'26 MAR 10 AM11:52:14

REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 03/06/2026

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, William, J.		1894 MO

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: 1985 VA

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 (VA)	From: 1936	To: 1950
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-7122867

Attendant Signature:

CMRS Search Request Number(s): Civilian

Remarks: Archival search 3/18

'26 MAR 24 AM11:13:49

SCREENING NOTES

- ☐ Reviewed and Nothing Removed
- ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

July 1, 1939. Lighthouse District No. Fifth

consolidated with Norfolk Coast Guard District,

Headquarters Norfolk, Virginia

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

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

William J Clark (Name) — Va. (Legal Residence)

STATUS

DESIGNATION	SERVICE AND GRADE	SALARY	ACTION	BUREAU	STATION—DISTRICT 5th Dist	DATE OF EFFECT
Keeper	—	1500	Prob.	L. H.	Smith Point L.S.	Feb 24, 1936
"	—	1500	trans. 73a	"	5th Thimble Shoal	1-16-38

Form 73 a

LL

LIGHTHOUSES
JAN 18 8 43 AM '38

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
JAN 20 1938
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

Norfolk, Va., Dec. 27, 1937

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about January 15, 1938
(See instructions on reverse side)

Name, William J. Clark — Position, Keeper (2d Asst)

From Smith Point Lt. Sta., Va. — To (1st Asst.) Thimble Shoal Lt. Sta., Va.

Salary and range, $1500 ($1500-1860) — Salary and range, $1500 ($1500-1860)

Previous incumbent and pay, W. A. Gibbs, $1500 p.a. 人士# 1197

Services terminated, About Jan. 15, 1937 — Reason, Transfer

N. C. Manyon,
Superintendent of Lighthouses.

Norfolk, Va., January 18, 1938, 19

The above-referred-to transfer became effective beginning with January 16, 1938
(Enter effective date in this space if transfer has been actually completed)

For and in the absence of the Supt.:
T. S. Johnson,
Asst. Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

January 19, 1938

Submitted to the Secretary of Commerce for his information.

CARDED

~~For the Commissioner.~~

W. P. Harman
W.P.Harman
Acting Commissioner of Lighthouses
~~Chief of Personnel Division.~~

11—11251 U.S. GOVERNMENT PRINTING OFFICE: 1934

Form 78

LL

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
SEP 9 1937
DIVISION OF PERSONNEL

To Dept

4063-5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Norfolk, Va., Sept. 7, 1937.

Name of vessel, station, or other aid to navigation involved:

Smith Point Light Station, Va.

Date of accident:

Sept. 2, 1937

Nature and cause of accident:

Strain, left front groin, while working over side of caisson.

DEPARTMENT OF COMMERCE
1937 SEP 8 PM 3 02
CHIEF CLERK

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
W. J. Clark	2d Asst. L. H. Keeper	Strain, left front groin.	No

CARDED

Remarks or recommendations:

Necessary forms have been forwarded to U. S. Employees' Compensation Commission.

N. C. Manyon,
Superintendent of Lighthouses.

Date September 8, 1937

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

Noted.

W. Gilbert
Chief Clerk.

For the Commissioner.

W. P. Harman
Administrative Assistant

11—11418

Standard Form No. 17
Approved by the President, March 26, 1926

LL

REPORT ON PROBATIONARY APPOINTEE

LIGHTHOUSES
AUG 1 1936
DEPARTMENT OF COMMERCE
AUG - 4 1936
APPOINTMENT DIVISION
Dept

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

Commerce
(Department)

Lighthouse
(Bureau or office)

Norfolk, Virginia, July 31, 1936
(Place and date)

1936 AUG 4 AM 10:08
DEPARTMENT OF COMMERCE
CHIEF CLERK

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on August 23, 1936.

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

Name William J. Clark

Position 2d Assistant Keeper

Salary $1500 p.a.

Appropriation Sal. Keepers of Lighthouses.

Station Smith Point Light Station

Date of entrance on duty Feb. 24, 1936

Remarks:

File

CARDED

L. M. Hoppins
(Signature of immediate superior)
Superintendent of Lighthouses.

AUG - 3 1936

Submitted:

Submitted to Secretary of Commerce for his information

(Head of bureau or office)

For the Commissioner,

Chief, Personnel Division

GOVERNMENT PRINTING OFFICE 10—1732

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

PERSONAL HISTORY

(Statement to be prepared by appointee in his own handwriting)

DEPARTMENT OF COMMERCE
MAR - 5 1936
APPOINTMENT DIVISION

Bureau, division, or office Department of Commerce

1. Name in full William Joseph Clark

2. Legal (voting) residence Virginia (State and Congressional District) Norfolk. (County) Norfolk (City or town)

3. Where born? Mississippi (State or foreign country) Webb City (City or town) When born? Mar 18th 1894 (Date)

4. If foreign, state whether naturalized or alien

5. Indicate sex, marital condition, and race by check, thus: √

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

6. A complete record of your past civil service for the United States Government:

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year
None								

7. 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 Sept 22-1913 Discharged Sept 22-1917
Sept 22-1917 — June 25-1920
Organization U.S. Navy.

