

H. P. Morgan
Civilian Personnel

Civil-Service Regulations for the Lighthouse Service

1928

Let attention page 6

United States
Department
of Commerce

Lighthouse
Service



DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Civil-Service Regulations for the Lighthouse Service

1928

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CONTENTS

	Page
Introduction.....	1
Classification.....	1
Local boards of examiners.....	1
Applications.....	2
Method of rating examination papers.....	3
Registers of eligibles.....	3
Certification and selection for appointment.....	4
Promotions and other changes in status.....	6
Temporary appointments.....	7
Preference.....	9
Rating of employees, separation, and reemployment.....	9
Reinstatement.....	11
Removals and reductions.....	12
Declaration of appointee.....	13
Reports of employments and changes.....	13
Retirement.....	13
Appendixes:	
Appendix A, Civil-service districts.....	16
Appendix B, Method of appointment.....	16

II

REGULATIONS FOR THE ADMINISTRATION OF THE CIVIL SERVICE IN THE LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE,
BUREAU OF LIGHTHOUSES,
Washington, December 7, 1927.

The following regulations, governing the application of the civil-service rules to the Lighthouse Service, promulgated under section 1 of Rule XVI¹ and supplementary to the civil-service rules, having been approved by the Civil Service Commission and the Secretary of Commerce, are published for the guidance of all concerned. The civil-service rules and regulations of the commission shall govern in all cases not specifically covered herein. These regulations will take effect July 1, 1928.

Regulation I.—CLASSIFICATION

1. All persons who have been heretofore or who may hereafter be given a competitive status in the classified civil service, with or without competitive examination, by legislative enactment, or under the civil-service rules promulgated by the President, or by Executive orders covering groups of employees with their positions into the competitive classified service or authorizing the appointment of individuals to positions within such service will be considered as being in the classified civil service of the United States.

2. Positions listed under Schedule A and Schedule B of the civil-service rules and positions of mere unskilled laborers in the Lighthouse Service are not filled from registers except in cities where labor regulations apply.

3. Competitive positions require either an "educational" or a "noneducational" test. The former are known as "educational" positions, the latter as "noneducational" positions.

Regulation II.—LOCAL BOARDS OF EXAMINERS

There shall be a local board of examiners in each lighthouse district composed of three persons—an assistant superintendent or a technical employee, the chief clerk or a clerical employee, and the district secretary of the Civil Service Commission or such other representative of the commission as may be designated for that pur-

¹ Form 131, "Information for boards of examiners and nominating officers," issued by the United States Civil Service Commission, and Department Circular No. A1 (Personnel Regulations), will be found valuable for reference in connection with these regulations.

pose.² The district secretary or other representative of the Civil Service Commission shall be the chairman of the board, and the chief clerk or the clerical employee shall act as secretary. The local boards shall be under the direct and sole control of the Civil Service Commission with respect to all matters pertaining to the administration of the civil-service law and rules. The functions of the board are to develop sources of supply that will provide a sufficient number of competent employees, furnish information relative to employment in the Lighthouse Service, distribute and receive applications for noneducational positions, rate the papers, establish the registers, and render all possible assistance to the department and the commission with reference to personnel matters.

Regulation III.—APPLICATIONS

1. Applicants for positions requiring an educational test may obtain application forms and information from the commission or the district secretary of the civil-service district.

2. Applicants for noneducational positions, peculiar to the Lighthouse Service, may obtain information and application forms from the secretary of the local board for the lighthouse district or from the district secretary of the civil-service district. The local board for each lighthouse district shall determine for what positions applications may be filed at any time and for what positions applications will be received only after public announcement of the examinations. Applications for such noneducational positions as are common in their requirements to similar positions for other branches of the public service in any given locality may be filed at any time with the district secretary, in whose office the papers shall be rated and registers established.

Applications for the positions of officers of lighthouse vessels, keepers, or assistant keepers must be executed in the handwriting of the applicant.

3. *Age limit.*—Applicants for original entrance to the service must be within the following age limits:

Minimum: 18 years for all positions except those requiring a license from the Steamboat Inspection Service, for which the minimum shall be 19.

Maximum: 45 years for officer of tender. Other positions none except those set by the acts relating to retirement.

Persons honorably discharged from the United States Army, Navy, or Marine Corps and persons already in the Lighthouse Service in a classified position shall be examined without reference to their ages, provided that no one shall be examined who has reached the retiring age set by any retirement act.

