REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

JUL 08 2025 PM03:14

Date: 6/15/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Williams, Robert		1835 VA

MILITARY SERVICE

Branch of Service:

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

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

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

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD)		
From: 1874	To: 1917	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

2 folders

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:	Additional Researchers: ☐ Yes ☐ No
CMRS Service Request Number: C-000595 1060	Attendant Signature:
CMRS Search Request Number(s):	Remarks: Submitted to Arch Search 7/14/25 RLA Soundex: W452

SCREENING NOTES

☑ Reviewed and Nothing Removed CMM	☐ Items Removed and User Informed
Hold Requested: ☐ Yes ☐ No	Total Requests:
☐ Additional charge outs and signatures on reverse side	Screened Items:
Time Out:	Final Return:

25 Jul 22 08:28:05

Robert Williams

INACTIVE

Robert Williams

STATE FROM WHICH APPOINTED
Maryland

STATUS

Transferred Treasury July 1, 1903

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
Craighill Channel, Keeper Sta. 2nd.	$435 pa	Light House	
" " " " "	$40.00 mo	" "	July 1. 1908.
" " " " "	$480.	" "	July 1, 1912.
" " " " "	516	" "	Jan 1. 1915
" " Increases	780	"	Nov 1, 1918.
& close Dec 24, 1918	387.68	"	
Died. - April 28, 1924.			

INACTIVE

PERSONAL INFORMATION SHEET

NOTE.—This sheet is to be used only in cases of persons transferred to the Department of Commerce and Labor, by operation of law, July 1, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 15, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for in Part II of this form, relative to each appointee or employee, now in the service, who was serving in your Bureau June 30, 1903, and was transferred to the Department of Commerce and Labor July 1, 1903, pursuant to the acts of Congress approved February 14, 1903, and March 3, 1903, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

Secretary.

CARDED.

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Mr Robert Williams First 3rd

2. How do you write your name on the pay roll? Robert Williams

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.) Baltimore City (City or town.) — (State or Territory.) Maryland (County.) Third 3rd (Congressional district.)

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

5. Where were you born? Virginia Essick County ?

6. When were you born? February (Month.) Fourteen 14th (Day.) 1832 (Year.)

7. Are you pensioned by the United States Government? (Answer "Yes" or "No.") no

11—1433

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
Non				
Treasury July 1th 1874 up to the Present time				

9. How long were you in the civil service of the United States Government prior to July 1, 1903?

July 1th 1874

10. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "Appointed before position was classified;" or, "By reinstatement;" or, "By transfer from ————," stating Department, Bureau or Service, position, and salary, if known.)

I Was Appointed United State Costom house

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

Non

12. Were you in the military or naval service of the United States during the Civil or Spanish-American wars? (If so, give the information called for by the blanks below.)

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

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
I was not in the military service			
At any time			

14. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the Government indicated in your answers to questions 9, 12, and 13.)

I Worked the See for a nomber of years
But at the time of gaining in the service I Was a former

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

I Ended Priveet night school

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

None

17. What, if any, civil service examinations have you passed? (State name and date of each, as near as you recollect.)

None

18. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

yes

19. State the date upon which the above blanks were filled. June 1st, 1904

Witness:

(Signature) Robert Williams

In case signature is by mark.

P. O. Address: Grange Md.
City or town.

Number and street.

Baltimore County
State or Territory.

Reviewed, approved, and forwarded JUL 6 1904, 190

(Signature) H W Lucas

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

PART II.

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

1. State the Bureau or Service, place, and district in which the person who answered the above questions was employed July 1, 1903.

Lt.Ho.Establishment. (Bureau or Service.) Craighill Channel (rear) Lt.Ho.Md. (Place (city, town, or station).) Fifth (District.)

2. What position did he hold July 1, 1903? Assistant keeper

3. On what date was he appointed to this position? July 1,1874.

4. How long had he served in the Bureau or Service in which he was employed July 1, 1903?

Twenty-nine years.

5. What was his salary July 1, 1903? $435. per annum.

6. From what appropriation was he paid July 1, 1903?

Salaries of Keepers of Lighthouses,1904

7. Was the position he held July 1, 1903, excepted, competitive, or unclassified under the civil service rules?

Competitive

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

9. If the appointee or employee was appointed through examination, state the kind of examination. If not so appointed, state how he entered the position. (Examples: "Appointed before position was classified;" or, "By reinstatement;" or, "By transfer from ————," stating Department, Bureau or Service, position, and salary, if known.)

