SEP 10 2024 PM 12:20

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
Woodruff, Thomas, W.		1891 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: 1961 ME

State of Residence (upon entry into service):

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

Researcher Signature: Kraig Anderson

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (ME)		
From: 1922	To: 1924	
(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: 2-301/0444127

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Submitted to Arch Search 10/11/24 ZH Soundex W361

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:

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: WOODRUFF, THOMAS W. **DOB:** 1/1/1891, ME

SOUNDEX: W361

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 1924; DOD: 1/1/1961, ME; LIGHTHOUSE SERVICE, ME

75

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 11 1939
SOUTH PORTLAND, MAINE

SOUTHWEST HARBOR
COAST GUARD BASE

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Southwest Harbor, Maine
10 October, 1939

Supt.
Asst. Supt.
Chief Clerk
Supt. L. H. Engr.
1st Clerk
Sr. Asst. Clerk
Lighthouse Inspector
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Division
Files
Correspondence
Records

From: Commanding Officer.
To: Superintendent of Lighthouses, South Portland, Maine.

Subject: Temporary personnel.

Reference: (a) Your letter, 2 October, 1939 (75-626).

1. You are advised that Thomas W. Woodruff, laborer, was discharged at the close of 5 October, 1939.

2. The condition of buoy work and the employment of permanent personnel on building alterations will require the retention of H. M. Sawyer, however it is indicated in paragraph three of reference (a) that the proceedure to be used in such a case is to lay this man off then rehire him at a later date.

3. It is requested that you advise action to be taken in the case of Sawyer.

A. M. HAYNES.

LIGHTHOUSE DEPOT-75 1st Indorsement South Portland, Maine
11 October, 1939

From: Supt. of Lighthouses, South Portland, Maine.
To: Commanding Officer, Southwest Harbor Coast Guard Base.

1. Returned, with advice that the services of H. M. Sawyer may be utilized as long as there is work to be accomplished at Southwest Harbor Coast Guard Base, properly payable from lighthouse appropriations, after which he should be laid off and this office advised as to the effective date.

2. With regard to Thomas W. Woodruff, it is assumed time sheet was signed by Mr. Woodruff covering period of service since 1 October and will be submitted at the close of 15 October, 1939 in the customary manner.

THOMAS SAMPSON,
By direction.

GFL:FSW

SUPT. OF LIGHTHOUSES
1ST DISTRICT
OCT 28 1939
SOUTH PORTLAND, MAINE

Dept.
Asst. Supt.
Chief Clerk
Asst. L. H. Engr.
1st Clerk
Dr. Rod. Misc.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Tabulator
Mail
Corres. File.
Engrg. File.

Belfast. Oct 27th 1939.

Dear Sir:

Revised Check O.K.

Warrant to South West Depot by Mistake.

Thank you.

Thomas W. Woodruff.

25 October, 1939

aine.
elfast, Maine.

Reference: (a) Your letter, 24 October, 1939.

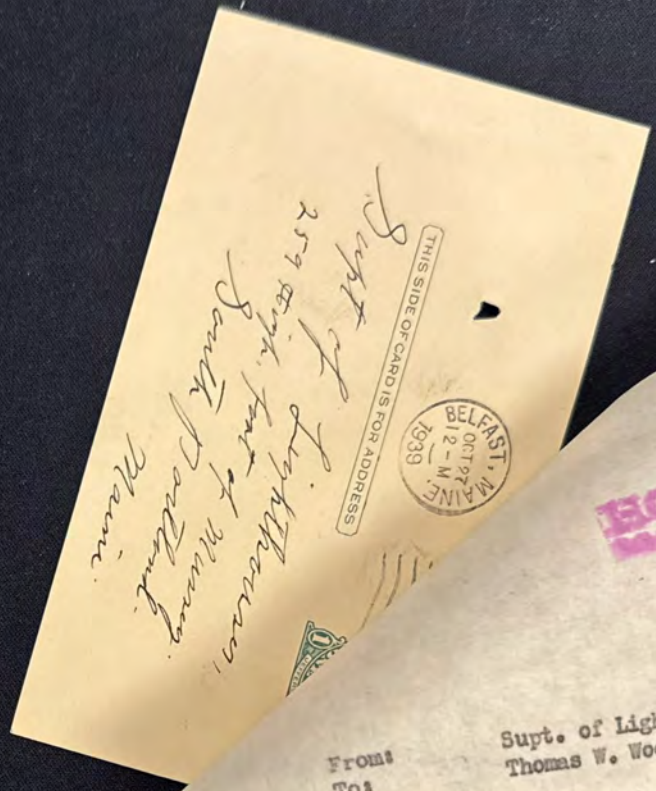
1. Our records show that Voucher No. 16577 (D.O. Voucher No. 1-47187) covering your travel from 1 September to 28 September, 1939, was paid by the Regional Disbursing Office, Boston, Mass., on 12 October, 1939, and the check should have been mailed to you from our office on either the 13th or 14th. It is quite likely that it was addressed to you at City Point, Maine, inasmuch as your new address was not a matter of record in the general office here. It is suggested you inquire of the Postmaster at City Point. It is also possible that the check may have been mailed from our office to Southwest Harbor Base, and a copy of this letter is being furnished the Commanding Officer with request that if check was mailed to that point, he kindly forward it to you at your present address.

2. In any event, if the check is not received by you within the next 4 or 5 days, notify this office further in order that a request for stoppage of payment may be sent to the Treasurer of the United States.

G. F. LAURITZEN
Chief Clerk
By direction.

GFL:FSW

Copy for Commanding Officer, Coast Guard Base, Southwest Harbor, Maine.



HOLD

25 Octob

From: Supt. of Lighthouses, South Portland, Maine.
To: Thomas W. Woodruff, 22 Condon Street, Belfast, Maine

Subject: Non-receipt of September travel check.

Reference: (a) Your letter, 24 October, 1939.

1. Our records show that Voucher No. 16577 (D.O. Vou
No. 1-47187) covering your travel from 1 September to 28 Septe
1939, was paid by the Regional Disbursing Office, Boston, Mass
on 12 October, 1939, and the check should have been mailed to
from our office on either the 13th or 14th. It is quite like
it was addressed to you at City Point, Maine, inasmuch as you
address was not a matter of record in the general office here
suggested you inquire of the Postmaster at City Point. It is
possible that the check may have been mailed from our office
west Harbor Base, and a copy of this letter is being furnis
Commanding Officer with request that if check was mailed to
point, he kindly forward it to you at your present address

2. In any event, if the check is not received by
the next 4 or 5 days, notify this office further in order
quest for stoppage of payment may be sent to the Treasure
United States.

G. F. LAURITZEN
Chief Clerk
By direction.

GFL:FSW

HOLD

25 October, 1939

From: Supt. of Lighthouses, South Portland, Maine.
To: Thomas W. Woodruff, 22 Condon Street, Belfast, Maine.

Subject: Non-receipt of September travel check.

Reference: (a) Your letter, 24 October, 1939.

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2. In any event, if the check is not received by you within the next 4 or 5 days, notify this office further in order that a request for stoppage of payment may be sent to the Treasurer of the United States.

G. F. LAURITZEN
Chief Clerk
By direction.

GFL:FSW

Copy for Commanding Officer, Coast Guard Base, Southwest Harbor, Maine.

4939
PORTLAND, MAINE

Belfast, Maine, Oct 24th 89.

Supt of Lighthouses.

029

Dear Sir:-

Have not received my land check for September. I mailed my land and had it sworn to two weeks ago. But have not heard from it since.

Would you please look into this?

Thanks you.

Thomas W. Woodruff.
22 London Block.
Belfast, Maine.

P.S. If check has been sent, Please forward this letter.

75
521

18 October, 1939

From: Superintendent of Lighthouses, South Portland, Maine
To: Mr. Thomas W. Woodruff, City Point, Maine

Subject: Time sheet for period 1 October to 15 October, 1939.

Enclosure: (1) Subject time sheet.

1. Enclosure is submitted for your signature in right-hand column at place indicated by check mark. Return time sheet promptly to this office at which time check in payment of period 1 October to 15 October, 1939, will be mailed to you.

INGALLS
Superintendent

GFL:SWA

Rec'd Oct 23

Received from Cape Eliz. at 1210 30 Sept., 1939 jas

To Woodruff

For action Cape Elizabeth C. G. Station

From Maine Inshore Patrol

Group 30

7030 Following for Supt. Lighthouse Portland Maine

"Request instructions regarding Thomas Woodruff, a laborer.

His services required or is he to be released. 1010

Mr. Simpson advised Mr. Hayes to hold on to Woodruff until further orders

Given,

9/30/39

Taken by phone 10:17 AM 9/30/39 JF

Letter

S ALL COMMUNICATIONS TO
CENDENT OF LIGHTHOUSES
259 HIGH STREET
OUTH PORTLAND, MAINE
CE HOURS 8 TO 3:30 E.S.T.
SATURDAYS 8 TO 12

Clerk
Clark
Access
Corres. File.
Instr. File.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUN 28 1939
SOUTH PORTLAND, MAINE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
SOUTH PORTLAND, MAINE

June 20, 1939.

Howard E Colbeth, Carpenter,
Great Duck Island LH., Me.

Referring to your employment of Thomas W. Woodruff as a Laborer at Great Duck Island on June 14, 1939, you are requested to have the employee fill in the information requested below, you sign the forwarding endorsement, and return this to the office promptly.