² The headquarters of the civil-service districts are shown in Appendix A.

Regulation IV.—METHOD OF RATING EXAMINATION PAPERS

All papers shall be rated in accordance with the current regulations of the Civil Service Commission governing the rating of examination papers.

Regulation V.—REGISTERS OF ELIGIBLES

1. Registers of eligibles for original appointment to the following educational positions are maintained by the Civil Service Commission at Washington:

Junior lighthouse engineer.
Assistant lighthouse engineer.
Associate lighthouse engineer.
Lighthouse engineer.

Senior lighthouse engineer.
And such other educational positions
as are not hereinafter provided for.

2. Registers of eligibles for original appointment to the following educational positions are maintained in the office of the district secretary:

Bookkeeper.
Clerk.
Copyist.
Draftsman.
Junior stenographer.
Junior typist.
Messenger.

Messenger Boy.
Senior stenographer.
Senior typist.
Skilled laborer.
Telephone operator.
Watchman.

3. Registers of eligibles for original appointment to certain noneducational positions which are common in their requirements to similar positions for other branches of the Government service are maintained in the office of the district secretary or of a local board in the same manner as are registers for appointment to those educational positions for which he maintains registers. Lighthouse superintendents will confer with the district secretaries to ascertain for what noneducational positions registers are so maintained.

4. Registers of eligibles for all noneducational positions which are peculiar to the Lighthouse Service—that is, all noneducational positions other than those for which registers are maintained by the district secretary for other branches of the public service—are established and maintained by local boards. In general, there are included in such positions the following:

(1) Positions not under the field construction force:

Assistant marine engineer on lightships and tenders.
Assistant keeper.
Carpenter, ship.
Marine engineer on lightships and tenders.

Keeper.
Master.
Mate.
Pilot.
Ship keeper.
Radio operator.

(2) Positions under the field construction force:

(a) Foreman, including assistant foreman, foreman laborer, master mechanic, foreman blacksmith, master carpenter, inspector of repair work, foreman packer, assistant foreman packer, leading man, mechanic, etc.

(b) Survey man, who may perform the duties of transitman, levelman, rodman, chainman, etc.

(c) All the mechanical trades, such as machinist, machinist's helper, plumber, lamp maker, pile driver, pipe fitter, molder, boiler maker, spinner, tinsmith, coppersmith, carpenter, boat builder, stationary heating and hoisting engineer, rigger, electrician, blacksmith, painter, mason, bricklayer, lather, paperhanger, plasterer, concrete worker, sailmaker, sheet-metal worker, shipsmith, spar buoy man, etc.

(d) All employees performing special duty as leading laborer, skilled laborer, foundryman, structural-iron worker, helpers (with prefix indicating the character of the service rendered, as blacksmith's helper, tinsmith's helper, carpenter's helper, etc.), rock man, caulker, yardman, and any similar positions which may hereafter be created by the department.

(Unskilled laborers are not included in this classification.)

When a district secretary has advised a local secretary that a register for any position mentioned in this section is maintained for that locality by the district secretary or by some local board all applications filed with the local lighthouse board for such position will immediately upon receipt be forwarded to the district secretary or to such designated board, and the superintendent shall thereafter look to the district secretary or to the designated board for eligibles for such position instead of to the local lighthouse board.

5. For each of these noneducational positions peculiar to the Lighthouse Service (including positions in the field construction force) separate duplicate copies of registers shall be prepared on the prescribed forms by the local board, one copy to be furnished the superintendent of the lighthouse district and one to the district secretary of the civil-service district. Every register shall contain the full name of each eligible, general average obtained in examination, date of registration and address, and date of birth of eligible. Entries regarding each eligible shall further show whether he is married or single, and if married, whether he will accept station without quarters for family, and any limitations an eligible may have expressed in writing respecting the locality in which he is willing to serve.

Regulation VI.—CERTIFICATION AND SELECTION FOR APPOINTMENT

1. Certification for filling vacancies in positions for which registers are maintained in the office of the Civil Service Commission at

Washington will be made by the commission upon request therefor submitted by the superintendent through the Bureau of Lighthouses to the department. Correspondence with eligibles for these positions will be conducted by the superintendent, and appointments will be made by the Secretary of Commerce. (See section 1 of Regulation V.)