Enlisted Discharged
Organization

8. EDUCATION (Circle number of years)

	Common school	High school	College	Degrees, if any
	1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

9. State special qualifications Automatic mechanic -
Ensign U.S. Navy -

10. Name, relationship, and address of person to be notified in case of emergency:

Mrs. W. J. Clark. (Name) Wife. (Relationship)
203 W Princess Anne Rd. (Post office address) Norfolk. Va.

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

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

Jan 26-1936 (Date)

Present address 203 W Princess Anne Rd.

10—1659

CARDED

Commissioned Ensign U.S. Naval Reserve Navy class 2 - June 25-1920, resigned Sept 30-1921

Dept.

Standard Form No. 8
(Approved by the President, May 22, 1925)

HVS

DEPARTMENT OF COMMERCE
1936 MAR - 5 - AM 10:39
CHIEF CLERK

DEPARTMENT OF COMMERCE
MAR - 5 1936
APPOINTMENT DIVISION

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Department of Commerce
(Department or Establishment)

Bureau of Lighthouses
(Bureau or Office)

I, William Joseph Clark, do
(Name in full, printed or typed)

solemnly swear (or affirm) 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.

William Joseph Clark
(Signature of Appointee)

Subscribed and sworn to before me this 24th day of February, A. D. 1936

at Norfolk, (City or place) Virginia (State)

[SEAL]

RECEIVED BY CIVIL SERVICE COMMISSION
OF PERSONNEL JOURNAL
Date 3/3/36

W. L. Rebel

Chief Clerk

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

Position to which appointed Second Assistant Keeper

Date of entrance on duty February 24, 1936.

GOVERNMENT PRINTING OFFICE 10—1089

RECORDED

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 7, 1936.

Mr. William J. Clark,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of One Thousand Five Hundred dollars per annum

effective upon entrance on duty.

Nature of appointment: Probationary.

Civil Service authority: Manager, Fourth Civil Service District.

Classification allocation:

CARDED

By direction of the Secretary:

Respectfully, L. A. DELONG

FEB 25 1936

Acting Chief of Appointment Division.

P

Appropriation (unit): Field.

Vice: Merritt Hudgins.

Legal residence: Virginia.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
FEB 29 1936
SHEET NO. 4486
DEPARTMENT OF COMMERCE

U. S. GOVERNMENT PRINTING OFFICE: 1935 11-6057

Form 73
HVS

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
FEB - 1 1936
APPOINTMENT DIVISION
LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

1936 JAN 30 AM 8 2

Norfolk, Va. (City), January 27 (Date), 1936

DEPARTMENT OF COMMERCE
FEB - 7 1936
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES: Thru the District Manager,
Fourth Civil Service District,

Action recommended, Probational Appointment — **Legal residence,** Virginia

Name, William J. Clark — Proposed salary, $1500. p.a. plus $60. per annum for quarters.

Position, 2nd Assistant Keeper — Proposed range, $1500-1860 p.a. plus $60. per annum for quarters.

Location, Smith Point Light Station, Va. — Appropriation, Sal. Kprs. of L.H.

Effective, February 1, 1936 — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, New employee — Former salary, -

Location, - — Former range, -

Rank on eligible list, Asst.L.H.Kpr. **Rating,** 1st **Percentage,** 98.00, **Other eligibles considered:** -

(Lt. #932)

Previous incumbent and his pay, Merritt Hudgins / $1500 **Services terminated,** About January 31, 1936

Reason, Termination of temporary appointment because of establishment of eligible register.

Members of family in Government service, None

Date of birth, March 18, 1894.

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission, January 29, , 1936. Approved for probational appointment.

Farrar Smith
Secretary, 4th Civil Service District.

L. M. Hoskins
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 31 1936

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
FEB 25 1936
DEPARTMENT OF COMMERCE

THIS IS A CIVIL SERVICE POSITION

Action O. K.

THS
Adm. Asst. to Secy.

W. P. Harman
Acting Commissioner of Lighthouses.

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

11—2314