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

Date: 09/16/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Clark, Leonard, J.		Aug. 30, 1886 CT

MILITARY SERVICE

Branch of Service:

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

Type of Rank:
☐ Enlisted
☐ Officer
☐ Unknown

Service Period (Check all that apply):
☐ 1939 & Prior
☐ 1940 - 1950
☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (CT/NJ/NY) 3rd District	From: 1924	To: 1945
(Agency & Location)	From:	To:
(Agency & Location) C462	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: 8193096

Attendant Signature:

CMRS Search Request Number(s): 29st sent

Remarks: Not Dup

25 SEP 29 PM 10:24

SCREENING NOTES

☑ Reviewed and Nothing Removed AP ☐ 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:

File

original sent to Mr. Hayes 4-16-54 ABT

P
15 April 1954
L16-1

From: Commander, 3rd Coast Guard District
To: Commandant (PC)

Subj: Leonard J. CLARK, Keeper; optional retirement of

In compliance with request contained in Headquarters' letter dated 19 March 1954, the following information is submitted concerning the payroll on which subject man was paid for his last (final) active duty:

Payroll data:

Payroll No. . . . . 03-PR-419(CP)
D.O. Voucher No. 403-6331
Disbursing Officer . . . . . Paul D. Banning
Symbol No. 1375

Period covered by final pay:

3 days regular pay - 3/29-31.	48.12
493 hours, plus 1 holiday, lump sum pay covering period from 4/1/54 thru 6/28/54	1,004.51
	1,052.63

Taxable Income for the current calendar year of 1954:

Regular Pay	1,170.92
Lump Sum Pay	1,004.51
	2,175.43
Minus Quarters.	21.17
	2,154.26 Taxable Income

E. T. CALAHAN
By direction

File

PC
31 March 1954

From: Commandant
To: Commander, 3rd Coast Guard District (p)

Subj: Leonard J. Clark, Keeper

There is forwarded herewith the Albert Gallatin Award for Mr. Leonard J. Clark who will retire at the close of 31 March 1954.

H. L. MORGAN
By direction

Encl: (1) Albert Gallatin Award

JSRountree/bbj

Return to 3-2

Date Mailed: 3-30-54

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT—U. S. COAST GUARD
WASHINGTON, D. C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Leonard J. Clark	8-30-86		3-18-54

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Optional)	Close 3-31-54	

FROM		TO
Keeper	8. POSITION TITLE	
Class 4-b($3024.00-$3475.44) $3475.44 pa incl $75.40 pa Qtrs	9. SERVICE, SERIES, GRADE, SALARY	
LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS	
New York, N. Y. Execution Rocks Lt. Sta., N.Y.	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5—PT.	10—POINT DISAB.	10—POINT OTHER	NEW	VICE	I.A.	REAL.
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO:	Yes 6-20-18		☐ CLAIMED ☐ PROVED STATE: CONN.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Annual rate of retired pay is $2991.64

Total Service: 30 years, 5 months, 17 days

The position of Keeper (Budget No. 03-504) at Execution Rocks Light Station, New York, is hereby abolished.

FORWARDED TO FIELD OFFICE
MAR 18 1954

FORWARDED TO CSC
APR 15 1954

ENTRANCE PERFORMANCE RATING:

22. SIGNATURE OR OTHER AUTHENTICATION

BSB

U. S. GOVERNMENT PRINTING OFFICE 16 982904-1951

Leonard J. Clark Date of birth 8-30-86

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks		
	Month	Day	Year	Month	Day	Year			
Army									
Navy									
Marine Corps	May	14	1906	Sept	30	1906	Y	M	D
Civilian employment	Mar.	1	1924	Mar.	31	1954	30	01	0
								4	17
Total service							30	5	17

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim

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

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

If so, state the compensation received

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	Apr.	1	1949	June	28	1949	6.3	$3175.44	$ 769.42
"	June	29	1949	July	7	1951	52.8	3175.44	7738.15
"	July	8	1951	Mar.	31	1954	71.3	3475.44	11436.85
	*Includes 20% additional compensation under provisions of Public Law 143 approved 6-29-49.								

Total compensation for last five years of active service $ 19944.30

Average compensation for last five years of active service 3988.86

Annual rate of retired pay ($ 3988.86 × years 30 ÷ 40) = $2991.64

(Not exceeding 30)

Retirement (optional) effective 3-31-54. Lump sum payment to be made for any annual leave to which entitled by law on date of separation.

U. S. GOVERNMENT PRINTING OFFICE 16—85893-1

N. C. G. 2521
(Rev. May 1948)

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on N. C. G. 2523)

Date 3 March 1954

District Coast Guard Officer, 3rd CG ~~XXXX~~ *District,*

New York, N. Y.
(City)

I hereby apply for retirement from active duty effective 1 April 1954 on the basis of service shown hereon.

Home Address:
102 Drake Ave.
New Rochelle, N. Y.

Leonard J. Eckert
(Name)

Keeper
(Designation)

OFFICE OF THE DISTRICT COAST GUARD OFFICER,
3rd CG ~~XXXX~~ DISTRICT

City New York, N. Y. *Date* 3 March 1954

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 2991.66 per annum, effective at the close of 31 March 1954

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office and that all Government service shown has been verified.

T. J. Curtin

T. J. CURTIN
Chief, Civilian Personnel Section
~~XXXXXXXXXXXXXXXX~~, ~~XXXX~~ District

FOR USE OF DEPARTMENT

16—35893-1

...Y DEPARTMENT
...COAST GUARD
...660 (Rev. 1-50)

PERSONNEL RECOMMENDATION

TO: COMMANDANT, UNITED STATES COAST GUARD

FROM (Recommending Office)	LOCATION	DATE
Commander, 3rd CG District	80 Lafayette St., N.Y.C.	3-3-54

NATURE OF RECOMMENDATION: Retirement (Optional)

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
Mr. Leonard J. Clark	Conn.	8-30-86	No

	FROM 03-504	TO
POSITION & NUMBER	Keeper	
GRADE OR RANGE & PAY	Class 4-b-1 ($3024.00-3475.44) $3475.44 pa incl $75.40 pa Qtrs.	
VALUATION OF QUARTERS		
APPROPRIATION	Operating Expenses, CG	
[redacted]	New York, N.Y.	
[redacted] Post of Duty	Execution Rocks Lt.Sta., N.Y.	
DIVISION		
SECTION		

PROPOSED EFFECTIVE DATE: close 3-31-54

[X] THE ACTUAL DATE OF [redacted] separation by retirement.
[ ] AS SOON THEREAFTER AS HE ENTERS ON DUTY

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[ ] VICE _____ (Previous Incumbent) _____ (J.C.S.&-IVb Only) _____ (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF _____ (Position or Job Superseded) _____ (Incumbent) _____ (J.C.S.&-IVb Only)

[ ] ADDITIONAL IDENTICAL _____ (Name of Employee) _____ (J.C.S.& of Position to Which Identical-IVb Only)

REMARKS: Lump-sum payment will be made for all accrued annual leave to which entitled by law on date of separation.
Form 2521 and certified Form 2806 are attached.
Position #03-504 will be abolished coincident with Mr. Clark's retirement.

Certified as required in Instruction 6:

T. J. Curtin
T. J. CURTIN
(Signature of Recommending Officer)
Chief, Civilian Personnel Section

B 5745

File

19 March 1954

Commander, 3rd Coast Guard District (p)

Optional retirement of Leonard J. Clark, Keeper

H. L. MORGAN
By direction

Mailing Address:
102 Drake Ave.
New Rochelle, N. Y.

MAR 19 1954

JSRountree/bbj

Return to 3-2

Date Mailed:

File

PC
12 MAR 1954

Mr. Leonard J. Clark
102 Drake Avenue
New Rochelle, New York

Dear Mr. Clark:

My attention has been called to the fact that you will retire from the position of Keeper in the Coast Guard at the close of 31 March 1954 after having rendered more than thirty years of honorable service in the Federal Government principally in the Lighthouse Service and the Coast Guard.

I take pleasure in congratulating you on your long and efficient service and entertain the hope that you may long enjoy the leisure afforded by relief from active duty.

Sincerely yours,

MERLIN O'NEILL
Vice Admiral, U. S. Coast Guard
Commandant

BBJennings/ ebr Return to 3-2

Date typed: 3-10-54
Date mailed: 3-15-54

(Fill in blocks as initialled - do not use for routing)

OFFICE OR DIVISION DESIGNATORS	PC	P	C												
INITIALS OF RESPONSIBLE OFFICERS	HLT	MJ 2													
INTRA-OFFICE OR DIVISION INITIALS			2100												

A8604

CENTRAL BRANCH
NORTH AND HORTON AVENUES

COMMUTER'S BRANCH
LOCATED IN RAILROAD STATION

PC
12 MAR 1954

Mr. Leonard J. Clark
102 Drake Avenue
New Rochelle, New York

Dear Mr. Clark:

My attention has been called to the fact that you will retire from the position of Keeper in the Coast Guard at the close of 31 March 1954 after having rendered more than thirty years of honorable service in the Federal Government principally in the lighthouse Service and the Coast Guard.

I take pleasure in congratulating you on your long and efficient service and entertain the hope that you may long enjoy the leisure afforded by relief from active duty.

Sincerely yours,

MERLIN O'NEILL
Vice Admiral, U. S. Coast Guard
Commandant

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT—U. S. COAST GUARD
WASHINGTON, D. C.
NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Leonard J. Clark	8-30-86	6	4-11-52

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Adjustment in Valuation of Quarters	5-11-52	

	FROM 03-504		TO 03-504
	Keeper	8. POSITION TITLE	
	Class 4-b($3024.00-3475.44) $3475.44 pa incl $60 pa qtrs	9. SERVICE, SERIES, GRADE, SALARY	$3475.44 pa incl $75.40 pa Qtrs
	LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS	
	New York, N. Y. Execution Rock, Lt. Sta., N. Y.	11. HEADQUARTERS	
	[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[X] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I.A.	REAL.
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO: do	LH 6-20-18		☐ CLAIMED ☐ PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Quarters valuation changed as provided in Civilian Personnel Memorandum No. 6-52.

FORWARDED TO FIELD OFFICE

APR 14 1952

ENTRANCE PERFORMANCE RATING:

E. L. KANGAS, Admin. Asst.,
Civilian Personnel Division

22. SIGNATURE OR OTHER AUTHENTICATION

PAY ADJUSTMENTS FOR KEEPERS, LIGHT ATTENDANTS AND VESSEL PERSONNEL EFFECTIVE ~~28 OCTOBER 1951~~, IN ACCORDANCE WITH ~~TREASURY DEPARTMENT APPROVAL OF 26 OCTOBER 1951~~ 8 JULY 1951
PUBLIC LAW 375, 82nd CONGRESS APPROVED 5 JUNE 1952

NAME: CLARK, Leonard J

03-504

DESIGNATION: Keeper, Execution Rocks, N. Y.

FROM: Range $2724.00-3175.44 @ $3175.44 pa incl $60 pa Qtrs

TO: Range $3024.00-3475.44 @ $3475.44 pa incl $60 pa Qtrs

By direction of the Commandant:

Very truly yours,

Dear Sir:

We would greatly appreciate your assistance in helping us to locate Mr. Leonard J. Clark whose last known address in 1934 was Execution Lighthouse, New Rochelle, New York.

H. L. MORGAN
Chief, Civilian Personnel Division

Mr. Clark, at that time, favored us with an account, which account now has been inactive for fifteen years. Under the New York State Abandoned Property Law, all unclaimed accounts for a period of fifteen years will have to be paid over to the State.

We would greatly appreciate it if you can furnish us with Mr. Clark's present address or any information regarding his present whereabouts.

Thanking you,

Yours very truly,

Charles A. Butti
Assistant Cashier

CAB:lm

Naylor:nmb Return to: 3-2

Date Mailed: 8/17/49

CENTRAL BRANCH
NORTH AND HORTON AVENUES

COMMUTER'S BRANCH
LOCATED IN RAILROAD STATION

FIRST NATIONAL BANK OF NEW ROCHELLE

NEW ROCHELLE, N. Y.

3020

16 August, 1949
(PC-6)
CG-75

Assistant Cashier
First National Bank of New Rochelle
New Rochelle, New York

Dear Sir:

August 10, 1949

With reference to your letter, dated August 10, 1949, requesting certain information concerning Mr. Leonard J. Clark, you are advised that the latest address on record in this office for Mr. Clark is 102 Drake Avenue, New Rochelle, New York.

By direction of the Commandant:

Very truly yours,

H. L. MORGAN
Chief, Civilian Personnel Division

Dear Sir:

We would greatly appreciate your assistance in helping us to locate Mr. Leonard J. Clark whose last known address in 1934 was Execution Lighthouse, New Rochelle, New York.

Mr. Clark, at that time, favored us with an account, which account now has been inactive for fifteen years. Under the New York State Abandoned Property Law, all unclaimed accounts for a period of fifteen years will have to be paid over to the State.

We would greatly appreciate it if you can furnish us with Mr. Clark's present address or any information regarding his present whereabouts.

Thanking you,

Yours very truly,

Charles A. Butti
Assistant Cashier

CAB:lm

Naylor:nmb Return to: 3-2

Date Mailed: 8/17/49

NORTH AND HORTON AVENUES

COMMUTER'S BRANCH
LOCATED IN RAILROAD STATION

FIRST NATIONAL BANK OF NEW ROCHELLE
NEW ROCHELLE, N. Y.

CHARLES A. BUTTI
ASSISTANT CASHIER

2020

August 10, 1949

Commandant (PMM)
Coast Guard Headquarters
Washington 25, D. C.

Dear Sir:

We would greatly appreciate your assistance in helping us to locate Mr. Leonard J. Clark whose last known address in 1934 was Execution Lighthouse, New Rochelle, New York.

Mr. Clark, at that time, favored us with an account, which account now has been inactive for fifteen years. Under the New York State Abandoned Property Law, all unclaimed accounts for a period of fifteen years will have to be paid over to the State.

We would greatly appreciate it if you can furnish us with Mr. Clark's present address or any information regarding his present whereabouts.

Thanking you,

Yours very truly,

Charles A. Butti
Assistant Cashier

CAB:lm

PAY ADJUSTMENTS FOR KEEPERS, LIGHT ATTENDANTS ~~AND VESSEL EMPLOYEES~~ EFFECTIVE July 1, 1946, IN ACCORDANCE WITH TREASURY DEPARTMENT APPROVAL OF June 25, 1946

NEW YORK DISTRICT

KEEPERS (Cont'd)

Name	No.	Station	Class	From			To		
				Range	Pay	Qtrs.	Range	Pay	Qtrs.
CLARK, Leonard J.	#1561	Execution Rocks, N.Y.	4-b	$2100-2496	$2496	$ 60	$2394-2845.44	$2845.44	[illegible]
CLAUSEN, Carl M.	1646	Romer Shoal, N. Y.	4-b-2	1836-2232	1968	60	2093.04-2544.48	2243.52	60
DEAN, Harry B.	1606	Navesink, N. J.	3-d-1	1902-2298	2232		2168.28-2619.72	2544.48	
DURFEE, George E.	1592	Latimer Reef, N.Y.	2-b	1968-2364	2364	60	2243.52-2694.96	2694.96	60
GROSS, Sidney Z.	1669	Stony Point, N. Y.	2-a&d	1902-2298	2100	240	2168.28-2619.72	2394	240
GUNDERSEN, Christ T.	1685	West Bank, N. Y.	4-b-2	1836-2232	1968	60	2093.04-2544.48	2243.52	60
JULIUSSON, Carl A.	1563	Execution Rocks, N.Y.	4-b-2	1836-2232	1968	60	2093.04-2544.48	2243.52	60
KERR, John J.	1560	Esopus Meadows, N.Y.	2-a	1836-2232	2166	240	2093.04-2544.48	2469.24	240
LeCLERC, Laureat	1676	Tarrytown, N. Y.	2-a	1836-2232	2166	240	2093.04-2544.48	2469.24	240
McCOART, Daniel F.	1670	Stratford Pt., Conn.	3-b	2034-2430	2298	60	2318.76-2770.20	2619.72	60

NCG 2599
U. S. Coast Guard
(Jan. 1943)

REPORT OF CHANGE IN PERSONNEL

Clark	Leonard	J.		Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

Execution Rocks Light Station N.Y.	28 June 1946
(Unit) (Place)	(Date)

Returned To this station for resumption of duty from three (3) days annual leave 1200 this date.

AUTHORITY:

L. J. Clark
(Commanding)

Keeper
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	Statistics	Correspondence	Records

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16—29594-1

STOCK FORM 2249
12-41

NAVY

UNITED STATES ~~TREASURY~~ DEPARTMENT

WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date July 1, 1945

Name: Clark, Leonard J.

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

Nature of Recommendation Pay Adjustment

Effective: July 1, 1945

	FROM 1561	TO 1561
Position		Keeper
Grade		
Salary	Range ($1740-2100 $2100 p.a. plus $60 pa Qtrs.	Range ($2100-2496) $2496pa incl. $60 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Execution Rocks Lt. Sta., N. Y.
Appropriation		Civilian Employees, C.G.
Allotment		
	FIELD [X] DEPRTMTL. [ ]	FIELD [X] DEPRTMTL. [ ]

Remarks

*Your increaded compensation includes valuation for quarters.

Justification:

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds
Certified as to validity of recommended vice vacancy or additional identical action

Carl C. Herrick
Comdr. U.S.C.G.R.
Chief, Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, ~~TREASURY~~ DEPARTMENT)

NAVY

DATE APPROVED BY THE SECRETARY

JUL 13 1945

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 8-30-1886

LEGAL RESIDENCE: Conn.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE? No

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

New York District.
28 January, 1941.

The date of birth of Leonard J. Clark given as 29 August, 1886, is the result of a typographical error. Mr. Clark's correct date of birth is 30 August, 1886.

P. E. SHAW,
Lieut. Commander, U.S. Coast Guard,
Personnel Officer.

U. S. COAST GUARD
RECD JAN 30 1941

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. CP 75

HEADQUARTERS

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

U. S. COAST GUARD
REGISTERED
JAN 28 1941
NEW YORK DISTRICT

WASHINGTON 23 January, 1941.

FroM: Commandant.
To: Commander, New York District.

Subject: James L. Clark, keeper; date of birth.

Reference: (a) Personal History Sheet.
(b) Service Record 2806.

1. Reference (a) shows the date of birth of Mr. Clark as 30 August, 1886, and reference (b) shows it as 29 August, 1886. If the date shown in reference (b) is the result of a typographical error, it is requested that a statement to that effect be forwarded to Headquarters. However, if Mr. Clark has given conflicting dates of birth, it is requested that a statement of Mr. Clark as to the correct date be obtained and forwarded to Headquarters in duplicate.

By direction,

N. R. STILES,
Assistant Personnel Officer.

NEW YORK DISTRICT 1st Indorsement New York, N. Y.
75 28 January, 1941

From: Commander, New York District.
To: Commandant.

1. Returned. Attached is statement giving Mr. Clark's correct date of birth. Headquarters attention is invited to the fact subject man's full name is Leonard James Clark.

P. E. SHAW,
By direction.

CP 75

23 January, 1941.

From: Commandant.
To: Commander, New York District.