Appointed before position was classified.

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

(Signature) W. W. Case

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

Date: JUL 6 1904, 190

11—1433

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

9836

Office of the Inspector, 5th L. H. Dist.,

Baltimore, Md.

The Light-House Board,

Washington, D. C.

October 29, 1908
(Date)

Sirs: I have the honor to recommend the (1) reappointment
(Probationary appointment, transfer, promotion, etc.)

of (2) Robert Williams of (3) Maryland
(Name of person—letter for letter—as reported to Board) (State of legal residence)

from (4) Assistant keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Craighill Channel Rear light station, Md.
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $435. per an to (7) Assistant keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Craighill Channel Rear light station, Md. at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $40. per mo, effective beginning (10) July 1, 1908 (the date
(Salary recommended)

of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~
(Strike out the clause not appropriate)

~~in the place of (11)~~
(State name of *last* person holding position)

~~who (12)~~ on (13)
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

~~Mr. (14)~~ ~~stands No. (15)~~ ~~in list of eligibles,~~

~~class (16)~~, ~~with an average of (17)~~ ~~per cent, and~~
This recommendation is made in accordance with the report of the
~~was considered with (18)~~
Committee on Equalization of Pay, approved June 25, 1908
~~(19) letters of declination of~~ herewith.

Respectfully,

Robt. D. Russell
Commander, U. S. N., Inspector, 5th L. H. Dist.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
NOV 2 - 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE BOARD

November 3, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor. The official name of this aid is Craighill Channel Range Rear Light-Station, Md.

H. T. Mayo
COMMANDER, U. S. N.,
NAVAL SECRETARY.

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos.

11—2314

GENERAL APPOINTMENT—PRIOR DATE

9836

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

November 4, 1908.

Mr. Robert Williams, of Maryland, is hereby appointed Assistant Keeper of Craighill Channel Range Rear Light-Station, Md.,

in the Light-House Service,

at a salary of Forty dollars per month;

this appointment to be effective beginning July 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice himself.)

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

(By promotion from $45 per annum.)

DIVISION OF APPOINTMENTS
REPORTED
NOV 5 3
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED

Secretary.

Date of oath: , 190

CHANGE REPORTED
NOV - 1908
CLERK OF COMMERCE AND LABOR.

11—1774

The Light-House Board.

Le
D

Form 111

Enclosure.

LIGHT HOUSE BOARD.
RECEIVED
NOV 23 1908

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

RECEIVED
NOV 23 1908

Department of Commerce and Labor

No. 9831

LIGHT-HOUSE ESTABLISHMENT

I, Robert Williams

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

Robert Williams

[b] Sworn and subscribed before me, this 16th day of November, A. D. 1908

(Affix official seal here.)

[c](Name:) J. Wm. Sheffer

(Official title:) Notary Public

OFFICIAL TITLE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper, $40. per month.	Craighill Channel Rear L't-St'n, Md.	Virginia.	Maryland.

OFFICE OF THE Inspector, 5th LIGHT-HOUSE DISTRICT,

Baltimore, Md., (Address.) November 21, 1908. (Date.)

The above-named appointee entered upon duty on July 1, 1908. (Date.)

(Signed:) Robt. D. Russell

Commander, U. S. N., Inspector, 5th L. H. Dist.

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

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

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

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

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

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

Ent'd NOV 27 1908

DIVISION OF APPOINTMENTS
11—944
RECEIVED
NOV 28 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

EFFICIENCY REPORT

LIGHT HOUSE BOARD
JUN 8 1909
NO.

