REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 26 JUN 23 PM 4:24:31
06/26/2026

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
Duffield, Milton, A.		1877 NJ

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):
1963	

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (DE/NJ/PA) 4th District	
From: 1913	To: 1945
(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-0007693267	Attendant Signature:
CMRS Search Request Number(s):	Remarks: Submitted to Arch Search 6/29/26 RJH Soundex: D143

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:

STANDARD FORM 127
JULY 1961 EDITION
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 3-IV-302.00

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

127-103

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

1. DATE OF REQUEST: 19 June 1963

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

RECEIVED
JUN 24 10 13 AM '63
FEDERAL RECORDS CENTER

General Services Administration
Federal Records Center
111 Winnebago Street
St. Louis 18, Missouri

FR

D143

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH
DUFFIELD, Milton Austin		5-2-1877

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

Lighthouse Service and U. S. Coast Guard
Philadelphia, Pennsylvania
9-12
Retired 10-1-43

(*If formerly employed by agencies in addition to above, list under item 7*)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

- [ ] a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION
- [X] b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE
- [ ] c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

- [ ] a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- [X] b. FOLDER ENCLOSED
- [ ] c. FOLDER NOT LOCATED
- [ ] d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED
- [X] e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- [ ] f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

JUN 26 1963

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

SECTION III—TO BE COMPLETED BY REQUESTING OFFICE

TO:
ADDRESS: Chief, Civilian Personnel Division
U. S. Coast Guard
1300 E Street, N. W.
ATTN: Washington 25, D. C.

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1961—O-612728 #16-B

STANDARD FORM 127
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☆ U.S. GOVERNMENT PRINTING OFFICE : 1961—O-612728 #16-B

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 3724

PERSONNEL RECOMMENDATION

Date January 9, 1941.

TO DIRECTOR OF PERSONNEL

Name: Duffield, Milton A.

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

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1320-1680)	Field (Range $1320-1680)
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1560 p.a. plus $240 p.a. Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		Philadelphia, Pa.
Appropriation		New Castle Range Frt. Lt. Sta, Del.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE January 16, 1941.
Remarks:

Justification:

No increase in pay since July 3, 1930.

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)

DATE APPROVED BY THE SECRETARY

JAN 16 1941

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
5-2-1877

LEGAL RESIDENCE
Del.

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

INTERLEAVED-PATD.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Milton Austin Duffield Sex Male

Present address R. D. no. 2, Box 115, Arrow Castle, Del. Date of birth May 2nd 1877

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
6-10-1933	Present	R D no 2, Box 115	Arrow Castle, Del.

Give, in your own handwriting, the information requested below

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

Date of Arrest	Age	Charge	Court & 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.

U. S. COAST GUARD

Milton A. Duffield
Customary payroll signature of employee

Subscribed and sworn to before me this 13th day of Oct 1934.

William B. Dawson
Notary Public

My commission expires Aug 18th 1943

DEPT. STOCK FORM 228

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

1

DATE: 15 November, 1939

BUREAU NO. Pt. #477

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

JOURNAL PAGE: B 195

Name: Duffield, Milton A.

DATE OF BIRTH:

From: U. S. Coast Guard
(BUREAU OR OFFICE)

LEGAL RESIDENCE: Delaware

VETERANS' PREFERENCE

Nature of Recommendation

Cancellation of Fanfold dated 26 September, 1939.

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE:

CIVIL SERVICE AUTHORITY:

DATE OF OATH:

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

	FROM	TO
Position	Keeper	
Grade	Field (Range $1260-1620)	
Salary	$1440 p.a. plus $240 Qtrs.p.a.	
Bureau	U. S. Coast Guard	
Office	Philadelphia, Pennsylvania	
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	
Post of Duty	Deep Water Pt. Front Lt. Sta.N.J.	
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	
Allotment		

FIELD [X] DEPRTMTL. [ ] FIELD [ ] DEPRTMTL. [ ]

EFFECTIVE:

Remarks:

Justification:

Mr. Duffield's transfer to Deep Water Front Light Station, which was approved by the Department on 28 September, 1939, is being cancelled in order that another keeper, whose station is being discontinued, may be given the position now vacant at Deep Water Front Light Station.