Subject: James L. Clark, keeper; date of birth.

Reference: (a) Personal History Sheet.
(b) Service Record 2806.

1. Reference (a) shows the date of birth of Mr. Clark as 30 August, 1886, and reference (b) shows it as 29 August, 1886. If the date shown in reference (b) is the result of a typographical error, it is requested that a statement to that effect be forwarded to Headquarters. However, If Mr. Clark has given conflicting dates of birth, it is requested that a statement of Mr. Clark as to ~~his~~ the correct date be obtained and forwarded to Headquarters in duplicate.

By direction,

N. R. STILES,
Assistant Personnel Officer.

MAILED
JAN 25 1941
MAIL DESK

Ltr thru RS to R

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared January 8, 1941.

Name: Clark, Leonard J.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO 1541
Position		Keeper
Grade		Field (Range $1740-2100)
Salary	Field (Range $1740-2100) $2040 p.a. plus $60 p.a. Cvrs.	$2100 p.a. plus $60 p.a. Cvrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		New York, New York
Appropriation		Execution Rock Lt.Sta.,N.Y.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since November 1, 1933.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

Reg. DATE OF BIRTH 6-30-1886

LEGAL RESIDENCE

Conn. SEX M RACE W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

+1-1641

BUREAU OR DIVISION PERSONNEL FILES

FEB 7 1941

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared January 8, 1941.

Name: Clark, Leonard J.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade		
Salary	Field (Range $1740-2100) $2040 p.a. plus $60 p.a. Cbrs.	Field (Range $1740-2100) $2100 p.a. plus $60 p.a. Cbrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		New York, New York
Appropriation		Execution Rock Lt.Sta.,N.Y.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since November 1, 1933.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

Reg. DATE OF BIRTH 8-30-1886

LEGAL RESIDENCE

SEX | RACE

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?

Lighthouse Act

DATE OF OATH

S. P. MERIMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.

BUREAU SUSPENSE AND FILE COPY

STANDARD FORM No. 6
(Approved by the President 3/28/24)
Revised Dec. [illegible]029

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

OCT 18 1939 RECEIVED TOMPKINSVILLE
OCT 2 1939 SUPERINTENDENT OF LIGHTHOUSES

Department or Establishment Treas Dept US Coast Guard **Date** Sept 30 1939

1. Name in full (Mr., ~~Miss, or Mrs.~~) Clark (Surname) Leonard (Given name) James (Middle name)
2. Present address 33 (Number) Spruce St (Street) New Rochelle (City) N.Y. (State)
3. Legal (voting) residence New York (State and Congressional District) Westchester (County) New Rochelle. (City or town)
4. Where born Black Rock Pt Sta, Bridgeport (City or town) Conn. (State or foreign country) When born Aug 30 1886 (Month Day Year)
5. If foreign-born, state whether naturalized or alien —
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male √	Female	Single	Married √	Divorced	Widowed	White √	Colored	

7. Number and ages of dependents domiciled with you One - 39 Years (Wife)
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED Month	Day	Year	DATE SEPARATED Month	Day	Year
	3rd Dist.	Keeper	$840 to 2040	3	1	24			
US Lighthouse	~~Little Gull Id~~	2nd asst Keeper	Records	lost					
"	~~Stratford Shoal~~	1 " "	~~$840 to 2040~~	~~3~~	~~1~~	~~24~~	~~5~~	~~31~~	~~24~~
			~~900~~	~~4~~	~~1~~	~~24~~	~~6~~	~~30~~	~~24~~
"	" "	1 " "	1140	7	1	24	1	31	25
"	" "	1 " "	1260	2	1	25	6	10	25
"	Execution Rock	Keeper	1620	4	11	25	6	30	25
"	"	Keeper	1740	7	1	25	4	7	26
"	"	"	1800	4	8	26	12	31	26
"	"	"	1860	1	1	27	6	30	27
"	"	"	1920	7	1	27	7	2	28
"	"	"	1980	7	3	30	1	31	31
"	"	"	2040	2	1	31	To present date		

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
None	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below: no

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None √	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Sail & Auxiliary Vessels, Pleasure & Coastwise Marine engine & automobile repairing.

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Baird Machine Co	Machinist	8 years
Bullard Machine & tool Co	"	1 year
American Chain Co.	" tool & die Maker	1½ "
(all of Bridgeport Conn.)		

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	(1) 2 3 4	Browns Business College, Bridgeport Conn

16. In case of emergency, notify Alice N. Clark

Relationship Wife Post office address 33 Spruce St, New Rochelle, N. Y.

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

Leonard J. Clark
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 4528

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date January 8, 1941.

Name: Clark, Leonard J.

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

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1740-2100)	Field (Range $1740-2100)
Salary	$2040 p.a. plus $60 p.a.Qtrs.	$2100 p.a. plus $60 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters		New York, New York
Post of Duty		Execution Rock Lt.Sta.,N.Y.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE January 16, 1941.

Remarks:

Justification:

No increase in pay since November 1, 1933.

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

S. P. MEHLMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 8-30-1886

LEGAL RESIDENCE: Conn.

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD.-CARBON MANIFOLDS

APPLI[illegible]T OR EMPLOYEE MUST FILL THE [illegible] Sex M

Name (in full) Leonard James Clark Date of birth Aug. 30, 1886

Present address 33 Spruce St New Rochelle N.Y.

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
June 10, 1925	May 1st 1935	Executive Roche St Sta	New Rochelle, N.Y.
May 1st 1935	To Date	33 Spruce St.	" "

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? no (Yes or no)
If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

NO ADDITIONAL RECORD FOUND AT F. B. I.

Have you ever been fingerprinted? no Where? —

When? — If for the Civil Service, what position? —

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

Leonard J. Clark
Customary payroll signature of employee

U. S. COAST GUARD

Subscribed and sworn to before me this 17 day of October 1939

Myrtle Eriksen Miles
Notary Public
Notary Public, Westchester Co., N. Y.
Commission expires March 30, 1940

My commission expires March 30, 1940

July 1, 1939. Lighthouse Districts No. Third - Fourth

consolidated with New York Coast Guard District,

Headquarters New York, N. Y.

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

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

Leonard J. Clark (Name) Conn (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
2nd A K.		450	L H - Little Gull Is. N.Y.	May 15, 1906 or EOD.
	Dismissed Sept. 30, 1906			
Keeper	Prob.	840	Stratford Sh. M.C. N.Y.	Mar 1, 1924
"	"	900	L H. "	April 1, 1924
"	Read of Pay	1140	" "	July 1, 1924
"	" "	1560	" "	Feb. 1, 1925
"	Trans	1620	" Execution Rock	June 11, 1925
"	INCREASE IN COMPENSATION	1740	" " "	July 1, 1925
"	Prom.	1800	" "	April 8, 1926
"	INCREASE IN COMPENSATION	1860	" "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1920	" "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1980	" "	JUL 3 1930
"	INCREASE IN COMPENSATION	2040	" "	FEB 1 1931

Remarks or recommendations: Report will be forwarded to U.S. Employees' Compensation Commission shortly.

J. T. Yates
Superintendent of Lighthouses.
3rd District.

Date June 13, 1939

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

Noted.

D. W. Gilbert
Chief Clerk

For the Commissioner.

R. E. Gros Chief, Personnel Division.

Deputy Commissioner.

11—11418

HL:ECL

REPORT OF DAMAGE TO

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

4063-3

DEPARTMENT OF COMMERCE JUN 15 1939 DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

Staten Island, N.Y., June 8, , 1939.

Name of vessel, station, or other aid to navigation involved: Execution Rocks Light Station

Date of accident: May 19, 1939.

Nature and cause of accident: While repairing concrete engine foundation, point of trowel entered left hand between first and second finger.

Estimated cost of damage { to property of the Department: $ none
to private property: $ none

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

CARDED

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

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	HAS WORK TIME BEEN LOST BY EMPLOYEE
Leonard J. Clark	Keeper	Bruise from trowel between first and second fingers of left hand.	No

Remarks or recommendations: Report will be forwarded to U.S. Employees' Compensation Commission shortly.

J. T. Yates
Superintendent of Lighthouses.
3rd District.

Date June 13, 1939

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

Noted.

D. W. Gilbert
Chief Clerk

For the Commissioner.

R. J. Gros, Chief, Personnel Division.
Deputy Commissioner.

11—11418

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

WJL:TM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
JUN 16 1936
APPOINTMENT DIVISION
GENERAL DEPOT

OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N. Y.

Staten Island, N.Y., June 12, 1936.

Leonard J. Clark, Keeper,
Execution Rocks Light Station,
General Delivery,
New Rochelle, N.Y.

1936 JUN 15 PM 2 27
DEPARTMENT
CHIEF CLERK

SUBJECT: Commendation.

REFERENCE: Your letter of June 1, 1936.

Receipt is acknowledged of your report of assistance to a couple in a disabled sailboat on the night of May 28, 1936. This office is gratified to know that you and the 1st Assistant Keeper were able to be of assistance at this time. You are hereby commended for the action taken.

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	WAS WORK TIME LOST BY EMPLOYEE
Leonard J. Clark	Keeper	cracked bone	

J. T. Yates
Superintendent.

WJL:TM

Office, Supt. of Lighthouses, 3rd District,
Staten Island, N.Y., June 12, 1936.

Copy forwarded to Commissioner.

J. T. Yates
Superintendent.

E-K

Bureau of Lighthouses, Washington, D. C.
June 15, 1936

Submitted to Secretary of Commerce for information.

For the Commissioner:

R. J. Gross
Chief, Personnel Division.

DEPARTMENT OF COMMERCE — LIGHTHOUSES

LIGHTHOUSE SERVICE

1936 APR 3 AM 8

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT

DEPARTMENT OF COMMERCE APR - 6 1936 APPOINTMENT DIVISION

Staten Island, N.Y. April 1, 1936

Name of vessel, station, or other aid to navigation involved:
Execution Rocks Light Station

Date of accident: March 20, 1936

Nature and cause of accident: While standing on a ladder transferring kerosene oil from 50 gallon drums to fuel storage tank, ladder shifted and employee lost balance and fell from top of fuel tank to concrete below.

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

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

--

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

NAME	OFFICIAL TITLE, IF GOVERNMENT EMPLOYEE	NATURE OF INJURY	HAS WORK TIME BEEN LOST BY EMPLOYEE
Leonard J. Clark	Keeper, Execution Rocks Light Station	cracked bone above ankle on right leg.	Yes

Remarks or recommendations: Report will be forwarded to U.S. Employees Compensation Commission shortly.

FOR AND IN THE ABSENCE OF THE SUPERINTENDENT

Asst. Superintendent of Lighthouses.

Date April 6, 1936

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

Chief Clerk, Department of Commerce

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

CARDED

11—11418

APPOINTMENT DIVISION
WASHINGTON

January 23, 1931.

Mr. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1931.

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 JAN 26 1931

Chief of Appointment Division.

From: $1980 per annum.

To: $2040 per annum.

Service and grade: Field.

Appropriation (unit):

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JAN 24 1931
SHEET NO. 2944
DEPARTMENT OF COMMERCE

CARDED

S
E

FOR BASIS OF THIS ACTION SEE
LETTER DATED 1/13/31
IN FILE 10931/1

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Leonard J. Clark,

Thru Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

From: $1920

To: $1980

Keeper (3)

APPOINTMENT DIVISION

WASHINGTON

July 1, 1928.

Mr. Leonard J. Clark,

Through the Chief, Bureau of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

From: $1860

To: $1920

11—0564

C

APPOINTMENT DIVISION ENTERED JUL 2 1928 ON JOURNAL DEPARTMENT OF COMMERCE

JAN 13 1932

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1800 per annum.

To: $1860 per annum.

Service and grade: Field.

Appropriation (unit):

JAN 12 1927

APPROVED BY THE ACTING SECRETARY 1/1/27

FILE 1093/1

CARDED

P.
3.

APPOINTMENT DIVISION ENTERED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

April 17, 1926.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

COPY

Commissioner of Lighthouses.

SUBJECT: Effective date of changes in personnel in 3rd District.
REFERENCE: Department letter of May 19, 1918.

Sir:

1. The Bureau is advised that the effective dates of recent changes in the personnel of the Third Lighthouse District, are as follows:-

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
Leonard J.Clark	Keeper	$1800 p.a.	Increase in pay	3-30-26	4-8-26

By direction of the Secretary:

Respectfully,

For original letter see file of Frederick J. Fox.

Chief of Appointment Division.

CANCELED

APR 6 1926

ON JOURNAL
DEPARTMENT OF COMMERCE

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

Staten Island, N.Y. March 26, 1926.
(Dist.) (Date.)

March 30, 1926.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1740 per annum to $1800 per annum, effective April 1, 1926, 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) CLIFFORD HASTINGS

APR 6 192

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

J. F. Sykes

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON
MAR 29 1926

APPOINTMENT DIVISION
ENTERED
APR 6 1926
ON JOURNAL
DEPARTMENT OF COMMERCE

CARDED

Submitted to the Secretary of Commerce, approved.

APPROVED:
ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

LIGHT ... 1926 MAR 27 AM ...

APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

COMMISSIONER OF LIGHTHOUSES: Staten Island, N.Y. (City.) March 26, 1926 (Date.) 19

Action recommended, Increase in pay.

Name, Leonard J. Clark

Position, Keeper

Location, Execution Rocks Lt. Sta., N.Y.

Effective April 1, 1926

Legal residence, Connecticut

Salary, $1800 p.a. (Pay range $1620 to $1860 p.a.

Appropriation, Salaries, Keepers of Lighthouses Such etc.

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

Former position, Keeper

Location, Execution Rocks Lt. Sta., N.Y.

Former salary, $1740 p.a.

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

APPOINTMENT DIVISION NECESSARY PAPER APR 5 1926 DEPARTMENT OF COMMERCE

Previous incumbent, Services terminated,

Reason,

Members of family in Government Service,

Date of birth,

Remarks: On Mar. 10, 1926 Mr. Clark took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 per month while serving at a station having fog signal operated by oil engine. Mr. Clark received a rating of 92.2% based on the written examination and actual performance of work at the station. He is accordingly entitled to receive the additional compensation of $60 p.a., and it is therefore recommended that his pay be increased , 19 as above.

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

J. T. Ypsees

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 29 1926

FK

Submitted to the Secretary of Commerce, approved.

APPROVED: J. W. Gilbreth

ACTING ASSISTANT SECRETARY.

L. Cheney

Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

Letter dated June 18, 1925 from the Bureau of the Lighthouses reports the effective dates of [illegible]

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

M **Mr. Leonard J. Clark,**

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ **1620** per annum to $ **1740** 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.

111—8074

APPOINTMENT DIVISION
ENTERED
JUL 23 1925
ON JOURNAL
DEPARTMENT OF COMMERCE

H
3d

CARDED

Letter dated June 18, 1925 from the Bureau of the Lighthouses reports the effective dates of recent changes in the Bureau:

NAME	POSITION	SALARY	NATURE OF CHANGE	EFFECTIVE DATE
Orlando M. Bunting	Keeper	$1440	Prom.	5/16/25
Arthur W. Blish	"	$1320	Transf.	6/1/25
Leonard J. Clark	"	$1620	"	6/11/25
Chas. E. Sherwing	"	$1440	Prom.	"
Thomas J. Burns	"	$1560	"	"

See file of Orlando M. Bunting

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—6674

APPOINTMENT DIVISION ENTERED MAY 27 1925 ON JOURNAL DEPARTMENT OF COMM. D.C.

mfc
5

CARDED

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 25, 1925.

Mr. Leonard J. Clark,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1560 per annum to $ 1620 per annum, effective **June 1, 1925, or as soon thereafter as you enter upon duty.**

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—6674

APPOINTMENT DIVISION ENTERED MAY 27 1925 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

mfc
5

1st
Efficiency rating 89%

LIGHTHOUSES
1925 MAY 22 AM 9 51

THIRD DISTRICT

Shalford Shoal Lt Sta
(Station, Depot, or Vessel)

May 18th, 1925

Supt.

Subject. Transfer to Keeper of Execution Rocks Lt. Sta.

In reply to your letter of May 16th will say that I would be willing to accept the transfer to position of Keeper of Execution Rocks Lt. Sta if there should be a vacancy.

Thanking you for the consideration I am

Respectfully

Leonard J. Clark 1st asst

R. H. Abbotts, keeper.

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

1925 MAY 23 AM 10 17

COMMISSIONER OF LIGHTHOUSES:

Staten Island, N.Y., May 21, 1925, 19
(City.) (Date.)

DEPARTMENT OF COMMERCE MAY 23 1925 APPOINTMENT DIVISION.

DEPARTMENT OF COMMERCE MAY 23 1925 APPOINTMENT DIVISION

Action recommended, Transfer and promotion.

Name, Leonard J. Clark

Position, Keeper

Location, Execution Rocks Lt. Sta., N.Y.

Effective June 1, 1925

Legal residence, Connecticut

Salary, $1620 p.a.* (Pay range $1620 to $1860 p.a.

Appropriation, (Salaries, Keepers of Lighthouses)

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

Former position, Keeper

Former salary, $1560 p.a.

Location, Stratford Shoal (Middle Ground) Lt. Sta., N.Y.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 26 1925 DEPARTMENT OF COMMERCE

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

Previous incumbent, William J. Trainor Services terminated, May 31, 1925

Reason, Dismissed (Salary $1680 p.a.)

Members of family in Government Service,

Date of birth,

Remarks: Letter from Mr. Clark requesting this transfer attached hereto.
* This amount includes commutation of rations at 45¢ per day, payable from General Expenses Lighthouse Service.

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

For and in the absence of the Superintendent

5/29/25

Secretary, Civil Service District.

1st Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 22 1925

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

(CROSS REFERENCE)

Mr. Leonard J. Clark, In accordance with authority

Through the Commissioner of Lighthouses.

Sir: , effective July 1, 1924.

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: $1560.

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

SUBMITTED:

EK

(Head of Bureau or Office.)

(*If unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of civil service rule VII, should immediately be forwarded to the Department.)

(CROSS REFERENCE)

Mark Leonard Clark In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is readjusted to $ 1140, effective July 1, 1924.

For authorization see letter dated AUG 2 0 1924 File No. 1095/21.

Name Leonard J. Clark

Position Keeper (1st Asst.)

Salary $1140 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Stratford Shoal (Middle Ground) L.S., N.Y.

Date of entrance on duty March 1, 1924

Remarks:

J. F. Wales
(Signature of immediate superior.)
Supt., 3d L. H. Dist.

SUBMITTED: AUG 1 - 1924
E C Gillette
Acting Commissioner of Lighthouses.
(Head of Bureau or Office.)

(*If unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of civil service rule VII, should immediately be forwarded to the Department.)

(1)

THIS CERTIFIES

That it appears on record in this office

That Leonard James Clark Jr.
Name of child

was born in Bpt Town Conn. State or County

on the 30 day of Aug 1886, and that his parents' his or her

names were Leonard and Mary E. Conkelin

Attest Wm. Hall Comm'r MD

That search has been made and no record found of the birth of

Name of child Attest

Dated at Bpt this 7 day of May 1924.

The conduct and capacity of this employee have been --- satisfactory* during the probationary period, and (he) (~~she~~) is --- considered qualified for absolute appointment.

