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**INSTRUCTIONS REGARDING SELECTIONS OF ELIGIBLES AND
RECOMMENDATIONS FOR APPOINTMENT IN THE LIGHT-HOUSE
SERVICE.**

DEPARTMENT OF COMMERCE AND LABOR,
OFFICE OF THE LIGHT-HOUSE BOARD,
Washington, March 16, 1908.

The Board directs that hereafter when submitting recommendations for appointment the date upon which the appointment is to go into effect be stated. Appointments will become effective upon the date stated in the certificate provided the appointee assumes duty on that date, otherwise as soon thereafter as he does so. If the appointment is effective on a given date, "or as soon thereafter as he enters on duty," the actual date of entrance upon duty will fix the date of effect. It is especially urged that recommendations be made in ample time to enable the Department to issue the appointment before the appointee enters upon duty, and in the exceptional case of a person who has already entered upon duty when the recommendation is made the date of entrance upon duty must be stated.

Letters of nomination for original appointment should invariably give the names of the eligibles who were offered the position with the person selected. When making nomination for appointment report must be made of all declinations and failures to respond to offers of appointment, and all letters of declination must be forwarded for transmission to the Department.

Each eligible is entitled to be considered for three separate vacancies, and after having received three such considerations without selection should be dropped from the register. In making a selection the three highest eligibles on the register, for the appropriate class only, must be considered together and selection made from among them. Each of the eligibles considered must be asked, in writing (use Form No. 201), whether or not he would accept appointment, and each of those not selected must be charged with one consideration. If the eligible selected fails to enter upon duty under his appointment, another certification of the three highest names remaining on the register must be considered, but this must not be construed as a second consideration for the eligible or eligibles considered with the person who failed to qualify, as it is the same and not a separate vacancy.

No person should be recommended for temporary or permanent appointment to a position requiring a license unless he has a license which will qualify him to hold such position.

No writing or stamping of any character should appear on the face of appointments.

All oaths and personal question sheets should be sent to the Board as soon as practicable. If no personal question sheet should accompany an appointment one of your reserve supply should be used. The Department has frequently complained to the Board that the inspectors and engineers have not sent in these oaths and personal question sheets as soon as they should, and in some cases have apparently failed to do so entirely. It is therefore directed that especial care be taken to see that this requirement is complied with as soon as practicable.

Under no circumstances should a person already employed be given a rate of pay not previously authorized by the Department, and no person must be placed on duty in a position not duly authorized, except in exceptionally urgent cases. Recommendations for the creation of additional positions or for the change of compensation of positions already authorized should be made in time to admit of the presentation of the matter to the Department before the action is proposed to become effective, and must be accompanied by a full statement of the reasons therefor. Whenever practicable, the nomination for appointment, setting forth the name, state of legal residence, and rate of pay, should be stated in the letter requesting that the position be authorized. This does not apply to employments under Schedule A, subdivision 1, section 12, Civil-Service Rules.

In submitting nominations for appointments of any kind, special care should be taken to state the proper full names of the nominees. Failure to do this has too frequently resulted in the necessity for amendment of appointment certificates, and the consequent erasures and changes of records.

In each case of temporary appointment the last day of service under that appointment should, upon the expiration thereof, be immediately inserted in the blank sent with each appointment, and the query on the blank as to whether the services will be required beyond the period authorized should be answered. The sheet should be returned to the Board immediately.

Inspectors and engineers should not permit an employee to hire a substitute without first obtaining Department authority therefor. The proper course is to request that the services of the employee be discontinued without prejudice, stating the reasons therefor, and then nominate a suitable person to take his place. The place should first be offered to persons on the eligible register under the procedure that is followed in permanent appointments, with the explanation that such offer is for temporary service only, and, should all decline, a statement to that effect should be made to the Board. A person not on the eligible register may then be selected for temporary appointment, and the person thus appointed should receive the full pay of the position while serving therein.

When an eligible register becomes exhausted measures should be taken at once to hold examinations and obtain new eligibles. There is no necessity for holding an examination for the purpose of securing eligibles for any class of the eligible register in which there is already an ample number, unless the year of eligibility of such eligibles is about to expire.

Should a person having qualified in the required civil-service examination as an engineer be offered the position of *assistant* engineer, and decline, that person should not be charged with a consideration for the position. Nor should a person who has qualified as mate, engineer, etc., of a tender, and who is offered and declines a similar position on a light-vessel be charged with a consideration for the position.

Married eligibles should not be considered for appointment at stations having no quarters for keepers' families, or none in the immediate vicinity, unless they have indicated a desire to be so considered. If married men are considered for such positions they should be charged with the consideration. In offering an appointment at such a station to a married man the inspector should advise him with respect to these conditions.

The Attorney-General decided on July 17, 1907, that by section 9 of the civil-service act, providing—

That whenever there are already two or more members of a family in the public service in the grades covered by this act, no other member of such family shall be eligible to appointment to any of said grades—

the "family" consists of those who live under the same roof with the pater familias—those who form his fireside—but that when they branch out and become heads of new establishments they cease to be a part of their father's family.

A strict compliance with these instructions will go far toward facilitating prompt action by the Board and the Department. The Department holds the Board responsible for all such matters, and the Board must, therefore, require its officers to exert every effort toward observing the civil-service rules and the regulations and instructions appertaining thereto. The Board states that inasmuch as these matters are practically of a routine character the chief clerks in the district offices should make themselves thoroughly familiar with all of the instructions herein given. The Board will not only return for correction letters relative to appointments which contain inaccuracies or omissions according to its records, but will also hold personally responsible the chief clerk in the office where such mistakes or omissions originated and will charge such errors against his efficiency rating in this office.

By order of the Board:

ADOLPH MARIX,
Captain, U. S. Navy, Chairman.