - 1925

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

P:H
1st

CANCELED

APPOINTMENT DIVISION ENTERED JUL 6 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JCW:C LIGHTHOUSES
1925 JUN 29 AM 9 12

CHIEF CLERK
1925 JUN 29 PM 2 04

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.) June 27 (Date.), 19 25.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Appointment - Permanent) Removal of temp. limitation

DEPARTMENT OF COMMERCE JUN 29 1925 APPOINTMENT DIVISION

Name, Elmo J. Turner — Legal residence, Maine

Position, Keeper — Salary, ~~$1440~~ $1500 per annum

Location, Bear Island Lighthouse, Maine — Appropriation, Sal. Keepers

Effective August 1, 1925 — {[1] the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~.

Former position, Keeper (additional) — Former salary, ~~$1440~~ $1500 per annum

Location, same

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

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUL 2 1925 DEPARTMENT OF COMMERCE

Previous incumbent, Heber G. Sawyer — Services terminated, July 31, 1925

Reason, Retirement

Members of family in Government Service,

Date of birth,

Remarks: Mr. Turner was temporarily assigned to this station September 1, 1924 for the period of one year, during the absence of Keeper Sawyer on leave without pay. See letter, Division of Appointments, Aug.2,1924,Bur.File 2247E.

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

Sherman

DIRECT
Secretary, 1st *Civil Service District.*

SHERMAN
Superintendent

6-29-25

BUREAU OF LIGHTHOUSES
WASHINGTON

June 29, 1925.

Submitted to the Secretary of Commerce, approved. Keeper Turner was included in the schedule of promotions recommended to be effective July 1, 1925, promotion being from $1440 to $1500 per annum.

approved
6/29/25

Acting Commissioner of Lighthouses.

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

11--2314

TAL

PERSONNEL CLASSIFICATION BOARD FORM NO. 4.
(To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

DUPLICATE

To Accompany Report of { ☐ New Appointments / ☒ Changes in Duties } for August, 1923

1. TURNER, (Surname.) ELMO (Given name.) J (Initial.)
   (a) Previous incumbent Simeon H Coggins, Jr
2. Department COMMERCE
3. Bureau LIGHTHOUSES
4. Field Service LIGHTHOUSE SERVICE
5. (a) Field Station FIRST LIGHTHOUSE DISTRICT
   (b) Subdivision Without fixed station: General Duty
   (c) City or town Maine (NH) State
6. Pay-roll title Light Keeper
7. Customary office title Additional Keeper

DO NOT WRITE IN THIS SPACE

a		
b		
c		
d		

8. (a) Number of regular working hours of the position, per day 16(average); per week 112
   (b) If this is not a full-time position, state percentage of time employed per day ; or per week
   (c) If night work, wholly or in part, state the hours: From Sunset m. to Sunrise 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 720.00 annum 240.00
11. Present rate of pay, exclusive of bonus $ Not in Service; bonus, $ per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ per ; bonus, $ 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, Lighthouse Service
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☐ Fuel; ☐ Light. If cash allowance is made for any of these items, state which items and the amounts per annum $161.25 (15¢ per day commutation of rations) See bottom of sheet.
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 thereof to employee:
    Kind of equipment Uniform; annual cost, $ 20.00 (estimate)
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year)
    (a) Elementary school; years ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 X9
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post-graduate work: Kind ; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ; number of lessons ; number completed

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

Percentage of total time given to each task

Assigned to various stations upon entrance to Service to familiarize himself with the duties of a light keeper. Then stationed at various stations as required to assist the regularly assigned keepers in the work of operating light and fog signal (if any); also substitutes for keepers on leave of absence. Position is considered as a sort of preliminary to entrance into a position carrying regular assignment. This is the senior additional keeper position. Note: Question 15: Quarters, fuel and light are furnished by the Government for the employee himself while stationed at light stations. When in a travel status he is allowed actual and necessary traveling expenses, in lieu of commutation of rations.

19. Does employee work under immedi[illegible]supervision, or to a large extent upon his own r[illegible]nsibility? (Describe fully.) Name the employee's *immediate* or close[illegible]perior. If not a civilian, give the superior's title[illegible]ank.

Under immediate supervision of principal keeper of station to which assigned. When stationed at one-man station, during leaves of absence of regular keepers, must act largely on his own responsibility; being governed by a Book of Instructions and special

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.

directions issued from time to time by his District Superintendent, Carl E Sherman, and instructions given him by regular keeper of station before leaving. Under extraordinary circumstances, such as the saving of life and property, he is called upon to act on his own responsibility, owing to isolation of light stations and their exposed locality.