2. Certification for filling vacancies in other educational positions will be made by the district secretary upon request therefor submitted to him by the superintendent. Correspondence with eligibles certified will be conducted by the superintendent, and selection will be made by him and reported in accordance with the method of reporting on certificates, as set forth in Appendix B. Appointments to these positions will be made by the Secretary of Commerce. (See section 2 of Regulation V.)

3. Certification for filling vacancies in such noneducational positions as are common in their requirements to similar positions for other branches of the public service will be made by the district secretary or a designated local board upon request therefor submitted by the superintendent. Selection will be made by the superintendent, in accordance with civil-service Rule VII, and appointments to such positions (except those in the field construction force, light attendants, lamplighters, and the crew positions on vessels, which are filled through employment by the superintendent) will be made by the Secretary of Commerce.

4. For filling vacancies in noneducational positions peculiar to the Lighthouse Service, for which registers are established by local boards, the submission of the register of eligibles to the superintendent will constitute the certification. Selection will be made by the superintendent, in accordance with civil-service Rule VII, and appointments to such positions (except those in the field construction force, light attendants, lamplighters, and the crew positions on vessels, which are filled through employment by the superintendent) will be made by the Secretary of Commerce.

When, in the opinion of the superintendent, it is impracticable to make selection from the register for the whole lighthouse district, selection may be made from among the highest three eligibles living nearest the place of vacancy who have signified in their applications their willingness to accept appointment in the locality. Notation to this effect will be made on the nomination form when the eligible selected is not among the highest three on the register for the entire district.

5. Examination and registration are not required in cases of mechanics and skilled tradesmen or laborers, when employed upon construction or repair work in the field, and at a distance from the headquarters of the local board for special job work, or for the working

season only (not to exceed six months), as such positions are excepted from examination under section 12, Subdivision I of Schedule A of the civil-service rules. Persons employed under this exception from examination will not be eligible for promotion, transfer, or permanent appointment unless they pass the required examination and are certified on the same basis as other eligibles. Such service or experience gained thereunder shall not entitle the employee to preference over other eligibles on the register or vary the order of certification for appointment.

6. Authority to employ without examination shall be used only when necessary for the effective prosecution of field work; when practicable, resort should be had to the register of eligibles. Light attendants, lamplighters, and crew positions on vessels are excepted from examination under section 5, Subdivision XI, Schedule A of the civil-service rules.

7. With the exception of the emergency cases indicated in the following paragraph, no appointments of employees in the field service who are assigned to duty before formal authority is received from the department will be made effective prior to the date on which actually authorized.

Where, however, by reason of death, sickness, or other circumstances, a vacancy occurs, or is about to occur, in a position the filling of which, in the judgment of the superintendent, is necessary for the proper safeguarding of life or property, and there is not sufficient time to permit by the customary method of the position being filled promptly upon the occurrence of the vacancy, an emergency may be considered as existing, and lighthouse superintendents are authorized to assign a suitable person to duty in accordance with the provisions of the civil-service act and rules and the regulations governing such cases, the date of entrance on duty and the circumstances creating the emergency to be promptly reported by mail to the Bureau of Lighthouses on the nomination, or by separate letter, through the district secretary.

8. In submitting nominations for appointment except in emergency cases referred to in the preceding paragraph, the superintendent will be governed by the procedure set forth in the provisions of Department Circular No. A1, relative to appointments in the field service, and in Appendix B.

Regulation VII.—PROMOTIONS AND OTHER CHANGES IN STATUS

1. Employees of any noneducational class may be assigned in any other noneducational positions the duties of which are similar, and for which no additional qualifications are required. Any noneducational employee may be promoted or transferred to another non-

educational position if, in the opinion of the superintendent, he is qualified for such promotion or transfer. The change shall be reported in the report of changes, and the promotion or transfer shall be subject to noncompetitive examination before the local board, if, in the judgment of the Civil Service Commission, such examination is required. In case a noneducational employee so transferred or promoted has already qualified in the necessary examination before the local board, that fact shall be noted on the report of changes.

2. When an emergency requires the transfer of an employee from one station to another within a lighthouse district, the superintendent is authorized to make such transfer if absolutely demanded, to secure efficient conduct of a light station or ship, the facts to be reported at once to the Bureau of Lighthouses.

3. Promotions shall be based on relative efficiency and, other things being equal, on length of service in the department.