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

1. Bureau Light-House Service 2. Where employed Craighill Channel Rear L-S., Md.
3. Name Robert Williams 4. Where born Virginia
5. Age 77 6. Position Assistant keeper
7. Compensation $40 per mo 8. When appointed (*a*) June 30,1874
9. How appointed (*b*) Prior to Classification
10. Appointed from — State Maryland; Congressional District Third; ~~County~~ Baltimore City
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Assists in care and maintenance of station
15. Efficiency — Quantity of work (*d*) 10 tenths; Quality of work (*e*) Good; Interest manifested in work (*f*) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

C

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

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robt. L. Russell
Commander, U. S. N., Inspector, 3rd Light House Dist. *Head of Bureau or Office.*

June 5, 19 09

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

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

1. Name Robert Williams 2. Age 77 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Assistant Keeper.

5. Compensation $40. per mo. 6. Where employed Craighill Channel Rear Light, Md.

7. When appointed (*a*) June 30, 1874 8. How appointed (*b*) Prior to classification.

9. Status under Civil Service Rules (*c*) Classified competitive.

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

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

12. Other Government service None.

13. Duties (describe fully) Assists in care and maintenance of station.

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

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	180 00
Quality of work	85	3	255 00
Interest manifested in work (see also Question 17)	100	3	300 00
Attendance	100	2	200 00
Total		10	935 00
Average percentage			93 50

DIVISION OF APPOINTMENTS RECEIVED JUN 21 1911 DEPARTMENT OF COMMERCE AND LABOR

11—4259

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

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

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

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

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

20. Remarks: (e) He gives his age as 77, but he is apparently uncertain as to exact age and does not appear to be that old.

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

W. H. Stayton

Commander, U. S. N. Inspector, 8th Dist.

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

G. P. Putnam

Chief of Bureau or Office.

TSC

OM.

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

JUN 8 1912

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,
Baltimore, Maryland
June 7, 1912 . 191

THE COMMISSIONER OF LIGHTHOUSES:

RECEIVED JUN 21 1912 DEPT OF COMMERCE AND LABOR

The following recommendation is submitted:

Action proposed, Appointment

Name, Robert Williams Legal residence, Maryland

Position, Assistant Keeper Salary, $480.00 per annum

Location, Craighill Channel Range Rear Lightstation, Md.

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

Former position, Assistant Keeper Former salary, $40.00 per mo.

Location, Craighill Channel Range Rear Lightstation, Md.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rullman.
Inspector

6-28-12

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 21 1912

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

11—2314

APPOINTMENT DIVISION APPOINTMENT WRITTEN JUL 10 1912 DEPT OF COMMERCE AND LABOR

G. B. Putnam

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 10, 1912.

Mr. Robert Williams,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

(By change from $40 per month.)

Not to be reported to C. S. C.

APPOINTMENT DIVISION REPORTED JUL 11 1912 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

CARDED

By direction of the Secretary:

Respectfully,

F
D

(SIGNED) R. C. SHELSE
Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

11—3692

OFFICE OF DISBU... RECEIVED JUL ... DEPT OF COMMERCE AND ...

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHT-HOUSES JUL 22 1912 DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Robert Williams

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.

Robert Williams
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this[3] 20th day of July, A. D. 1912

(Affix official seal here)

[4](Name) J. Wm. Sheffer

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Assistant Keeper	$480.00 p.a.	Craighill Channel Rear Light, Md.

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

CARDED RECEIVED JUL 25 1912 DEPT OF COMMERCE AND LABOR

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) July 20, 1912 (Date)

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

Formerly Asst. Keeper, Craighill Channel Rear Lt., Md., at $40.00 per mo.

E. O. Rulland
(Signature, followed by title)
Inspector

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

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

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

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

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

11—044

APPOINTMENTS
JUN 20 1914
12 00

Sir:

Referring to report of assistance rendered by you on May 17, 1914, to two men who came to Craighill Channel Range Rear Light Station, Maryland, in a disabled gasoline launch, you are commended for the assistance rendered on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

[illegible] Secretary.

Mr. Robert Williams, Assistant Keeper,
Craighill Channel Range Rear Light Station, Md.,
Through Commissioner of Lighthouses.

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by WILLIAM C. REDFIELD
Mailed JUN 20 1914 by [signature]

Form 73

BUREAU OF APPOINTMENTS
APPOINTMENT WRITER
DEC 27 1915
DEPT OF COMMERCE
HDK--RBW

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
DEC 28 1915
HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Dec. 22, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK
DEC 24 1915

Action recommended, Increase in pay

Name, Robert Williams

Position, Assistant Keeper

Location, Craighill Channel Range Rear L.S.,Md.

Effective Jan. 1, 1916

Legal residence, Maryland

Salary, $516. per an.

Appropriation, Salaries, Keepers of Lighthouses.

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

APPOINTMENTS
DEC 24 1915
9

Former position, Assistant Keeper

Location, Craighill Channel Range Rear L.S., Md.