Consideration given all other eligible employees in Bureau or Office of undersigned.
Certified as to Sufficiency of Appropriated Funds.

W. A. STILES,
Lieutenant Commander,
Acting Chief Personnel Officer.
Bureau or Office Head

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

11-16-39

DATE

© PATENTED SPANFOLD

DEPT. STOCK FORM 2248

UNITED STATES TREASURY DEPARTMENT

WASHINGTON, D. C.

733 1

DATE: 26 September, 1939

BUREAU NO. Lt. #477

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Name: Duffield, Milton A.

From: U. S. Coast Guard
(BUREAU OR OFFICE)

Nature of Recommendation

Transfer

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1320-1680)	Field (Range $1260-1620)*
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1440 p.a. plus $240 Qtrs. p.a.*
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Philadelphia, Pennsylvania	Philadelphia, Pennsylvania
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	New York, New York
Post of Duty	New Castle Range Front Lt.Sta.	Deepwater Pt. Front Lt. Sta.
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	Sal., Kprs. of Lhs.,Coast Guard
Allotment		
	FIELD [X] DEPRTMTL. [ ]	FIELD [X] DEPRTMTL. [ ]

EFFECTIVE: E.O.D.

Remarks: * No change will be made in this employee's total or gross compensation or in grade during the present fiscal year, owing to the prohibition in Section 10b of the Reorganization Act of 1939, on changes in compensation. For record purposes, however, recommendation is submitted pursuant to Comp. Gen. B-5212 of August 22, 1939, to the Federal Security Agency.

JOURNAL PAGE: B-78

DATE OF BIRTH:

LEGAL RESIDENCE: Delaware

VETERANS' PREFERENCE

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE: William Spear

CIVIL SERVICE AUTHORITY:

DATE OF OATH:

SUBJECT TO RETIREMENT ACT?

Lighthouse Act 6-20-18

Justification:

Consideration given all other eligible employees in Bureau or Office of undersigned.
Certified as to Sufficiency of Appropriated Funds.

CHAS. W. DEAN,
Commander, U. S. Coast Guard,
Acting Chief Personnel Officer.
Bureau or Office Head

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

DATE

© PATENTED

July 1, 1939. Lighthouse Districts No. THIRD AND 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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Milton A. Duffield (Name) — Del. (Legal Residence)

STATUS

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
2nd Asst Kpr	Prob.	456	LH - Fourteen Ft Bank SS. Del.	Sept. 14, 1912
" "	Trans	456	" Elbow of Cross Ledge SS. N.J.	Oct 8, 1912
1st " "	Prom	480	" "	Nov. 1, 1912
Asst Keeper	Trans	480	" Henrietta Del. LS Del	July 3, 1914
Keeper	"	624	" Fourteen Foot Bank LS. Del	Sept. 1, 1914
"	"	660	" "	Jan 1, 1916
"	"	516	" Deep Water Pt. Rg Rear SS. N.J.	Feb. 3, 1916
"	"	516	" Finns Pt Rg Front SS N.J.	March 1, 1916
"	Incr.	840	" "	Nov. 1, 1918
"	Trans	840	" " " " Rear " "	June 4, 1919
"	Read	1080	" "	July 1, 1924
"	Read of Pay	1320	" "	Feb. 1, 1925
"	INCREASE IN COMPENSATION	1080	" "	July 1, 1925
"	COMPENSATION Act. May 28, 1928.	1440	" "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1500	" "	JUL 8 1930
"	Trans (739)	1500	" New Castle Rge LS	June 1, 1933

PERSONNEL CLASSIFICATION BOARD FORM NO. [illegible] FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 458 Sheet No. 4 (b) - 22

Space reserved for the use of the Board
Bu Return. (Case Duffield) C/1133
Abolishes Nacum

1. Duffield (Surname) Hilton (Given name) A. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Pinns Point Near Light Station
(b) Subdivision
(c) City or town State
6. Pay roll title Light Keeper
7. Customary office title [illegible] Keeper
8. Present administrative allocation $1260 ~~1440~~ 1560
9. Present gross rate of pay $ 1680 f.a.
10. Deduction for allowances $ 240 " "
11. Net rate paid in cash $ 1440 " "

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 Continuous m. to 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 (b) Amount of overtime pay in last 12 months —

17. (a) Does the employee in any way direct or supervise other employees? (b) If so, in what way? (See Form 16 before answering)
(c) How many?