Prior authority shall be obtained of the commission for all promotions during probation of employees selected from registers maintained by the main office of the commission at Washington. Prior authority shall be obtained from the district secretary for all promotions during probation of employees appointed from registers maintained by the district secretary. Authority is hereby granted for promotion during probation of any noneducational employee properly selected from a register maintained by a local board, in case the probationer is the only employee, or the senior in service, in his grade at his station or on his ship and the vacancy to which promotion is proposed could not be foreseen at the time the person proposed for promotion was appointed.

Regulation VIII.—TEMPORARY APPOINTMENTS

1. Temporary appointment is governed by civil-service Rule VIII and is permissible only when the public interest requires.

2. *Classes of temporary appointment.*—There are two main classes of temporary appointments:

(a) Pending the filling of a vacancy permanently, either from a register already established or to be established, or through promotion, reinstatement, or transfer (sections 1, 2, and 3 of civil-service Rule VIII);

(b) For job work, permanent appointment not being required (section 4 of civil-service Rule VIII).

3. *Manner of making temporary appointment.*—

(1) Temporary appointment to positions for which registers are kept in the office of the commission shall be handled with the commission through the Bureau of Lighthouses and the department, and the provisions of Rule VIII shall be strictly followed, except where special provisions have been made by minutes of the commission.

The following special provisions are now in effect: Appointment of class (a) falling under sections 1 and 2 of Rule VIII may be made outside a register for the period indicated in those sections, but report of such appointment must be made at once to the commission by the department, the report indicating the action taken for filling the vacancy. Such appointment may be extended when necessary only by prior approval of the commission through the Bureau of Lighthouses and the department. Appointment of class (a) falling under section 3 of Rule VIII shall be made strictly in accordance with that section. Appointment of class (b) may be made outside a register when the job work will be completed within 30 days, but shall be reported at once by letter to the commission by the department. Such appointment for a longer period must be made as provided in section 4 of Rule VIII.

General authority in lieu of individual authority required by section 4 of civil-service Rule VIII is given for the employment for not to exceed three months of engineers and draftsmen to be engaged upon construction and repair work in the Lighthouse Service at Large, where their service will not be needed after the completion of the particular work on which they are employed. The department, however, shall report such appointments to the commission by letter with a statement of all the pertinent facts in each case.

(2) Temporary appointment of classes (a) and (b) to positions for which registers are maintained by district secretaries shall be made in accordance with the general provisions of Rule VIII, which for these positions is explained in detail in the latest edition of the commission's Form 131 ("Information for boards of examiners and nominating officers"). Copies of this form may be obtained from the district secretary or the commission.

(3) Temporary appointment to positions for which registers are kept by local boards should be handled with the Bureau of Lighthouses through the district secretary. Such appointment shall be made in accordance with Rule VIII and from an appropriate register when there is an eligible available. If appointment is made outside a register the reason shall be indicated in the report of the appointment. The report shall also indicate whether the appointment is of class (a) or (b), and if of class (a) it will be limited to 30 days as above, and the manner by which it is contemplated filling the position permanently shall be indicated; if of class (b) the period shall be stated, at least approximately.

(4) When an emergency arises in which it is impossible to make a temporary appointment in accordance with the foregoing regulations, the superintendent is empowered, in order to meet the exigencies of the service, to recommend a temporary appointment for such time as may be absolutely necessary to meet the emergency, not to

exceed 30 days, without prior authorization of the bureau or district secretary; but if employment should be required longer than 30 days, steps shall be taken without delay to make appointment in accordance with the foregoing regulations. Nomination in duplicate for such appointment shall be immediately submitted to the Bureau of Lighthouses through the district secretary, and the reasons therefor shall be fully shown.

4. *Extension of temporary job appointment not requiring the prior approval of the commission or district secretary.*—If a temporary job appointment, class (b), is made from a register for three months or is authorized for three months by the commission or the district secretary, in the absence of eligibles, it may be continued for such additional period as may be necessary, but not to exceed six months in all, without further authority. Such extension shall be reported by letter as soon as made through the same channel as the original appointment.

5. *Extension of temporary job appointment requiring the prior approval of the commission or district secretary.*—No job appointment originally made or extended for a period less than three months shall be further extended without the prior approval of the commission or the district secretary.