Former salary, $480. per an.

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

Previous incumbent, (New position) Services terminated,

Reason, (Increase auth. Ltr. 12/16/15)

Relatives in Government Service, None

Remarks: This recommendation in accordance with Bureau letter of Dec. 17, 1915 authorizing certain changes in the schedule of pay of keepers in this District. This employe considered deserving of the increase in his pay.

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

King
Lighthouse Inspector.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 23 1915

12/24/15

Submitted to the Secretary of Commerce, approved.

S Cureton
Acting Commissioner

11—2314

Strike
apply.

Form 73.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
DEC 27 1915
DEPT OF COMMERCE
HDK--RECM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES
DEC 28 1915

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., (City.) Dec. 22, (Date.) 191 5

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK
DEC 24 1915

Action recommended, Increase in pay

Name, Robert Williams — Legal residence, Maryland

Position, Assistant Keeper — Salary, $516. per an.

Location, Craighill Channel Range Rear L.S.,Md. — Appropriation, Salaries, Keepers of Lighthouses.

Effective Jan. 1, 1916 — {the actual date of entrance on duty; or as soon thereafter as he enters on duty.

APPOINTMENTS
DEC 24 1915

Former position, Assistant Keeper — Former salary, $480. per an.

Location, Craighill Channel Range Rear L.S., Md.

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

Previous incumbent, (New position) Services terminated,

Reason, (Increase auth. 12/16/15)

Relatives in Government Service, None

Remarks: This recommendation in accordance with Bureau letter of Dec. 17, 1915 authorizing certain changes in the schedule of pay of keepers in this District. This employee considered deserving of the increase in his pay.

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

King

Secretary, Civil Service District. Lighthouse Inspector.

12/24/15

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1915

Submitted to the Secretary of Commerce, approved.

S Conway

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 27, 1915.

Mr. Robert Williams,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $480 per annum.)

CARDED

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD H. STINGS

Chief of Appointment Division.

R
M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

APPOINTMENT DIVISION DEC 27 1915 JOURNAL DEPT OF COMMERCE

CHANGE REPORTED JAN 1916 C. S. COMMISSION

11—1303

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

L. H. INSPECTOR JAN 10 1916 BALTIMORE, MD.

APPOINTMENTS JAN 18 1916

LIGHTS JAN 12 1916 HOUSES

CHIEF CL... JAN 18 19...

I, Robert Williams

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.

☞ Robert Williams

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 10th day of Jan, A. D. 1916

(Affix official seal here)

[4](Name) H. C. Duffhead

(Official title) Chief Clerk, 5th L. H. Dist.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst. Keeper	$516. per an.	Craighill Channel Rear L.S., Md.
Former[5] do.	480. " "	do.

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

RECOM. CARDELL.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) Jan. 11, 1916 (Date)

The above-named appointee entered upon duty on Jan. 1, 1916 (Date)

H. D. King

(Signature, followed by title) Lighthouse Inspector

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

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

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

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

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

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

11—044

Ent'd

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

MAKE NO ENTRY IN THIS COLUMN.

LIGHT
OCT 26 1916
HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Williams, Robert

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse service, 5th Dist.

4. Designation of position:

Assistant Keeper

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

6. Annual earnings:

$498.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 516. PA

9. Initial rate of pay:

$ 420. p.a.

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

Substitute—		Regular—	
Years:	Months:	Years:	Months:
		42	0

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

Virginia

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: February

Year: 1834

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

El

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 1 Maryland

County: Baltimore

19. Civil service status:

C

20. Method by which classified status was obtained:

BEO

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

February 14, 1918.

Commissioner of Lighthouses:

For the reasons stated in letter of the 5th instant from the Fifth Inspector's Office, forwarded by the Bureau on the 12th instant, the Department hereby approves the recommendations regarding excess leave taken during the calendar year 1917 by certain employees in the Fifth District, as follows:

Charles A. Sterling, keeper of Craney Island Light Station, Virginia; leave without pay for 5 days and 18 hours.

Robert Williams, assistant keeper of Craighill Channel Range Rear Light Station, Maryland; leave without pay for 4 days and 21 hours.

Ephraim H. Riggs, keeper of Cape Henry Light Station, Virginia; leave without pay for 2 days and 5 hours.