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.

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.)
Follows printed instructions under general supervision.

20. What is the name, official position, and sheet number of the employee's immediate superior? E.B. Dorry, Supt, Sheet No. 4(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	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

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?
Don't know.

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	
10	Lighting and extinguishing light, repairs and adjustments and incidental attendance. Attend an incandescent oil vapor light in high tower.
8	Care of tower and grounds; cleaning, painting and repairing.
4	Getting mail and supplies.
78	Standing by for all other purposes.

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.

Milton A. Duffield.
(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.

Concur in description, which is very similar for all Keepers.

26. How long have the employee's duties been substantially as described above? Since appointment Sept. 14, 1912.

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.

Sept. 12, 1928 (Date) — C. Carleton Wensell, (Signature of Preparing Officer) — Chief Clerk. (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 $ 1260. to $ 1560. p.a.

Sept. 12, 1928 (Date) — B. B. [illegible], (Signature of head of field office or station) — Supt. (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 $ 1260, to $ 1560

SEP 25 1928, 1928 (Date) — H B BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form 78a

JAH
Pers.

REPORT OF TRANSFER OF APPOINTEE.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE 1933 JUN-12-PM 2:46 CHIEF CLERK

DEPARTMENT OF COMMERCE LIGHTHOUSES 1933 JUN 13 1933 APPOINTMENT DIVISION 11:34

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT.

Philadelphia, Pa., June 7, 1933.

COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on June 1, 1933.

Name, Milton A. Duffield. 476 Position, Keeper.

From Finns Point Range Rear Lt.Sta.,N.J. To New Castle Range Front Light Station,Del.

Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1260--1620.

Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1320--1680.

Previous incumbent and pay, Arthur W. Hopkins; pay, $1560.00 per annum plus $240 for qtrs. (T.# 476)

Services terminated, May 31, 1933.

Reason, Retired on account of disability.

CARDED

ACTING Superintendent, 4th Lighthouse District

, 19

The above-referred-to transfer became effective beginning with 6-1-33

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 12 1933

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Milton A Duffield

Through the 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.

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

CARDEF

From: 1440

To: 1500

4th Keeper.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Milton A. Duffield,

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: $1380

To: $1440

11—9504

4

APPOINTMENT DIVISION ENTERED JUL 2 1928 ON JOURNAL DEPARTMENT OF COMMERCE

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 26, 1925.

M F. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1380 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.

Chief of Appointment Division.

11—8074

H
4th

CARDED

APPOINTMENT DIVISION ENTERED JUL 9 1925 ON JOURNAL DEPARTMENT OF COMMERCE.

CROSS REFERENCE

SEE FILE--464/16/ Duff.

NAME Duffield, Dilton A. POSITION Keeper

BUREAU L.H. STATION 4th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Allowances Value	Allowances Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
840	240	1080	KCR	404.25	1484.25	LHS	5	1260			

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

approv - $1260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1140 TO $1380

16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment Uniform; annual cost, $ 50.00 est.

17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
(d) College: Name -; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(e) Post graduate work: Kind -; years ☐ 1 ☐ 2 ☐ 3
(f) Correspondence courses: Kind -; number of lessons ; number completed

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

	Percentage of total time given to each task
1. Lighting and extinguishing lights, repairs and adjustments and incidental attendance - average 3-1/2 hours per day	14.58
2. Care of tower and grounds, cleaning, painting and repairing.	10.42
3. Getting mail and supplies - average 1 hr. per day	4.17
4. Standing by for all other purposes - average 17 hours per day.	70.83
	100 %

Has incandescent oil vapor light in high tower and auxiliary oil lamp to light red sector.
(Station has quarters for family. Is about 4 miles from supplies.