Regulation IX.—PREFERENCE

An act of July, 1919 (41 Stat. 37), provides that in making appointments to clerical or other positions in the executive branches of the Government in the District of Columbia, or elsewhere, preference shall be given to honorably discharged soldiers, sailors, and marines, and the widows of such and the wives of injured soldiers, sailors, and marines who themselves are not qualified but whose wives are qualified to hold such positions. Persons who served on lighthouse vessels during the World War are not entitled to preference under this provision. *changes*

Regulation X.—RATING OF EMPLOYEES, SEPARATION, AND REEMPLOYMENT

1. Employees in positions which are filled directly by the superintendent from registers of eligibles shall be rated for workmanship and conduct in terms of (a) excellent, (b) very good, (c) good, (d) fair, (e) poor, corresponding, respectively, to a percentage scale of 100, 90, 80, 70, and 60. Any such employee rated as "poor" in either workmanship or conduct shall be discharged as "for cause"; and an employee discharged as "poor" or "for cause" shall thereafter remain ineligible for the service for at least one year.

2. Noneducational employees may be separated from the service in any one of the following ways:

- (1) By "furlough."
- (2) By "resignation."
- (3) By "removal for cause."
- (4) By "termination of temporary appointment."
- (5) By being "retired."

3. A "furlough" shall be considered as equivalent to an unqualified recommendation of the employee for work in the same grade in the Lighthouse Service or in any other branch of the classified service. When work is completed, or the force reduced, the superintendent will exercise his discretion as to whom shall be retained. Section 5 of civil-service Rule XII provides that when reductions are being made in the force in the classified service no employee entitled to military preference in appointment shall be discharged or dropped or reduced in rank or salary if his record is good. Employees whose services are to be dispensed with may be separated without prejudice; or, if the employee is rated "excellent" for workmanship and not less than "good" for conduct, he will be separated by "furlough." No original appointment shall be made to noneducational positions in a district of the Lighthouse Service, so long as any furloughed employee from that district is eligible and qualified for the position and willing to accept reemployment in his grade subject to the following provisions:

(a) If separated by "furlough," the name of an employee, his designation, compensation, rating in workmanship and conduct, and date of separation shall be noted in the report of changes. Each employee so furloughed shall be given a reemployment card, based upon his efficiency record, which shall show his rating in workmanship and conduct in terms of "excellent" or "good." Persons rated as "excellent" in both workmanship and conduct shall be considered first for reemployment, and after them, in sequence, those rated as "very good" and "good" in conduct and "excellent" for workmanship; and the date of furlough shall determine priority of standing on the reemployment list in the respective furlough classes thus established, the last person furloughed in the respective classes to be first reemployed whenever practicable in the interest of good administration.

(b) The district secretary shall keep a list of furloughed employees and shall certify to the regularity of any reemployment which is in conformity with paragraph (a) hereof. Reemployments in the field construction force shall be noted in the report of changes.

(c) The period of eligibility for reemployment under a "furlough" shall be one year, but any person declining reemployment without a satisfactory statement of reasons, or to whose reemploy-

ment objection is made by the superintendent and sustained by the Bureau of Lighthouses and the Civil Service Commission, shall be dropped from the furlough list and become ineligible for reemployment. All such declinations shall be made in writing and forwarded by the superintendent to the district secretary after certified copies are made for file.

4. Resignations must be in writing and will be filed when submitted.

5. A "removal for cause" is a separation due to delinquency or misconduct, and in this class are included resignations tendered in order to avoid dismissal. A person whose removal (discharge for cause) is proposed shall be furnished with a statement in writing of the reasons and given due opportunity for personally answering such reasons in writing. A copy of the notice and answer shall be made a part of the records in the office of the superintendent for information of the local board. (See Regulation XII.)

6. Temporary employees shall be separated as "termination of temporary appointment" when the work for which they were taken on is completed. They can not be "laid off" and are not eligible for reinstatement. They may reenter the service only upon competitive examination, by registration in accordance with the civil-service rules, or in a temporary capacity again under the rules governing such employment.

7. All employees separated from positions which are filled directly by the superintendent from register of eligibles, other than those furloughed, shall be given a "separation card" upon which shall be noted, according to the specific terms designated herein, the manner of leaving said service.

8. Where an authorized officer in another lighthouse district or of another branch of the classified service employs a person furloughed from the Lighthouse Service, the fact shall be reported immediately to the district secretary of the civil-service district from which the reemployment card of such person was issued, and to the superintendent of the lighthouse district by whom so issued.