Edgar T. Somers, keeper of Somers Cove Light Station, Maryland; leave without pay for 1 day 11½ hours.

John T. Saunders, assistant keeper of Bowlers Rock Light Station, Virginia; excess leave allowed, and station changed from Class II to Class I, of the regulations for the granting of leave and shore liberty to keepers and assistant keepers.

(SIGNED) E. F. SWEEY

Acting Secretary.

FOR BASIS OF THIS ACTION SEE
LETTER DATED 2/12/18
IN FILE OF Chas. A. Sterling

APPOINTMENT DIVISION ENTERED FEB 15 1918 DEPT. OF COMMERCE

C-H.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 13, 1918.

Mr. Robert Williams,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper in the Lighthouse Service at a salary of Seven Hundred and Eighty dollars per annum effective November 1, 1918.

By promotion from assistant keeper at $516 per annum.
(The above rate of pay includes longevity pay of $60.)

CARDED

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

HEADING OF THIS ACTION RE
LETTER DATED 10/17/18
F
No IN FILE OF 109215

Appropriation: Salaries, Keepers of Lighthouses.
Vice: New position (By increase in compensation)
Legal Residence: Maryland.

APPOINTMENT DIVISION
NOV 15 1918

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

5

SUPT. OF LIGHTHOUSES NOV 1918 LIGHT DEC 7 1918 HOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Robert Williams

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.

DEC 7 1918 AM 11 17

Robert Williams
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 7th day of November, A. D. 1918

(Affix official seal here)

[4] (Name) [illegible]

(Official title) Chief Clerk, 5th L. H. Dist.

My commission expires

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Engnr.
Accounts
Ordnance
Personnel
Gen. Insp.
Elec. Engr.
Steam
Mr. Engnr.
Files

Official Title	Annual Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present ~~Asst.~~ Keeper	Base & L.$780. Actual $ 900.	Craighill Channel Range Rear L.S., Md.
Former [5] ~~—~~ "	Base -$516. Actual $636.	" " " " " "

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

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., 5th DISTRICT

Baltimore, Md., Dec. 6th, 1918
(Address) (Date)

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

CARDED

[signature]
(Signature, followed by title)
Supt. of Lighthouses

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

11—944

Dept. of Commerce
L.H.Service.

Application for Retirement.

2775

Name Robert Williams

Present Rating Asst. Keeper, L.H.

780

LIGHT HOUSES DEC 14 1918

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Remarks
Asst. Keeper	July 1,1874	Dec. 24,1918	Served at Craighill Channel Rear Light Station continuously.

APPOINTMENTS

1918 DEC 14 PM 2 41

1918 DEC 14 PM 1 31

Pay during five service years preceding proposed date of retirement, not including ration allowance, 5% & 10% increase for year 1918, or $120 p.a. increase for year 1919:-

From	To	Yrs.	Mos.	Days	Rt per annum		
Dec. 25,1913	Dec. 31,1915	2	--	6	$480.	or	$968.00
Jan. 1,1916	Mar. 15,1918	2	2	15	516.	or	1139.50
Mar. 16,1918	June 30,1918	---	3	15	636.	or	185.50
July 1,1918	Oct. 15,1918	---	3	15	516.	or	150.50
Oct. 16,1918	Oct. 31,1918	---	---	15	576.	or	24.00
Nov. 1,1918	Dec. 24,1918	---	1	24	780.	or	117.00
		5	0	0			$2584.50
Born: Feb.24,1832.					Average		516.90
Actual Service: 44 yrs.5 mos.24 das.							
Entitled to 30/40 of avg.pay.							

Average for last five service years.- -$ 516.90

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from _____ 191 , as per service shown above.

Name _____

Dated _____ 191_. Rating _____

Office, Superintendent of Lighthouses
Baltimore, Md. December 11, 1918 191x.

Forwarded to Commissioner of Lighthouses, recommending retirement at $ 387.68 per annum beginning December 25, 1918. The above record of service and pay is certified correct as shown by files of this office.

Superintendent of Lighthouses

Bureau of Lighthouses
Washington. DEC 14 1918

Submitted to the Secretary of Commerce, recommending approval.

1918 DEC 14 PM 1 18

December 23, 1918.

Sir:

In accordance with the provisions of section 6 of the act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department hereby retires you from active duty in the Lighthouse Service with retired pay at the rate of $387.68 per annum, effective at the close of December 24, 1918.