...IFICATION BOARD FORM NO. 1
...t in accordance with detailed
...ction sheet, Form No. 2)

Sheet No. 37
2—12758

DO NOT WRITE IN THIS SPACE

a			
b			
c			
d			

1. Duffield (Surname) Milton (Given name) A. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station 4th Lighthouse District
   (b) Subdivision Finns Point Range Rear Light Station
   (c) City or town Salem State N. J.
6. Pay-roll title Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day Continuous; per week -
   (b) If this is not a full-time position, state percentage of time employed per day -; or per week -
   (c) If night work, wholly or in part, state the hours: From - m. to - m.
9. If this is not an all-year-round position, state approximate number of days employed each year -
   During what months -
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation -
11. Present rate of pay, exclusive of bonus $ 840. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 840. per "; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate -
14. Title of appropriation or fund from which basic compensation is paid Salaries of Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☒ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
Subsistence allowance of 45¢ per day - $164.25 p. a.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
   Kind of equipment Uniform; annual cost, $ 50.00 est.
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
   (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
   (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
   (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
   (d) College: Name -; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
   (e) Post graduate work: Kind -; years ☐ 1 ☐ 2 ☐ 3
   (f) Correspondence courses: Kind -; number of lessons ...; number completed ...

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

	Percentage of total time given to each task
1. Lighting and extinguishing lights, repairs and adjustments and incidental attendance - average 3-1/2 hours per day	14.58
2. Care of tower and grounds, cleaning, painting and repairing.	10.42
3. Getting mail and supplies - average 1 hr. per day	4.17
4. Standing by for all other purposes - average 17 hours per day.	70.83
	100 %

Has incandescent oil vapor light in high tower and auxiliary oil lamp to light red sector.
(Station has quarters for family. Is about 4 miles from supplies.

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

Own responsibility under printed regulations and general instructions by Superintendent.

20. Do the duties involve direction or supervision of the work of other employees? No

If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

One Keeper at this station.

21. How long have the employee's duties been substantially as described above? Since appointment June 4, 1919.

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

JUL 10 1923 (Date), 1923.

R R Downy
(Department Official)
Superintendent, 4th Lighthouse District.

23. I have read the foregoing and I agree to it except as follows:

(Signature of Employee)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

	High Degree	Average	Not Essential
Judgment	X		
Accuracy		X	
Initiative (originality and resourcefulness)	X		
Trustworthiness (dependability)	X		
Speed (quickness)			X
Physical Qualities (strength and endurance)	X		

Educational Training	Essential	Desirable But Not Essential
College		
High School		
Common School		X

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent One to two yrs. as Assistant Keeper & ability to handle oil vapor light.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1000. to $ 1200.

JUL 10 1923 (Date), 1923.

R R Downy
(Signature of head of field office or station)

Superintendent, 4th Lighthouse District
(Title)

GOVERNMENT PRINTING OFFICE 2—12758

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Milton A. Duffield,

Commissioner of Lighthouses,

Sir: Through the

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,

WM. J. GAINER

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1320

Appropriations: Salaries, Keepers of Lighthouses.
4th General Expenses, Lighthouse Service.

JSJ

CARDED

FEB 6 1925

(CROSS REFERENCE)

Gertrude Milton A In accordance with authority

of the Director of the Budget dated June 27, 1924, the salary is re-

adjusted to $ 1080, effective July 1, 1924.

For authorization see letter dated AUG 1 1924 File No. 1095/21.

JUN 17 1919 8 29 AM

Form 73a

JAH
Pers.

REPORT OF TRANSFER OF APPOINTEE

LIGHT HOUSES JUN 17 1919

5

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., Fourth DISTRICT.

Philadelphia, Penna., May 27 1919.

CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

1919 JUN 18 PM 3 00

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 5, 1919.

Name, Milton A. Duffield.

Position, Keeper.

From Finns Point Range Front Light Station, New Jersey.

To Finns Point Range Rear Light Station, New Jersey.

Previous incumbent, Charles W. Norton.

1919 JUN 18 PM 4 06

Services terminated, on or about June 4, 1919.

Reason, Exchange of positions.

CARDED

Philadelphia, Pa., June 16, 1919.

The above-referred-to transfer became effective beginning with June 4, 1919.