Name Leonard J. Clark

Position Keeper (1st Asst.)

Salary $1140 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Stratford Shoal (Middle Ground) L.S., N.Y.

Date of entrance on duty March 1, 1924

Remarks:

J. F. Wells
(Signature of immediate superior)
Supt., 3d L. H. Dist.

SUBMITTED: AUG 1 - 1924

E C Gillette
Acting Commissioner of Lighthouses.
(Head of Bureau or Office.)

(*If unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of civil service rule VII, should immediately be forwarded to the Department.)

DEPARTMENT OF COMMERCE

LIGHTHOUSES

REPORT ON PROBATIONARY APPOINTEE.
(This report to be made at expiration of fifth month of service.)

FWO-JHG

Third Lighthouse District
(Bureau)

July 31,1924
(Date)

DEPARTMENT OF COMMERCE
AUG 4 1924
APPOINTMENT DIVISION.

CHIEF CLERK

The Secretary of Commerce,
(The Chief of Appointment Division):

The probationary period of the person named below expires at the close of business on August 31,1924,192 .

1924 AUG 2 AM 11 23

The conduct and capacity of this employee have been satisfactory* during the probationary period, and (he) (~~she~~) is considered qualified for absolute appointment.

Name Leonard J. Clark

Position Keeper (1st Asst.)

Salary $1140 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Stratford Shoal (Middle Ground) L.S., N.Y.

Date of entrance on duty March 1,1924

Remarks:

J. F. Mees
(Signature of immediate superior.)
Supt., 3d L. H. Dist.

SUBMITTED: AUG 1 - 1924

E C Gillette
Acting Commissioner of Lighthouses.
(Head of Bureau or Office.)

(*If unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of civil service rule VII, should immediately be forwarded to the Department.)

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1924 MAY 20 AM 8 47

APR 18 PM 2 17

SUPERINTENDENT OF LIGHTHOUSES
APR 28 1924
RECEIVED
TOMPKINSVILLE, N.Y.

April 18, 1924.

(2)

Commissioner of Lighthouses:

The Department is in receipt of the personal question sheet executed by Leonard J. Clark, under his probationary appointment as Keeper at $840 per annum in the Lighthouse Service, and notes that he gives the date of his birth as August 29, 1886. In view of the fact that the accepted records of the Department show 1885 as date of birth, he must submit documentary evidence if he desires to establish 1886 as the correct date.

By direction of the Secretary:

Acting Chief of Appointment Division.

Bureau of Lighthouses, Washington
APR 18 1924
Staten Island, N.Y.

To Superintendent of Lighthouses,
for compliance
and return.

H. B. BOWERMAN
Acting Commissioner.

1st Asst. Superintendent.

Bureau of Lighthouses, Washington
MAY 21 1924

Inclosure

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner.

CARDED

SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

LIGHTHOUSE SERVICE

1924 MAY 20 AM 8 46

MAY 21 1924 APPOINTMENT

WJL.AJM

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

CHIEF CLERK

May 19th, 1924.

1924 MAY 21 PM 2 26

Commissioner:

SUBJECT: Correct year of birth - Leonard James Clark, 1st Asst. Keeper, Stratford Shoal Lt. Sta.

REFERENCE: Bureau's endorsement of April 18, 1924, forwarding letter of April 18, 1924 addressed to Commissioner of Lighthouses, by Appointment Division.

Correct birth of employee in question is August 30, 1886, attention being invited to certificate attached.

For and in the absence of the Superintendent.

1st Asst. Superintendent.

Bureau of Lighthouses, Washington
MAY 21 1924

Inclosure

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner

Get file

CARDED

Form SS-12

DEPARTMENT OF COMMERCE

1924 MAR 28 AM 8 51
CHIEF C. E. R.
5
MAR 27 1924
RECEIVED
MAR 27 1924
APPOINTMENT DIVISION

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: Leonard J. Clark
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: 3rd
4. Place of duty: Stratford Shoal (Middle Ground) Lt. Sta., N. Y.
   (City, town, station, or vessel.)
5. Salary: $840.00 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 eligible list of keepers and assistant keepers dated Feb. 8,1924

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.)

Leonard James Clark

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

Leonard J. Clark

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

Connecticut	Fairfield	Stratford	4th
(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? Black Rock Light Station, Conn

7. When were you born? August 29 (Month.) (Day.) 1886 (Year.) 5/21/24

8. If foreign born, state when and where naturalization papers were taken out

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Married

10. Give name and address of person whom you would like to have notified in case of accident.

Mrs Leonard J. Clark (Name) 1076 Stratford Ave (Number and street.)

Stratford (City or town.) Connecticut (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.") yes 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.
Leonard H. Bodine	Greens Ledge, Rowayton Conn	Position 1st asst Keeper Department or office Light House	Nephew	Single
		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.") no 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.

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.") Yes If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Commerce	Light House	2nd Asst Keeper Little Gull & Lh Sta.	~~$600~~ $650 $750 P.A	1906	9/30/1906

11—8022

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.)

Master of Sailing Craft. Seaman & operator on motor boats, oyster boats, Repair man on marine and Stationary engines, Machinest and Tool making

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 Schools and Business College

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.")

~~Boat man~~, Machinest, ~~Toolmaker~~.

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

Light House Keeper 1906

" " " 4/8/20

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, March 20, 1924

Witness (in case signature is by mark):

(Signature) Leonard J. Clark

(Present address) 1076 Stratford Ave
(Number and street.)

Stratford (City or town.) Conn (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 March 27, 1924

(Signature) J. T. Yates

(Official title) Supt. of Lighthouses, 3rd Dist.

11—6922

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1924 MAR 28 AM 8 5
1924 MAR 28 AM 11 12
DEPT. OF COMMERCE

I, Leonard J. Clark

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.

Leonard J. Clark
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 20th day of March, A. D. 1924

(Affix official seal here)

[4] (Name) May Morehouse

(Official title) Notary Public

My commission expires Feb 1-1929

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper	$840.00 p.a.	Stratford Shoal (Middle Ground) Lt. Sta., N.Y.
Former [5]		

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT

Staten Island, N. Y. (Address), March 27-1924 (Date)

The above-named appointee entered upon duty on March 1, 1924 (Date)

J. T. Yates
(Signature, followed by title)

C. S. REPORTS
ENTERED

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

11—944

CARTER

FWO-JHC

LIGHTHOUSE SERVICE

1924 MAR 15 PM 2 41

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

1924 MAR 14 AM 8 41

Staten Island, N.Y., March 13, 1924 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE
MAR 15 1924
APPOINTMENT DIVISION

Action recommended, Promotion.

Name, Leonard J. Clark — Legal residence, Connecticut

Position, Keeper — Salary, $900 per annum

Location, Stratford Shoal (Middle Ground) Lt.Sta., N.Y. — Appropriation, Salaries, Keepers of Lighthouses

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

Former position, Keeper — Former salary, $840.00 p.a.

Location, Stratford Shoal (Middle Ground) Lt.Sta., N.Y.

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

Previous incumbent, Robert H. Ebbitts — Services terminated, March 31, 1924

APPOINTMENT DIVISION DEPARTMENT OF COMMERCE ACTION TAKEN MAR 17 19..

Reason, Promoted

Members of family in Government Service,

Date of birth, No employee of District desired transfer to this position.

Remarks: Mr. Clerk entered the service on March 1, 1924 as 2nd Asst. Keeper at Stratford Shoal L.S., and his promotion is recommended as he is the only employee in his grade at that station, and the vacancy to which promotion is proposed could not be foreseen at the time he was appointed.

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

For & in the absence of the Superintendent

3/15/24

Secretary, Civil Service District. 1st Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. MAR 14 1924

~~APPROVED:~~

~~ACTING SECRETARY OF COMMERCE~~

J. S. CONWAY

Acting Commissioner of Lighthouses.

(Strike out the clause which does not apply.

11—2314

LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1924 MAR 8 AM 8 55

FWO-JHG

1924 MAR 10 PM 3 17

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

MAR 11 1924
APPOINTMENT
DIVISION.

Commissioner of Lighthouses;

March 7, 1924

SUBJECT: Leonard J.Clark, appointment as 2nd Asst.Keeper, Stratford Shoal Lt.Sta.

REFERENCE: Bureau endorsement March 5, forwarded Dept.letter of March 3,1924.

1. Returned to Commissioner.

2. The Mr.Clark referred to in the attached letter is the same man who was dismissed from the position of 2nd assistant keeper of Little Gull Island Light Station, New York, on September 30,1906. This fact was taken into consideration at the time he was recommended for appointment. As Mr.Clark's dismissal took place 18 years ago, at which time he was 19 years of age, and as he was married in January 1907 and is apparently still living with his wife as communications have recently been received from Mrs.Clark, also as there is a serious shortage of applicants for employment as assistant lighthouse keepers, the appointment of Mr.Clerk is considered to be to the interests of the service rather than a detriment. At the present time there are only four names on the eligible register of men who would accept employment at off shore stations without quarters such as Stratford Shoal Light Station, and their qualifications are barely sufficient to justify their names being placed on the register. This condition, together with the fact that Stratford Shoal Light Station is an off shore station located in Long Island Sound and equipped with oil engines and one of the most difficult and undesirable stations in the District, and as Mr.Clerk is an experienced boatman and also has had more mechanical experience than the average applicant for assistant keeper, were factors taken into consideration in connection with his selection for employment at Stratford Shoal Lt.Sta.

3. In accordance with orders issued to Mr.Clerk prior to the receipt of the Bureau's telegram of March 3,1924, he entered on duty as 2nd assistant keeper at Stratford Shoal Light Station on March 1,1924.

4. In view of the circumstances as described herein, it is recommended that Mr.Clark's appointment be approved.

3/11/24

RG-EK

J. Yates

- - - - -

Bureau of Lighthouses, Washington, D.C. March 8,1924.
Submitted to Secretary of Commerce. The Bureau concurs in the Third Superintendent's recommendation and requests that appointment certificate be issued.

H R Putnam

Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1924 MAR 6 AM 8 44

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE MAR 7 1924 APPOINTMENT

5

FWC-JHG

Commissioner of Lighthouses March 5,1924

SUBJECT: Leonard J. Clark, appointment, 2d Asst.Keeper, Stratford Shoal L.S.
REFERENCE: Bureau telegram March 3,1924.

1. Upon receipt of Bureau telegram of March 3,1924 a telegram was sent to the home address of Mr.Clark - "If you have not reported for duty Stratford Shoal do not report until further instructed". Subsequently a telegram was received from Mrs.Clark stating that Mr.Clark reported for duty at Stratford Shoal on March 1st, which was the date Clark had previously been ordered to report.

2. The report mentioned in Bureau telegram of March 3rd has not yet been received.

J. A. Wheel

- - -

RG-EK Bureau of Lighthouses, Washington, D. C.
March 6, 1924.

Submitted to Secretary of Commerce for his information inviting attention to Department letter of March 3rd, in regard to the matter. The Superintendent has been asked to furnish a report as desired by the Department and as soon as received by the Bureau will be submitted.

J. S. CONWAY

Acting Commissioner of Lighthouses.

3/7/24.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1924 MAR 4 PM 4 03

March 3, 1924.

SUPERINTENDENT OF LIGHTHOUSES
MAR 6 1924
NEW ORLEANS

Commissioner of Lighthouses:

The Department is in receipt of the Third Superintendent's nomination dated February 25, 1924, recommending the probationary appointment of Leonard J. Clark as Keeper at $840 per annum at Stratford Shoal (Middle Ground) Light Station, New York, which was transmitted to the Department by the Bureau's indorsement of February 26, 1924.

Before acting upon this recommendation the Department requests that it be advised whether or not Mr. Clark is the same man who was dismissed from the position of second assistant keeper at Little Gull Island Light Station, New York, at $450 per annum, effective at the close of September 30, 1906, for "conduct prejudicial to the good name of the Light-House Service." In the event that Mr. Clark is the same person who was dismissed it is requested that the Department be supplied with such information as may be necessary for it to determine whether or not the appointment of Mr. Clark will be in line with good administration.

Hydro.
Engr. Consl
Mar. Engr.
Personnel
Accounts
Contracts
Chf Clk.
Dep. Comm.
Comm.

By direction of the Secretary:

Edward J. Gardner
Acting Chief of Appointment Division.

Bureau of Lighthouses, Washington
MAR 5 - 1924

To Superintendent of Lighthouses, Staten Island, N.Y.
for report and return, See Bureau telegram of March 3, 1924 in this matter.

J. S. CONWAY
Acting Commissioner.

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 29, 1924.

Mr. Leonard J. Clark,

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 Eight Hundred and Forty 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 Assistant Secretary, Second Civil Service District.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,
Chief of Appointment Division.

Acting

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Robert S. Hunter.

Legal Residence: Connecticut.

(See reverse side.)

11—8080

CARDED

DATE REPORT DATE ENTERED

Form 73 LIGHTHOUSES

1924 FEB 28 AM 8 42 TWO-JHG TELEGRAPHIC REPLY DESIRED

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1924 FEB 29 AM 11 04

678

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

Staten Island, N. Y. Feb. 26, 1924
(City.) (Date.)

FEB 29 1924 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:
(Thr.Sec'y 2nd C. S. Dist.)
Action recommended, Probationary appointment.

Name, Leonard J. Clark

Legal residence, Connecticut

Position, Keeper

Salary, $840 per annum

Location, Stratford Shoal (Middle Ground) Lt.Sta.,N. Y.

Appropriation, Salaries, Keepers of Lighthouses

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

Former position,

Former salary,

Location,

Rank on eligible list, 1 Rating, Keeper Percentage, 81.4, Other eligibles considered:
Ernest Bingham.....C. Dennis J. Mahoney.....C.

Previous incumbent, Robert S. Hunter Services terminated, Jan.31,1924

Reason, Resigned

Members of family in Government Service, None

Date of birth, Aug.29,1886

Remarks: No employee of District desired transfer to this position. There are no quarters for families of keepers at this station. Nos.1 and 5 on eligible list will accept appointments only at stations where family quarters are provided. No.2 will accept appointment only at Shinnecock Bay Lt.Sta.

Selection regular, subject to the action of the
U. S. Civil Service Commission, February 27, 1924

Carbon copy free-reed 2/29/24

L. P. Parkes
Assistant Secretary, 2nd Civil Service District.

J. Noyes Clerk

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 28 1924

Submitted to the Secretary of Commerce, approved. Attention is invited to Bureau endorsement of February 26, 1924 in this matter.

J. S. CONWAY
Acting Commissioner of Lighthouses.

RX

1 Strike out the clause which does not apply.

11—2314

9511

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

July 2, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

V. H. Metcalf

Secretary.

DIVISION OF APPOINTMENTS RECEIVED MAY 25 1906 FILE ROOM DEP'T OF COMMERCE AND LABOR

CARDED

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.)
Leonard James Clark

2. How do you write your name on the pay roll? Leonard J. Clark

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county and Congressional district.)
Bridgeport (City or town.) Connecticut (State or Territory.) Fairfield (County.) 3rd (Congressional district.)

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

5. Where were you born? Black Rock Light, Bridgeport, Conn. Letter 5/24/04

6. When were you born? August (Month.) 29th 30 (Day.) 1880 1886 (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

11—1434

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
None	—	—	—	—

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.) Local Civil Service Exam, Tompkinsville, N.Y. May 7th, 1906. *

Civil Service Exam, Detroit April 3rd & 5th 1906

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

None.

11. Have you ever held any position in the civil service of the United States prior to the time of your present appointment? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

None

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None	—	—	—

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

14. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the Government, indicated in your answers to questions 11, 12, and 13.)

Boatman, also assisting my father who was Keeper of Black Rock Light Station

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

Public School & Business College

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

Boatman & Light Keeper.

* Written in office of Insp. 3rd L. H. District

11—1434

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

* Light House Keeper, about April 3rd to 6th 1906

Local Civil Service Examn for Keeper or Asst Keeper Tompkinsville, NY. May 7. 1906

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

Yes

19. State the date upon which the above blanks were filled May 18, 1906

Witness:

(Signature) Leonard J. Clark

P. O. Address: Little Gull Island
City or town.
Fort Michie, Gull Island
Number and street.
New York
State or Territory.

In case signature is by mark.

Reviewed, approved, and forwarded May 22, 1906

(Signature) M. H. Macy

(Official title) Captain, U. S. Navy.
Inspector.

PART II.

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

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

Light House Service (Bureau or Service.) Little Gull Island L. H. Sta. (Place (city, town, or station).) Third (District.)

2. To what position has he been appointed? 2nd. Assistant Keeper

3. State the date of appointment. May 14th. 1906

4. State the date the appointee or employee entered on duty. May 14th. 1906

5. What is his salary? $450.00 per Annum

6. From what appropriation is he paid? Salaries of Keepers of Light Houses

7. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive

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

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

Local Civil Service Examination for Keeper or Asst Keeper May 7. 1906.

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

(Signature) M. H. Macy

Date: May 22, 1906

(Official title) Captain, U. S. Navy,
Inspector.

Department of Commerce and Labor

OFFICE OF THE SECRETARY
Washington

9511

September 26, 1906.

Sir:

Having been charged with conduct prejudicial to the good name of the Light-House Service, and the charge being established by your admission of September 21, you are hereby dismissed from the position of second assistant keeper at Little Gull Island Light-Station, New York, in accordance with the recommendation of the Light-House Board, to take effect at the close of September 30, 1906.

Respectfully,

Acting Secretary.

Mr. Leonard J. Clark,
Through the Light-House Board.

Department of Commerce and Labor
DIVISION OF APPOINTMENTS
Washington

September 29, 1906.

Memorandum for Major Saxton.

I beg to return herewith Department letter of September 26, 1906, dismissing Leonard J. Clark from second assistant keeper at Little Gull Island Light-Station, New York, amended to read effective at the close of September 30 instead of September 20.

Geo. W. Leavelle
Chief of Appointment Division.

CARDED.

Maj. S. W. Saxton,
Light-House Board.

CARDED.

DIVISION OF APPOINTMENTS
REPORTED
OCT. 1 - 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Inclosure No. 2952.

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

GENERAL DEPOT
OFFICE OF INSPECTOR, 2D DISTRICT
September 26, 1906.

September 19, 1906.

Sir:

Having been charged with conduct prejudicial to the good name of the Light-House Service, and the charge being established by your admission of September 21, you are hereby dismissed from the position of second assistant keeper at Little Gull Island Light-Station, New York, in accordance with the recommendation of the Light-House Board, to take effect at the close of September 20, 1906.

Respectfully,

James Rudolph Garfield
Acting Secretary.

Mr. Leonard J. Clark,
Through the Light-House Board.

CARDED.

DIVISION OF APPOINTMENTS
REPORTED
SEP 27 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Captain, U. S. N.
Inspector.

CHANGE REPORTED
SEP -- 1906
U. S. [illegible]

LIGHTHOUSE INSPECTOR,
3D DIST.
SEP 19 1906
RECEIVED

9511

Little Gull Isl.
Sept. 17, 1906

John A. Rogers. Capt U.S.N.

Sir.

Enclosed charges made against me by Keeper Peter N. Peterson I respectfully decline to answer them but wish to resign or be dismissed from the service.

Respectfully
L. J. Clark
2nd Asst.