Respectfully,

(SIGNED) WILLIAM C. REDFIELD

Secretary.

Mr. Robert Williams,
Through the Commissioner of Lighthouses.

G/D

Fifth District.

CARDED

APPOINTMENT DIVISION ENTERED
DEC 24 1918
DEPT. OF COMMERCE

LIGHTHOUSES

Form 93
ICA

NOTICE OF RESIGNATION OR DEATH

1924 APR 29 AM 8 47

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLE

5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth -DISTRICT.

1924 APR 30 AM

Baltimore, Md., April 28, 1924. , 19

COMMISSIONER OF LIGHTHOUSES:

Herewith is ~~transmitted the resignation~~ reported the death of the following-named employee:

Name, Robert Williams Position, Keeper

Legal residence, Baltimore, Md. Station, Retired

Salary, $387.68 per annum retired pay

~~The acceptance of this resignation is recommended effective at the close of~~

This employee has taken leave in excess of the accrued rate.

Remarks: Mr. Williams' death took place April 28, 1924.

MAY 2 1924

5/1/24.

RDED

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 29 1924

Submitted to the Secretary of Commerce, ~~approved~~ for his information.

11—4623

U. S. REPORT DATA ENTERED

Acting Commissioner of Lighthouses.

TT 2

WILLIAMS , ROBERT

WILLIAMS, ROBERT



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

OM.

JUN 8 1912

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,

Baltimore, Maryland

June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Appointment

Name, Robert Williams Legal residence, Maryland

Position, Assistant Keeper Salary, $480.00 per annum

Location, Craighill Channel Rear Lightstation, Md.

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

Former position, Assistant Keeper Former salary, $40.00 per mo.

Location, Craighill Channel Rear Lightstation, Md.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rutland.
Inspector

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 21 1912

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

11—2314

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 10, 1912.

Mr. Robert Williams,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

(By change from $40 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE
Acting Chief of Appointment Division.

F
D

July 1, 1912.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

11—3692

LIGHT
JUN 20 1914
HOUSES

Sir:

Referring to report of assistance rendered by you on May 17, 1914, to two men who came to Craighill Channel Range Rear Light Station, Maryland, in a disabled gasoline launch, you are commended for the assistance rendered on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

[illegible] Secretary.

Mr. Robert Williams, Assistant Keeper,
Craighill Channel Range Rear Light Station, Md.,
Through Commissioner of Lighthouses.

LIGHTHOUSES---Bureau's files.

Exact copy as signed by WILLIAM C. REDFIELD

Mailed JUN 20 1914 by

Bureau of Lighthouses, Washington

To Lighthouse Inspector Baltimore, Md.
for files of his office. By direction of the Commissioner.

Copy sent 5th Insp

All file 71.75 Wells

Chief Clerk.

LIGHT HOUSE BOARD
JUN 8 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

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

1. Bureau Light-House Service
2. Where employed Craighill Channel Rear L-S., Md.
3. Name Robert Williams
4. Where born Virginia
5. Age 77
6. Position Assistant keeper
7. Compensation $40 per mo
8. When appointed (*a*) June 30,1874
9. How appointed (*b*) Prior to Classification
10. Appointed from
    - State: Maryland
    - Congressional District: Third
    - ~~County~~: Baltimore City
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Assists in care and maintenance of station
15. Efficiency
    - Quantity of work (*d*): 10 tenths
    - Quality of work (*e*): Good
    - Interest manifested in work (*f*): Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robert Russell
Commander, U. S. N., Inspector, 6th Light House Dist. *Head of Bureau or Office.*

June 5, 19 09

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

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

1. Name Robert Williams 2. Age 77 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Assistant Keeper.

5. Compensation $40. per mo. 6. Where employed Craighill Channel Rear Light, Md.

7. When appointed (*a*) June 30, 1874 8. How appointed (*b*) Prior to classification.

9. Status under Civil Service Rules (*c*) Classified competitive.

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

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

12. Other Government service None.

13. Duties (describe fully) Assists in care and maintenance of station.

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

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	180 00
Quality of work	85	3	255 00
Interest manifested in work (see also Question 17)	100	3	300 00
Attendance	100	2	200 00
Total		10	935 00
Average percentage			93 50

11—4259

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

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

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

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

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

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

20. Remarks: (*e*) He gives his age as 77, but he is apparently uncertain as to exact age and does not appear to be that old.