Name Thomas William Woodruff. Designation Laborer.
Date employed June 14th. 1939. Rate of pay 50¢ per hour.
Location of employment Great Duck Island Light House.
Date of birth June 6th 1894 Place Machiasport Me. Color White
Married or single Married Number of minor children None.
Are you a veteran? Yes (Yes or no.)
If so, give following information:
Date of enlistment 9 - 13th 1917 Date of discharge Jan. 14th 1919 Serial No. 534-392
Rank and organization Private 5th Co. Co. Coast Artillery Battalion C.A.C.
Have you ever applied for a pension, compensation, disability allowance, or retirement pay? No
If so, and it was allowed, amount you are now receiving _____
Claim No. _____

Forwarded:
Howard E Colbeth Carpenter
(Signature of head of field party)

Thomas William Woodruff.
(Signature of new employee)

H M INGALLS
~~CHARLES G. BOSH~~
Superintendent of Lighthouses

Form S. S.-78A. DEPARTMENT OF COMMERCE

SUPT. OF LIGHTHOUSES 1ST DISTRICT JUN 28 1939 SOUTH PORTLAND, MAINE

SUPT. OF LIGHTHOUSES 1ST DISTRICT JUN 19 1939 SOUTH PORTLAND, MAINE

INFORMATION CONCERNING NATIONALITY OR CITIZENSHIP STATUS

Bureau Department of Commerce U.S.L.H.S. Station Great Duck Island.

*Name of applicant or employee Mr.) ~~Mrs.~~) ~~Miss~~) Thomas (First) William (Middle) Woodruff (Last)

Place and date of birth Machiasport Me. (Place) June 6th 1891. (Date)

*If citizenship is claimed through naturalization in one of following ways, give name of person upon whose status claim is based:

(A) In own right_____ (Name) (B) Of father_____ (Name)

(C) Of mother_____ (Name) (D) Of husband_____ (Name)

If citizenship is derived in any other way, make explanatory statement under "supplementary statement" below.

If foreign-born, give following facts concerning entry into United States:

Place of entry_____ Date_____

Name of steamship, railroad, airline, or other means of transportation_____

Place of embarkation from foreign country_____

Certificate of Naturalization No._____ Date_____

Declaration of Intention No._____ Date_____

Court (State or Federal)_____

City_____ County_____ State_____

Were you in service of U. S. on April 27, 1938? (Yes or No) No

Position held_____ Location_____

Department or Government agency_____ Bureau_____

Supplementary statement_____

*If name has been changed, give name under which admitted to the United States and name under which naturalized.

I certify that my statements in answer to the foregoing questions are true to the best of my knowledge and belief.

Thomas William Woodruff.
(Signature of Applicant)

Verified and transmitted to Bureau by Howard E Calbeth
(Name)

Carpenter.
(Official Title)

INFORMATION FOR NOMINATING OR APPOINTING OFFICERS

Section 3 of the act approved April 27, 1938, making appropriations for the Department of Commerce, etc., provides that —

"No part of any appropriation contained in this Act or authorized hereby to be expended shall be used to pay the compensation of any officer or employee of the Government of the United States, . . . whose post of duty is in continental United States unless such officer or employee is a citizen of the United States or a person in the service of the United States on the date of the approval of this Act who being eligible for citizenship has filed a declaration of intention to beccme a citizen or who owes allegiance to the United States: . . ."

In effect, the above-quoted provision prohibits the appointment within continental United States of persons who are not citizens of the United States, excepting those who on Apfil 27, 1938, were in the service of the United States and (a) who on of before that date had filed a declaration of intention to become a citizen, which has not become invalid; or (b) owe allegiance to the United States (Filipinos).

Nominating or appointing officers should carefully ascertain from all applicants (except those certified from registers maintained by the Civil Service Commission) for positions in continental United States, whether they are citizens of the United States or, if noncitizens, they fall within either exception (a) or (b). Statements by applicants that they were in the service of the United States on April 27, 1938, must be verified. Doubtful cases should be referred with a full statement of facts, through official channels, to the Department.

NOTE: THE MAKING OR POSSESSION OF A COPY OF A NATURALIZATION CERTIFICATE IS A FELONY, PUNISHABLE BY FINE OF $10,000 OR IMPRISONMENT FOR 10 YEARS, OR BOTH. (18 USC 137)

Form 42
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
(Ed. 11-22-28)

SERVICE CARD—VESSELS

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUN 19 1939
SOUTH PORTLAND, MAINE

Where employed: Great Duck Island LH			Position: Laborer		Monthly pay: 60 per hr
Full name: Thomas W Woodruff			P. O. address: City Point Maine		
Height: 5'6"	Weight: 150 lbs	Complexion: Light	Color of eyes: Blue	Color of hair: Brown	Married or single: Married
Where born: Machias port Maine			Date born: 6/6/1891	Race: White	Citizen (Yes or no): yes / First papers (Yes or no): —
Next of kin—name and relationship: Mrs Thomas W Woodruff			P. O. address: City Point Maine		
Disability—Notification to— " " " "			P. O. address: " " " "		
Service began: 6/14/1939	Service ended:		Reason for discharge:		
Reemployment recommended:			Name of predecessor:		
Efficiency rating: (Mark "Excellent," "Good," "Average," or "Poor.")	Character: Good		Ability: Good	Seamanship: Good	Health: Good

Thomas W. Woodruff
(Signature of new employee.)

(Signature of witness.)

Certified correct and forwarded to Superintendent.

Howard E. Lockett, Commanding Officer.

11—4370 GOVERNMENT PRINTING OFFICE

Form 42

SERVICE CARD—VESSELS—CONTINUED

CHANGE OF STATUS			REMARKS
Date	Rating	Monthly pay	
	Served in U.S. Army		
	from Dec 18 1917 To		January 15 1919

INSTRUCTIONS

1. One of these cards shall be prepared and sent to the District office for each new employee shipped on any lighthouse vessel other than officers holding appointment. A duplicate of each original card should be retained and kept on file on board the vessel and all changes of rating, etc., shall be entered thereon. The employee must sign the card himself, and his signature shall be witnessed by some officer of the vessel other than the commanding officer. In case the employee is unable to write his name, the signature may be made by mark.

2. When the rating of any nonappointed employee is changed or there is any other important change in the data on the card, an additional card, signed and witnessed as above, showing only necessary information as to changes, shall be sent to the District office in order that the change may be entered on the original record card of such employee.

3. When any nonappointed employee is discharged, an additional card, signed and witnessed as above, shall be sent to the District office, showing the last day of service and the efficiency rating of such employee, and a new card shall be furnished to such discharged employee showing his complete record in the service.

4. These cards shall be arranged alphabetically by names of employees and kept in a suitable filing case on the vessel, separating the cards of those still in service from those discharged.

11—4370

Form 42
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SERVICE CARD—UNAPPOINTED EMPLOYEES

SUPT. OF LIGHTHOUSES
1ST DISTRICT
JUL 30 1938
SOUTH PORTLAND, MAINE

Where employed:	Designation:	Rate of pay:
Rockland Breakwater Lt Sta	Laborer ~~Helper~~	56 ¢ Perhr

Full name:	P. O. address:
Thomas William Woodruff.	City Point. Maine

Height:	Weight:	Complexion:	Color of eyes:	Color of hair:	Married or single:
5 Ft. 4 3/4 ins	145.	Light	Blue	Brown	Married

Where born:	Date born:	Race:	Citizen (Yes or no):	First papers (Yes or no):
Machiasport. Maine.	June 6th 1891	White	Yes	—

Next of kin—name and relationship:	P. O. address:
Mary Beatrice Woodruff. Wife	City point Maine.

Disability: Notification to—	P. O. address:
Mary Beatrice Woodruff.	City Point Maine.

Service began:	Service ended:	Reason for discharge:
July 19th 1938	July 29 1938	Job Finished

Reemployment recommended:	Name of predecessor:
See Over	

Efficiency rating: (Mark "Excellent," "Good," "Average," or "Poor.")	Character:	Ability:	Seamanship:	Health:

Thomas William Woodruff.
(Signature of employee)

Geo. E. Woodward
(Signature of witness)

Certified correct and forwarded to Superintendent.

Thomas A. Flanagan, Officer in Charge.

U. S. GOVERNMENT PRINTING OFFICE: 1931 11—4370

Form 42

SERVICE CARD—UNAPPOINTED EMPLOYEES—CONTINUED

CHANGE OF STATUS			REMARKS
Date 1938	Rating	Pay	
Aug. 8	Laborer	50¢ hr.	Moose Peak - Employed
Sept. 17	"	"	" " Laid off.
Oct. 4	"	"	Egg Rock - Employed Noon
" 27	"	"	" " - Laid off
Nov. 9	"	"	The Cuckolds - Employed
" 23	"	"	" " - Laid off.
Dec. 6	"	"	Petit Manan - Employed.
" 16	"	"	" " - Laid off.
Jan 10, 1939	"	"	Moose Peak - Employed
Feb. 24, 1939	"	"	Discharged off @ noon

INSTRUCTIONS

1. One of these cards shall be prepared and filed in the District office for each new employee who does not receive a departmental appointment. A duplicate of each original card in the case of vessels and field force should be retained and kept on file by the vessel, depot, field party, etc., and all changes of rating, etc., shall be entered thereon. For lamplighters and other persons employed directly by the District office a duplicate card is not required. The employee must sign the card himself, and his signature or mark shall be witnessed by some officer or employee other than the commanding officer or officer in charge. In case the employee is unable to write his name, the signature may be made by mark.

2. When the rating of any nonappointed employee is changed or there is any other important change in the data on the card, an additional card, signed and witnessed as above, showing only necessary information as to changes, shall be sent to the District office in order that the change may be entered on the original card of such employee.

3. When any nonappointed employee is discharged, an additional card, signed and witnessed as above, shall be sent to the District office, showing the last day of service and the efficiency rating of such employee, and a new card shall be furnished such discharged employee showing his complete record in the service.

4. These cards shall be arranged alphabetically by names of employees and kept in a suitable filing case on the vessel, or by the head of field party, separating the cards of those still in service from those discharged.