ADDRESS ALL COMMUNICATIONS TO
"LIGHT-HOUSE INSPECTOR, 3RD DISTRICT,
TOMPKINSVILLE, N. Y."

9511

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

HNW

B-6217.

GENERAL DEPOT
OFFICE OF INSPECTOR, 3D DISTRICT
TOMPKINSVILLE, N. Y.

September 19, 1906.

The Light-House Board,

Washington, D. C.

Sirs:

I have the honor to forward herewith a letter, dated September 13, 1906, from the Keeper of the Little Gull Island Light Station, New York, concerning the Second Asst. Keeper of that station; also a letter dated September 17, 1906, received from Mr. Leonard J. Clark, Second Asst. Keeper of the Little Gull Island Light Station.

As Mr. Clark declines to answer the complaint made by the Keeper of the Little Gull Island Light Station, in his letter of September 13th, I respectfully recommend that he be discharged from the position of Second Asst. Keeper of the Little Gull Island Light Station, to take effect at the close of 30 September, 1906.

Respectfully,

John A. Rodgers

Captain, U. S. N.

Inspector.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

HTD
File No. 9511.
Three enclosures.

24 Sept., '06.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 25 1906
DEPT OF COMMERCE AND LABOR

OFFICE OF APPOINTMENTS
RECEIVED
SEP 25 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to enclose herewith papers in the case of Mr. Leonard J. Clark, Second Assistant Keeper of the Little Gull Island, New York, Light-Station. 450 The Board begs to invite attention to the answer of Mr. Clark to the complaint filed against him by the Keeper in charge. He declines to reply, but wishes to resign or be dismissed from the Service.

In accordance with the recommendation of the Inspector of the Third Light-House District, the Board begs to ask that Mr. Clark be dismissed from the position of Second Assistant Keeper of the Little Gull Island, New York, Light-Station, to take effect at the close of 30 Sept., '06, for the best interests of the Light-House Service.

Respectfully,

9-25-06

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 25 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

Dismissed SEP 26 1906

Captain, U.S.N.,

Naval Secretary.

With.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 25 1906
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

DIVISION OF APPOINTMENTS
RECEIVED
SEP 25 1906
4:20 P
DEPT OF COMMERCE AND LABOR

TT.
File No. 9511.
2 Enclosures.

25 Sept. '06.

The Honorable,

The Secretary of Commerce and Labor.

Sir:

Referring to the Board's letter of 24 Sept. '06, recommending the dismissal of Mr. Leonard J. Clark, Second Assistant Keeper of the Little Gull Island, N.Y., Light-Station, the Board has the honor to enclose herewith a letter of 22 Sept. '06, from the Inspector of the Third Light-House District, transmitting a letter of 21 Sept. '06, from Mr. Clark.

Respectfully,

U. Sebree

Captain, U.S.N.,

Naval Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 25 1906
TO APPOINTMENTS
DEP'T OF COMMERCE AND LABOR

INDEXED.

Dismissed
SEP 26 1906

9511

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS
RECE'VED
SEP 25 1906
4.20 p
DEPT OF COMMERCE AND LABOR

GENERAL DEPOT
OFFICE OF INSPECTOR, 3D DISTRICT
TOMPKINSVILLE, N. Y.

6236

September 22, 1906.

The Light-House Board,

Washington, D.C.

Sirs:

Referring to my letter of September 19, 1906, relative to Mr. Leonard J. Clark, 2nd assistant keeper at the Little Gull Island Light Station, N.Y., etc.-

I have the honor to forward herewith a letter dated 21 September, 1906, received from Mr. Clark.

Respectfully,

John C. Rodgers

Captain, U.S.N.,

Inspector.

9511

DIVISION OF APPOINTMENTS
RECEIVED
SEP 25 1906
4.206
DEPT OF COMMERCE AND LABOR

State Gull Light Station,
Sept 21 1906-

Capt. J. A. Rodgers, U.S.N.,
Inspector 3rd L. H. District.

Sir:

I have the honor to state that the woman who lives here with me is not my wife.

Very respectfully, L. J. Clark
2d Asst Keeper

MAY 31 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
KEYED.
CARDED.

About three weeks ago a deputy Sheriff of Bridgeport, Conn. called on Mrs. Clark and served her with divorce papers, which of course tells us she has a husband living. This is current gossip on all Boats, and Forts around here. Therefore I request that your office call for Mr. Clark's Marriage Certificate, as I prefer to live in peace and harmony with everybody.

Very respectfully
Peter M. Peterson.
Keeper.

9511

Department of Commerce and Labor
Light-House Establishment
Form 111.—Ed. 2-2-1904—1,500

DIVISION OF APPOINTMENTS
RECEIVED
JUN 1 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 31 1906
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES.)

I, Leonard James Clark

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

Leonard James Clark

Light House Board,
Entered upon duty.
Date May 14 1906.
J B Johnson
Chief Clerk.

[b] Sworn to and subscribed before me, this 19th day of May, A. D. 1906

[c] Name: Lewis Verandall

Official title: Notary Public

{Affix official seal.}

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Second Assistant Keeper	Little Gull	Connecticut	Connecticut

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

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.

11—944

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 31 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

CARDED.

KEYED.

PROBATIONARY APPOINTMENT—WITHOUT FIXED DAT

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

9511

File No. 9511. 12 May, 1906.

May 14, 1906.

Mr. Leonard J. Clark, of Connecticut, having

The Secretary of Commerce and Labor,

qualified under the civil-service regulations, is hereby appointed

Second Assistant Keeper of the Little Gull Island Light-Station, New York,

in the Light-House Service,

with compensation at the rate of Four Hundred and Fifty

dollars per annum, for a probationary period of six months,

effective beginning May 14, 1906, or as soon thereafter

as he enters on duty. (vice Daniel L. Reardon.)

Respectfully,

Retention in the service after the expiration of probationary

period shall be equivalent to absolute appointment.

Captain, U. S. N.,

Naval Secretary.

Payment of the compensation authorized in this appointment is

subject to the oath of office being taken.

DIVISION OF APPOINTMENTS
REPORTED
MAY 16 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Assistant Secretary

11—1870

The Light-House Board.
B.

CARDED.

CHANGE REPORTED
MAY — 1906
C. S. COMMISSION.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

ATJ.

File No. 9511.

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 14 1906
DEPT OF COMMERCE AND LABOR

12 May, 1906.

DIVISION OF APPOINTMENTS
RECEIVED
MAY 14 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Leonard J. Clark, of Connecticut, as Second Assistant Keeper of Little Gull Island, N. Y., Light-Station, with pay at the rate of $450 a year, to date from 14 May, '06, or as soon thereafter as he enters on duty, in the place of Mr. Daniel L. Reardon, promoted. May 15 or E O D - 1906 (Reynold E. Lundersen temporary.

Mr. Clark has passed the required Civil Service examination and received a rating of 82 per cent in Class Four.

Respectfully,

U. Sebree

Captain, U. S. N.,

Naval Secretary.

2d on eligible list.

Considered with:

Louis Hansen,

the only other eligible.

3d Insp. D.

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 14 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAY 15 1906
DEPT OF COMMERCE AND LABOR

5-14-06

REVD.

AN ANSWER IS EXPECTED BY THE SENDER OF THIS MESSAGE. PLEASE GIVE IT TO THE MESSENGER OR TELEPHONE IT TO WESTERN UNION 2477-D-

NY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

WESTERN UNION

(33)

SYMBOLS
DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

. WHITE
ESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

RECD JAN 26 PM 4 22

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

Received at 708 14th St., N. W. Washington, D. C.

NB240 16/20 5 EXTRA=EB NEWYORK NY 26 413P

DEPT OF COMMERCE=

BUREAU OF LIGHT HOUSES WASHDC=

1/27/37 avsd

PLEASE RUSH WIRE COLLECT BY WESTERNUNION LENGTH OF EMPLOYMENT POSITION SALARY LEONARD J CLARK NEWROCHELLE=

COMMERCIAL CREDIT CORP 1776 BROADWAY.

Rpt Execution Rocks 2040

Ltr 3/1/37

LIGHTHOUSES

JAN 26 5 11 PM '37

1937-3-1
1937-3-1
13

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

Commissioner of Lighthouses

hlm/see lighthouses

COLLECT

WASHINGTON D C JAN 27 1937

COMMERCIAL CREDIT CORPORATION 1776 BROADWAY NEW YORK NEW YORK
BY WESTERN UNION

RETEL LEONARD J CLARK EMPLOYED KEEPER APPROXIMATELY THIRTEEN YEARS
DOLLARS
SALARY TWO THOUSAND FORTY/PER ANNUM

COMMISSIONER OF LIGHTHOUSES

CONFIRMATION
Copy to 3rd.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

R. B. WHITE, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

SYMBOLS
DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

Received at 708 14th St., N. W. Washington, D. C.

1937 JAN 27 PM 12 58

WH47 15 5 EXTRA=EB NEWYORK NY 27 1225P

DEPT OF COMMERCE=

:BUREAU OF LIGHT HOUSES:

LIGHTHOUSES

JAN 27 1 23 PM '37

=RUSH WIRE LENGTH OF EMPLOYMENT POSITION SALARY LEONARD J CLARK=

COMMERCIAL CREDIT CORP 1776 BROADWAY.

Rec'd 1/27
Wired

:1776.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

COPY:AHD

Execution Rocks Lt. Sta.
(Station, Depot, or Vessel)

LIGHTHOUSES
JUL 16 8 32 AM '36

July 12, 1936

Superintendent.

SUBJECT: Assistance to Sloop Yacht "QUEST."

For your information I respectfully report that on July 11th, during a freak easterly breeze, I rendered assistance to the Sloop Yacht "QUEST" with 3 men aboard that grounded on the reef westerly of this station.

After running an anchor and line off shore so they could haul, I took a line to her masthead to the power boat and with the help of her sails she was floated without much damage.

Respectfully,

(Sgd.) L. C. Clark,

Keeper.

WPA 7/14

-----oOo-----

WJL:AHD Office, Superintendent of Lighthouses, 3rd District,
Staten Island, New York, July 15th, 1936.

Copy forwarded to The Commissioner of Lighthouses for the information contained. It is not considered that the assistance rendered in this instance is of sufficient importance to warrant commendation.

For and in the absence of the Superintendent.

F. W. OCKENFELS,
Assistant Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

WJL:TM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
JUN 8 AM 8 45

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N. Y.

June 12, 1936.

Leonard J. Clark, Keeper,
Execution Rocks Light Station,
General Delivery,
New Rochelle, N.Y.

Copy to dept
apk
6/13

SUBJECT: Commendation.

REFERENCE: Your letter of June 1, 1936.

Receipt is acknowledged of your report of assistance to a couple in a disabled sailboat on the night of May 28, 1936. This office is gratified to know that you and the 1st Assistant Keeper were able to be of assistance at this time. You are hereby commended for the action taken.

J. T. Yates
Superintendent.

- -

WJL:TM Office, Supt. of Lighthouses, 3rd District,
Staten Island, N.Y., June 12, 1936.

Copy forwarded to Commissioner.

J. T. Yates
J. T. Yates
Superintendent.

- - - - -

E-K Bureau of Lighthouses, Washington, D. C.
June 15, 1936

Submitted to Secretary of Commerce for information.

For the Commissioner:

Chief, Personnel Division.

COPY:TM

DEPARTMENT OF COMMERCE
Lighthouse Service

Third District
Execution Rocks Light Station
June 1st, 1936.

Superintendent of Lighthouses
Staten Island, N.Y.

3 JUN 1936 LIGHTHOUSES

Subject: Asst. to boats in distress.

Sir:

I beg to report, about 9 p.m. on the night of May 28 Keeper Leonard J. Clark heard a call for help. He and 1AK G.E.Sheffield went out and found a couple in sail boat in trouble caused by broken tiller. Keeper Clark towed them ashore to Hudson Park, New Rochelle, N.Y.

On May 30 four young men overturned in a small rowboat near the Sta. 1AK G.E.Sheffield and 2AK F.H.Poole got them safely aboard the Sta. and after getting them dried out were taken ashore by Keeper L. J. Clark.

Respectfully

(sgd) L. J. Clark
Keeper.

- -

WJL:TM Office, Supt. of Lighthouses, 3rd District,
Staten Island, N.Y., June 4, 1936.

Copy forwarded to Commissioner with recommendation that L. J. Clark, Keeper, G.E.Sheffield, 1st Asst. Keeper, and F. H. Poole, 2nd Asst.Keeper of Execution Rocks Light Station, be commended for assistance rendered on May 28th and 30th.

J. T. Yates
Superintendent.

E-K Bureau of Lighthouses, Washington, D. C., June 9, 1936.

Returned to Superintendent of Lighthouses, Staten Island, N. Y. From the information furnished it appears that commendation by the Superintendent would be proper in this instance, furnishing the Bureau copies of the commendations in duplicate. Attention in this connection is invited to Article 462 of the Regulations. If the Superintendent still thinks commendation by the Bureau is proper, further details should be furnished.

For the Commissioner:

W.P.Harman
Administrative Assistant

Pers

Do you judge this to merit Comm's Commendation, or would Supt's appear sufficient?

WRK 6/5

It appears that commendation by Supt would be proper in this instance, would suggest so advising, inviting his attention to H&S of regs

R 6/5

OK in view of slight details furnished. If Supt still thinks Comm'd shd commend further details shd be supplied

WRK

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

Bureau No. [illegible]1561 Sheet No. 3(b)36

Space reserved for the use of the Board

1. Clark (Surname) Leonard (Given name) J. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Execution Rocks Light Station
(b) Subdivision Third District
(c) City or town Staten Island State N.Y.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1740-2040
9. Present gross rate of pay $ 1920.00
10. Deduction for allowances $ None
11. Net rate paid in cash $ 1920.00

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

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost

15. (a) Regular hours of work: From [illegible] 10a m. to [illegible] m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Winter (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty

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

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering)
General supervision of the work of two assistant keepers.
(c) How many? two.

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

Charles E. Sherwing, 3(b)37
Arthur E. Bettencourt, 3(b)38

18a. Not specified; average eight or less hours per day; Sundays operation of light and fog signal engines only.
Stands watches; work evenly divided.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
The station is a considerable distance from District Headquarters and this employee works to a considerable extent upon his own responsibility. He performs his duties in accordance with regulations and special instructions received when the station is periodically inspected by the Superintendent or an Assistant Superintendent.

20. What is the name, official position, and sheet number of the employee's immediate superior?
J. F. Reed, Lighthouse Engineer, 3(a)1.

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

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

Other education (describe): Business College (Business)

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Boatman 5 yrs
Machinist & toolmaker 10 yrs
Auto & Marine engine repair 5 "

Corrected and certified by..... Leonard J. Clark

10—1856

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

Percentage of working time	
	To be responsible for the successful operation and efficiency of this aid to navigation in my charge which the equipment Consists of Revolving light, Power fog signal and Radio beacon.
	To see that the light is kept burning from sun set to sun rise.
	To see that the fog signals are operated at the proper time in thick weather.
90	To suppeat and aid the assistants in all their work they are to do in line of duty, such as, standing watch, keeping the equipment in good working order and all Government property in good condition to the satisfaction of the inspecting officer.
	To report any damage or trouble with the equipment or Government property that cannot be repaired by the keepers of the Station to the Supt. of Lighthouses.
10	To do all Clerical work of the station such as keeping daily record of the weather and work done on station. making out monthly reports as to the condition of the station and the equipment, length of time supplies will last and dates of absences of the keepers, and for what purpose. Fog signal reports giving dates. time started & stopped & duration of fog.
	make out emergency & annual requisitions for supplies
	make out annual property returns which gives the inventory of all government property in my charge.
	To live up to and see that the assistants live up to the rules and regulations of the Lighthouse service.

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

Leonard J. Clark
(Signature of Employee)

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

operate illuminating apparatus and fog signal engine; keep apparatus in clean and efficient working order; care for buildings, keep them clean and in order, including painting and minor repairs.
Also takes pressure of one automatic acetylene light and sends report to office every two weeks.

26. How long have the employee's duties been substantially as described above? since June 1925.

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

OCT 12 1928 (Date), 1928 — F. W. ROBERTS (Signature of Preparing Officer) — Asst. Superintendent (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1740. to $ 2040.

OCT 12 1928 (Date), 1928 — J. F. YATES (Signature of head of field office or station) — Superintendent. (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1740 to $ 2040

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

U. S. GOVERNMENT PRINTING OFFICE: 1928 10—1850

RG-EK

Washington D C MAY 25 1925

Lighthouse Superintendent Saint George N Y

Appointment Kohlman promotion Clark and Burn approved

Putnam

- - - - - - -

Commissioner of Lighthouses

Commissioner of Lighthouses

Approved
5/25/25

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

WJL.AJM

1924 MAY 20 AM 8 46
GENERAL DEPOT

OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

May 19th, 1924.

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

Commissioner:

SUBJECT: Correct year of birth - Leonard James Clark, 1st Asst. Keeper, Stratford Shoal Lt. Sta.

REFERENCE: Bureau's endorsement of April 18, 1924, forwarding letter of April 18, 1924 addressed to Commissioner of Lighthouses, by Appointment Division.

Correct birth of employee in question is August 30, 1886, attention being invited to certificate attached.

For and in the absence of the Superintendent.

1st Asst. Superintendent.

Inclosure

Bureau of Lighthouses, Washington
MAY 21 1924
Submitted to Secretary of Commerce for his information

LtHsP
Commissioner
Acting

LIGHTHOUSES
1924 APR 18 PM 2 17

April 18, 1924.

Commissioner of Lighthouses:

The Department is in receipt of the personal question sheet executed by Leonard J. Clark, under his probationary appointment as Keeper at $840 per annum in the Lighthouse Service, and notes that he gives the date of his birth as August 29, 1886. In view of the fact that the accepted records of the Department show 1885 as date of birth, he must submit documentary evidence if he desires to establish 1886 as the correct date.

Hydro.
Engr. Secty.
Mar. Engr.
~~Chemist~~
Accounts.
Contracts.
Chf Clk.
Dep. Comm.
Comm.

By direction of the Secretary:

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

Bureau of Lighthouses, Washington
APR 19 1924

C
3d

To Superintendent of Lighthouses, Staten Islands, N.Y.
for compliance and return.

H. B. BOWERMAN
Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 MAR 8 AM 8 55

FWO-JHG

Rec'd to dept. Bur concurring in preceding appt as issued

Hydro. Engr. Genl Mar. Engr. Personnel Accounts Contracts Chf Clks Dept. Constr. Camp.

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

Commissioner of Lighthouses; March 7,1924

SUBJECT: Leonard J.Clark, appointment as 2nd Asst.Keeper, Stratford Shoal Lt.Sta.

REFERENCE: Bureau endorsement March 5, forwarded Dept.letter of March 3,1924.