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

W R Rush Stuyvesant
Commander, U. S. N. Inspector, 6th Dist.

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

Chief of Bureau or Office.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 23 19[illegible]

HDK--REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Dec. 22, (Date.) 191 5

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay

Name, **Robert Williams** Legal residence, **Maryland**

Position, **Assistant Keeper** Salary, **$516. per an.**

Location, **Craighill Channel Range Rear L.S.,Md.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **Jan. 1, 1916** { ~~the date of his appointment~~ or as soon thereafter as he enters on duty.

Former position, Assistant Keeper Former salary, **$480. per an.**

Location, **Craighill Channel Range Rear L.S., Md.**

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

Previous incumbent, (New position) Services terminated,

Reason,

Relatives in Government Service, None

Remarks: This recommendation in accordance with Bureau letter of Dec. 17, 1915 authorizing certain changes in the schedule of pay of keepers in this District. This employee considered deserving of the increase in his pay.

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

Secretary, Civil Service District.

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 2 3 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner.

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

LIGHT HOUSES DEC 29 1915

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 27, 1915.

Mr. Robert Williams,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $480 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

DEC 29 1915

11—1393

(Cross Reference)

For basis of this action see

letter dated February 5, 1918.

in file of Charles A. Sterling

Subject: Excess, shore liberty, employees, 5th dist. calendar year 1917.

Out

E-K
Incls.

January 4, 1930

Abstract of official record Robert Williams

Referred to Superintendent of Lighthouses, Charleston, S. C., for compliance and return of four copies of the abstract to the Bureau.

W. P. HARMAN

Acting Commissioner of Lighthouses.

- - - - - - -

(COPY)EK

Office of Supt. of Lighthouses, Charleston,S.C.,
January 8, 1930.

Returned to Commissioner of Lighthouses, together with four copies of abstract of official record of Robert Williams, formerly mess attendant and cook on tender MANGROVE.

(Signed) H. L. Beck
Supt. of Lighthouses.

Bureau of Lighthouses, Washington
JAN 13 1930

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

LIGHTHOUSES
1930 JAN 8 PM 12 17

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1929 DEC 18 PM 3 26

Dec. 18, 1929.

Property
Proposals
Personnel
Vouchers
Chief Engr.
Chief Clerk
Asst. Supt.
SUPT.
LIGHTHOUSES,
CHARLESTON, S.C.
JAN 7 1930

TRANSMITTED TO Bureau of Lighthouses

For action as indicated
Returned as requested.
For information and file.
For amendment and return.
Request for Abstract of Official Record. ✓
In accordance with telephonic arrangement.

Robert Williams, Cook and Messman, April 23, 1925 to June 30, 1928, on U. S. Lighthouse Service Tender MANGROVE, 6th District, Charleston, S. C.

EDW. J. GARDNER.

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

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

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

INSTRUCTIONS

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

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.

In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

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

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

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

NAME: WILLIAMS, Mr. Robert — March 19, 1893
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

Dept. of Commerce, U.S.Lighthouse Service, 6th District.
(Department and office in which last service was had. See Paragraph 2 of Instructions)
Office of Superintendent of Lighthouses.
Charleston, S.C. — January 8, 1930
(Place) (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
Sixth Lighthouse District, Hdqtrs.,Charleston,S.C.	Exc.	Mess Attendant, Tender MANGROVE	$50 p.m.	Apr. 25, 1925
	Pro.	Cook, Tender MANGROVE	$55 p.m.	Jan. 4, 1927
	Discharged	Cook, Tender MANGROVE	$55 p.m.	June 30, 1928

10—1831

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

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

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

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

(See Instructions No. 7)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
		NO DEDUCTIONS FOR RETIREMENT FUND. This employee was under Lighthouse Service Retirement Act.													

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

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

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

State any leave of absence in excess of six months in the aggregate in any calendar year: None.

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

H. L. BECK.
(Signature)

H. L. Beck,
Superintendent of Lighthouses.
(Official title)

Countersigned ____, 19____

(Signature)

(Official title)

Furnished to: Bureau of Lighthouses,
Department of Commerce,
Washington, D.C.

10—1831 U. S. GOVERNMENT PRINTING OFFICE: 1926