5. The data reported on Form 46, Time Sheet, and the current data on Form 42 must not be in conflict.

11—4370

TS:JAS

January 4, 1939

Mr. Thomas W. Woodruff
City Point, Maine

You are requested to report to Jonesport for work at Moose Peak Light Station on Tuesday, January 10, 1939.

H. M. INGALLS
Superintendent

E.O.D 1/10/39

TS:SWA

December 1, 1938

Mr. T. W. Woodruff
City Point
Maine

Sir:

You are directed to report, ready for work, at Southwest Harbor Lighthouse Depot, Southwest Harbor, Maine, on Monday night, December 5, for work at Petit Manan and Moose Peak Light Stations.

Respectfully,

For and in absence of the Superintendent

Assistant

H. M. INGALLS
Superintendent of Lighthouses

GFL:SWA

November 7, 1938

Mr. Thomas W. Woodruff
City Point
Maine

Sir:

You are directed to report at The Cuckolds Light Station, off Newagen, Maine, on Wednesday morning, November 9, for the purpose of assisting Mr. Flanagan in the installation of fog signal compressors and engine generators, etc.

Respectfully,

H. M. INGALLS
Superintendent of Lighthouses

1-2-103

GFL:SWA
Encl.

September 9, 1938

District Manager, 1st US Civil Service District
Federal Building
Boston, Massachusetts

Sir:

Your form 1800a in the case of Thomas W. Woodruff, an applicant for the position of assistant lighthouse keeper, is returned herewith. In lieu of executing the form the following statement is submitted:

Mr. Woodruff was appointed Second Assistant Keeper at Isles of Shoals Light Station on August 6, 1921, promoted to the position of First Assistant Keeper January 4, 1924, transferred to the position of Assistant Keeper, Manana Island Fog Signal Station, August 21, 1924, and transferred to the position of Assistant Keeper at Rockland Breakwater Light Station October 5, 1925.

On September 30, 1926, charges were preferred against Mr. Woodruff for unfaithful performance of duty, and false entry on a station book of record. As a result of these charges Mr. Woodruff was dismissed from the Service effective as at the close of October 15, 1926.

For and in the absence of the Superintendent:

Respectfully,

GEORGE F. LAURITZEN
Chief Clerk

CP

August 31, 1938.

Keeper, Rockland Breakwater LH., Me.

With further reference to your letter of August 23rd relative to board bill against Thomas W Woodruff, laborer, while at your station, you are advised that Mr. Woodruff has informed this office that he has not as yet received his travel check, but has promised that he will make a settlement upon receipt of same.

INGALLS
Superintendent

SUPT. OF LIGHTHOUSES
1ST DISTRICT
AUG 31 1938
SOUTH PORTLAND, MAINE

...UNICATIONS TO
...DENT OF LIGHTHOUSES
... PORTLAND, ME.

CP

Keeper
Clerk
Clerk
Clerk
Clerk
Biblscus
Ilex
Corres. File.
Engrg. File.

Claim.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, ME.

August 25, 1938.

To: Thomas W. Woodruff, Laborer,
Petit Manan Lighthouse, Maine.

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
G. E. Woodward, Keeper, Rockland Breakwater Lighthouse, Maine.	$13.50	Board while at station.

REMARKS: Dear Sir:-

In reply to this letter, am Stating That I have just rcived my Travel Voucher for this bill And as soon as I can get it sworn to Will return it To the office,

Thomas W. Woodruff.

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

~~Superintendent~~

LAURITZEN, Chief Clerk.

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

CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
South PORTLAND, ME.

August 25, 1938.

HOLD

To: Thomas W. Woodruff, Laborer,
Petit Manan Lighthouse, Maine.

1. The following claim against you has been presented to this office:

CLAIMANT.	AMOUNT.	NATURE & AMOUNT OF CLAIM.
G. E. Woodward, Keeper, Rockland Breakwater Lighthouse, Maine.	$13.50	Board while at station.

REMARKS:

2. If this debt is a just and legal one, take immediate steps to arrange for its payment, advising this office what steps you propose to take, giving the amount which will be paid at a time and the frequency of payments. If the amount as stated is not correct, advise wherein it differs from your records.

3. Your attention is invited to Art. 119 of "Instructions to Employees of the United States Lighthouse Service, 1927," which requires that employees pay their just and legal debts under penalty of dismissal for failure to do so.

For and in the absence of the Superintendent:

[redacted]
LAURITZEN, Chief Clerk.

OP

August 25, 1938.

Keeper, Rockland Breakwater LH., Me.

Referring to your letter of August 23rd relative to board bill claimed by you against Thomas W Woodruff, laborer, while at your station:

Mr. Woodruff has been requested to inform this office what steps he proposes to take towards payment of this account and upon receipt of his reply you will be further advised.

For and in the absence of the Superintendent:

LAURITZEN
Chief Clerk

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Postmaster

FIRST DISTRICT

Rockland Breakwater
(Station, Depot, or Vessel)

Aug 23, 1928

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Mr. Woodrupp owes $13.50 for board at this station. It has been over a month since he was here and our grocery bill is still unpaid.

Respectfully

K. E. Woodward Keeper

Supt.
Asst. Supt.
Chief Clerk
Asst. L. H. Engr.
1st Clerk
Sr. Nav. Insp.
Depot Keeper
2d Clerk
3d Clerk
4th Clerk
5th Clerk
Hideouts
Mail
Corres. File.
Engrg. File.

Entered SRC
Noted Mail

SUPT. OF LIGHTHOUSES
1ST DISTRICT
AUG 22 1938
SOUTH PORTLAND, MAINE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Date August 20th 1938.

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of the following questions are full and true to the best of my knowledge and belief. So help me God.

1. Are you a citizen of the United States? Yes.

2. If a naturalized citizen, give the number and date of your certificate of naturalization. _____

(Signature of Affiant) Thomas W. Woodruff
Sign your first name in full, your middle initials, if you have any, and your surname in full.

Subscribed and duly sworn to before me according to law by the above-named affiant, this 20 day of August 1938, at ~~city~~ (or town) of Jonesport, county of Washington, and State (or Territory or District) of Maine.

(Signature of Officer) Malvern J. Kelley

(Official Title) Notary Public

my commission exp. Sept. 18, 1941

(The above oath must be taken before a Notary Public, or other officer authorized to administer oaths for general purposes, before whom the affiant must appear in person.)

TS:JAS

August 4, 1938

Mr. Thomas W. Woodruff
City Point, Maine

Sir:

You are directed to report at Rockland Breakwater on Monday, August 8.

Transportation to Moosepeak Light Station will be supplied by Government on Lighthouse Tender.

Be guided accordingly.

Respectfully,

H. M. INGALLS
Superintendent of Lighthouses

City Point. Va.

You are directed to report at Rockland Breakwater on Monday Aug 8.

Transportation to Mooseport highest station will be supplied by Govt on highest known tender

Be guided accordingly

Supt -

LIGHTHOUSES
1926 OCT 11 PM 1 45

SUPT. OF LIGHTHOUSES
FIRST DISTRICT
OCT 14 1926
PORTLAND, MAINE.

October 6, 1926.

Mr. Thomas W. Woodruff,
Through the Commissioner of Lighthouses.

Sir:

Charges of unfaithful performance of duty, and making false entry on station book of record having been preferred against you and established in a degree sufficient to warrant such action, the Department, upon recommendation of the Acting Commissioner of Lighthouses, had dismissed you from the position of Assistant Keeper at $1440 per annum in the Lighthouse Service, effective at the close of business on October 15, 1926.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD EASTERN

Chief of Appointment Division.

P.

OCT 12 1926
Bureau of Lighthouses, Wash., D.C.

Copy to [illegible] Supt. Be guided accordingly.

CES:CP

Enclosures

September 30, 1926

Commissioner of Lighthouses:

1. Herewith are charges preferred against Asst. Keeper Thomas W. Woodruff, Rockland Breakwater Lighthouse, Maine, as a consequence of reports made by his principal keeper to this office, followed by a personal investigation at the station. His answer to these charges are also enclosed, together with other pertinent papers.

2. Regarding Charge I: Mr. Woodruff admitted at time of my personal investigation that on June 1, 1926 at 11.20 p. m., while on watch, he went outside, walked around the station, came in, oiled up his engine and laid down as charged, but claims that he did not fall asleep. At 11.30 p. m., however, the principal keeper woke up, found thick fog, the engines running but the fog signal not sounding. He at once went to engine room and states that he found Woodruff asleep in the kitchen. It is improbable that within thirty minutes of the time when he was to be relieved, a keeper would make himself a bed on the floor, as admitted, and be awake with the fog signal not sounding and not be aware of the fact. It is my opinion that he had been asleep for a much longer period than from 11.20 to 11.30 and that his statement as to hours is untrue. But for the timely arrival of the principal keeper, serious damage to the fog signal apparatus would likely have resulted, and passing vessels made liable to accident by reason of the fog signal not operating.

3. Regarding Charge II: There is no question of the fog signal being out of order at the time stated in the charge. A personal examination of the watch book for the period in question showed his entry of condition as "Excellent".

FINDING:

CHARGE I. Guilty as charged.

CHARGE II. Guilty as charged.

RECOMMENDATION

4. It is respectfully recommended that Thomas W. Woodruff, Asst. Keeper, Rockland Breakwater Lighthouse, Maine, be dismissed from the Service, effective at close of business October 15, 1926.

5. Mr. Woodruff has not taken leave in excess of that allowed by Regulations, and the action above recommended will be not in violation of Section 2 of Civil Service Rules, relative to political or religious opinions or affiliations.