1. Returned to Commissioner.

2. The Mr.Clark referred to in the attached letter is the same man who was dismissed from the position of 2nd assistant keeper of Little Gull Island Light Station, New York, on September 30,1906. This fact was taken into consideration at the time he was recommended for appointment. As Mr.Clark's dismissal took place 18 years ago, at which time he was 19 years of age, and as he was married in January 1907 and is apparently still living with his wife as communications have recently been received from Mrs.Clark, also as there is a serious shortage of applicants for employment as assistant lighthouse keepers, the appointment of Mr.Clerk is considered to be to the interests of the service rather than a detriment. At the present time there are only four names on the eligible register of men who would accept employment at off shore stations without quarters such as Stratford Shoal Light Station, and their qualifications are barely sufficient to justify their names being placed on the register. This condition, together with the fact that Stratford Shoal Light Station is an off shore station located in Long Island Sound and equipped with oil engines and one of the most difficult and undesirable stations in the District, and as Mr.Clerk is an experienced boatman and also has had more mechanical experience than the average applicant for assistant keeper, were factors taken into consideration in connection with his selection for employment at Stratford Shoal Lt.Sta.

3. In accordance with orders issued to Mr.Clerk prior to the receipt of the Bureau's telegram of March 3,1924, he entered on duty as 2nd assistant keeper at Stratford Shoal Light Station on March 1,1924.

4. In view of the circumstances as described herein, it is recommended that Mr.Clark's appointment be approved.

J. T. Yates

- - - - -

RG-EK Bureau of Lighthouses, Washington,D.C. March 8,1924.

Submitted to Secretary of Commerce. The Bureau concurs in the Third Superintendent's recommendation and requests that appointment certificate be issued.

Commissioner of Lighthouses:

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 MAR 6 AM 8 44

FWO-JHG

Hydro.
Ener. Comm.
Mar. Engr.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Dep. Comr.
Comr.

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N.Y.

Commissioner of Lighthouses

March 5,1924

SUBJECT: Leonard J. Clark, appointment, 2d Asst.Keeper, Stratford Shoal L.S.
REFERENCE: Bureau telegram March 3,1924.

1. Upon receipt of Bureau telegram of March 3,1924 a telegram was sent to the home address of Mr.Clark - "If you have not reported for duty Stratford Shoal do not report until further instructed". Subsequently a telegram was received from Mrs.Clark stating that Mr.Clark reported for duty at Stratford Shoal on March 1st, which was the date Clark had previously been ordered to report.

2. The report mentioned in Bureau telegram of March 3rd has not yet been received.

J. T. Yates

- - -

RG-EK

Bureau of Lighthouses, Washington, D. C.
March 6, 1924.

Submitted to Secretary of Commerce for his information inviting attention to Department letter of March 4, in regard to the matter. The Superintendent has been asked to furnish a report as desired by the Department and as soon as received by the Bureau will be submitted.

J. S. CONWAY

Acting Commissioner of Lighthouses.

RX

RG-EK

Washington, D. C. March 3 1924

Lighthouse Superintendent Saint George New York

Defer entrance on duty Leonard J Clark pending action report being mailed

Putnam

- - - - - - - -

Commissioner of Lighthouses

To Supt Opr 1:30 pm 3/3/24 SJB

Rec'd letter of 3/3/24 Ack on 3/5/24

RT 86

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT—U. S. COAST GUARD

WASHINGTON, D. C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Leonard J. Clark C 462	8-30-86		3-18-54

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Optional)	Close 3-31-54	

FROM	TO
Keeper	8. POSITION TITLE
Class 4-b($3024.00-$3475.44) $3475.44 pa incl $75.40 pa Qtrs	9. SERVICE, SERIES, GRADE, SALARY
LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS
New York, N. Y. Execution Rocks Lt. Sta., N.Y.	11. HEADQUARTERS
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L [ ] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
X					

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: TO: Operating Expenses, CG	LH-6-20-18		[ ] CLAIMED [ ] PROVED STATE: CONN.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Annual rate of retired pay is $2991.64

Total Service: 30 years, 5 months, 17 days

H. L. Morgan

Chief, Civilian Personnel Division

22. SIGNATURE OR OTHER AUTHENTICATION

ENTRANCE PERFORMANCE RATING:

3. CIVIL SERVICE COMMISSION'S COPY

U.S. GOVERNMENT PRINTING OFFICE 16-68264-1

C-K62

SELECTION NO.

☐ DECLARATION
☐ MEDICAL CERTIFICATE
☐ FINGERPRINTS

LEGAL RESIDENCE (STATE) (COUNTY)

APPORTIONMENT NO.

NAME (SURNAME) (FIRST NAME) (MIDDLE NAME)	DATE OF BIRTH MONTH	DAY	YEAR	SEX—RACE	CIV. SERV. STATUS	PREF.	MIL. SERV.
CLARK LEONARD J	08	29	86				

Announcement No.
Date District
(EXAMINATION)
(RATING) (DATE ENT. REG.) (CERTIFICATE NO.)

PLACE OF BIRTH

EDUCATION
C. S. 1 2 3 4 5 6 7 8
H. S. 1 2 3 4
Col. 1 2 3 4
Business School
(DEGREES)
(SPECIAL QUALIFICATIONS)

CIVIL SERVICE STATUS
CLASSIFIED
1 ☐ Classified
UNCLASSIFIED
4 ☐ Sched. B
5 ☐ By statute
6 ☐ Presidential
7 ☐ Ex. order

SEX AND RACE

MALE		FEMALE
1 ☐	Caucasian	☐ 6
2 ☐	Negroid	☐ 7
3 ☐	Indian	☐ 8

PREFERENCE STATUS
1 ☐ None
2 ☐ 5-Point
3 ☐ Disability

MILITARY SERVICE
1 ☐ Army
2 ☐ Navy
3 ☐ Marine Corps
4 ☐ Coast Guard

Nature of Action Code

APPOINTMENTS
06 Temp. pending rein.
07 A. Exc. (Ex. order)
08 Prob. appt. reempl. 6st (T. A.)
09 Prob. appt. (T. A.)
10 Act of Congress
11 A. Exc. (law)
12 A. Exc. (nominal)
13 A. Exc. (Sched. A)
14 A. Exc. (Sched. B)
15 A. Pres.
16 A. Trans.
17 A. Uncl.
18 Double designation
19 Employment auth.
20 Ex. order (individual)
21 Prob. appt.
22 Reemployment
23 Reinstatement
24 Returned to duty
25 Temp. appointment
26 Classification
27 Trans. class. to exc.
28 Trans. exc. to class.
29 Perm. appointment

CHANGES IN SERVICE
30 Act of Congress
31 Amendment
32 Cancelation
33 Change of name
34 Change status
35 Continuance approved
36 Double desig. eliminated
37 Promotion
38 Readjustment
39 Reallocation
40 Reduction
41 Suspension
42 Change of appropriation
43 Detailed

SEPARATIONS
50 Act of Congress
51 Died
52 Disch. with prejudice
53 Disch. w. o. prejudice
54 Furloughed
55 Laid off
56 Leave w. o. pay
57 Res. with prejudice
58 Res. w. o. prejudice
59 Retired
60 S. Transfer
61 Termination

Allocation Code
1 CAF
2 CM
3 CU
4 P
5 SP
6 EO

Salary Basis Code
Salary rates for 3, 4, 5, and 8 are expressed in cents and mills (.000); for 2, 6, 7, and 9, in cents (.00); for 1 and 0, in dollars only.

1 Per annum
2 Per month
3 Per day
4 Per hour
5 Piece-work
6 Per week
7 Fee basis
8 Per day W. A. E.
9 Part time
0 Per annum W. A. E.

RY BASIS	AGENCY DEPT.	BUR.	OFFICIAL STATION STATE	CITY	JOURNAL SHEET NUMBER
0 1	3	55	30	2075	
pa	Treas., Coast Guard, New York, N. Y. (Duty at 4528 Execution Rock Lt.Stat., N. Y.)				

16—6351

Counted

81.40
Average

Keeper
Kind of Examination (Ed. / Non-Ed.)

Nonassembled
Date of Examination

February 8,1924
Date of Registration

37
Age

8-29-86
Date of Birth

628
Certificate Number

2-25-24
Date of Certificate

2
District

K
Initials

3rd Lighthouse Dist
Service

Clark, Leonard J. See Form 2800
Name

Commerce Stratford Shoal Lt.Sta.,NY
Department and Office

Keeper noqua
Position $840pa
Salary

February 27,1924 March 1,1924
Date Selection Approved Date Appointed

Changes in Status: 4-1-24 #900: (172) #(p.376)
7-1-24 #1140 ; 7-1-25 #1560
6-11-25 #1620 - (p.559) 7-1-25, #1740pa,
4-8-26 #1840pa, (p1021) ; 1/1/27-1860: (1414)
7-1-28 Act 5-28-28 #1920 (1941wl) :
7-3-30 (Pub. 523) #1980; (2798a) 2/1/31
$ 2040 (2944)

6—3096

Form 1942—Nov., 1920

See Form 2800

2-1-31 (2944) 37 2040-00 2040 10-05 30-2075
8-29-86 (204)

SELECTION NO. C-K62

☐ DECLARATION
☐ MEDICAL CERTIFICATE
☐ FINGERPRINTS

LEGAL RESIDENCE (STATE) (COUNTY)

APPORTIONMENT NO.

NAME: CLARK (SURNAME) LEONARD (FIRST NAME) J (MIDDLE NAME)

DATE OF BIRTH: 08 (MONTH) 29 (DAY) 86 (YEAR)

SEX—RACE | CIV. SERV. STATUS | PREF. | MIL. SERV.

Announcement No. _____

Date _____ District _____

(EXAMINATION)

(RATING) (DATE ENT. REG.) (CERTIFICATE NO.)

PLACE OF BIRTH

EDUCATION
C. S. 1 2 3 4 5 6 7 8
H. S. 1 2 3 4
Col. 1 2 3 4
Business School
(DEGREES)
(SPECIAL QUALIFICATIONS)

CIVIL SERVICE STATUS
CLASSIFIED
1 ☐ Classified
UNCLASSIFIED
☐ Under labor reg.
☐ Sched. A
4 ☐ Sched. B
5 ☐ By statute
6 ☐ Presidential
7 ☐ Ex. order
8 ☐ Outside lab. reg.

SEX AND RACE

MALE		FEMALE
1 ☐	Caucasian	☐ 6
2 ☐	Negroid	☐ 7
3 ☐	Indian	☐ 8
4 ☐	Mongolian	☐ 9
5 ☐	Malayan	☐ 0

PREFERENCE STATUS
1 ☐ None
2 ☐ 5-Point
3 ☐ Disability
4 ☐ Wife
5 ☐ Widow

MILITARY SERVICE
1 ☐ Army
2 ☐ Navy
3 ☐ Marine Corps
4 ☐ Coast Guard
(ENLISTED) (DISCHARGED)

Nature of Action Code

APPOINTMENTS
06 Temp. pending rein.
07 A. Exc. (Ex. order)
08 Prob. appt. reempl. list (T. A.)
09 Prob. appt. (T. A.)
10 Act of Congress
11 A. Exc. (law)
12 A. Exc. (nominal)
13 A. Exc. (Sched. A)
14 A. Exc. (Sched. B)
15 A. Pres.
16 A. Trans.
17 A. Uncl.
18 Double designation
19 Employment auth.
20 Ex. order (Individual)
21 Prob. appt.
22 Reemployment
23 Reinstatement
24 Returned to duty
25 Temp. appointment
26 Classification
27 Trans. class. to exc.
28 Trans. exc. to class.
29 Perm. appointment

CHANGES IN SERVICE
30 Act of Congress
31 Amendment
32 Cancelation
33 Change of name
34 Change status
35 Continuance approved
36 Double desig. eliminated
37 Promotion
38 Readjustment
39 Reallocation
40 Reduction
41 Suspension
42 Change of appropriation
43 Detailed

SEPARATIONS
50 Act of Congress
51 Died
52 Disch. with prejudice
53 Disch. w. o. prejudice
54 Furloughed
55 Laid off
56 Leave w. o. pay
57 Res. with prejudice
58 Res. w. o. prejudice
59 Retired
60 S. Transfer
61 Termination

Allocation Code
1 CAF
2 CM
3 CU
4 P
5 SP
6 EO

Salary Basis Code
Salary rates for 3, 4, 5, and 8 are expressed in cents and mills (.000); for 2, 6, 7, and 9, in cents (.00); for 1 and 0, in dollars only.
1 Per annum
2 Per month
3 Per day
4 Per hour
5 Piece-work
6 Per week
7 Fee basis
8 Per day W. A. E.
9 Part time
0 Per annum W. A. E.

NAME	NATURE OF ACTION: DATE OF— MONTH	DAY	YEAR	ACTION CODE	CIV. SERV. STAT.	AUTHORITY: DIST.	REFERENCE	POSITION CODE: MAIN	SUB	ALLOCATION: SERV.	GRADE	SALARY: RATE	BASIS	AGENCY: DEPT.	BUR.	OFFICIAL STATION: STATE	CITY	JOURNAL SHEET NUMBER
	7	1	39	Reorg. Plan II, May 9, 1939 Trans. Treasury			U. S. Coast Guard	20840				2040	1	3	55	30	2075	
	1	16	41	Pro.			Keeper					$2100.	pa	Treas., Coast Guard, New York, N. Y. (Duty at 4528 Execution Rock Lt.Stat., N. Y.)				

Form 2800—June 1937 (C. S. C.)

16—6351

DEPT. STOCK FORM 2249
REV. 12-41

NAVY
UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.
CIVIL SERVICE COMMISSION REPORT NO.

PERSONNEL ACTION: Date Prepared July 1, 1945

Name: Clark, Leonard J. C463

From: U. S. Coast Guard Bureau No.:

Pay Adjustment

Effective: July 1, 1945

	FROM	TO
	~~1561~~	~~1561~~
Position		Keeper
Grade		
Salary	Range ($1740-2100 $2100 p.a. plus $60 pa Qtrs.	Range ($2100-2496) $2496pa incl. $60 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Execution Rock Lt.Sta.,N. Y.
Appropriation		Civilian Employees, C.G.
Allotment		
	FIELD ☐ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

Remarks:

*Your increaded compensation includes valuation for quarters.

Justification:

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 8-30-1886

LEGAL RESIDENCE: Conn.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE? No

SUBJECT TO RETIREMENT ACT? Lighthouse Apt 6-20-16

DATE OF OATH

NAVY
~~TREASURY~~ DEPARTMENT—
REPORT TO U. S. CIVIL SERVICE COMMISSION

DATE APPROVED BY THE SECRETARY

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

3.24.54

TREASURY DEPARTMENT—U. S. COAST GUARD
WASHINGTON, D. C.
NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Leonard J. Clark	8-30-86		3-18-54

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Optional)	Close 3-31-54	

FROM		TO
Keeper	8. POSITION TITLE	
Class 4-b($3024.00-$3475.44) $3475.44 pa incl $75.40 pa Qtrs	9. SERVICE, SERIES, GRADE, SALARY	
LIGHT STATION	10. ORGANIZATIONAL DESIGNATIONS	
New York, N. Y. Execution Rocks Lt. Sta., N.Y.	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
X					

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO:	Lll-6-20-18		[ ] CLAIMED [ ] PROVED STATE: CONN.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Annual rate of retired pay is $2991.64

Total Service: 30 years, 5 months, 17 days

The position of Keeper (Budget No. 03-504) at Execution Rocks Light Station, New York, is hereby abolished.

n

PERFORMANCE RATING:

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
22. SIGNATURE OR OTHER AUTHENTICATION

U. S. GOVERNMENT PRINTING OFFICE: 1951 984064-1951

4. PERSONNEL FOLDER COPY

p
24 March 1954
P19-2
SERIAL: 5572

Mr. Leonard J. Clark
102 Drake Avenue
New Rochelle, N. Y.

Dear Mr. Clark:

Your application for retirement has been approved by Coast Guard Headquarters effective at the close of 31 March 1954.

The records in this District indicate that you have completed over 30 years of Federal Service. During that time, many important changes occurred as our government grew to be the greatest power in the world. This growth has been possible only through the loyal services of men such as yourself. Your efficient performance of assigned duties has been an inspiration to others.

Your record is an enviable one and you have every reason to be proud of the years that you have been in the government service. I wish personally to congratulate you on this long and faithful service and hope that you enjoy good health and happiness for many, many years to come.

Sincerely yours,

L. B. OLSON
Rear Admiral, U. S. Coast Guard
Commander, Third Coast Guard District

Copy to:
Aids to Navigation Section
Commander, Eatons Neck Group

Clark

p
1 April 1954
P19-2
SERIAL:

Mr. Leonard J. Clark
102 Drake Avenue
New Rochelle, N. Y.

Dear Mr. Clark:

It affords me a great deal of pleasure to have the opportunity of presenting to you the Albert Gallatin Award in recognition of your long and honorable service as a civilian employee of the U. S. Coast Guard.

As you undoubtedly know this award is given to retired employees who have rendered a minimum of twenty years of Federal Service. Since you may wish to know something of the history of this former Treasury Department official whose name is commemorated in this award, I am enclosing a biographical sketch which relates his accomplishments.

May I extend congratulations to you and trust that you enjoy a well deserved retirement.

Sincerely yours,

L. B. OLSON
Rear Admiral, U. S. Coast Guard
Commander, Third Coast Guard District

Copy to:
Aids to Navigation Section
Commander, Eatons Neck Group

TREASURY DEPARTMENT
U.S. COAST GUARD
CG-2660 (Rev. 1-50)

3-31-54

PERSONNEL RECOMMENDATION

TO: COMMANDANT, UNITED STATES COAST GUARD

FROM (Recommending Office)	LOCATION	DATE
Commander, 3rd CG District	80 Lafayette St., N.Y.C.	3-3-54

NATURE OF RECOMMENDATION: Retirement (Optional)

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
Mr. Leonard J. Clark	Conn.	8-30-86	No

	FROM 03-504	TO
POSITION & NUMBER	Keeper	
GRADE OR RANGE & PAY	Class 4-b-1 ($3024.00-3475.44) $3475.44 pa incl $75.40 pa Qtrs.	
VALUATION OF QUARTERS		
APPROPRIATION	Operating Expenses, CG	
~~XXXXX~~ Station	New York, N.Y.	
~~XXXX~~ Post of Duty	Execution Rocks Lt.Sta., N.Y.	
DIVISION		
SECTION		

PROPOSED EFFECTIVE DATE: close 3-31-54

[X] THE ACTUAL DATE OF ~~ENTRANCE~~ separation by retirement.
[ ] AS SOON THEREAFTER AS HE ENTERS ON DUTY

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[ ] VICE
(Previous Incumbent) (J.C.S.&-IVb Only) (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF
(Position or Job Superseded) (Incumbent) (J.C.S.&-IVb Only)

[ ] ADDITIONAL IDENTICAL
(Name of Employee (J.C.S.& of Position to Which Identical-IVb Only)

REMARKS: Lump-sum payment will be made for all accrued annual leave to which entitled by law on date of separation.
Form 2521 and certified Form 2806 are attached.
Position #03-504 will be abolished coincident with Mr. Clark's retirement.

Certified as required in Instruction 6:

T. J. CURTIN
Chief, Civilian Personnel Section
(Signature of Recommending Officer)

B 5745

N. C. G. 2521
(Rev. May 1943)

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on N. C. G. 2523)

Date 3 March 1954

District Coast Guard Officer, 3rd CG ~~XXXX~~ *District,*

New York, N. Y.
(City)

I hereby apply for retirement from active duty effective 1 April 1954 on the basis of service shown hereon.

Home Address:
102 Drake Ave.
New Rochelle, N. Y.