21. How long have the employee's duties been substantially as described above? August 16, 1923.

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

September 5, 1923, 192
(Date)

C E Sherman
(Signature of Preparing Officer)

Supt of Lighthouses.
(Title)

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

(Signature of Employee)

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

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

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

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

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boatman and operation of light and fog signal.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 900.00 to $ 1140.00 exclusive of allowances mentioned in Question 15.

September 5, 192 3
(Date)

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

Supt of Lighthouses.
(Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. 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, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $ to $

, 192
(Date)

(Signature of chief of bureau)

(Title)

GOVERNMENT PRINTING OFFICE 2—12965

GFL

PERSONNEL CLASSIFICATION BOARD FORM NO. 4.
(To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

DUPLICATE

To Accompany Report of ☐ New Appointments / ☐ Changes in Duties for JULY, 1923.

DO NOT WRITE IN THIS SPACE

a		
b		
c		
d		

1. TURNER (Surname.) ELMO (Given name.) J (Initial.)
   (a) Previous incumbent Simeon H. Coggins, Jr.
2. Department COMMERCE
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station First Lighthouse District
   (b) Subdivision Without fixed station; general duty.
   (c) City or town ____ State Me.&N.H.
6. Pay-roll title Light Keeper
7. Customary office title Additional Keeper

8. (a) Number of regular working hours of the position, per day 16 (average); per week 112
   (b) If this is not a full-time position, state percentage of time employed per day ____; or per week ____
   (c) If night work, wholly or in part, state the hours: From sunset m. to sunrise, daily m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
   During what months ____
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ____
11. Present rate of pay, exclusive of bonus $600.00 per annum; bonus, $240.00 * per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $Not in Service per ____; bonus, $____ per annum.
13. If the employee receives overtime pay, state the rate ____
14. Title of appropriation or fund from which basic compensation is paid Salaries of Keepers Lighthouse Service
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☐ Fuel; ☐ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum $164.25 (45¢ per day commutation of rations). See bottom of sheet.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $20.00 (estimate)
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☒ 9
    (b) High school; years ☐ 1 ☒ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post-graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ____; number of lessons ____; number completed ____

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.) 2—12965

Percentage of total time given to each task

Assigned to various stations upon entrance to Service to familiarize himself with the duties of a light keeper. Then stationed at various stations as required to assist the regularly assigned keepers in the work of operating light and fog signal (if any); also substitutes for keepers on leave of absence. Position is considered as a sort of preliminary to entrance into a position carrying regular assignment.

Note, Question 15: Quarters, fuel and light are furnished by the Government for the employee himself while stationed at light stations. When in a travel status he is allowed actual and necessary traveling expenses, in lieu of commutation of rations.

*Not actually receiving this increase of compensation as yet; but it will be recommended within two or three days in his case.

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.) Name the employee's *immediate* or closest superior. If not a civilian, give the superior's title and rank.

Under immediate supervision of principal keeper of station to which assigned. When stationed at one-man stations, during leaves of absence of regular keepers, must act largely on his own responsibility; being governed by a Book of Instructions and special directions issued from time to time by his District Superintendent, and instructions given him by regular keeper of station before leaving. Under extraordinary circumstances, such as the saving of life and property, he is called upon to act on his own responsibility, owing to isolation of light stations and their exposed locality.

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

Carl E. Sherman

21. How long have the employee's duties been substantially as described above? Since July 26, 1923.

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

August 23, 1923. (Date) — C E Sherman (Signature of Preparing Officer) — Supt. of Lighthouses. (Title)

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

(Signature of Employee)

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

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

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

Educational Training	Essential	Desirable But Not Essential
College		
High School		
Common School		

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boatman and operation of light and fog signal.

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

August 23, 1923. (Date) — C E Sherman (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. 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, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $ to $

(Date), 192 — (Signature of chief of bureau) — (Title)

GOVERNMENT PRINTING OFFICE 2—12965

GFL

PERSONNEL CLASSIFICATION BOARD FORM NO. 4.
To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

DUPLICATE

To Accompany Report of { ☐ New Appointments / ☒ Changes in Duties for SEPTEMBER, 1923.