SHERMAN
Superintendent

CES:CP

REGISTERED MAIL

September 24, 1926

Mr. Thomas W. Woodruff,
Asst. Keeper, Rockland Breakwater LH., Me.
(Through the Keeper)

1. The following charges are preferred against you:

CHARGE I. Unfaithful performance of duty.

SPECIFICATION.

That on June 1, 1926, you were found asleep on the floor of dwelling kitchen lying upon clothing spread on floor and with clothing under your head for pillow by the principal keeper while on your watch, and during thick fog, with the fog signal engine running, and the fog signal not operating. This in violation of Art. 7 of "Instructions to Employees, 1915".

CHARGE II. Making false entry on station book of record.

SPECIFICATION.

That on August 13, 1926, the Master of SS. "Vinal Haven" having reported to your principal keeper, ashore, that in passing the station in thick fog at 8.30 a. m., that date, and during your watch, the fog signal was not in operation; the principal keeper, upon his return to station at 11 a. m. that date, found the fog signal to be in working order and the watch book bearing your entry for the fog signal during the intervening period as "Excellent", in spite of the fact that the fog signal was not operated by you for at least one hour and twenty minutes of said times:- this in violation of Art. 34 of "Instructions to Employees, 1915".

2. In accordance with Article 45 of said"Instructions to Employees, 1915", you will be allowed three days in which to submit such statement as you may desire to make in answer to the above charges. Be governed in all respects by the provisions of this Article in submitting your answer.

SHERMAN
Superintendent

COPY TO KEEPER, ROCKLAND BRWTR., FOR FILES OF STATION.

COPY
CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater Lt. Sta.
September 29th, 1925.

Superintendent of Lighthouses,
Portland, Maine.

Sir:

Enclosed please find letter reffering to charges placed against me.

Reffering to charge one (1). Am very sorry to say that this charge is practically true with the exception of bein asleep for I was not asleep.

Reffering to charge two (2). Went into engine room at 7.20 a.m. to heat up right hand engine as fog was coming. When engine was hot I turned on oil and it started all right but would not pump oil enough of its own accord to keep engine in operation so that I had to pump in oil by hand to keep engine in operation. When the pressure was high enough to start whistle (between 4½ and 5 pounds) I did so but owing to the pump not working properly I could not keep pressure up. The whistle would blow 5 or 6 (five or six) blast then stop owing to the dropage of pressure.

I worked on engine for some time thinking that there might be some dirt got into the pump and that it would work out in time but as it did not I called the keeper on phone he being on leave at time, and asked him if he could tell me what to do to make engine pick up oil. He said give more oil on pump and if she did not run then to start other. I gave more oil on pump but it did not make any difference so I started left hand engine which run all right. As I had to shut off one engine to start other engine the signal was stopped, that was when steamer Vinal Haven went past for I saw her. As for not recording same on watch book I forgot to do so as the other engine was running and the signal going all right. The signal was working during the time that right hand engine was in operation but at irregular intervals.

Respectfully,

(SGD) THOMAS W. WOODRUFF,
Asst. Keeper.

COPY
CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater
Sept. 29, 1926

Superintendent of Lighthouses,
Portland, Maine.

Sir:

Reffering to Asst. Keeper Woodruffs.

In reply to charges preffered against him, I wish to state that he has lied in answering to the charges so I did not sign his letter in answer to charges as I would be sining to lies so am sending his letter attached to my letter.

Respectfully,

(SGD) L. S. ELWELL,

Keeper.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUN 30 1926
PORTLAND, MAINE.

Supt.
1st Asst. Sup.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

Needle copy for Supt

FIRST DISTRICT

Rockland Breakwater
(Station, Depot, or Vessel)

June 28, 1926

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: I wish to report that I left the Station at 3. P.M. June 26. for shore liberty. and that I recived a telephone call the morning of the 27. from sst. woodruff. stateing that something was wrong with one Engine that he could not start the Engine or get it to go. so I returned to Station. and tried the Engine. and no trouble with the Engine. as it started right off and run fine this is the third time he has called my attention to the Engines. that he could not start them. and there was no trouble with the Engines either time. so I consider him unfit to be left a lone in charge of this Station during my absence so will take no more shore liberty before hearing from you.

Respectfully
L. S. Elwell
Keeper

T. W. Woodruff

TO... .....

Submit at once answers to the questions [redacted] ted below. Write plainly and in ink, and sign your name at place indicated.

SUPT. OF LIGHTHOUSES,
FIRST DISTRICT,
SEP 18 1925
PORTLAND, MAINE.

1. Name (As it appears on the payroll)

Woodruff (Surname) Thomas (First name) William (Middle name)

2. Place of Birth (State or Country) Machiasport, Maine.

3. Date of Birth 6th (Day) June (Month) 1891 (Year)

4. Legal Voting Residence (Congressional District) First

(State) Maine

5. Full number of years you attended the following schools:

Common school... ten ...years

High school.....years

College.....years

.....School.....years

List degrees received, if any:

.....

6. Military and Naval Service, if any. (Check with an X after appropriate item).

None | Army X | Navy | Marine Corps

Coast Guard X | Retired | Pensioned

Veterans Bureau Beneficiary

7. Statement of Government Service (Both Civil and Military)

Name of each Department or Bureau of the Government Service, other than the Lighthouse Service, in which you have been employed and give its location.

	Appointed or Enlisted			Separated or Discharged		
	Month	Day	Year	Month	Day	Year
U.S. Convoy. Fort McKinley	Dec	13th	1917	Jan	15th	1919
U.S. Coast Guard. Cross Island	Aug	6th	1919	Aug	6th	1920

8. Leave without pay while in the Government Service (Do not state any period of less than six months).

.....

.....

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

1925 SEP 18

SUPT. of LIGHTHOUSES, FIRST DISTRICT, SEP 21 1925 PORTLAND, MAINE. AM 10 22

Entered on

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 11, 1925.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1200 per annum to $ 1440 per annum, effective October 1, 1925, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—6074

mfc
1

1st

Form A-21

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUL 13 1925
PORTLAND, MAINE.

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 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.

Office of Supt. of Lighthouses, 1st Dist.
Portland, Maine. JUL 13 1925
Received and Forwarded.
Superintendent.

K
1st

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 5 1925
PORTLAND, MAINE.

January 31, 1925.

Mr. Thomas W. Woodruff,

Commissioner of Lighthouses,

Through the

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1140

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

1st.

JBJ

Form A-21

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
AUG 8 1924
PORTLAND, MAINE.

1924 AUG 5 PM 4 20

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON **August 4, 1924.**

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $**1080** per annum to $ **900** per annum, effective **August 5, 1924, or as soon thereafter as you enter on duty.**

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIF[illegible]

Chief of Appointment Division.

11—6074

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Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES, 1ST DISTRICT, DEC 31 1923 PORTLAND, MAINE.
DEC 21 PM 2 07

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 20, 1923.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $780 per annum to $ 840 per annum, effective January 1, 1924, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—8074

C
G
1st

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt. P
Chief Clerk ✓
2nd Clerk
3rd Clerk
4th Clerk

Supt. of Lighthouses 1st Dist. Portland, Maine.
JAN 6 1922

FIRST DISTRICT

Isles of Shoals Lt. Station
(Station, Depot, or Vessel.)

Jan 4, 1922

Superintendent of Light houses,

Dear Sir:-

This is to report Thomas Woodruff 2d Asst. for insulting me and using me with disrespect, also having his wife do the same.

Respectfully Yrs
E. A. Edwards 1st Asst.
Through Keeper Jos H Upton

COPY

DEPARTMENT OF COMMERCE

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 Thomas W. Woodruff

2. Position to which appointed Keeper in Lighthouse Service

3. Bureau or Service Lighthouse Service, District First

4. Place of duty 2nd Asst. Keeper, Isles of Shoals Light Station, New Hampshire.
(City, town, station, or vessel.)

5. Salary $780. per annum

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

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

From Asst. Keeper examination, October, 1920.

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.)

Thomas William Woodruff

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

Thomas W. Woodruff

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

Maine	Washington	Machiasport	Third
(State or Territory.)	(County.)	(City or town.)	(Congressional district.)

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

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

11—6922

6. Where were you born? Machiasport, Maine

7. When were you born? June (Month.) 6th (Day.) 1891 (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.

Austin J. Huntley (Name.) (Number and street.)

Machiasport (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.
5th Anti Air Craft	Dec. 13th, 1917	Jan 16th, 1919	Demolization

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

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

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

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

11—6022

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.)

Farming

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.)

Public 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.")

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

Asst. Light Keeper, October, 1920 (Form 1025)

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, 10-4-21, 19

Witness (in case signature is by mark):

(Signature) (SGD) Thomas W. Woodruff

(Present address) Portsmouth, (Number and street.)

(City or town.) N. H. (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 October 10, 19 21

(Signature) (Sgd.) C. E. SHERMAN

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

11—6922

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES 1st DIST. Supt. PORTLAND, MAINE.
OCT 3 1921

September 29, 1921.

21 OCT 1 AM 9

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Eighty 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 of the First Civil Service District.

By direction of the Secretary:

Respectfully,

(SIGNED) CHESTER HASTINGS
Chief of Appointment Division.

S
C

ppropriation: Salaries, Keepers of Lighthouses.

ice: Elmer E. Conary.

gal Residence: Maine.
t district

(See reverse side.)

11—6080

Thomas W. Woodruff

LEGAL RESIDENCE
Maine

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Prob) Isle of Shoals Sta. N.H.	780	L.H.	Oct. 6, 1921
" Asst. " "	840	"	Jan 4, 1924
" Asst. " "	1080	"	JUL 1 1924
" Manana Sta. "	900.	"	Aug. 21, 1924
" Readjustment of pay Act Dec. 6, 1924 "	1140	"	FEB 1 1925
" INCREASE IN COMPENSATION "	1200	"	JUL 1 1925
" Trans. + Prom. Rockland Dist. L.H. Me	1440	"	Oct 5, 1925.