(Name)

Keeper
(Designation)

OFFICE OF THE DISTRICT COAST GUARD OFFICER,
3rd CG ~~XXXX~~ DISTRICT

City New York, N. Y. *Date* 3 March 1954

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 2991.66 per annum, effective at the close of 31 March 1954

It is certified that the record of service and pay shown on page 2 is correct as shown by the records of this office and that all Government service shown has been verified.

T. J. CURTIN
Chief, Civilian Personnel Section
~~District Coast Guard Officer~~, ~~XXXX~~ District

FOR USE OF DEPARTMENT

16—35893-1

Name Leonard J. Clark Date of birth 8-30-86

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks		
	Month	Day	Year	Month	Day	Year			
Army									
Navy									
Marine Corps							Y	M	D
Civilian employment	Mar.	1	1924	Mar.	31	1954	30	0	0
Total service							30	0	0

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No If so, state the compensation received

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	Apr.	1	1949	June	28	1949		$3175.44	$ 769.42
"	June	29	1949	July	7	1951		3175.44	7738.15 *
"	July	8	1951	Mar.	31	1954		3475.44	11436.85 *
	*Includes 20% additional compensation under provisions of Public Law 143 approved 6-29-49.								

Total compensation for last five years of active service $ 19944.42

Average compensation for last five years of active service 3988.88

Annual rate of retired pay ($ 3988.88 × years 30 ÷ 40) = $2991.66
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—85893-1

p
15 April 1954
L16-1

From: Commander, 3rd Coast Guard District
To: Commandant (PC)

Subj: Leonard J. CLARK, Keeper; optional retirement of

In compliance with request contained in Headquarters' letter dated 19 March 1954, the following information is submitted concerning the payroll on which subject man was paid for his last (final) active duty:

Payroll data:

Payroll No.	03-PR-419(CP)
D.O. Voucher No.	403-6331
Disbursing Officer	Paul D. Banning
Symbol No.	1375

Period covered by final pay:

3 days regular pay - 3/29-31	48.12	
493 hours, plus 1 holiday, lump sum pay covering period from 4/1/54 thru 6/28/54	1,004.51	
	1,052.63	

Taxable Income for the current calendar year of 1954:

Regular Pay	1,170.92	
Lump Sum Pay	1,004.51	
	2,175.43	
Minus Quarters	21.17	
	2,154.26	Taxable Income

E. T. CALAHAN
By direction

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

U.S. COAST GUARD
RECEIVED
APR 15 19..
CIVILIAN PERSONNEL S.
NEW YORK, N.Y.

TO : Chief, Civilian Personnel Section

DATE: 15 April 1954
L16-1

FROM : Chief, Pay & Voucher Section

SUBJECT: Optional retirement of Leonard J. Clark, Keeper

1. In compliance with the request contained in Headquarters letter of 19 March 1954, the following information is submitted:

Payroll data:

Payroll No. . . . . 03-PR-419(CP)
D.O. Voucher No. 403-6331
Disbursing Officer . . . . . Paul. D. Banning
Symbol No. 1375

Period covered by final pay:

3 days regular pay - 3/29-31		48.12
493 hours, plus 1 holiday, lump sum pay covering period from 4/1/54 thru 6/28/54	1,004.51	
		1,052.63

Taxable Income for the current calendar year of 1954:

Regular Pay		1,170.92
Lump Sum Pay	1,004.51	
		2,175.43
Minus Quarters	21.17	
		2,154.26 Taxable Income

G. C. WERTH

Standard Form No. 1152
Form prescribed by
Comptroller General, U. S.
October 23, 1950
(Gen. Reg. No. 104, Supp. No. 1)

DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF DECEASED CIVILIAN EMPLOYEE

IMPORTANT

Read instructions on back of duplicate before filling in this form

INFORMATION CONCERNING THE EMPLOYEE:

NAME— (Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
Clark	Leonard	James	August 30, 1886

DEPARTMENT OR AGENCY IN WHICH EMPLOYED

Treasury	U. S. Coast Guard	Execution Rocks Lt.Sta.
(Department or agency)	(Bureau)	(Division)

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION *due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 3, 1950, Public Law 636, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.*

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Alice H. Clark, if living	102 Drake Ave, New Rochelle, N.Y.	Wife	All
Otherwise to: Kenneth L. Clark	248 Dewey Street Bridgeport, Conn.	Nephew	All

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

December 8 1952	Leonard J. Clark
(Date of execution—month, day, year)	(Signature of employee)

WITNESSES TO SIGNATURE:

Mary M. Grady	570 5th Avenue	New Rochelle N.Y.
(Signature of witness)	(Number and street)	(City, zone number, and State)
William J. Grady	570 Fifth Ave.	New Rochelle N.Y.
(Signature of witness)	(Number and street)	(City, zone number, and State)

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

Leonard J.Clark
102 Drake Avenue
New Rochelle, N.Y.

THIS SPACE RESERVED FOR RECEIVING DATA OF EMPLOYING AGENCY

9 Dec. 1952

T. J. Curtin

T. J. CURTIN
Chief, Civilian Personnel Section

(Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

16—62919-1

IMPORTANT—The filing of this form will completely cancel any designation you may have previously filed. Be sure to name in this form all persons you wish to designate as beneficiaries of any unpaid compensation payable at your death.

EXAMPLES OF DESIGNATIONS

How To Designate One Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Catherine M. Jackson*	2808 Southern Avenue, Williams, Ind.	Sister	All

How To Designate More Than One Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Susan L. Brown**	110 Prince Street, Anniston, N. Y.	Aunt	One-fourth
Mary Joe Carson	230 Duke Street, Anniston, N. Y.	Niece	One-fourth
Elizabeth H. Howard	2301 State Street, Weaver, Ohio	Mother	One-half

How To Designate a Contingent Beneficiary

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
William J. Johnson, if living	244 South Ann Street, Olney, Ga.	Father	All
Otherwise to: Sarah L. Johnson	244 South Ann Street, Olney, Ga.	Sister	All

How To Cancel a Designation of Beneficiary so That Amount Due Will Be Payable as Provided in the Law

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Cancel prior designations			

*Do not write name as C. M. Jackson or as Mrs. John H. Jackson.

**Be sure that the shares to be paid to the several beneficiaries add up to 100 percent.

16—62919-1

STANDARD FORM 61 (REVISED AUGUST 1949)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

Treasury	U.S.Coast Guard	Execution Rocks Lt.Sta.
(Department or agency)	(Bureau or division)	(Place of employment)

I, Leonard J. Clark, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

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; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

3-1-24
(Date of entrance on duty)

Leonard James Clark
(Signature of appointee)

Subscribed and sworn before me this 29 day of December, A. D. 19[illegible]3,

at New Rochelle (City) New York (State)

[SEAL]

Florence O. Goodliffe
(Signature of officer)

FLORENCE O. GOODLIFFE
Notary Public, State of New York
No. 60-8590000
Qualified in Westchester County
[illegible]

(Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

16—55160-2

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (*street and number, city and State*)

I02 Drake Avenue, New Rochelle, New York, Westchester County.

2. (A) DATE OF BIRTH	(B) PLACE OF BIRTH (*city or town and State or country*)
30 August I886	Black Rock Lt. Sta., Bridgeport, Conn. Fairfield County

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY	(B) RELATIONSHIP	(C) STREET AND NUMBER, CITY AND STATE	(D) TELEPHONE NO.
Alice H. Clark	Wife	I02 Drake Avenue New Rochelle, N.Y.	NE 3-8I70

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (*Give street number, if any*)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (*Check one*)	SINGLE
		1. 2. 3.			
		1. 2. 3.			
		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		X
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		X
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $25 OR LESS, OR FORFEITED COLLATERAL OF $25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.*		X

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

U. S. GOVERNMENT PRINTING OFFICE 16—55160-2

COPY

EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE

Federal Employees' Compensation Act of September 7, 1916, as amended

This notice should be submitted to the immediate superior by an injured civil employee of the Federal Government, or by someone on his behalf, within 48 hours after the injury. Notice may be given either personally or by mail. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift when injury occurred, or results in any charge against the Bureau for medical expense, when it should be forwarded to the U. S. DEPARTMENT OF LABOR, Bureau of Employees' Compensation, together with the official superior's report of injury, Form C. A. 2. Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Bureau.

Date of this notice 13 January, 19 53

1. I hereby certify that I am employed as a Lighthouse Keeper
(Occupation)

at the Execution Rocks Light Station, USCG
(Place of employment)

and on Saturday, 6 September, 19 52, at 0930 a. m.
(Day of week) (Date) (Hour, a. m. or p. m.)

Execution Rocks Light Station

I was injured in the performance of my duties at While setting new landing ladder, swell from
(Location where injury occurred)

passing vessel caused me to loose my footing and my right leg came in contact the stone foundation causing bruise.

2. Cause of injury
(Describe as best you can how and why injury occurred)

3. Nature of injury Bruised right leg below knee
(Name part of body affected—fractured left leg, bruised right thumb, etc.)

4. Names of witnesses to injury None in immediate vicinity

5. If this notice was not given within 48 hours after the injury, explain reason for delay and state name of person to whom notice was first given, and when Believed home treatment would heal injury. No record of this injury being reported. Received medical attention 9/23/52.

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Name Leonard J. Clark /s/

Address 102 Drake Avenue, New Rochelle, NY
(Street and number)

(City or town) (State)

C. A. 1
Revised August 1, 1945

U. S. GOVERNMENT PRINTING OFFICE 16—45868-4

COPY

EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE

Federal Employees' Compensation Act of September 7, 1916, as amended

This notice should be submitted to the immediate superior by an injured civil employee of the Federal Government, or by someone on his behalf, within 48 hours after the injury. Notice may be given either personally or by mail. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift when injury occurred, or results in any charge against the Bureau for medical expense, when it should be forwarded to the U. S. DEPARTMENT OF LABOR, Bureau of Employees' Compensation, together with the official superior's report of injury, Form C. A. 2. Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Bureau.

Date of this notice 16 August, 1952

1. I hereby certify that I am employed as a Lighthouse Keeper (Occupation)

at the Execution Rocks Light Station (Place of employment)

and on Wednesday (Day of week), 25 June (Date), 1952, at 0430 EST (Hour, a. m. or p. m.) m.

I was injured in the performance of my duties at Execution Rocks Light Station (Location where injury occurred)

2. Cause of injury While making my way up the iron stairs in the tower my foot slipped (Describe as best you can how and why injury occurred) off one of the iron stairs and injured the shin and vein of my right leg.

3. Nature of injury Bruised shin and vein of right leg (Name part of body affected—fractured left leg, bruised right thumb, etc.)

4. Names of witnesses to injury None in immediate vicinity of accident

5. If this notice was not given within 48 hours after the injury, explain reason for delay and state name of person to whom notice was first given, and when Believed home treatment would cure injury; Office of Group Commander, Eatons Neck USCG Was notified 11 July 1952 and was advised to see physician on shore.

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Name /s/ Leonard J. Clark

Address Execution Rocks Light Station (Street and number)

New Rochelle, N. Y. (City or town) (State)

C. A. 1
Revised August 1, 1945

U. S. GOVERNMENT PRINTING OFFICE 16—45868-4

Clark, L. J.

13 JUNE 1952

R 132200Z
FM COMDT COGARD
TO ALDIST
USCG GR112

ALDIST FOUR TWOX PC X PL 375 APPROVED 5 JUNE 1952 PERMITS MAKING PAY INCREASES GRANTED ON 28 OCTOBER 1951 TO KEEPERS LIGHT ATTENDANTS VESSEL EMPLOYEES AND LAMPLIGHTERS RETROACTIVE TO 8 JULY 1951 AND PAYMENT THEREOF IS AUTHORIZED X COMPUTE AMOUNT NECESSARY TO COVER ADJUSTMENT ALL ON BOARD 8 JULY AND OBLIGATE ON BOOKS FOR PAYMENT OUT OF CURRENT YEAR FUNDS X REQUEST ALLOTMENT TO COVER NEEDS IN EXCESS AVAILABLE FUNDS FOR THIS PURPOSE X MAKE PROPER ADJUSTMENTS ON ALL PERSONNEL RECORDS X IF ANY ACTIONS MADE WITHIN PERIOD AFFECTED BY ADJUSTMENT ISSUE CORRECTED FORM 50 TWO COPIES TO COMMANDANT X FURNISH CHANGES COMPENSATION AFFECTING THOSE RETIRED LIGHTHOUSE ACT DURING PERIOD

132200Z (ALDIST #42)/WF

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT—U. S. COAST GUARD

WASHINGTON, D. C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Leonard J. Clark	8-30-86	6	4-11-52

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Adjustment in Valuation of Quarters	5-11-52	

	FROM		TO
8. POSITION TITLE	Keeper		
9. SERVICE, SERIES, GRADE, SALARY	Class 4-b($3024.00-3475.44) $3475.44 pa incl $60 pa qtrs		$3475.44 pa incl $75.40 pa Qtrs
10. ORGANIZATIONAL DESIGNATIONS	LIGHT STATION		
11. HEADQUARTERS	New York, N. Y. Execution Rocks, Lt. Sta., N. Y.		
12. FIELD OR DEPT'L	[X] FIELD [ ] DEPARTMENTAL		[X] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWI	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I.A.	REAL.
X									

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: Operating Expenses, CG TO: do	LH 6-20-18		☐ CLAIMED ☐ PROVED STATE: CONN

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Quarters valuation changed as provided in Civilian Personnel Memorandum No. 6-52.

ENTRANCE PERFORMANCE RATING:

22. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE 16 62262-1952

NEW RATES OF PAY FOR KEEPERS, LIGHT ATTENDANTS,
VESSEL EMPLOYEES AND LAMPLIGHTERS

ADMINISTRATIVE PAY INCREASES
AUTHORIZED AS PER ALDIST 129
EFFECTIVE 10-28-51

Name	Old Pay	New Pay
Andersen, O.	$2874.48	$3174.48
Blake, L. E.	2949.72	3249.72
Boisvert, A. J.	2799.24	3099.24
Brito, J. H.	2874.48	3174.48
Bruggeman, E. A.	3024.96	3324.96
Buede, H. C.	3250.68	3550.68
Byrne, L. N.	2799.24	3099.24
Chapel, W. O.	3250.68	3550.68
Chilly, J.	2874.48	3174.48
Clark, L. J.	3175.44	3475.44
Clark, W. I.	3024.96	3324.96
Durfee, G. E.	3024.96	3324.96
Fernandez, J.	2573.52	2873.52
Fjelde, O. P.	3175.44	3475.44
Harrison, C. S.	2874.48	3174.48
Heizman, F.	2799.24	3099.24
Juliusson, C. A.	2874.48	3174.48
Kerr, J. J.	2874.48	3174.48
Leclerc, L.	2874.48	3174.48
McCoart, D. F.	3024.96	3324.96
Norton, R. A.	3024.96	3324.96
Pastorini, E. T.	2874.48	3174.48
Plummer, C.	2949.72	3249.72
Possel, A. G.	2874.48	3174.48
Rasmussen, T. E.	2648.76	2948.76
Rockette, M. L.	3175.44	3475.44
Schubert, F. P.	2874.48	3174.48
Shackley, W. A.	2799.24	3099.24
Sheffield, G. E.	3024.96	3324.96
Sowle, M. L.	3100.20	3400.20
Stoehr, H. C.	3100.20	3400.20
Thompson. L.	2874.48	3174.48
Westgate, H. F.	3100.20	3400.20
Wilson, H. T.	3024.96	3324.96

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( ); PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols (Service) (Grade) (Class)

As of MAR 31 1950 based on performance during period from APR 1 1949 to MAR 31 1950

Leonard J. Clark (Name of employee) — Lighthouse Keeper (Title of position) — (Bureau)

Execution Rocks Light Station (Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE
V if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE
Administrative, supervisory, or planning ☑
All others ☐

X + (1) Maintenance of equipment, tools, instruments.
X + (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
----- (5) Attention to broad phases of assignments.
X + (6) Attention to pertinent detail.
----- (7) Accuracy of operations.
X + (8) Accuracy of final results.
----- (9) Accuracy of judgments or decisions.
----- (10) Effectiveness in presenting ideas or facts.
X V (11) Industry.
----- (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? ----- (Yes or no))
X V (14) Ability to organize his work.
X V (15) Effectiveness in meeting and dealing with others.
X + (16) Cooperativeness.
X V (17) Initiative.
X V (18) Resourcefulness.
X + (19) Dependability.
X V (20) Physical fitness for the work.

----- (21) *Effectiveness in planning broad programs.*
----- (22) *Effectiveness in adapting the work program to broader or related programs.*
----- (23) *Effectiveness in devising procedures.*
X V (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
X V (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
X V (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
X V (27) *Effectiveness in promoting high working morale.*
----- (28) *Effectiveness in determining space, personnel, and equipment needs.*
----- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
X V (30) *Ability to make decisions.*
----- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

X V (A) General appearance of station
----- (B)
----- (C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very Good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Rating Official — Adjective rating: V

Reviewing Official — Good

Rated by H. D. Steinbrenner (Signature of rating official) — Captain, U.S.C.G. (Title) — 17 April 1950 (Date)

Reviewed by O.C. ROHNKE (Signature of reviewing official) — Commander, USCG (Title) — 25 April 1950 (Date)

Rating approved by efficiency rating committee 5/25/50 (Date) — Report to employee 5/26/50 (Date) — Good (Adjective rating) — 94 (Numerical rating)

16—26177-1

(COPY)

UNITED STATES COAST GUARD

Address reply to:
COMMANDANT
U. S. Coast Guard
Headquarters
Washington 25, D.C.

Clark, Leonard J.

6 April, 1949
File: INT 75 (R)

From: Commandant
To: Commander, 3rd CG District (dli)

Subj: FederalEmployees Loyalty Program; clearance of incumbent employees

1. There are inclosed herewith two photostatic copies of a list of incumbent employees of the 3rd Coast Guard District whose Form 84 has been returned from the FederalBureau of Investigation with notation indicating clearance under the Loyalty Program. In the case of each employee listed, the cleared form 84 has been permanently filed in his official folder at HQ.

2. This list is furnished for your information. It is not to be assumed that disloyal information has been revealed with regard to employees not shown on this list since all cleared Forms 84 have not been received as yet. This list will be supplemented from time to time by additional lists as theForms 84 are received and filed.

3. Notification of their clearance to individual employees is authorized, but the conditions controlling and method of making such notification are entirely matters at the discretion of the Commander, 3rd CG District. However, if an employee whose name is not included on the attached list is advised of such fact, it should be pointed out that the list is incomplete and the absence of his name therefrom is not significant.