A R Doorley

Superintendent, 4th Lighthouse District

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 16 1919

1919 JUN 18 PM 2 35

Submitted to the Secretary of Commerce for his information.

H. B. Bowerman

Acting Commissioner.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 13, 1918.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir

You are advised that your salary as keeper of the Lighthouse Service has been changed from $516 per annum to $840 per annum, effective November 1, 1918. (The above rate includes longevity pay of $60.)

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.

CANCELED

APPT. DIVISION NOV 14 1918 JR. JOURNAL DEPARTMENT OF COMMERCE

FOR BASIS OF THIS ACTION SEE
LETTER DATED 10/22/18
F 1095/4
Ho

Form 78a
RJC.
Pers.

REPORT OF TRANSFER OF APPOINTEE

LIGHT MAR 4 1916 HOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT.

Philadelphia, Pa., February 15th, 191 6.

CHIEF CLERK MAR 8 1916

APPOINTMENTS MAR 8 1916

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about March 1, 1916.

Name, Milton A. Duffield, Position, Keeper. #516

From Deepwater Point Range Rear Light Station, New Jersey. To Finns Point Range Front Light Station, New Jersey.

Previous incumbent, Mrs. Minnie Hann.

Services terminated, not later than Feb.29,'16. Reason, Close of temporary appointment.

CARDED.

MAR 8 - 1916 ☆ ... JOURNAL OF COMMERCE

Rout

Philadelphia, Pa., March 3rd, 191 6.

The above-referred-to transfer became effective beginning with March 1st, 1916.

Rout

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 8 1916

3-8-16

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-2

MAKE NO ENTRIES IN THIS COLUMN.

SEP 25 1916
HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)

Duffield, Milton A.

2. Department:

Commerce.

3. Bureau, office, or service:

Lighthouse.

4. Designation of position:

Keeper.

5. Occupation (if not clearly shown by answer to question 4):

Keeper of Finns Point Range Front Light Station, N.J.

6. Annual earnings:

$572.80

7. Kind of appropriation:

LS

8. Present rate of pay:

$516. PA

9. Initial rate of pay:

$456. PA

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—

Substitute—		Regular—	
Years:	Months:	Years:	Months:
		3	9½

11. State, Territory, or foreign country of birth (do not give town):

New Jersey.

12. Race:

W.

13. Sex:

M.

14. Date of birth—

Month: May

Year: 1877

15. Kinds of schools attended, years attended, and degrees taken:

E6.

16. Marital condition:

M.

17. War veteran?

No.

18. Appointed from—

Congressional district and State: At large - Delaware

County: Kent

19. Civil service status:

C.

20. Method by which classified status was obtained:

CE.

21. Place of employment—

City: Salem

State: New Jersey

DO NOT FOLD THIS CARD.

11—5869

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L.H. DIST. FEB 3 1916 PHILADELPHIA, PA.

APPOINTMENTS FEB 5 1916 10.

LIGHT FEB 4 1916 HOUSES

CHIEF CLERK FEB. 5 1916

I, Milton A. Duffield,

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.

M. A. Duffield

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] Second day of February, A. D. 1916.

(Affix official seal here)

[4] (Name) W. H. Carter

(Official title) Justice of the Peace

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper.	$516.00 p.a.	Deep Water Point Range Rear Lt.Sta., N.J.
Former[5] Keeper.	$660.00 p.a.	Fourteen Foot Bank Lt.Sta., Del.Bay, Del.

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

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa. (Address), February 3, 1916. (Date)

The above-named appointee entered upon duty on January 8th, 1916 (Date) in the absence of the Inspector by direction of the Inspector:

CARDED

Chief Clerk.

(Signature, followed by title)

Inspector, 4th L.H. District.

[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 after the 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, 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. 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.

[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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 28, 1915.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 8, 1916, or as soon thereafter as you enter upon duty in the above-mentioned position.

(By transfer from keeper at $660 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED DEC 28 1915 ★ ON JOURNAL OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Arthur W. Hopkins.

Legal Residence: Delaware.

CHANGE REPORTED JAN 1916 C. & C. COMMISSION

11—1393

Form 73

RJC.

Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 23 1915

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., December 21st, 1915.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CH/CLERK DEC 27 1915

APPOINTMENTS DEC 27 1915 12

Action recommended, Transfer, reduction and appointment.

Name, Milton A. Duffield, Legal residence, Delaware.

Position, Keeper. Salary, $516.00 per annum.

Location, Deep Water Point Range Rear Light Station, New Jersey. Appropriation, "Salaries of Keepers of Lighthouses."

Effective January 8, 1916, { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

DEC 28 1915

Former position, Keeper. Former salary, $624.00 per annum. (₹ 660 Jan 1)

Location, Fourteen Foot Bank Light Station, Delaware Bay, Delaware.

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

x x x x

Previous incumbent, Arthur W. Hopkins, Services terminated, about January 7, 1916.

Reason, To be ~~transferred~~ ✓ ordered to the position of Keeper, New Castle Range Front Lt.Sta., Delaware.

Members of family in Government Service, x x x x

Remarks: This is a transfer from Bay to shore station, and this recommendation will not be in violation of Section 2 of Civil Service Rule 1. Mr. Duffield's signed request for transfer is attached hereto.

Selection regular, subject to the action of the
U. S. Civil Service Commission. , 191

Rout

Secretary, Civil Service District.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 23 1915

Submitted to the Secretary of Commerce, approved.

12-27-15

S Conway
Acting Commissioner

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

11—2314

OFFICE OF INSPECTOR 4TH L. H. DIST. PHILADELPHIA, PA.
DEC 18 1915
LIGHT HOUSES
DEC 23 1915
CHIEF CLERK
DEC 27 1915

Fourteen Foot Bank Light Station
December 15th 1915

The Inspector Sir

I will except transfer to Deep Waters Point Range Light Station, As I think it will be better for me a shore. I would like to have 4 or 5 days home so I could help pack goods. and a range for moving. This request is made with the knowledge that it carries with it a reduction in pay to $516.00 per annum.

Respectfully
Ch. A. Duffield Keeper

/R

Form 111
RJC.

LIGHT JAN 27 1916 HOUSES

APPOINTMENTS JAN 29 1916 10

CHIEF CLERK JAN 29 1916

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Milton A. Duffield,

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.

☞ M. A. Duffield
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] Twentieth day of January, A. D. 1916.

(Affix official seal here)

[4] (Name) W. H. Carter

(Official title) Justice of the Peace

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper.	$660.00 p.a.	Fourteen Foot Bank Lt.Sta., Del.Bay, Del.
Former[5] Keeper.	$624.00 p.a.	Fourteen Foot Bank Lt.Sta., Del.Bay, Del.

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

(Increase in compensation)

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., January 26, 1916.
(Address) (Date)

The above-named appointee entered upon duty on January 1, 1916.
(Date)

CARDED

(Signature, followed by title)
Inspector, 4th L.H.District.

[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 after the 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, 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. 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.

[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

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 27, 1915.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses,

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Six Hundred and Sixty~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $634 per annum.)

CARDED.

APPOINTMENT DIVISION ENTERED DEC 28 1915 SEEN JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Delaware.

OFFICE REPORTED JAN 1916 C. S. COMMISSION

11—1393

Form 73

NOMINATION

RJC.
Pers.

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN DEC 27 1915 DEPT OF COMMERCE

LIGHT DEC 28 1915 HOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT.

Philadelphia, Pa., December 21st, 191 5.
(City.) (Date.)

CHIEF CLERK DEC 24 1915

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase of pay.

Name, Milton A. Duffield, Legal residence, Delaware.

Position, Keeper. Salary, $660.00 per annum.

APPOINTMENTS DEC 24 1915

Location, Fourteen Foot Bank Light Station, Delaware Bay, Delaware. Appropriation, "Salaries of Keepers of Lighthouses."

Effective January 1st, 1916, {~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Keeper. Former salary, $624.00 per annum.

Location, Fourteen Foot Bank Light Station, Delaware Bay, Delaware.