Regulation XI.—REINSTATEMENT*

A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated upon certificate of the commission subject to the following limitations:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establish-

* Civil-service Rule IX.

ment from which separated and upon requisition made within one year from the date of his separation. When the commission and the appointing officer are in agreement that the public interest requires such unusual action, the commission may allow reinstatement, after absolute appointment, in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

(b) A person honorably released from the active military or naval service of the United States after service in the Civil War, or the war with Spain, or the war with Germany, or his widow, or an Army nurse of any of said wars, or the wife of an honorably released totally disabled veteran of any of such wars may be reinstated within five years from the date of separation. When the commission and the appointing officer are in agreement that the public interest requires such action reinstatement may be made without time limit.

(c) A former classified employee retired upon annuity under the act of May 22, 1920, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, shall also be eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the civil-service rules.

(d) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Regulation XII.—REMOVALS AND REDUCTIONS

All persons covered by these regulations shall be removed or reduced in rank or compensation only in accordance with the following provision of section 6 of the act of August 12, 1912, 37 Stat. 555:

Sec. 6. That no persons in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing, and affidavits in support thereof, but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and

copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same. * * *

The procedure outlined in the foregoing paragraph is not required to be followed in cases where an appointee or employee is dropped at the end of his appointment or employment or upon the completion of the work for which he was engaged.

Section 5 of civil-service Rule XII provides that when reductions are being made in the force in any part of the classified service, no employee entitled to military preference in appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

Regulation XIII.—DECLARATION OF APPOINTEE

Civil Service Commission Forms 124 and 124b shall be executed by all persons originally appointed to positions in the Lighthouse Service. Form 124b shall be forwarded or filed as provided in Appendix B and may be executed before the superintendent, the keeper of a light station, the master of a lighthouse tender, the master of a lightship, or other duly authorized officer to whom the new appointee reports for duty.

Regulation XIV.—REPORTS OF EMPLOYMENTS AND CHANGES

The reports of the changes in the personnel of the Lighthouse Service (except those coming under the field construction force and employments under section 12, Subdivision I of Schedule A of the civil-service rules) shall be made in the Bureau of Lighthouses and forwarded to the department in duplicate. After audit at the department, one copy of the report will be forwarded to the Civil Service Commission for final examination and filing under Rule XIII. Reports of changes in the personnel of the field construction force and employments under section 12, Subdivision I of Schedule A of the civil-service rules, shall be made in quadruplicate in each lighthouse district on the form prescribed for the purpose, one copy to be retained in the office of the superintendent, and three copies to be forwarded to the district secretary, who, after audit, shall forward two copies to the department through the Bureau of Lighthouses, retaining one copy in his office. After approval by the department, one copy will be sent to the Civil Service Commission for final examination and filing under Rule XIII.

Regulation XV.—RETIREMENT

Two retirement acts affect the Lighthouse Service. Employees of the Lighthouse Service not coming within the provisions of the retirement act referred to under the heading "Lighthouse Service

retirement act" (except part-time employees who have no retirement status) are covered by the general civil service retirement act of July 3, 1926, superseding act of May 22, 1920, and acts amendatory thereof, referred to under the heading "General civil service retirement act."

Lighthouse Service retirement act.—All officers and employees engaged in the field service or on vessels of the Lighthouse Service, except persons continuously employed in the district offices or shops and persons whose duties do not require substantially all their time, are included in the Lighthouse Service retirement act of June 20, 1918 (40 Stat. 608), which provides for optional retirement for persons who have reached the age of 65 years, after having been 30 years in the active service of the Government, and for compulsory retirement of persons who have reached the age of 70 years regardless of length of service. However, under the act approved March 4, 1921 (41 Stat. 1417), persons who have reached the compulsory retirement age may be retained in active service for a period of two years upon certificate by the Secretary of Commerce that, by reason of their efficiency and willingness to remain in the Lighthouse Service of the United States, their continuance would be advantageous to the public service. At the end of two years such employees, by like certification, may be continued for an additional period not exceeding two years; provided that, after March 4, 1931, no employee falling within the provisions of this act shall be continued in the service beyond the age of 70 years. Under the act approved March 4, 1925 (43 Stat. 1261), any person eligible for retirement under the lighthouse system who has been in the active service of the Government 15 years or more and who, after examination by a medical officer of the United States, is found to be disabled for useful and efficient service by reason of disease or injury not due to vicious habits, intemperance, or willful misconduct on his part, shall be retired for disability under rules to be prescribed by the Secretary of Commerce on an annuity computed in the manner provided for in the act approved June 20, 1918. The retired pay under this act shall be based on the average annual pay received for the last five years of active service, and shall be one-fortieth of such average annual pay for each year of service, with a maximum of thirty-fortieths. Such retirement pay shall not, however, include any amount on account of subsistence or other allowance.