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. TURNER (Surname.) ELMO (Given name.) J (Initial.)
   (a) Previous incumbent Montell D. Gott
2. Department COMMERCE
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station First Lighthouse District
   (b) Subdivision Great Duck Island Light Sta.
   (c) City or town ____ State Maine
6. Pay-roll title Light Keeper
7. Customary office title Second Assistant Keeper

8. (a) Number of regular working hours of the position, per day 16 (average); per week 112
   (b) If this is not a full-time position, state percentage of time employed per day ____; or per week ____
   (c) If night work, wholly or in part, state the hours: From sunset m. to sunrise, daily m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
   During what months ____
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ____
11. Present rate of pay, exclusive of bonus $780.00 per annum; bonus, $240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $Not in the Service. per ____; bonus, $____ per annum.
13. If the employee receives overtime pay, state the rate ____
14. Title of appropriation or fund from which basic compensation is paid Salaries of Keepers Lighthouse Service
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum $164.25 (45¢ per day commutation of rations). Note: Quarters incls. self & family.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $20.00 (estimate)
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☒ 9
    (b) High school; years ☐ 1 ☒ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post-graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ____; number of lessons ____; number completed ____

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.) 2—12965

Percentage of total time given to each task

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

19. Does employee work under immedi[illegible]upervision, or to a large extent upon his own r[illegible]nsibility? (Describe fully.) Name the employee's *immediate* or closes[illegible]erior. If not a civilian, give the superior's title[illegible]nk.

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

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

21. How long have the employee's duties been substantially as described above? Since September 1, 1923.

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

October 1, 1923. (Date) — C E Sherman (Signature of Preparing Officer) — Supt. of Lighthouses. (Title)

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

(Signature of Employee)

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

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

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

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

Technical Education: If essential, kind and extent

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

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 900.00 to $ 1140.00 exclusive of allowances mentioned in Question 15.

October 1, 1923. (Date) — C E Sherman (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. 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, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $ to $

(Date), 192 — (Signature of chief of bureau) — (Title)

GOVERNMENT PRINTING OFFICE 2—12965

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Elmo J.Turner,

Through the Commissioner of Lighthouses,

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. T. CARDELL

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED FEB 5 1925

Position: Keeper

Salary: $1440

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

FEB 5 1925

1st
JBJ

CARDED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 2, 1924.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1020 per annum to $ 1200 per annum, effective September 1, 1924, and to continue for a period not to exceed one year.

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

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

11—8074

APPOINTMENT DIVISION ENTERED AUG 6 1924 ON JOURNAL DEPARTMENT OF COMMERCE

P
1st

CARDED

Form 73
GFL

LIGHTHOUSES

1924 JUL 31 AM 11 55

CHIEF CLERK

1924 AUG 1 PM 3 46

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine (City.) July 30, 1924. (Date.) 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER AND PROMOTION (TEMPORARY).

DEPARTMENT OF COMMERCE
AUG 2 1924
APPOINTMENT DIVISION.

Name, Elmo J. Turner — Legal residence, Maine

Position, Keeper (Additional)* — Salary, $1200. per annum

Location, Bear Island Lt. Sta., Me. — Appropriation, Sals.,Kprs.,etc.

Effective September 1, 1924, the actual date of entrance on duty, ~~as~~

Former position, (Second Assistant) Keeper — Former salary, $1020 per annum

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

CHIEF CLERK

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

APPOINTMENT DIVISION
CLEARANCE
ACTION TAKEN
AUG
DEPARTMENT OF COMMERCE

New Position

Previous incumbent, Heber G. Sawyer Services terminated, close August 30, 1924

Reason, This date granted leave without pay for one year.

Members of family in Government Service,

Date of birth,

Remarks: *Additional position requested this date. Mr. Turner has previously been assigned to this station and shows remarkable aptitude for the duties of the position, which include the care of Bear Island Lighthouse Depot.

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

8/2/24

(Direct.)

Secretary, Civil Service District.

Sherman
SHERMAN
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 31 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:

W. M. Stuart
ACTING SECRETARY OF COMMERCE

E. C. Gullett
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

(CROSS REFERENCE)

Turner, Elmer J. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1020, effective July 1, 1924.

For authorization see letter dated JUL 17 1924 File No. 1095/21.

LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.
GFL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 SEP 19 AM 8 55

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.
CHIEF CLERK
September 17, 1923 5

1923 SEP 20 AM 9 51

DEPARTMENT OF COMMERCE
SEP 21 1923
APPOINTMENT DIVISION.