Dismissed for cause Close Oct 15. 1926

11—1248

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Woodruff, Thomas St. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 1st Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Allowances Value	Allowances Aggregate	As Classified for estimate purposes: Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be: Added	Subtracted
780	240	1020	XCR	404. 25	1424. 25	LHS	3	1200	Yes	120	

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

approved $1200

GRADE RECOMMENDED 5
RANGE OF COMPENSATION RECOMMENDED FROM $1140 TO $1380

$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
(b) High school; years ☐1 ☐2 ☐3 ☐4
(c) Business school; years ☐½ ☐1 ☐1½ ☐2 ☐2½ ☐3
(d) College: Name ; years ☐1 ☐2 ☐3 ☐4
(e) Post graduate work: Kind ; years ☐1 ☐2 ☐3
(f) Correspondence courses: Kind ; number of lessons ; number completed

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

Percentage of total time given to each task

1. Care and operation of a 2nd order Incandescent Oil Vapor Light and lens revolving clock.
2. Care and operation of a compressed air fog signal.
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.

...SIFICATION BOARD FORM NO. 1
...out in accordance with detailed
...ruction sheet, Form No. 2)

Sheet No. 112
2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. WOODRUFF (Surname) THOMAS (Given name) W (Initial)
2. Department COMMERCE
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station First Lighthouse District
   (b) Subdivision Isles of Shoals Light Station
   (c) City or town ..... State N. H.
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, $780.00 per "; bonus, $240.00 per annum.
13. If the employee receives overtime pay, state the rate ....
14. Title of appropriation or fund from which basic compensation is paid Salaries 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
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ....; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ....; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ....; number of lessons ....; number completed ....
18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

Percentage of total time given to each task

1. Care and operation of a 2nd order Incandescent Oil Vapor Light and lens revolving clock.
2. Care and operation of a compressed air fog signal.
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 immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

Under immediate supervision of principal keeper with whom the routine duties of the station are jointly divided. In absence of principal keeper and 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 October 6, 1921.

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

MAY 31 1923, 1923.
(Date)

C E Sherman
(Signature of Preparing Officer) Supt. of Lighthouses.

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 compressed air 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.

MAY 31 1923, 1923.
(Date)

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

GOVERNMENT PRINTING OFFICE 2—12758

October 6, 1926.

Mr. Thomas W. Woodruff,
Through the Commissioner of Lighthouses.

Sir:

Charges of unfaithful performance of duty, and making false entry on station book of record having been preferred against you and established in a degree sufficient to warrant such action, the Department, upon recommendation of the Acting Commissioner of Lighthouses, had dismissed you from the position of Assistant Keeper at $1440 per annum in the Lighthouse Service, effective at the close of business on October 15, 1926.

OCT 11 1926
ENTRY ON JOURNAL
DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) CLIFFORD HASTINGS

P.

Chief of Appointment Division.

OCT 12 1926

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

J
Incls.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 6 1926
APPOINTMENT DIVISION

CHIEF CLERK
5
RECEIVED
OCT 12 2

October 4, 1926.

DEPARTMENT OF COMMERCE
OCT 8 1926
APPOINTMENT DIVISION

SUBJECT: 1st Superintendent's letter, Sept. 30, charges against Thomas W. Woodruff, Assistant Keeper, Rockland Breakwater L.H.

Submitted to Secretary of Commerce recommended for approval. The records indicate that keeper Woodruff originally entered the Service on October 6, 1921, and during his service has rendered no special service warranting commendation. The Superintendent's efficiency report for the six months ending June 30, 1926 shows keeper Woodruff below the standard.

Remove

Acting Commissioner of Lighthouses.

APPROVED:

ACTING ASSISTANT SECRETARY

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
OCT 9 1926
DEPARTMENT OF COMMERCE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CES:CP
Enclosures

LIGHTHOUSES
1926 OCT 2 AM 8 48

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

September 30, 1926

Commissioner of Lighthouses:

1. Herewith are charges preferred against Asst. Keeper Thomas W. Woodruff, Rockland Breakwater Lighthouse, Maine, as a consequence of reports made by his principal keeper to this office, followed by a personal investigation at the station. His answer to these charges are also enclosed, together with other pertinent papers.

2. Regarding Charge I: Mr. Woodruff admitted at time of my personal investigation that on June 1, 1926 at 11.20 p. m., while on watch, he went outside, walked around the station, came in, oiled up his engine and laid down as charged, but claims that he did not fall asleep. At 11.30 p. m., however, the principal keeper woke up, found thick fog, the engines running but the fog signal not sounding. He at once went to engine room and states that he found Woodruff asleep in the kitchen. It is improbable that within thirty minutes of the time when he was to be relieved, a keeper would make himself a bed on the floor, as admitted, and be awake with the fog signal not sounding and not be aware of the fact. It is my opinion that he had been asleep for a much longer period than from 11.20 to 11.30 and that his statement as to hours is untrue. But for the timely arrival of the principal keeper, serious damage to the fog signal apparatus would likely have resulted, and passing vessels made liable to accident by reason of the fog signal not operating.

3. Regarding Charge II: There is no question of the fog signal being out of order at the time stated in the charge. A personal examination of the watch book for the period in question showed his entry of condition as "Excellent".

FINDING:

CHARGE I. Guilty as charged.

CHARGE II. Guilty as charged.

RECOMMENDATION

4. It is respectfully recommended that Thomas W. Woodruff, Asst. Keeper, Rockland Breakwater Lighthouse, Maine, be dismissed from the Service, effective at close of business October 15, 1926.

5. Mr. Woodruff has not taken leave in excess of that allowed by Regulations, and the action above recommended will be not in violation of Section 2 of Civil Service Rules, relative to political or religious opinions or affiliations.

SHERMAN
Superintendent

...NICATIONS TO
...ENT OF LIGHTHOUSES
PORTLAND, ME.
CES:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REGISTERED MAIL

COPY

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

September 24, 1926

Mr. Thomas W. Woodruff,
Asst. Keeper, Rockland Breakwater LH., Me.
(Through the Keeper)

1. The following charges are preferred against you:

CHARGE I. Unfaithful performance of duty.

SPECIFICATION.

That on June 1, 1926, you were found asleep on the floor of dwelling kitchen lying upon clothing spread on floor and with clothing under your head for pillow by the principal keeper while on your watch, and during thick fog, with the fog signal engine running, and the fog signal not operating. This in violation of Art. 7 of "Instructions to Employees, 1915".

CHARGE II. Making false entry on station book of record.

SPECIFICATION.

That on August 13, 1926, the Master of SS. "Vinal Haven" having reported to your principal keeper, ashore, that in passing the station in thick fog at 8.30 a. m., that date, and during your watch, the fog signal was not in operation; the principal keeper, upon his return to station at 11 a. m. that date, found the fog signal to be in working order and the watch book bearing your entry for the fog signal during the intervening period as "Excellent", in spite of the fact that the fog signal was not operated by you for at least one hour and twenty minutes of said times:- this in violation of Art. 34 of "Instructions to Employees, 1915".

2. In accordance with Article 45 of said"Instructions to Employees, 1915", you will be allowed three days in which to submit such statement as you may desire to make in answer to the above charges. Be governed in all respects by the provisions of this Article in submitting your answer.

SHERMAN
Superintendent

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

2nd Clerk
3rd Clerk
4th Clerk
Messenger

LIGHTHOUSES
1926 OCT 2 AM 8 51

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
SEP 30 1926
PORTLAND, MAINE.
FIRST DISTRICT

Rockland Breakwater
(Station, Depot, or Vessel)

Sept 29, 1926

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir: Refering to asst. Keeper Woodruffs. In reply to Charges prefered against him. I wish to state that he has lied in answering to the the Charges. so I did not sign his letter as in answer to Charges as I would be sining to lies so am sending his letter attached to my letter

Respectfully,
L. S. Ilwell
Keeper.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt.
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

LIGHTHOUSES

1926 OCT 2 AM 8 51

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
SEP 30 1926
PORTLAND, MAINE.

FIRST DISTRICT

Rockland Breakwater Lt Sta
(Station, Depot, or Vessel)

September 29th, 1926.

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Enclosed please find letter reffering to charges placed against me.

Reffering to charge one (1.)

I am very sorry to say that this charge is practically true with the exception of beeing asleep for I was not asleep.

Reffering to charge Two (2)

Went into engine room at 7 20/60 a.m to heat up right hand engine as fog was coming.
When engine was hot I turned on air and it started all right but would not pump air enough of its own accord to keep engine in operation so that I had to pump in air by hand to keep engine in operation. When the pressure was high enough to start Yokaille (between 4½ and 5 pounds) I did so but owing to the pump not working properly I could not keep pressure up. the Yokaille would blow 5 or 6 (four or six) blast then stop owing to the drop age of pressure.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 OCT 2 AM 8 51

FIRST DISTRICT

Rockland Breakwater Lt Sta
(Station, Depot, or Vessel)

September 29th, 1926

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

I worked on engine for some time thinking that there might be some dirt got into the pump and that it would work out in time but as it did not I called the keeper on phone he being on leave at time, and asked him if he could tell me what to do to make engine pick up and he said give more oil on pump and if she did not run then to start other. I gave more oil on pump but it did not make any difference. so I started left hand engine which ran all night. As I had to shut off one engine to start other engine the signal was stopped. That was when Steamer Vinal Haven went past for I saw her. As for not recording same on watch book I forgot to do so as the other engine was running and the signal going all night. The signal was working during the time that right hand engine was in operation but at other intervals.

Respectfully.