General civil service retirement act.—Classified employees, not falling under the Lighthouse Service retirement act (except part-time employees who have no retirement status) who, after 15 years of service, have reached the retirement age; or have become totally disabled without fault on their part; or are involuntarily separated from

the service, without charges, after reaching the age of 55 are entitled to retirement with an annuity. Retirement ages are as follows:

Retirable at 62 are those—

- (a) Whose occupation is hazardous.
- (b) Whose occupation requires great physical effort.
- (c) Whose occupation necessitates exposure to extreme heat or cold.
- (d) Whose terms of service include 15 years in the Tropics.

Retirable at 65.—Laborers and mechanics not retirable at 62.

Retirable at 70.—All others not retirable at 62 or 65.

A deduction of 3½ per cent is made from the monthly salary to provide for this annuity, which will be returned to persons leaving the service before retirement, with 4 per interest compounded June 30 of each fiscal year. Application for this refund should be made on forms prescribed by the Commissioner of Pensions through the superintendent.

Approved, December 7, 1927.

HERBERT HOOVER,
Secretary of Commerce.

Approved, December 7, 1927.

W. C. DEMING,
President, Civil Service Commission.

Ordered, December 7, 1927.

G. R. PUTNAM,
Commissioner of Lighthouses.

APPENDIXES

APPENDIX A.—Civil-service districts

Civil-service district	Headquarters	Embraces lighthouse district with headquarters at—
First.....	Boston, Mass.....	Portland, Me.; Chelsea, Mass.
Second.....	New York, N. Y.....	Buffalo, N. Y.; Staten Island, N. Y.
Third.....	Philadelphia, Pa.....	Philadelphia, Pa.
Fourth.....	Washington, D. C.....	Baltimore, Md.
Fifth.....	Atlanta, Ga.....	Charleston, S. C.; Key West, Fla.
Sixth.....	Cincinnati, Ohio.....	Cincinnati, Ohio.
Seventh.....	Chicago, Ill.....	Milwaukee, Wis.; Rock Island, Ill.; Detroit, Mich.
Eighth.....	St. Paul, Minn.....	
Ninth.....	St. Louis, Mo.....	St. Louis, Mo.
Tenth.....	New Orleans, La.....	New Orleans, La.
Eleventh.....	Seattle, Wash.....	Portland, Oreg.; Ketchikan, Alaska.
Twelfth.....	San Francisco, Calif.....	San Francisco, Calif.
Thirteenth.....	Denver, Colo.....	Airways office, Salt Lake City, Utah.

The commission is represented in Porto Rico by the chairman, Porto Rican Civil Service Commission, San Juan, P. R.; and in Hawaii by the secretary, board of civil service examiners, Honolulu, Hawaii. These representatives will be designated chairmen or members of the local lighthouse district boards at those places, respectively, and they shall establish noneducational registers, and approve nominations and reports of appointments, etc., in the same manner as required of district secretaries.

APPENDIX B.—Method of appointment

1. When the need for filling a vacancy in any position other than one for which a register is maintained by the local board becomes apparent, request for certification of eligibles will be made on the prescribed form, either of the district secretary or of the commission (through proper channels) in accordance with Regulation VI, unless it has been learned that the position is to be filled by transfer, promotion, reduction, or reinstatement. This request for certification will be made promptly in order to avoid delay in assigning an appointee to duty when authority therefor has been received.

2. Selection from certificates issued from the registers of the Civil Service Commission at Washington will be reported by the Bureau of Lighthouses.

3. Certifications of eligibles issued by district secretaries will be made in triplicate, one copy (the original) on Form 1844a, and two copies on Form 1844b, which will be forwarded to the superintendent

together with the examination papers of the persons certified. Upon receipt of the certificate the eligibles will be communicated with to ascertain whether they would accept appointment *if tendered*. The commission's Form 1992 may be used for this purpose. In reporting to the district secretary the action taken on a certificate, written declinations shall be forwarded for his information.