(signed) S. Y. HAMMOND
By direction

Incl. List of cleared incumbent employees (2 photo copies) **

**NOTE- - Above inclosure filed in the Federal Employees Loyalty Program File.

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (✓); INTER ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of MAR 3 1 1949 based on performance during period from APR 1 1948 to MAR 3 1 1949

Leonard J. Clark	Keeper	USCG
(Name of employee)	(Title of position)	(Bureau)

Execution Rocks Lt.Sta., NY

(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE

Administrative, supervisory, or planning ☑

All others ☐

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
(5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
(7) Accuracy of operations.
+ (8) Accuracy of final results.
(9) Accuracy of judgments or decisions.
(10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
+ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
✓ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.
(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
(28) *Effectiveness in determining space, personnel, and equipment needs.*
(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
✓ (30) *Ability to make decisions.*
(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

+ (A) General appearance of station
(B)
(C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	~~Numerical rating~~
Rating official	Excellent	
Reviewing official	Excellent	

On the whole, do you consider the conduct of this employee to be satisfactory? ____ (Yes or no) (See back of form)

Rated by J. R. Davis
J. R. DAVIS (Signature of rating official) Lt. Commander (Title) 1 April 1949 (Date)

Reviewed by O. C. ROHNKE (Signature of reviewing official) Commander (Title) 1 April 1949 (Date)

Rating approved by efficiency rating committee 5/13/49 (Date) Report to employee E (Adjective rating) ____ (Numerical rating)

16—26177-1

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

Execution Rocks Light Station is an off-shore station equipped with diesel engine driven generators and compressors, electric light, air siren and radiobeacon. This keeper maintains this station and its equipment in such exceptional state of efficiency that it is rarely that any defective operation occurs which is commendable when considering the varied type of equipment in use.

(Signature)

O. C. ROHNKE
Commander, USCG

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U. S. GOVERNMENT PRINTING OFFICE 16—20177-1

STANDARD FORM 84
Promulgated August 4, 1947, by Civil Service Commission

REQUEST FOR REPORT ON LOYALTY DATA

THIS FORM TO BE USED FOR INCUMBENT EMPLOYEES AND EXCEPTED EMPLOYEES WHERE INVESTIGATION IS CONDUCTED BY AGENCY (Part VI—Executive Order 9835)

To: The Federal Bureau of Investigation, Washington 25, D. C.

The following information is furnished for identification purposes on the person named below. Kindly furnish a report on any derogatory loyalty information contained in your files. (The fingerprints of this person are attached.)

1. FULL NAME (initials and abridgements of full name are not acceptable)	(Surname)	(Given name)	(Middle or other names)
	CLARK	LEONARD	JAMES

2. ALIASES AND NICKNAMES: NONE

3. DATE OF THIS REQUEST: 1-19-48

4. SPECIAL NUMBERS KNOWN TO REQUESTING AGENCY (FBI number or FBI file number, passport number, Army or Navy serial number, seaman's certificate of identification, alien registration number, Social Security number, etc. Specify which): NONE

5. PLACE OF BIRTH	6. DATE OF BIRTH	7. TITLE OF POSITION, OCCUPATION OR PROFESSION
BRIDGEPORT, CONNECTICUT	30. AUGUST 1886	LIGHTHOUSE KEEPER

8. SEX: [X] MALE [ ] FEMALE

9. MARITAL STATUS: [ ] SINGLE [X] MARRIED

10. IF MARRIED, GIVE SPOUSE'S FULL NAME, AND DATE AND PLACE OF BIRTH: ALICE H. CLARK, nee WHITE
16. MARCH 1900, PAUTUCKET, RHODE ISLAND

11. ORGANIZATIONS WITH WHICH AFFILIATED OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS: NONE

12. DATES AND PLACES OF RESIDENCE FOR THE LAST 10 YEARS

Date	*Street*	*City*	*State*
1925 - present	102 DRAKE AVENUE	NEW ROCHELLE	NEW YORK

13. DATES, NAMES AND ADDRESSES OF EMPLOYERS FOR THE LAST 10 YEARS

Date	*Employer*	*Address*
1924 - present	U. S. LIGHTHOUSE SERVICE AND U. S. COAST GUARD	

14. THIS AGENCY HAS LOYALTY INFORMATION REPORT(S) FURNISHED BY THE AGENCIES INDICATED BELOW:

AGENCY WHICH MADE THE LOYALTY REPORT	DATE OF REPORT	REMARKS
none		

15. THIS SPACE RESERVED FOR RETURN REPORT TO AGENCY WHERE NO DEROGATORY INFORMATION IS DEVELOPED

NO DISLOYAL DATA
FBI FILES
MAR 25 1948

16. NAME AND ADDRESS OF REQUESTING AGENCY

TREASURY DEPARTMENT 6 - 03
WASHINGTON 25, D.C. Coast Guard

SEE REVERSE FOR REPORT ON CASES WHERE DEROGATORY INFORMATION WAS DEVELOPED

☆ U. S. GOVERNMENT PRINTING OFFICE: 1947-751890

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of MAR 31 1948 based on performance during period from APR 1 1947 to MAR 31 1948

CLARK, Leonard J. (Name of employee)

Keeper (Title of position, service, and grade)

Execution Rocks Light Station (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☑ All others ☐

±_ (1) Maintenance of equipment, tools, instruments.
±_ (2) Mechanical skill.
_____ (3) Skill in the application of techniques and procedures.
_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
_____ (5) Attention to broad phases of assignments.
±_ (6) Attention to pertinent detail.
_____ (7) Accuracy of operations.
±_ (8) Accuracy of final results.
_____ (9) Accuracy of judgments or decisions.
_____ (10) Effectiveness in presenting ideas or facts.
±_ (11) Industry.
_____ (12) Rate of progress on or completion of assignments.
_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
±_ (14) Ability to organize his work.
✓_ (15) Effectiveness in meeting and dealing with others.
±_ (16) Cooperativeness.
±_ (17) Initiative.
✓_ (18) Resourcefulness.
±_ (19) Dependability.
✓_ (20) Physical fitness for the work.

_____ (21) *Effectiveness in planning broad programs.*
_____ (22) *Effectiveness in adapting the work program to broader or related programs.*
_____ (23) *Effectiveness in devising procedures.*
±_ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
±_ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
±_ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
±_ (27) *Effectiveness in promoting high working morale.*
_____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
_____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
✓_ (30) *Ability to make decisions.*
_____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

±_ (A) General appearance of station
_____ (B) _____
_____ (C) _____

STANDARD Deviations must be explained on reverse side of this form	*Adjective Rating*
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating

Rating official.. Excellent

Reviewing official.. Excellent

Rated by W. H. CLAYTON (Signature of rating official) Adm. Assistant (Title) 7 April, 1948 (Date)

Reviewed by J. H. DAVIS (Signature of reviewing official) Lt. Commander (Title) 7 April, 1948 (Date)

Rating approved by efficiency rating committee MAY 12 1948 (Date) Report to employee _____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (✓) SPECIAL ( )
PROBATIONAL ( )

As of 31 March, 1947 based on performance during period from 1 April, 1946 to 31 March, 1947

Clark, Leonard J. (Name of employee) — Keeper (Title of position, service, and grade)

Execution Rocks Light Station (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☑ All others ☐

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
V (3) Skill in the application of techniques and procedures.
V (4) Presentability of work (appropriateness of arrangement and appearance of work).
V (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
V (7) Accuracy of operations.
+ (8) Accuracy of final results.
V (9) Accuracy of judgments or decisions.
V (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
V (12) Rate of progress on or completion of assignments.
V (13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
+ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

V (21) *Effectiveness in planning broad programs.*
V (22) *Effectiveness in adapting the work program to broader or related programs.*
V (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
V (28) *Effectiveness in determining space, personnel, and equipment needs.*
V (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
V (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

+ (A) General appearance of station
V (B)
V (C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating

Rating official: Excellent

Reviewing official: Excellent

Rated by J. E. GARMAN (Signature of rating official) Commander, USCG (Title) 14 April, 1947 (Date)

Reviewed by R. M. ROSS (Signature of reviewing official) Commander, USCG (Title) 14 April, 1947 (Date)

Rating approved by efficiency rating committee 4/18/47 (Date) Report to employee (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

OCT 18 1946

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Treasury Department U. S. Coast Guard

Execution Rocks Lt. Sta. N.Y. 3rd Coast Guard Dist.
(Place of Employment)

I, Leonard Jr Clark do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

Leonard Jr Clark
(Signature of Employee or Appointee)

Subscribed and sworn to before me this 17th. day of October, 1946 at New Rochelle State of New York.

Frank J Farrell
(Signature of person authorized to administer oath)

(Title)

FRANK J. FARRELL
Notary Public in the State of New York
Appointed for Westchester County
Commission expires March 30, 1947

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States *** and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for any other provision of existing law."

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTER
PROBATIONARY—1ST ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 March, 1946 based on performance during period from 1 April, 1945 to 31 March, 1946

Leonard J. Clark	Keeper	
(Name of employee)	(Title of position)	(Bureau)

U. S. Coast Guard - Execution Rocks Light Ation

(Division)	(Section)	(Subsection or unit)	(Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE

Administrative, supervisory, or planning ..... ☒
All others ..... ☐

√+ (1) Maintenance of equipment, tools, instruments.
√+ (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
----- (5) Attention to broad phases of assignments.
√+ (6) Attention to pertinent detail.
√+ (7) Accuracy of operations.
----- (8) Accuracy of final results.
----- (9) Accuracy of judgments or decisions.
----- (10) Effectiveness in presenting ideas or facts.
√+ (11) Industry.
√+ (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? ----------) (Yes or no)
----- (14) Ability to organize his work.
----- (15) Effectiveness in meeting and dealing with others.
√+ (16) Cooperativeness.
√√ (17) Initiative.
√√ (18) Resourcefulness.
√+ (19) Dependability.
√√ (20) Physical fitness for the work.

----- (21) *Effectiveness in planning broad programs.*
----- (22) *Effectiveness in adapting the work program to broader or related programs.*
----- (23) *Effectiveness in devising procedures.*
√+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
√+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
√+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
√+ (27) *Effectiveness in promoting high working morale.*
----- (28) *Effectiveness in determining space, personnel, and equipment needs.*
----- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
----- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

----- (A) -----
----- (B) -----
----- (C) -----

STANDARD

Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very Good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating Official: Excellent √

Reviewing Official: Excellent

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by L. J. Clark (Signature of rating official) Comdr. (Title) 31 March 1946 (Date)

Reviewed by [illegible] (Signature of reviewing official) Capt. (Title) 31 March 1946 (Date)

Rating approved by efficiency rating committee MAY 24 1946 (Date) Report to employee MAY 24 1946 (Adjective rating) (Numerical rating)

16—26177-1

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared July 1, 1945

Name: Clark, Leonard J.

From: U. S. Coast Guard

Bureau No.:

JUL 14 1945

by Adjustment

Effective: July 1, 1945

	FROM	TO
Position	1561	Keeper 2110-2496 1551
Grade		
Salary	Range ($1740-2100	Range ($2100-2496)
C. S. C. No.	$2100 p.a. plus $60 pa Ctrs.	$2496pa incl. $60 pa Ctrs.
Bureau or Div.		2496
Organizational Subdivisions		U. S. Coast Guard
Headquarters		New York, N. Y.
Post of Duty		Execution Rock Lt.Sta.,N. Y.
Appropriation		Civilian Employees, C.G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks:

Your increased compensation includes valuation for quarters.

Justification:

SUBORDINATE ADMINISTRATIVE OFFICE

DATE APPROVED BY THE SECRETARY

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 6-30-1886

LEGAL RESIDENCE: Conn.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse

DATE OF OATH

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 March, 1945 based on performance during period from 1 April, 1944 to 31 March, 1945

Leonard J. Clark — Keeper
(Name of employee) — (Title of position, service, and grade)

U. S. Coast Guard
Execution Rocks Light Station
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE
V if adequate
— if weak
+ if outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:
Administrative, supervisory, or planning ..... ☑
All others ..... ☐

- ± (1) Maintenance of equipment, tools, instruments.
- ± (2) Mechanical skill.
- ----- (3) Skill in the application of techniques and procedures.
- ----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ----- (5) Attention to broad phases of assignments.
- ± (6) Attention to pertinent detail.
- ± (7) Accuracy of operations.
- ----- (8) Accuracy of final results.
- ----- (9) Accuracy of judgments or decisions.
- ----- (10) Effectiveness in presenting ideas or facts.
- V (11) Industry.
- V (12) Rate of progress on or completion of assignments.
- ----- (13) Amount of acceptable work produced. (Is mark based on production records? No) (Yes or no)
- ----- (14) Ability to organize his work.
- ----- (15) Effectiveness in meeting and dealing with others.
- ± (16) Cooperativeness.
- ± (17) Initiative.
- ± (18) Resourcefulness.
- ± (19) Dependability.
- V (20) Physical fitness for the work.

- ----- (21) *Effectiveness in planning broad programs.*
- ----- (22) *Effectiveness in adapting the work program to broader or related programs.*
- ----- (23) *Effectiveness in devising procedures.*
- ± (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- ± (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- ± (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- ± (27) *Effectiveness in promoting high working morale.*
- ----- (28) *Effectiveness in determining space, personnel, and equipment needs.*
- ----- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- ± (30) *Ability to make decisions.*
- ----- (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

----- (A) -----

----- (B) -----

----- (C) -----

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating
Rating official: Very Good
Reviewing official: Very Good

Rated by R. G. Lane — Lt. Comdr. — 5 April 1945
(Signature of rating official) (Title) (Date)

Reviewed by H. L. Durgin — Lt. Comdr. — 5 Apr. 1945
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee ----- (Date)
Report to employee ----- (Adjective rating)

16—26177-2

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTE( ) PROBATIONARY—1ST ( ) ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 March, 1944

Leonard J. Clark (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

Execution Rocks Lt. Sta. (Division) — (Section) — (Subsection or unit) — (Field office)

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ____

All others ____

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
— (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
— (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
— (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? No) (Yes or no)
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
V (20) Physical fitness for the work.

— (21) *Effectiveness in planning broad programs.*
— (22) *Effectiveness in adapting the work program to broader or related programs.*
— (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
— (28) *Effectiveness in determining space, personnel, and equipment needs.*
— (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
V (30) *Ability to make decisions.*
— (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

— (A) ____
— (B) ____
— (C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

Adjective rating: Very Good — Numerical rating: 2

Rating official: [signature] ____

Reviewing official: [signature] ____

On the whole, do you consider the conduct of this employee to be satisfactory? ____ (Yes or no) (See back of form)

Rated by [signature] (Signature of rating official) — J. N. RASMUSSEN — Lt.Com., USCG (Title) — 9 March, 1944 (Date)

Reviewed by [signature] (Signature of reviewing official) — Asst.Aids to Nav.Officer (Title) — 10 May, 1944 (Date)

Rating approved by efficiency rating committee ____ (Date) Report to employee ____ (Adjective rating) ____ (Numerical rating)

16—20177-1

ard Form No. 51
r. Jan. 5, 1942
Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (x); INTERI)
PROBATIONARY—1ST ( ) 2)

Classification Symbols		
(Service)	(Grade)	(Class)

As of March 31, 1943 based on performance during period from April 1, 1942 to March 31, 1943

Leonard J. Clark (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

Execution Rocks Light Station (Division) — (Section) — (Subsection or unit) — (Field office)

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE

Administrative, supervisory, or planning X

All others ..... ☐

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
~~(4) Presentability of work (appropriateness of arrangement and appearance of work).~~
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
~~(7) Accuracy of operations.~~
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
~~(10) Effectiveness in presenting ideas or facts.~~
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? yes (Yes or no))
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.

~~*(21) Effectiveness in planning broad programs.*~~
~~*(22) Effectiveness in adapting the work program to broader or related programs.*~~
+ *(23) Effectiveness in devising procedures.*
+ *(24) Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ *(25) Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ *(26) Effectiveness in instructing, training, and developing subordinates in the work.*
+ *(27) Effectiveness in promoting high working morale.*
✓ *(28) Effectiveness in determining space, personnel, and equipment needs.*
~~*(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.*~~
+ *(30) Ability to make decisions.*
+ *(31) Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) .....
(B) .....
(C) .....

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	E	1
Reviewing official		

On the whole, do you consider the conduct of this employee to be satisfactory? yes (Yes or no) (See back of form)

Rated by Ronald G. Lamb (Signature of rating official) — Lieut. Commander (Title) — 20 March, 1943 (Date)

Reviewed by [illegible] (Signature of reviewing official) — Captain (Title) — 22 March, 1943 (Date)

Rating approved by efficiency rating committee ..... (Date) — Report to employee ..... (Adjective rating) ..... (Numerical rating)

16—26177-1

Form 3200 (April 1935)
U.S.Civil Service Comm.

Classification Symbols		
Service	Grade	Class
Field		

SERVICE RATING FORM

Check one:
Supervisory ✓
Nonsupervisory

Name Leonard J. Clark Department Treasury

U. S. Coast Guard (Bureau) New York District (Division) Execution Rocks Lt. Sta., N.Y. (Section) (Subsection)

On lines below mark employee:
✓ if neither strong nor weak point.
− if weak point.
+ if strong point.

In boxes below rate employee:
1 or 2 if Excellent
3 or 4 if Very Good
5 or 6 if Good
7 or 8 if Fair
9 or 10 if Unsatisfactory

	Rating Officer	Reviewing Officer
I. QUALITY OF PERFORMANCE		
+ (a) Acceptability of work; thoroughness.		
+ (b) General dependability; accuracy.		
✓ (c) Neatness and orderliness of work.		
+ (d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.	2	
+ (e) Effectiveness in getting good work done by his unit.		
II. PRODUCTIVENESS		
+ (a) Amount of work accomplished.		
+ (b) Application of time, interest, and energy to duties; industry.	2	
✓ (c) Promptness in completing assignments; speed.		
(d)		
+ (e) Effectiveness in securing adequate output from his unit.		
III. QUALIFICATIONS SHOWN ON JOB		
+ (a) Knowledge of duties and related information.		
+ (b) Ability to learn and to profit from experience.		
+ (c) Judgment, sense of proportion, common sense.	2	
+ (d) Initiative and resourcefulness.		
+ (e) Cooperativeness; ability to work with and for others.		
+ (g) Effectiveness in developing and training employees.		
(Custodial only) Ability to perform such physical work as the job required.		

Sum of ratings . . . 6

Report to employee Excellent

On the whole, do you consider the department and attitude of this employee toward his work to be satisfactory: Yes

Rated by _____ (Date)

Reviewed by _____ (Date)

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of March 31, 1942 based on performance during period from April 1, 1941 to March 31, 1942

Leonard J. Clark (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

District Coast Guard Officer, 3d Naval District, New York, N.Y. (Division) — Execution Rocks Lt. Sta. (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE
V if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:
Administrative, supervisory, or planning ☑
All others ☐

+ (1) Maintenance of equipment, tools, instruments.
+ (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
(4) ~~Presentability of work (appropriateness of arrangement and appearance of work).~~
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
(7) ~~Accuracy of operations.~~
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
(10) ~~Effectiveness in presenting ideas or facts.~~
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? No (Yes or no))
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
V (20) Physical fitness for the work.

(21) ~~*Effectiveness in planning broad programs.*~~
(22) ~~*Effectiveness in adapting the work program to broader or related programs.*~~
+ (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
V (28) *Effectiveness in determining space, personnel, and equipment needs.*
(29) ~~*Effectiveness in setting and obtaining adherence to time limits and deadlines.*~~
+ (30) *Ability to make decisions.*
+ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Excellent	1
Reviewing official	E	1

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by Rogers Lamb (Signature of rating official) — Lieutenant (Title) — MAY 11 1942 (Date)

Reviewed by P. E. SHAW, Lt. Comdr., USCG, Personnel Officer, 3d Naval District (Signature of reviewing official) — (Title) — MAY 13 1942 (Date)

Rating approved by efficiency rating committee — MAY 14 1942 (Date) — Report to employee — E (Adjective rating) — 1 (Numerical rating)

16—26177-1

TREASURY DEPARTMENT
U.S.COAST GUARD

Office of Commander
New York District
Room 411, Customhouse
New York, N. Y.