Thomas W. Woodruff
Asst Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 OCT 2 AM 8 51

FIRST DISTRICT

Rockland Breakwater
(Station, Depot, or Vessel)

June 28, 1926

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

I wish to report that I left the station at 3 P. M. June 26 for shore liberty and that I received a telephone call the morning of the 27, from Asst. Woodruff stateing that something was wrong with one Engine that he could not start the engine or get it to go, so I returned to Station and tried the Engine and no trouble with the Engine as it started right off and run fine this is the third time he has called my attention to the Engines that he could not start them, and there was no trouble with the Engines either time, so I consider him unfit to be left a lone in charge of this station during my absence so will take no more shore liberty before hearing from you.

Respectfully

(Sgd) L. S. Elwell

Keeper.

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater
June 3, 1926.

Superintendent of Lighthouses,
Portland, Maine.

LIGHTHOUSES

1926 OCT 2 AM 8 51

Sir:

I wish to report that on June First at 11.25 pM I awoke from sleep and noticed Engine to fog signal was running but no signal sounding. I looked out of the window, found it was very thick of fog, thinking something was wrong came down stairs. Found asst. Keeper Woodruff who was on watch at the time, laying down on the floor on a coat which he had spread on the floor to lay on. In my opinion he was asleep, as the whistle clock had caught up and no signal sounding for at least ten minutes that I know of. Had the engine continued to run a short time longer in my opinion the air pipes or air tanks would have burst.

Respectfully,

(SGD) L. S. ELWELL,

Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1925 OCT 9 PM 3 57
CHIEF CLERK

DEPARTMENT OF COMMERCE
OCT 10 1925
APPOINTMENT DIVISION

CP

LIGHTHOUSES
1925 OCT 8 AM 9 09

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

Hydro
Radio
Engr. Comr.
Mar. Engr.
Personnel
Financial
Law and Prop.
Adm Asst.
Dep. Comr.

October 6, 1925

Commissioner of Lighthouses:

1. Referring to Department's "Notice of Change in Salary," dated September 11, 1925, in the case of Thomas W. Woodruff, Keeper, this district, whereby his salary was changed from $1200 per annum to $1440 per annum.

2. Effective date of above change in salary is October 5, 1925.

Sherman

SHERMAN
Superintendent

jmr.

CANCELED

Bureau of Lighthouses, Washington
OCT 9 1925

Submitted to Secretary of Commerce for his information

Acting Commissioner

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 11, 1925.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1200 per annum to $ 1440 per annum, effective October 1, 1925, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER. SEP 15 1925

Acting Chief of Appointment Division.

11—8074

mfc
1

CARDED

APPOINTMENT DIVISION ENTERED SEP 16 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Form 73

JCW:CP
Enclosures

LIGHTHOUSES
1925 SEP 11 AM 8 53

CHIEF CLERK
1925 SEP 11 PM 3

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT, 4 01

Portland, Maine, September 9, 1925.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE APPOINTMENT DIVISION SEP 11 1925

Action recommended, Transfer (involving Increase of Salary.)

Name, Thomas W. Woodruff — Legal residence, Maine

Position, (Assistant) Keeper — Salary, $1440 per annum (Range $1320-$1560)

Location, Rockland Breakwater Lighthouse, Me. — Appropriation, (Sal. Keepers, etc.)

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

Such te

Former position, (Assistant) Keeper — Former salary, $1200 per annum (Range $1080-$1320)

Location, Manana Island F. S. Station, Maine.

DEPARTMENT OF COMMERCE SEP 14 1925 ACTION TAKEN

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

Previous incumbent, ~~Eugene~~ Ernest V. Talbot — Services terminated, about October 1, 1925.

Reason, Transfer at mutual request. Letters of Messrs. Talbot and Woodruff are herewith.

Members of family in Government Service,

Date of birth,

Remarks:

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

9-11-25

(Direct).

Secretary, Civil Service District.

C. E. Sherman

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

SEP 11 1925

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
JUL 30 1925
PORTLAND, MAINE.

FIRST DISTRICT

Supt.
1st Asst. Supt
Asst. Supt.
Chief Clerk
2nd Clerk
3rd Clerk
4th Clerk
Messenger

LIGHTHOUSES
1925 SEP 11 AM 8 53

Manana Fog Signal Sta
(Station, Depot, or Vessel)
July 29 Th, 1925

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

Would like permission to exchange stations with Mr. Ernest V. Talbot, at Rockland Breakwater Light Station, Rockland Maine.

Reason for exchange, prefer station without family quarters.

Hoping to receive a favorable reply regarding same, I am,

Respectfully yours,

Thomas W. Woodruff.
Assist. Keeper,
Manana Fog Signal Sta.
Monhegan, Maine.

E. V. Osgood
Keeper.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 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,

EDW. J. GARDNER,
Acting Chief of Appointment Division.

11—8674

H
1st

CARDED

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Thomas W. Woodruff,

Commissioner of Lighthouses,

Through the

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,

Acting Chief of Appointment Division.

Position: Keeper ✓

Salary: $1140

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

1st.

JSJ

FEB 3 - 1925

CARDED

LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

GFL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1924 AUG 25 PM 9 20

DEPARTMENT OF COMMERCE
AUG 26 1924
APPOINTMENT

CHIEF CLERK
1924 AUG 26 AM 10 07
5

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

August 22, 1924

Commissioner of Lighthouses:-

1. Referring to Department's "Notice of Change in Salary", August 4, 1924, Thomas W. Woodruff, Keeper, this district, from $1080 to $900 per annum:-

2. Effective date of entrance upon duty at the new rate is August 21, 1924.

For and in the absence of the Superintendent:

Luther
LUTHER
1st Asst. Superintendent.

CARDED

Hydro
Radio
Engr. Cons.
Mar. Eng.
Personnel
Financial
Law and Prop.
Adm Asst.
Dep. Comr.
Comr.

Bureau of Lighthouses, Washington
AUG 25 1924

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON August 4, 1924.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1080 per annum to $ 900 per annum, effective August 5, 1924, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED AUG 5 1924 ON JOURNAL DEPARTMENT OF COMMERCE

11—8074

IC
lsy

CARDED

(CROSS REFERENCE)

Goodruff, Thomas H. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1080, effective July 1, 1924.

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

Form 73
JCW: GRL

LIGHTHOUSES JUL 1 AM 7 58

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, INVOLVING REDUCTION IN SALARY

AUG 2 AM 11 22

Name, Thomas W. Woodruff Legal residence, Maine

Position, (Assistant) Keeper Salary, $900. per annum

Location, Manana Island F. S. Sta., Me. Appropriation, Sals.,Kprs.,etc.

Effective August 5, 1924, {xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE AUG 4 1924 APPOINTMENT DIVISION.

Former position, (First Assistant) Keeper Former salary, $1080. per annum

Location, Isles of Shoals Light Station, New Hampshire

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

Previous incumbent, Eugene W. Osgood Services terminated, close July 31, 1924.

Reason, Recommended July 24 for promotion to position, Keeper, Manana Island Fog Signal Station, Maine.

Members of family in Government Service,

Date of birth,

Remarks: Mr. Woodruff's letter requesting transfer to this position, is herewith.

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

(Direct.)

Secretary, Civil Service District.

For and in absence of the Superintendent:

Luther
LUTHER
First Asst. Superintendent.

8/4/24

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 1 - 1924

Submitted to the Secretary of Commerce, approved.

AUG -5 1924 DEPARTMENT OF COMMERCE

E. C. Gillette
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE LIGHTHOUSES
LIGHTHOUSE SERVICE

SUPT. of LIGHTHOUSES,
FIRST DISTRICT,
FEB 2 1924
PORTLAND, MAINE.

Aug
1924 JUL 7 AM 7 58
FIRST DISTRICT

Isles of Shoals. N. H.
(Station, Depot, or Vessel)

Jan. 28th, 1924.

Supt. of Lighthouses.
Portland.
Me.

Dear Sir:

Enclosed, please find list of Lighthouse accepted if offend.

Avery Rock. Keeper.
Cape Elizabeth. Assistant.
Lilly Island. First Assistant.
Manana Island. Assistant.
Moose Peak. Assistant.
Petit Manan, First Assistant.
Portland Head. Assistant.
West Quoddy Head. Assistant.

Respectfully.
Thomas. W. Woodruff.
First Assistant.

Josh Upton

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 JAN 17 AM 8 41

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.
January 14, 1924.

CHIEF CLERK
1924 JAN 18 AM 11 00

Commissioner of Lighthouses:-

1. Referring to Department's Form A-21 (Notice of Change in Salary), dated December 20, 1923, in the case of Mr. Thomas W. Woodruff, Keeper, this district, whereby his salary was changed from $780 to $840 per annum:-

2. Effective date of above change is January 4, 1924.

DEPARTMENT OF COMMERCE
JAN 18 1924
APPOINTMENT DIVISION.

For and in the absence of the Superintendent:

Isle Shoals

Luther
First Assistant Superintendent.

CARDED

U. S. REPORT DATE ENTERED

Bureau of Lighthouses, Washington

Hydro.
Engr. Const
Mar Engr.
Personnel.
Accounts.
Contracts.
Chf Clk.
Dep. Comr's
Comm

Submitted to Secretary of Commerce for his information

JAN 17 1924

Acting J. S. CONWAY
Commissioner

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 20, 1923.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $780 per annum to $ 840 per annum, effective January 1, 1924, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.
Acting Chief of Appointment Division.