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

Previous incumbent, x x x x Services terminated, x x x x

Reason, x x x x

D. of C. DEC 16 1915

Members of family in Government Service, x x x x

Remarks: Recommendation made in accordance with Bureau letter of 17 Dec.'15. Nomination has been submitted for the transfer of Mr.Duffield to the position of Keeper, Deep Water Point Rge.Rear Lt.Sta., N.J., and the above recommendation is made to cover only the period between January 1st, 1916, and the actual date of entrance upon duty at Deep Water Point Rear, or until about January 7th, 1916, inclusive.

Selection regular, subject to the action of the
U. S. Civil Service Commission. , 191

Rowe

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 23 1915

12-24-15

Submitted to the Secretary of Commerce, approved.

S Conway
Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

GCW/S.

LIGHT HOUSES DEC 3 1915

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.
December 2, 1915.

CHIEF CLERK DEC3 1915

APPOINTMENTS DEC3 1915 12.20

Commissioner of Lighthouses, Washington, D. C.

Referring to Bureau endorsement of 3 November '15, re leave of absence of Milton A. Duffield, Mr. Duffield reported for duty on 22 November '15. He was granted three months leave, without pay, effective September 5, 1915. Of this he used 2 months and 17 days, or from September 5 to November 21, inclusive.

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN DEC 3 - 1915 DEPT OF COMMERCE

The report of Mr. Duffield's return to station reached this office today, and I have this day reported the termination of the temporary appointments of Joseph and Tessadri as additional keeper and 1st assistant keeper, respectively, making renominations to their respective regular positions, effective 3 December '15. If the Department would approve, it would be entirely satisfactory to have Joseph and Tessadri re-appointed to their former positions as of 1 December '15, the services of Mr. Harold Hitchens in the temporary capacity of 2nd assistant keeper having terminated on 30 November '15.

In view of the difficulties of communication with the station, it was impossible to prevent the overlapping of the periods of service of the keeper and additional keeper.

In the absence and by direction of the Inspector:
Chief Clerk.

Keeper $624.
Fourteen Foot Bank L. S. Dec.

APPOINTMENT DIVISION ENTERED DEC4 - 1915 ON JOURNAL DEPT. OF COMMERCE

Mr. Stone:
Report termination of leave without pay close Nov. 21, 1915

CARDED.

12-3-15

Bureau of Lighthouses, Washington
DEC 3 1915

Submitted to Secretary of Commerce for his information.
Nominations for the return of Joseph and Tessadri to their respective positions of First Assistant Keeper and Second Assistant Keeper, effective December 3, 1915, are today submitted to the Department.

Acting Commissioner.

November 5, 1915.

Commissioner of Lighthouses:

For the reasons set forth in the Fourth Inspector's letter of the 2d instant, and in accordance with the Bureau's recommendation of the 3d instant, the Department has granted three months' leave without pay to Milton A. Duffield, keeper of Fourteen Foot Bank Light Station, Delaware, effective beginning September 5, 1915.

In view of the foregoing, and in accordance with the Bureau's further recommendation, the Department has authorized the additional position of keeper of Fourteen Foot Bank Light Station, Delaware, at $624 per annum, for a period not to exceed one month, and has appointed Chester P. Joseph thereto, by temporary promotion from first assistant keeper, effective November 4, 1915, or as soon thereafter as he enters on duty. The Department has also temporarily promoted Scipio Tessadri from second assistant keeper to first assistant keeper, and has appointed Harold Hitchens as second assistant keeper for a period not to exceed one month, both to be effective November 4, 1915, or date of entrance on duty thereafter.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER

C-R

McC-AEH.
Set inclosures.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON November 3, 1915.

CHIEF CLERK NOV 3, 1915

Subject: Copy 4th Inspr's letters, Oct.30 & Nov.2,1915, & Bu indorsements Nov.1,1915, re addn asst. kpr., 14 Ft.Bank L.S., Del.

Submitted to Secretary of Commerce with recommendation that Milton A. Duffield, keeper in the Lighthouse Service, assigned to duty at Fourteen Foot Bank Light Station, Del., be granted not to exceed three months leave without pay, effective beginning September 5, 1915, by reason of personal illness.