23 June, 1941

The Treasury Appropriation Act, 1942, provides, in Section 305 that "No part of any appropriation contained in this act shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, provided, that for the purposes hereof an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence; Provided further, that any person who advocates or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment the salary or wages for which are paid from any appropriation contained in this act, shall be guilty of a felony and, upon conviction, shall be fined not more than one thousand dollars or imprisoned for not more than one year or both, provided, that the above penalty clause shall be in addition to and not in substitution for any other provisions of existing law."

The Hatch Act, 2 August, 1939 provides in section 9A that "It shall be unlawful for any person employed in any capacity by any agency of the Federal Government whose compensation or any part thereof is paid from funds authorized or appropriated by any Act of Congress to have membership in any political party or organization which advocates the overthrow of our constitutional form of Government in the United States" and "Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person."

"I, Leonard J. Clark, do solemnly swear (or affirm) that I have read and understand the foregoing: that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence."

Leonard J. Clark
(Signature of employee)

Subscribed and sworn to before me this 28th day of June, A.D.1941

at New Rochelle, New York
(City or place) (State)

(SEAL)

Frank J. Farrell
Notary Public Westchester Co,, N. Y.
Commission Expires March 30, 1943

NOTE: - Date of expiration of notary public's commission should be shown.
Seal of notary public must be affixed.

DEPT. STOCK FORM 2249
REV. 6-40

VC 2/11/41
TC

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 1

TO:

Date Prepared January 8, 1941.

Name: Clark, Leonard J.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade		Field (Range $1740-2100)
Salary	Field (Range $1740-2100) $2040 p.a. plus $60 p.a. Cbrs.	$2100 p.a. plus $60 p.a. Cbrs.
Bureau or Div.		
Organizational Subdivisions		U. S. Coast Guard
Headquarters		
Post of Duty		New York, New York
Appropriation		Execution Rock Lt.Sta.,N.Y.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since November 1, 1933.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

DATE OF BIRTH 6-30-1886

LEGAL RESIDENCE

SEX M | RACE W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?

Lighthouse Act

DATE OF OATH

SUBORDINATE ADMINISTRATIVE OFFICE

1641

EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

New Rochelle (City or town), N.Y. (State)

(Street and number)

May 29 (Date of this notice), 1939

I HEREBY CERTIFY that I was injured in the performance of my duties on May 19th (Date), 1939

Friday (Day of week), 11:30 A.M. (EST) (Hour, a. m. or p. m.) m.

1. The injury occurred at Execution Rocks Lt. Sta. (Give name of establishment where employed)

in the following manner: while repairing concrete engine foundation with concrete, point of trowel entered left hand between 1st and 2nd finger.

2. Cause of injury Trowel

3. Nature of injury Point of trowel entering left hand between 1st and 2nd finger.

4. Names of witnesses to injury:

/s/ John A. Stockton, 2nd Asst.

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

Received treatment from authorized physician May 19th, 1939.

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

(Name) /s/ L. J. Clark

Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission

C. A. 1
Revised Apr. 27, 1929

111770-0 U. S. GOVERNMENT PRINTING OFFICE : 1936

EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

New Rochelle, (City or town) N.Y. (State)

Execution Rocks Lt. Sta. (Street and number)

March 30, 1936 (Date of this notice), 19

I HEREBY CERTIFY that I was injured in the performance of my duties on March 20 (Date), 1936

Friday (Day of week), 11.30 a. (Hour, a. m. or p. m.) m.

1. The injury occurred at Exeuction Rocks Lt. Sta. (Give name of establishment where employed)

in the following manner: While standing on a ladder transferring kerosene oil from 50 gallon drums to fuel storage tank, ladder shifted.

2. Cause of injury Loss of balance and fall from top of fuel tank to concrete below.

3. Nature of injury Cracked bone above ankle on right leg

4. Names of witnesses to injury:

Forrest H. Poole, 2nd Asst. Keeper

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

Thinking the injury was a minor one and that it would correct itself I remained on duty till obliged to seek medical advise which I did on March 24, 1936 at New Rochelle Hospital

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Form 78 sent to Nov 4/1/36

(Name) Leonard J. Clark

Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission

U. S. GOVERNMENT PRINTING OFFICE: 1929 9—584

Form A-38

(73)

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 23, 1931.

M Leonard J. Clark,

Through the Commissioner of Lighthouses.

LIGHTHOUSES

1931 JAN 26 PM 2:22

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1931.

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

Chief of Appointment Division.

From: $1980 per annum.

To: $2040 per annum.

Service and grade: Field.

Appropriation (unit):

3
2

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Leonard J. Clark,

Through the Chief, Bureau of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1860

To: $1920

11—9504

C

Form A-[illegible]

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1800 per annum.

To: $1860 per annum.

Service and grade: Field.

Appropriation (unit):

P.
3.

GOVERNMENT PRINTING OFFICE 11—9051

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

(15) LIGHTHOUSES
1925 MAY 28 AM 9 95

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 25, 1925.

Mr. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1560 per annum to $ 1620 per annum, effective June 1, 1925, or as soon thereafter as you enter upon duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTI[illegible]

Chief of Appointment Division.

11—6874

mfc
8

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1925 FEB 4 PM 3 18

January 31, 1925

M. Leonard J. Clark,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. CAMPBELL

Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1560.

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

EK

3d

Form 73

NOMINATION

TELEGRAPHIC REPLY DESIRED

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island, N.Y., May 21, 1925, 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Leonard J. Clark

Position, Keeper

Location, Execution Rocks Lt.Sta., N.Y.

Effective June 1, 1925

Legal residence, Connecticut

Salary, $1620 p.a.* (Pay range $1620 to $1860 p.a.)

Appropriation, Salaries, Keepers of Lighthouses

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

Former position, Keeper

Former salary, $1560 p.a.

Location, Stratford Shoal (Middle Ground) Lt.Sta., N.Y.

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

Previous incumbent, William J.Trainor Services terminated, May 31, 1925

Reason, Dismissed (Salary $1680 p.a.)

Members of family in Government Service,

Date of birth,

Remarks: Letter from Mr.Clark requesting this transfer attached hereto.
* This amount includes commutation of rations at 45¢ per day, payable from General Expenses Lighthouse Service.

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

For and in the absence of the Superintendent

F. W. Ockenfels

1st Asst. Supt.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

VC

Mesa

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

11—2314

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

75

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y. March 26, 1926
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Leonard J. Clark

Legal residence, Connecticut

Position, Keeper

Salary, $1800 p.a. (Pay range 1620 to $1860 p.a.

Location, Execution Rocks Lt.Sta., N.Y.

Appropriation, Salaries, Keepers of Lighthouses

Effective April 1, 1926

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

Former position, Keeper

Former salary, $1740 p.a.

Location, Execution Rocks Lt.Sta., N.Y.

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

Previous incumbent,

Services terminated,

Reason,

On Mar. 10, 1926 Mr. Clark took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 per month while serving at a station having fog signal operated by oil engine. Mr. Clark received a rating of 92.2% based on the written examination and actual performance of work at the station. He is accordingly entitled to receive the additional compensation of $60 p.a., and it is therefore recommended that his pay be increased as above.

Members of family in Government Service,

Date of birth,

Remarks:

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

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

COPY

DEPARTMENT OF COMMERCE

Appointment Division.

Washington March 3,1924

Commissioner of Lighthouses;

The Department is in receipt of the Third Superintendent's nomination dated February 25,1924, recommending the probationary appointment of Leonard J. Clark as Keeper at $840 per annum at Stratford Shoal (Middle Ground) Light Station, New York, which was transmitted to the Department by the Bureau's indorsement of February 26,1924.

Before acting upon this recommendation the Department requests that it be advised whether or not Mr.Clark is the same man who was dismissed from the position of second assistant keeper at Little Gull Island Light Station, New York, at $450.00 per annum, effective at the close of Sept.30,1906, for "conduct prejudicial to the good name of the Lighthouse Service". In the event that Mr.Clark is the same person who was dismissed it is requested the Department be supplied with such information as may be necessary for it to determine whether or not the appointment of Mr.Clerk will be in line with good administration.

By direction of the Secretary.

Edw. F. Gardner,

Acting Chief of Appointment Division

Bureau of Lighthouses, Washington
March 5,1924

To Superintendent of Lighthouses, Staten Island,N.Y. for report and return. See Bureau telegram of Mar.3,1924 in this matter.

(Sgd.) J. S. Conway,
Acting Commissioner

Form SS-73

DEPARTMENT OF COMMERCE

SUPERINTENDENT OF LIGHTHOUSES
MAR 27 1924
RECEIVED
EMPLOYMENT

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: Leonard J. Clark
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: 3rd
4. Place of duty: Stratford Shoal (Middle Ground) Lt. Sta., N.Y. (City, town, station, or vessel.)
5. Salary: $840.00 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 eligible list of keepers and assistant keepers dated Feb. 8,1924

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.)
Leonard James Clark
2. How do you intend to write your name on the pay roll? (This should agree with signature to your oath of office.)
Leonard J. Clark
3. What is your present legal residence? (Give State or Territory, county, city or town, and Congressional district.)
Connecticut (State or Territory.) Fairfield (County.) Stratford (City or town.) ~~2nd~~ 4th (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? Black Rock Light Station, Conn

7. When were you born? August (Month.) ~~29~~ 30 (Day.) 1886 (Year.)

8. If foreign born, state when and where naturalization papers were taken out

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Married

10. Give name and address of person whom you would like to have notified in case of accident.

Mrs Leonard J. Clark (Name.) 1076 Stratford Ave (Number and street.)

Stratford (City or town.) Connecticut (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.") Yes 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.
Leonard N. Bodine	Greens Ledge, Bridgeport Conn	Position 1st asst Keeper; Department or office Light House	Nephew	Single
		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.") No 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.

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.") Yes If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Commerce	Light House	2nd asst Keeper, Little Gull Island L Sta	~~do not remember~~ 450 PA	1906	9/30/1906

11—6922

COPY-PS

May 19th, 1924.

Commissioner:

SUBJECT: Correct Year of Birth-Leonard James Clark, 1st Asst. Keeper, Stratford Shoal Lt. Sta.

REFERENCE: Bureau's endorsement of April 18, 1924, forwarding letter of April 18, 1924, addressed to Commissioner of Lighthouses, by Appointment Division.

Correct birth of employee in question is August 30, 1886, attention being invited to certificate attached.

For and in the absence of the Superintendent.

(Sgd) F. W. Ockenfels
1st Asst. Superintendent.

and fully understand its purport.

Leonard J. Clark
(Name.)
2d Asst Keeper at Stratford Shoal
(Position.)
Light House
(Bureau, Office, or Service.)

April 29, 1924.

Leonard James Clark,
1st Asst. Keeper,
Through Keeper,
Stratford Shoal Light Sta.,
P.O. Box 581
Bridgeport, Conn.

SUBJECT: Correct Year of Birth

REFERENCE: Personal Question Sheets of
May 18, 1906 and March 27, 1924.
Bureau Circular of July 14, 1920,
Dept. Letter of April 18, 1924 and
Bureau endorsement dated April 18, 1924.

1. When submitting aforementioned Personal Question Sheets, you stated year of birth as 1885 on the former one of the earlier date, while on the latter under date of March 20,1924 it was indicated that the correct year of birth was 1886.

2. In view of the foregoing and that part of extract from Department letter of June 25, 1920, quoted below, for your future information, reference and guidance relative to age record of employees, you are hereby requested to furnish, as soon as practicable, a certificate from the proper authorities, indicating thereon the correct year of birth.

"Subsequent to the passage of the Retirement Act of May 22, 1920, applications have been received from employees of the Department with a view of changing the age record previously submitted by them. The Secretary has ruled that no change will hereafter be made in existing records unless satisfactory documentary evidence is furnished, supported by the affidavit of the employee concerned."

J. E. YATES

Superintendent.

Leonard J. Clark
(Name.)

2nd asst Keeper (Stratford Shoals)
(Position.)

Light House
(Bureau, Office, or Service.)

Date, March 20 1924

(This acknowledgment should be forwarded to, and filed in, the bureau or office to which appointee is assigned.)

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.")

~~Boat~~ Machinest, ~~Lamplighter~~

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

Light House Keeper 1906
" " " 7/8/20

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, March 20, 1924

Witness (in case signature is by mark):

(Signature) Leonard J. Clark

(Present address) 1076 Stratford Ave
(Number and street.)

Stratford Conn.
(City or town.) (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 March 27, 1924

(Signature) J. T. YATES

(Official title) Supt. of Lighthouses, 3rd Dist.

11—6922

...ged soldier or sailor? (Answer "yes" or "no.") no. If ...
...headings.
...or rendered service.
...nt, or vessel. Relationship to you.
Date enlisted. Date discharged. Cause of discharge.

...was your occupation prior to entering the United States service? (It is intended that the answer to this question ...briefly the lines of work followed by you before receiving your present appointment, with the exception of your service ...ted in answer to questions 13, 14, 15, and 16.)
Master of sailing Craft, Seaman & operator on Motor boats, oyster boats, Repair man on Marine and Stationary engines Machinist & Toolmaking

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 schools, Business College

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.")
~~Boat Master~~, Machinist, ~~Seaman~~

21. What, if any, civil-service examinations have you passed? (Give names and dates as near as you recollect.)
Light House Keeper 1906
" " " 7/8/24

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, March 20, 1924

Witness (in case signature is by mark):

(Signature) Leonard J. Clark

(Present address) 1076 Stratford Ave (Number and street.)

Stratford (City or town.) Conn. (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 March 27, 1924

(Signature) J. T. YATES

(Official title) Supt. of Lighthouses, 3rd Dist.

11—6922

75

DEPARTMENT OF COMMERCE

REPORT ON PROBATIONARY APPOINTEE.
(This report to be made at expiration of fifth month of service.)

FWC-JHG

Third Lighthouse District
(Bureau)

July 31,1924
(Date)

The Secretary of Commerce,
(The Chief of Appointment Division):

The probationary period of the person named below expires at the close of business on August 31,1924,192 .

The conduct and capacity of this employee have been satisfactory* during the probationary period, and (he) ~~(she)~~ is considered qualified for absolute appointment.

Name Leonard J. Clark

Position Keeper (1st Asst.)

Salary $1140 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Stratford Shoal (Middle Ground) L.S.,N.Y.

Date of entrance on duty March 1,1924

Remarks:

J. T. Yates
(Signature of immediate superior.)
Supt.,3d L. H. Dist.

SUBMITTED:

(Head of Bureau or Office.)

(*If unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of civil service rule VII, should immediately be forwarded to the Department.)

Form 73

NOMINATION

75

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHC

TELEGRAPHIC REPLY IS DESIRED

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island, N. Y. (City.) Feb. 25, 1924 (Date.) 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, (Thr. Sec'y 2nd C. S. Dist.) Probationary appointment.

Name, Leonard J. Clark — Legal residence, Connecticut

Position, Keeper — Salary, $840 per annum

Location, Stratford Shoal (Middle Ground) Lt.Sta., N. Y. — Appropriation, Salaries, Keepers of Lighthouses

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

Former position, — Former salary,

Location,

Rank on eligible list, 1 Rating, Keeper Percentage, 81.6, Other eligibles considered:

Ernest Bingham.....0. Dennis J. Mahoney.....0.

Previous incumbent, Robert S. Hunter — Services terminated, Jan. 31, 1924

Reason, Resigned

Members of family in Government Service, None

Date of birth, Aug. 29, 1886

Remarks: No employes of District desired transfer to this position. There are no quarters for families of keepers at this Station. Pos. 1 and 5 on eligible list will accept appointments only at stations where family quarters are provided. No. 2 will accept appointment only at Shinnecock Bay Lt.Sta.

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

This copy is forwarded in order that approval of the appointment recommended may be expedited.

J.T. Yates

J.T. Yates

Secretary, *Civil Service District.*

Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

VC 3/27/24

Mess JC

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

11—2314

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3d DIST.

L. J. Clark

Staten Island, N. Y. FEB 16 1924, 19

SIR: You are hereby informed that you are being considered for the position of 2d Asst. Keeper
(State position, location, and whether station is ashore or afloat.)
of Stratford Shoal Lt. Sta., located off shore in Long Island Sound, N.Y.

Total Compensation: $1242.00 per annum (which includes: Salary, $840.00 per annum; bonus, $240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented at Bridgeport, Conn.
(State whether or not quarters and fuel are furnished by the Government. If quarters are not furnished, state whether or not they can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? yes

If selected, I can report for duty in 1 days from to-day.

Do you wish your name restored to the register at this time? yes

Are you willing to accept the next appointment offered? yes

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." yes If yes, state how many 1; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
Leonard N. Bodine	Greens Ledge Lt. Station	Position Asst Keeper Department or office Light House	Nephew	Single
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Leonard J. Clark

Date Feb. 18. 1924

(Post-office address) 1076 Stratford Ave
Stratford Conn

11—749

important that this be answered promptly
SUPERINTENDENT OF LIGHTHOUSES
RECEIVED FEB 16 1924

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

Secretary.

PART I.

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

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

Leonard James Clark

2. How do you write your name on the pay roll? Leonard J. Clark

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

Bridgeport	Connecticut	Fairfield	3rd
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Black Rock Light, Bridgeport Conn

6. When were you born?

August	~~29~~ 30	~~1885~~ 1886
Month.	Day.	Year.

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
None				

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.) Local Civil Service Examination Fort Trumbull New London Conn. May 4th. 1906.
Civil Service about April 3rd to 8th 1906

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

None

11. Have you ever held any position in the civil service of the United States prior to the time of your present appointment? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

None

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None	—	—	—

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None	—	—	—

14. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the Government, indicated in your answers to questions 11, 12, and 13.)

Boatman, also Assisting my father who was Keeper of Black Rock Light Station

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

Public school & business College. Good

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

Boatman & Light Keeper

* Written in office of Inspector 3rd. L. H. District.

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

Light Keepers, Aboard April 3rd to 5th 1906

*Local Civil Service Examin for Keeper or Asst Keepers, Tompkinsville, NY May 7. 1906

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

yes

19. State the date upon which the above blanks were filled May 18th, 1906

Witness:

(Signature) Leonard L. Clark

In case signature is by mark.

P. O. Address: Little Gull Island
City or town.
Fort Trumbull Gull Island
Number and street.
New York
State or Territory.

Reviewed, approved, and forwarded _____, 190

(Signature) _____

(Official title) _____

PART II.

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

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

Light House Service (Bureau or Service.) Little Gull Island Sta. (Place (city, town, or station).) Third (District.)

2. To what position has he been appointed? Asst. Assistant Keeper

3. State the date of appointment. May 14th. 1906

4. State the date the appointee or employee entered on duty. May 14th. 1906

5. What is his salary? $450.00 per Annum

6. From what appropriation is he paid? Salaries of Keepers of Light Houses

7. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive

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

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

Local Civil Service Examination for Keeper or Assistant Keeper May 7th. 1906.

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

(Signature) _____

(Official title) _____

Date: _____, 190

11—1434