11—8074

C
C
1st

APPOINTMENT DIVISION ENTERED DEC 21 1923 DEPARTMENT OF COMMERCE

W. F. REPORT DATA ENTERED CARDED

Form 73

TAL

LIGHTHOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1923 DEC 20 PM 2 51

1923 DEC 20 AM 8 56

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, (City.) Maine, December 18, 1923 (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROMOTION

Name, Thomas W Woodruff — Legal residence, Maine

Position, (1st Asst) Keeper, (Kpr L H Service) — Salary, $840.00 per annum

Location, Isles of Shoals L S NH — Appropriation, Sal Kprs, etc

Effective January 1, 1924 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, (2nd Asst) Kpr, (Kpr LHS) — Former salary, $780.00 pa

Location, Isles of Shoals L S NH

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

Previous incumbent, Harold I Hutchins — Services terminated, December 31, 1923

Reason, Transfer and promotion to Boon Island L S Me recommended this date

Members of family in Government Service, ---

Date of birth, June 6, 1891

Remarks:

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

1st 12/20/23.

(Direct)

Secretary, Civil Service District.

C. E. Sherman

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 20 1923

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY

Acting Commissioner of Lighthouses.

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

11—2314

LIGHTHOUSES

1921 OCT 12 AM 5 36

2nd DIST. LIGHTHOUSE INSPECTORS PORTLAND, MAINE.

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

APPOINTMENTS 10-12-21 OCT 6 1921

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.

1921 OCT 12 PM 1 35

PART I.

1. Name of employee: Thomas W. Woodruff

2. Position to which appointed: Keeper in Lighthouse Service

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

4. Place of duty: 2nd Asst. Keeper, Isles of Shoals Light Station, New Hampshire. (City, town, station, or vessel.)

5. Salary: $780. per annum

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

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

From Asst. Keeper examination, October, 1920.

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.

ORDERED

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.)

Thomas William Woodruff

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

~~Maine Washington County Machias Post.~~ Thomas W. Woodruff

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

Maine (State or Territory.) Washington (County.) Machiasport (City or town.) Thirth (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—6924

U. S. REPORT DATA ENTERED

6. Where were you born? Machiasport Maine.

7. When were you born? June (Month.) 6th (Day.) 1891 (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.

Curtis J. Hatch (Name.) (Number and street.)

Machiasport (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.
5th Ents Coast Artillery	Dec. 13th 1917	Jan. 16th 1919	Demobilization (honorable)

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

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

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

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

11—6922

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

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

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

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

Farming

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.)

Public 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.")

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

Asst. Light Keeper, October, 1920 (Form 1025)

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, 10-4-21, 1921.

Witness (in case signature is by mark):

(Signature) Thomas W. Woodruff

(Present address) Portsmouth (Number and street.)

(City or town.) N. H. (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 October 10, 1921.

(Signature) C. E. Sherman

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

11—6922

Form 111

1921 12 AM 5 38

Supt. LIGHTHOUSES 1st DIST. PORTLAND, MAINE.

OCT 6 1921

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS 10-12-21

I, Thomas W. Woodruff

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.

Thomas W. Woodruff
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 5th day of October, A. D. 1921.

(Affix official seal here)

[4] (Name) Nellie E. Lowney

(Official title) Notary Public

My commission expires June 11, 1924

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$780. per annum	2nd Asst., Isles of Shoals L. S., N. H
Former [5] New appointee.		

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

GFL

CARDED

Office of Superintendent of Lighthouses, First District

Portland, Maine (Address), October 10, 1921 (Date)

The above-named appointee entered upon duty on October 6, 1921 (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—914

U. S. REPORT DATE ENTERED

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 29, 1921.

Mr. Thomas W. Woodruff,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Eighty 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 of the First Civil Service District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

S
C

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Elmer E. Comary.

Legal Residence: Maine.
1st district

(See reverse side.)

APPOINTMENT DIVISION ENTERED SEP 29 1921 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

Form 73
GFL

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 SEP 26 AM 8 38

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, September 23, 1921.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, PROBATIONARY APPOINTMENT

1921 SEP 28 PM 3 50

Name, Thomas W. Woodruff — Legal residence, Maine

Position, (2nd Asst.) Keeper (Keeper in LHS) — Salary, $780. per annum

Location, Isles of Shoals L. S., N. H. — Appropriation, Sals., Kprs., etc.

Effective October 1, 1921, ~~(the actual date of entrance on duty;~~ or (as soon thereafter as he enters on duty.

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

Location, -----

1921 SEP 29 AM 8 59

Rank on eligible list, 3rd Rating, Asst. Kpr. Percentage, 78. , Other eligibles considered: William Stephenson (FR); Bernard A. Small (A); Edwin B. Faulkingham (C).

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 29 1921 DEPARTMENT OF COMMERCE

Previous incumbent, Elmer E. Conary. Services terminated about Sept. 26, 1921.

Reason, To be transferred.

Members of family in Government Service, None.

Remarks: Quarters for families are provided at this station. Mr. Woodruff was born June 6, 1891. The name of William Stephenson has been dropped for failure to respond, and that of Bernard A. Small for the reason that he has received the maximum of three considerations.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission~~, SEP 24 1921, 19

9/29/21

B. L. Falvey
Secretary, First *Civil Service District.*

For and in the absence of the Superintendent:
R. Luther
Assistant Superintendent.

misapp

BUREAU OF LIGHTHOUSES
WASHINGTON

EK

Submitted to the Secretary of Commerce, approved. SEP 26 1921

J. S. [illegible]

RECEIVED SEP 24 1921 Office of Secretary

Acting Commissioner of Lighthouses.

PC

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

11—3814

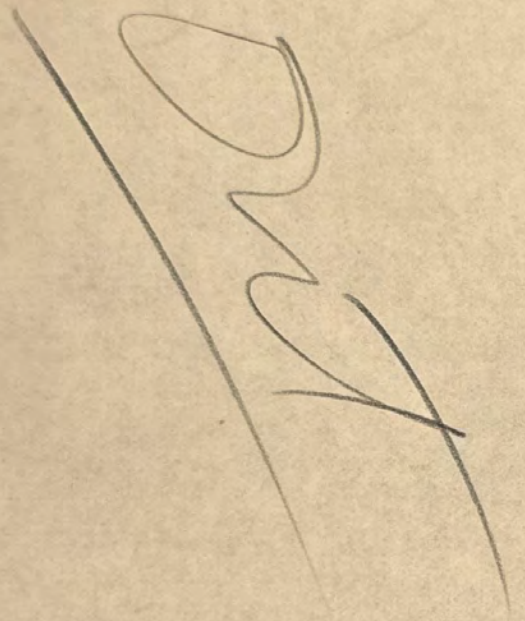
Thomas W. Woodruff

LEGAL RESIDENCE
Maine

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Asst) Isle of Shoals S.S. Sta.	780	L.H.	Oct. 6, 1921
" " Asst. " "	840	"	Jan 4, 1924
— " Asst. " "	1080	"	JUL 1 1924
" Manana " " Sta.	900.	"	Aug. 21, 1924
" Readjustment of pay Act Dec. 2, 1924	1140	"	FEB 1 1925
" INCREASE IN COMPENSATION	1200	"	JUL 1 1925
" Trans. & Prom. Rockland Sta. L.H. Me	1440	"	Oct. 5, 1925
Dismissed for cause Close Oct 15. 1926			

THOMAS W. WOODRUFF.



THOMAS W. WOODRUFF.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JCW:CP

LIGHTHOUSES
1925 SEP 11 AM 8 51

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

September 9, 1925

Commissioner of Lighthouses:

1. Reference being made to Forms No. 73, this day submitted in the case of Assistant Keepers Woodruff and Talbot who have requested an exchange of stations:

2. These transfers are to be without expense to the Government and they have been so advised.

Sherman

SHERMAN
Superintendent

Form 73

JCW:CP
Enclosures

LIGHTHOUSES 1925 SEP 11 AM 8 53

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, First DISTRICT,

Portland, Maine, (City.) September 9 (Date.) 19 25.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer involving Increase of Salary.

Name, **Thomas W. Woodruff**

Legal residence, **Maine**

Position, **Assistant Keeper**

Salary, **$1440 per annum (Range $1320-$1560)**

Location, **Rockland Breakwater Lighthouse, Me.**

Appropriation, **Sal. Keepers, etc.**

Effective **October 1, 1925** { ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Assistant Keeper

Former salary, **$1200 per annum (Range $1080-$1320)**

Location, **Manana Island F. S. Station, Maine.**

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

Previous incumbent, Eugene V. Talbot

Services terminated, **about October 1, 1925.**

Reason, **Transfer at mutual request. Letters of Messrs. Talbot and Woodruff are herewith.**

Members of family in Government Service,

Date of birth,

Remarks:

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

(Direct).

Secretary, Civil Service District.

C. E. SHERMAN
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 11 1925

Inclosure

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

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

11--2314

CP (COPY)

DEPARTMENT OF COMMERCE
Lighthouse Service

Manana Fog Signal Sta.
July 29th, 1925.

LIGHTHOUSES
1925 SEP 11 AM 8 52

Superintendent of Lighthouses,
Portland, Maine.

Sir:

Would like permission to exchange stations with Mr. Ernest V. Talbot at Rockland Breakwater Lights Station, Rockland, Maine.

Reason for exchange, prefer station without family quarters.

Hoping to receive a favorable reply regarding same, I am

Respectfully yours,

(SGD) Thomas W. Woodruff,
Asst. Keeper,
Manana Fog Signal Sta.
Monhegan, Maine.

(SGD) E. W. Osgood,
Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

CES:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.
July 28, 1926

SUBJECT: T. W. Woodruff, Asst. Keeper,
Rockland Breakwater LH., Me.

Commissioner of Lighthouses:

This keeper has twice been found asleep while on duty, and has had a smoke-up in the tower. Under date of June 28, 1926, his principal keeper reports him unfit to be left in charge of the station and that on this account he (the principal keeper) is unwilling to take further shore liberty under present conditions.

Recommend that steps be taken toward terminating his services.

SHERMAN
Superintendent

8AD-10/6/nd.

(necessary to prefer charges & if substantiated am to be dismissed from Service.