Commissioner of Lighthouses:-

Gr Duck

1. Referring to Department letter (Form A-21, Notice of change in salary), dated August 23, 1923, whereby salary of Elmo J. Turner, Keeper, this district, was changed from $720 to $780 per annum:-

2. The change covered by the above was effected September 1, 1923.

U. S. REPORT DATE ENTERED

Herman

Superintendent.

Hydro.
Engr. Comr.
Mar. Engr.
Bureau of Lighthouses, Washington
Accounts.
Contracts.
Chf Clk.
Dep. Comr.
Comr.

SEP 19 1923

8.

Submitted to Secretary of Commerce for his information

J. S. CONWAY
Acting Commissioner of Lighthouses

CARDED

(CROSS REFERENCE)

Elmo J. Turner, has been granted the increase of compensation provided in the act approved March 4, 1923, effective July 26, 1923

For authorization see letter date 9/12/23 File No. 1044/10

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 23, 1923.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 720 per annum to $ 780 per annum, effective September 1, 1923, or as soon th reafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—6074

C
C

1st

APPOINTMENT DIVISION ENTERED AUG 27 1923 ON JOURNAL DEPARTMENT OF COMMERCE

C. S. REPORT DATE ENTERED

CARDED

Form 73 LIGHTHOUSES

GFL

1923 AUG 23 AM 8 28

CHIEF CLERK

1923 AUG 24 AM 10 21

5

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT.

Portland, Maine (City.), August 21 (Date.), 1923.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER AND PROMOTION

Name, Elmo J. Turner — Legal residence, Maine

Position, (2nd Assistant) Keeper — Salary, $780. per annum

Location, Great Duck Island L. S., Me. — Appropriation, Sals.,Kprs.,etc.

Effective Sept. 1, 1923, {~~the actual date of entrance on duty;~~ or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE AUG 24 1923 APPOINTMENT DIVISION.

Former position, (Additional) Keeper — Former salary, $720. per annum

Location, General duty in district.

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

Previous incumbent, Montell D. Gott — Services terminated, about Aug. 31, 1923.

Reason, Promoted to First Assistant Keeper, same station.

Members of family in Government Service,

Remarks:

DEPARTMENT OF COMMERCE AUG 27 1923 APPOINTMENT DIVISION

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

8-28-23

(Directly.)

Secretary, *Civil Service District.*

C. C. Sherman
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 23 1923

Submitted to the Secretary of Commerce, approved.

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

RY

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 15, 1923.

Mr. Elmo J. Turner,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 600 per annum to $ 720 per annum, effective August 16, 1923.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED AUG 16 1923 ON JOURNAL DEPARTMENT OF COMMERCE

11—8674

CARDED

Form 73

NOMINATION

GFL LIGHTHOUSES

CHIEF CLERK
5
1923 AUG 11 PM 12 33

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 AUG 11 AM 8 33

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.), August 9 (Date.), 1923.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROMOTION

DEPARTMENT OF COMMERCE AUG 13 1923 APPOINTMENT

Name, Elmo J. Turner — Legal residence, Maine

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

Location, General duty, 1st District — Appropriation, Sals., Kprs., etc.

Effective August 16, 1923, {'the actual date of entrance on duty, ~~or~~ ~~as soon thereafter as he enters on duty~~

Former position, (Additional) Keeper — Former salary, $600. per annum

Location, As above

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

Previous incumbent, Simeon H. Coggins, Jr. Services terminated, close July 31, 1923.

Reason, Dismissed during probationary period.

Members of family in Government Service,

Remarks: This promotion is made to enable this office to fill the position of Additional Keeper at $600 per annum. See nomination of Mr. Edward D. Elliot, under today's date. Mr. Turner has shown in the little time he has been in the Service an inclination and an ability to become a good light keeper.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 19

8-13-23.

(Directly)

Secretary, Civil Service District.

C. E. Sherman

Superintendent.

8

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 11 1923

Submitted to the Secretary of Commerce, approved.

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

TP

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

11—2314

DEPARTMENT OF COMMERCE

SUPT. of LIGHTHOUSES, FIRST DISTRICT, JUL 27 1923 PORTLAND, MAINE.

LIGHTHOUSES 1923 AUG 10 AM 9 22

DEPARTMENT OF COMMERCE AUG 13 1923 APPOINTMENT DIVISION. 5

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: TURNER, ELMO J.