4. Recommendation for the appointment of the eligibles selected from a certificate will be made in accordance with instructions contained on the certificate and will be addressed to the Bureau of Lighthouses, accompanied by the original copy of the certificate (Form 1844a), for the information of the department; and, for the information of the district secretary, there will be forwarded report on certificate (Form 1844b) and letters of declination, if any, together with examination papers of all eligibles certified. Before assigning to duty a person selected from the register for probational appointment, he should be required to execute Form 124b, "Declaration of appointee," which together with a copy of medical examination (when required) should be promptly forwarded to the district secretary for filing. The third copy of the certificate on Form 1844b will be retained by the superintendent as a record of the certificate and report thereon to the district secretary. The report made on Form 1844b will show the person selected and those who may have declined appointment or failed to respond to a notice concerning appointment. When no selection results from a certificate by reason of declinations, failures to respond, or other reason, the examination papers shall be returned to the district secretary with the original copy of the certificate and report on Form 1844b, showing reasons for not making selection and requesting certification of additional eligibles. Copy of the certificate on Form 1844b shall be retained as in cases where selection is made.

5. Certification and selection for appointment to noneducational positions whose requirements are common to similar positions in other branches of the public service will be made in the same manner as in the case of educational positions, for which registers of eligibles are maintained by the district secretary.

6. In filling noneducational positions peculiar to the Lighthouse Service, other than in the field construction force, selection will be made in accordance with civil-service Rule VII from registers prepared by the local board. Nomination for appointment should be prepared in the superintendent's office in duplicate and forwarded to the Bureau of Lighthouses through the district secretary, and explanation of names of eligibles passed over by reason of declination or failure to respond will be made. One copy of the nomination will be retained by the district secretary and one copy will be forwarded to the Bureau of Lighthouses, bearing the indorsement of the district

secretary. Declaration of appointee, Form 124b, will be executed, inspected, and filed with the examination papers of the appointee, which will be retained in the permanent files.

7. In filling noneducational positions in the field construction force selection will be made in accordance with civil-service Rule VII from registers prepared by the local board. Report of action taken will be made in quadruplicate in the reports of changes, three copies of which will be forwarded through the office of the district secretary, as provided in Regulation XIV. In these reports explanation of names of eligibles passed over without selection by reason of declination or failure to respond will be made opposite the name of the eligible selected for the position in question, as well as the reason for passing over the name of a preference eligible and selecting a nonpreference eligible with the same or lower average. Form 124b will be executed, inspected, and filed with the examination papers.

8. When the services of an employee are needed for such a short period that temporary appointment instead of probational appointment is necessary, such appointments shall be made in accordance with Regulation VIII and shall be reported upon in the same manner as are selections for probational appointment.

If selection is made from a certification, report of action will be made in the same manner as reports on certifications for probational appointment.

If selection is made for appointment other than in the field construction force, either from a register of eligibles or from list thereof (not a certificate) made available by the district secretary in accordance with the commission's Form 131, or without examination in the absence of a register of eligibles or such list, nomination for appointment will be prepared on the form supplied for that purpose and forwarded in duplicate to the Bureau of Lighthouses *through the district secretary*, who will, if the nomination is regularly made, so indorse and forward to the bureau one copy. The district secretary will retain the other copy in his files as a record of the appointment and of his indorsement. When a temporary appointment is made without examination and there are eligibles available, a satisfactory explanation of reasons for making the appointment without regard to the eligibles must be made in the recommendation before the recommendation will receive the indorsement of the district secretary.

Temporary employments in the field construction force will be made of eligibles on local board registers when there are eligibles available, in accordance with civil-service Rule VII, and report of such employments and explanation of nonconsideration of eligibles when an appointment is made without examination will be made in quadruplicate in the report of changes, in accordance with Regulation XIV.

9. Declaration of appointee, Civil Service Commission Form 124b, will not be executed in case of temporary appointments.

10. When it becomes necessary to extend a temporary appointment, other than in the field construction force, beyond the period for which authorized, request therefor shall be made as a recommendation, by letter in duplicate, the same as for original temporary appointments not from certifications. The recommendation for the extension shall show the need therefor and shall be for a definite period not to exceed three months. Extensions of temporary employments in the field construction force shall be reported in the reports of change to the bureau through the district secretary in triplicate.

11. The provisions of Department Circular No. A1, relating to prior authority, selection, nomination, and appointment, shall apply to all cases of appointment, probational or temporary, not specifically covered in these regulations and in this appendix.