Form 106.

EFFICIENCY RATINGS

CES:CP

LIGHTHOUSES
1926 JUL 29 AM 9 00

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Portland, Maine, July 27, 1926. , 19.....

EFFICIENCY RATINGS of employees holding appointment certificates under direction of the Superintendent of the First..... Lighthouse District for the period ending { ~~December 31,~~ / June 30, } 19 26, whose efficiency is BELOW $\frac{8}{10}$ for quantity of work, good for quality of work, or good for interest manifested in work.

NAME OF EMPLOYEE (Surname last)	WHERE EMPLOYED (Abbreviate, if necessary)	EFFICIENCY			
		QUANTITY	QUALITY	INTEREST MANIFESTED IN WORK	IS EMPLOYEE FULLY EARNING SALARY?
Howe, E. A.	Great Duck Island LH., Me.	6/10	Poor	Poor	No
Gott, M. D.	do	6/10	do	do	do
Stanley, L. S.	do	6/10	do	do	do
Foss, J. A.	Libby Island LH., Me.	--	--	Poor	Yes
Woodruff, T. W.	Rockland Breakwater LH., Me.	7/10	Poor	Poor	No
Taft, E. W.	Seguin Lighthouse, Maine	7/10	do	do	do
Sprague, H. W.	do	7/10	do	do	do
Ginn, A. E.	Mt. Desert Lighthouse, Me.	6/10	do	do	do
Beal, V. O.	do	6/10	do	do	do
Tracy, C. E.	do	6/10	do	do	do

July 28, 1926

Respectfully forwarded:

Sherman

SHERMAN
Superintendent

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CES:CP

Enclosures

LIGHTHOUSES 1926 OCT 2 AM 8 49

10/4/26

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

September 30, 1926

Entered Service on 10/6/21.

Commissioner of Lighthouses:

1. Herewith are charges preferred against Asst. Keeper Thomas W. Woodruff, Rockland Breakwater Lighthouse, Maine, as a consequence of reports made by his principal keeper to this office, followed by a personal investigation at the station. His answer to these charges are also enclosed, together with other pertinent papers.

2. Regarding Charge I: Mr. Woodruff admitted at time of my personal investigation that on June 1, 1926 at 11.20 p. m., while on watch, he went outside, walked around the station, came in, oiled up his engine and laid down as charged, but claims that he did not fall asleep. At 11.30 p. m., however, the principal keeper woke up, found thick fog, the engines running but the fog signal not sounding. He at once went to engine room and states that he found Woodruff asleep in the kitchen. It is improbable that within thirty minutes of the time when he was to be relieved, a keeper would make himself a bed on the floor, as admitted, and be awake with the fog signal not sounding and not be aware of the fact. It is my opinion that he had been asleep for a much longer period than from 11.20 to 11.30 and that his statement as to hours is untrue. But for the timely arrival of the principal keeper, serious damage to the fog signal apparatus would likely have resulted, and passing vessels made liable to accident by reason of the fog signal not operating.

Never commanded. See attached letter dated 9/30/26

3. Regarding Charge II: There is no question of the fog signal being out of order at the time stated in the charge. A personal examination of the watch book for the period in question showed his entry of condition as "Excellent".

FINDING:

CHARGE I. Guilty as charged.

CHARGE II. Guilty as charged.

Received 10 Oct 2

RECOMMENDATION

4. It is respectfully recommended that Thomas W. Woodruff, Asst. Keeper, Rockland Breakwater Lighthouse, Maine, be dismissed from the Service, effective at close of business October 15, 1926.

5. Mr. Woodruff has not taken leave in excess of that allowed by Regulations, and the action above recommended will be not in violation of Section 2 of Civil Service Rules, relative to political or religious opinions or affiliations.

Sherman

SHERMAN
Superintendent

COPY
CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater
Sept. 29, 1926

LIGHTHOUSES

1926 OCT 2 AM 8 49

Superintendent of Lighthouses,
Portland, Maine.

Sir:

Reffering to Asst. Keeper Woodruffs.

In reply to charges preffered against him, I wish to state that he has lied in answering to the charges so I did not sign his letter in answer to charges as I would be sining to lies so am sending his letter attached to my letter.

Respectfully,

(SGD) L. S. ELWELL,

Keeper.

COPY
CP

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater Lt. Sta.
September 29th, 1926.

LIGHTHOUSES

1926 OCT 2 AM 8 49

Superintendent of Lighthouses,
Portland, Maine.

Sir:

Enclosed please find letter reffering to charges placed against me.

Reffering to charge one (1). Am very sorry to say that this charge is practically true with the exception of bein asleep for I was not asleep.

Reffering to charge two (2). Went into engine room at 7.20 a.m. to heat up right hand engine as fog was coming. When engine was hot I turned on oil and it started all right but would not pump oil enough of its own accord to keep engine in operation so that I had to pump in oil by hand to keep engine in operation. When the pressure was high enough to start whistle (between 4½ and 5 pounds) I did so but owing to the pump not working properly I could not keep pressure up. The whistle would blow 5 or 6 (five or six) blast then stop owing to the dropage of pressure.

I worked on engine for some time thinking that there might be some dirt got into the pump and that it would work out in time but as it did not I called the keeper on phone he being on leave at time, and asked him if he could tell me what to do to make engine pick up oil. He said give more oil on pump and if she did not run then to start other. I gave more oil on pump but it did not make any difference so I started left hand engine which run all right. As I had to shut off one engine to start other engine the signal was stopped, that was when steamer Vinal Haven went past for I saw her. As for not recording same on watch book I forgot to do so as the other engine was running and the signal going all right. The signal was working during the time that right hand engine was in operation but at irregular intervals.

Respectfully,

(SGD) THOMAS W. WOODRUFF,
Asst. Keeper.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, ME.

CEB:CP

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REGISTERED MAIL

COPY

OFFICE OF SUPERINTENDENT, 1ST DISTRICT
PORTLAND, ME.

September 24, 1926, 1926

Mr. Thomas T. Woodruff,
Asst. Keeper, Rockland Breakwater LH., Me.
(Through the Keeper)

LIGHTHOUSES
1926 OCT 2 AM 8 49

1. The following charges are preferred against you:

CHARGE I. Unfaithful performance of duty.

SPECIFICATION.

That on June 1, 1926, you were found asleep on the floor of dwelling kitchen lying upon clothing spread on floor and with clothing under your head for pillow by the principal keeper while on your watch, and during thick fog, with the fog signal engine running, and the fog signal not operating. This in violation of Art. 7 of "Instructions to Employees, 1915".

CHARGE II. Making false entry on station book of record.

SPECIFICATION.

That on August 13, 1926, the Master of SS. "Vinal Haven" having reported to your principal keeper, ashore, that in passing the station in thick fog at 8.30 a. m., that date, and during your watch, the fog signal was not in operation; the principal keeper, upon his return to station at 11 a. m. that date, found the fog signal to be in working order and the watch book bearing your entry for the fog signal during the intervening period as "Excellent", in spite of the fact that the fog signal was not operated by you for at least one hour and twenty minutes of said times;- this in violation of Art. 34 of "Instructions to Employees, 1915".

2. In accordance with Article 45 of said "Instructions to Employees, 1915", you will be allowed three days in which to submit such statement as you may desire to make in answer to the above charges. Be governed in all respects by the provisions of this Article in submitting your answer.

SHERMAN
Superintendent

COPY*CP*EBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIRST DISTRICT

Rockland Breakwater
(Station, Depot, or Vessel)

June 28, 1926

LIGHTHOUSES
1926 OCT 2 AM 8 50

SUPERINTENDENT OF LIGHTHOUSES,
Portland, Maine.

Sir:

I wish to report that I left the station at 3 P. M. June 26 for shore liberty and that I received a telephone call the morning of the 27, from Asst. Woodruff stateing that something was wrong with one Engine that he could not start the engine or get it to go, so I returned to Station and tried the Engine and no trouble with the Engine as it started right off and run fine this is the third time he has called my attention to the Engines that he could not start them, and there was no trouble with the Engines either time, so I consider him unfit to be left a lone in charge of this station during my absence so will take no more shore liberty before hearing from you.

Respectfully

(SGD) L. S. ELWELL

Keeper.

COPY
CP
EBJ

DEPARTMENT OF COMMERCE
Lighthouse Service

First District
Rockland Breakwater
June 3, 1926.

Superintendent of Lighthouses,
Portland, Maine.

LIGHTHOUSES

1926 OCT 2 AM 8 49

Sir:

I wish to report that on June First at 11.25 P.M I awoke from sleep and noticed Engine to fog signal was running but no signal sounding. I looked out of the window, found it was very thick of fog, thinking something was wrong came down stairs. Found asst. Keeper Woodruff who was on watch at the time, laying down on the floor on a coat which he had spread on the floor to lay on. In my opinion he was asleep, as the whistle clock had caught up and no signal sounding for at least ten minutes that I know of. Had the engine continued to run a short time longer in my opinion the air pipes or air tanks would have burst.

Respectfully,

(SGD) L. S. ELWELL
Keeper.

J
Incls.

October 4, 1926.

SUBJECT: 1st Superintendent's letter, Sept. 30, charges against Thomas W. Woodruff, Assistant Keeper, Rockland Breakwater L.H.

Submitted to Secretary of Commerce recommended for approval. The records indicate that keeper Woodruff originally entered the Service on October 6, 1921, and during his service has rendered no special service warranting commendation. The Superintendent's efficiency report for the six months ending June 30, 1926 shows keeper Woodruff below the standard.

Dept notice dismissal sent 1½ on 10/7/26.

J. S. CONWAY

Acting Commissioner of Lighthouses.

See Bureau letter 8/20/26 in reference to ltr in file of C.E. Geary.