2. Position to which appointed: Keeper

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

4. Place of duty: Additional Keeper, general duty 1st District
(City, town, station, or vessel.)

5. Salary: $600. per annum

6. Appropriation from which paid: Salaries of Keepers Lighthouse Service

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).

From Asst. Keeper exam. (Form 1025), January 1923.

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. Elmo Judson Turner

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

Elmo J. Turner

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

Maine (State or Territory.) Hancock (County.) Hancock (City or town.) ~~First~~ Third (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

11—6922

CARDED

6. Where were you born? Bridgewater Maine

7. When were you born? April (Month.) 17 (Day.) 1881 (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. Edna L. Turner (Name.) So. Hancock Me, (Number and street.)

So. Hancock (City or town.) Maine (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") no 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.
		Position / Department or office		
		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.S 1144	Apr. 11-1917	Apr. 10-1921	Expiration of enrollment

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

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

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

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

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.)

Fishing, lobstering, working on Sailing boats and Steamers and carpenter work

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.)

Graded school grammer school and two years in high 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.")

Carpenter

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

Fish culture Jan. 18 - 1921

See "7" of Part I.

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, July 26, 1923

Witness (in case signature is by mark):

(Signature) Elmo Judson Turner

(Present address)

Hancock (City or town.) (Number and street.) Maine (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 August 8, 1923.

(Signature) C. E. Sherman

(Official title) Supt. of Lighthouses, 1st Dist.

11—6922

Form 111
GFL

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
AUG 13 1923
APPOINTMENT DIVISION
1923 AUG CHIEF CLERK
1923 AUG 11 AM 10 34

I, ELMO J. TURNER

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.

Elmo J. Turner
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 26th day of July, A. D. 19 23.

(Affix official seal here)

[4] (Name) Stephen L. Tingley

(Official title) Notary Public

My commission expires July 29th 1928

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$600. per annum	Additional Keeper
Former [5] New appointee.		

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

GFL

Office of Superintendent of Lighthouses, First District

Portland, Maine (Address), August 8, 1923. (Date)

The above-named appointee entered upon duty on July 26, 1923. (Date)

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

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

CARDED
G. S. REPORT DATA
ENTERED

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 19, 1923.

Mr. Elmo J. Turner,
Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED JUL 19 1923 ON JOURNAL DEPARTMENT OF COMMERCE

1st.
G
G

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Simeon H. Coggins, Jr.

Legal Residence: Maine. (See reverse side.)

11—3080

CARDED D. C. REPORT DATE ENTERED

Form 73

NOMINATION

GFC LIGHTHOUSES

[redacted] DEPARTMENT OF COMMERCE [redacted]
LIGHTHOUSE SERVICE

1923 JUL 19 AM 10 OS 48

RECEIVED JUL 13 1923 FIRST C. S. D.

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine (City.), July 12 (Date.), 1923.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROBATIONAL APPOINTMENT

5

Name, Elmo J. Turner — Legal residence, Maine

Position, (Additional) Keeper — Salary, $600. per annum

Location, General duty, First District — Appropriation, Sals of Kprs, etc.

Effective July ~~18~~ * 19, 1923, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE JUL 19

Former position, New appointee — Former salary, -----

Location, -----

Rank on eligible list, 1st Rating, Asst. Keeper Percentage, 88.4, Other eligibles considered: Edwin A. Pettegrow (A); Howard L. Wheeler (FR); and Edward D. Elliot (C).

Previous incumbent, Simeon H. Coggins, Jr. Services terminated, June 1, 1923.

Reason, Promoted to Additional Keeper at $720. per annum.

Members of family in Government Service, None.

Remarks: There are no quarters for families attached to this position. Mr. Turner was born April 17, 1881. The name of Howard L. Wheeler has been dropped from the register for failure to reply to letter of inquiry.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission~~, JUL 17 1923, 19

B. L. Falconer
Secretary, 1st Civil Service District.

C. K. Sherman
Superintendent.

7-19-23.

* Changed in Bureau.

BUREAU OF LIGHTHOUSES
WASHINGTON

APPOINTMENT DIVISION JUL 19 1923

Submitted to the Secretary of Commerce, approved.

JUL 19 1923
DEPARTMENT OF COMMERCE

J. S. CONWAY
Acting Commissioner of Lighthouses.

RG

1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE

BUREAU OF FISHERIES

WASHINGTON

K

CHIEF CLERK -1

ADDRESS ALL COMMUNICATIONS TO
COMMISSIONER OF FISHERIES
WASHINGTON, D. C.

January 25, 1923.

1923 JAN 26 AM 8 23

DEPARTMENT OF COMMERCE JAN 26 1923 APPOINTMENT DIV.

Chief, Appointment Division,
Department of Commerce.

Returned for cancelation is appointment of Mr. Elmo J. Turner.

Mr. Turner has finally decided that he does not care for a position at this time.

Assistant in charge of Office.

Inclosure.

1/26/23.

CARDED

APPOINTMENT DIVISION ENTERED JAN 27 1923 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

DEPARTMENT OF COMMERCE

BUREAU OF FISHERIES

WASHINGTON

K

CHIEF CLERK 3

ADDRESS ALL COMMUNICATIONS TO
COMMISSIONER OF FISHERIES
WASHINGTON, D. C.

January 22, 1923.

1923 JAN 23 AM 8 51

DEPARTMENT OF COMMERCE JAN 23 1923 APPOINTMENT DIVISION

Chief, Appointment Division,
Department of Commerce.

Referring to your letter of January 17, returned herewith is the probational appointment of Elmo J. Turner with the request that it be made vice Timothy B. Tobin. TEMPORARY Mr. Turner will be assigned to the St. Johnsbury, Vt., station.

APPOINTMENT DIVISION ACTION TAKEN JAN 24 1923 DEPARTMENT OF COMMERCE

Assistant in charge of Office.

Inclosure.

CARDED

APPOINTMENT DIVISION ENTERED JAN 24 1923 ON JOURNAL DEPARTMENT OF COMMERCE

JAN 24 SD

1-23-23

January 17, 1923.

Commissioner of Fisheries:

On December 22, 1922, the Bureau recommended the probational appointment of Elmo J. Turner as Apprentice Fish Culturist at Craig Brook, Maine, Station, vice Rodick H. Dunbar who was then serving temporarily. On December 27, 1922, Rodick H. Dunbar was recommended for probational appointment at the same station, vice, himself. As there was no vacancy vice Dunbar to which Turner could be appointed, the Department requests that Turner's appointment be returned for amendment as to vice.

By direction of the Secretary:

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

JAN 18 '23

C
C

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 23, 1922.

Mr. Elmo J. Turner,

Through the Commissioner of Fisheries.

Sir:

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

By selection from certificate of eligibles (No. 10486) issued by the United States Civil Service Commission.

By direction of the Secretary:

Respectfully,

Clifford Hasley
Chief of Appointment Division.

EJG

Appropriation: Salaries, Bureau of Fisheries.

Vice: Timothy B. Tobin.

Legal Residence: Maine.

(See reverse side.)

11—3980

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 23, 1922.

Mr. Elmo J. Turner,

Through the Commissioner of Fisheries.

Sir:

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

By selection from certificate of eligibles (No. 10486) 7229 issued by the United States Civil Service Commission.

By direction of the Secretary: Respectfully,

APPOINTMENT DIVISION ENTERED DEC 27 1922 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

EJC

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Bureau of Fisheries.

U. S. REPORT DATA ENTERED

Vice: ~~Reddick H. Dunbar.~~ Timothy B. Tobin.

Legal Residence: Maine.

(See reverse side.)

11—5080

AME

515

DEPARTMENT OF COMMERCE

BUREAU OF FISHERIES

WASHINGTON

December 22,1922.

DEPARTMENT OF COMMERCE
DEC 23 1922
APPOINTMENT DIVISION.

CHIEF CLERK

5

1922 DEC 23 AM 8 48

Recommendation to the Secretary of Commerce for appointment in the Bureau of Fisheries.

Name, Elmo J. Turner State, Maine

Position, Apprentice fish culturist,

Effective, on the date on which he enters upon duty,

Vice, Rodick H. Dunbar, TEMPORARY.

Salary, $600 per annum.

Appropriation: Salaries, Bureau of Fisheries.

By selection from Civil Service Certificate No. 10486

dated December 11,1922.

By from the position of

at a salary of

Mr. Turner will be assigned to the Craig Brook, Maine, station.

APPROVED:

ACTING SECRETARY OF COMMERCE.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
DEC 27 1922
DEPARTMENT OF COMMERCE

12-23-22 MP Papers

Commissioner.

11—1316