It is also recommended that the additional position of keeper of Fourteen Foot Bank Light Station, Del., at $624 per annum be authorized, to continue for a period not to exceed one month, effective on the date the person to be appointed thereto enters on duty. In this connection attention is invited to nomination submitted to the Department today for the temporary promotion thereto of Chester P. Joseph, the first assistant keeper of this station. Attention is also invited to nomination of today for the temporary promotion of Scipio Tessadri to the position of first assistant keeper, vice Chester P. Joseph. The Inspector will be directed to make appropriate recommendation in due time for the reappointment of Joseph and Tessadri to their respective positions of first assistant keeper and second assistant keeper, when Duffield is able to resume his duties as keeper; and also recommendation for the extension of leave without pay of Duffield and extension of these temporary appointments in case Duffield is unable to return to duty before the expiration thereof.

CHIEF CLERK NOV 4 1915

APPOINTMENTS NOV 4 1915 4.20

It is further recommended that the Department authorize the temporary assignment to duty of Harold Hitchens as second assistant keeper of Fourteen Foot Bank Light Station, Del., vice Scipio Tessadri, temporarily promoted, provided the district secretary approves and he has not two or more members of his family in the Government Service. The usual nomination will be submitted to the Department when received, at which time formal appointment may be issued.

* no papers now

It will be noted from the correspondence that, owing to local conditions, the Inspector was unable to secure a laborer without ration for this station, as required by the Regulations, 1914, par. 440 (2d par.) where practicable. (Position of laborer $456 per, authorized for 1 mo. ft. 9/30/15 & extended for 1 mo ft. 10/28/15).

It is recommended that the Department action in this matter be expedited, as the Inspector desires to assign these men to duty not later than November 4, 1915.

11/3/15 MMB

November 4, 1915.

G R Putnam

APPROVED:

A. L. Thurman

Acting Secretary.

C-R

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

GCW-/C

Department of Commerce and Labor
LIGHTHOUSE SERVICE

LIGHT
NOV 3 1915
HOUSES

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

November 2, 1915.

Commissioner of Lighthouses, Washington, D.C.

Replying to the second paragraph of Bureau's letter of 1 November '15, re leave status of Duffield, the Bureau is informed that Duffield is convalescing from typhoid fever and was expected to return to duty on November 1st, but has not yet recovered sufficiently.

Leave without pay is hereby requested from September 5th to November 30th inclusive, subject to later adjustment if the facts should so require.

Referring to 3rd paragraph of Bureau's letter re injury to First Assistant Hill, he is entitled to file a claim for compensation and the papers are in course of preparation.

It is recommended that the temporary positions of additional keeper at $624.00 per annum and additional First Assistant Keeper at $480.00 per annum for Fourteen Foot Bank Light Station, Delaware Bay, Delaware, be authorized, and the nominations of Joseph and Tessadri for temporary promotion to these positions are enclosed.

The nomination of Mr. Harold Hitchens, an eligible, for the position of temporary Second Assistant Keeper has been filed with the Secretary, 3rd Civil Service District, for approval and forwarding.

All these changes are recommended to become effective on or about November 4th, and continuing until about November 30th inclusive, pending return of Keeper from sick leave, and telegraphic notice of approval is requested.

Rowe

(COPY)

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

November 1, 1915.

Subject: 4th Inspr's letter, Oct. 30, 1915, additional second assistant keeper, Fourteen Foot Bank L.S., Del.

Returned to Fourth Inspector, it being noted that Milton A. Duffield, keeper, Fourteen Foot Bank Light Station, Del., now on sick leave and not in a pay status, will not be able to return to duty for some time and has exhausted his allowance of leave. Your recommendation for the authorization of an acting assistant keeper, with ration, at this light station, in lieu of a laborer, without ration, is also noted.

Recommendation for a definite period of leave without pay in the case of Duffield should have been submitted in advance and received the approval of the Department before the taking thereof. Be guided in future, similar cases. Submit recommendation for leave without pay in the case of Duffield to cover the probable time that he will be absent. You do not state the nature of Duffield's illness, but if it is due to the hernia of the left groin contracted by him while stowing away oil cases at the station (or to any other injury received in the line of duty), it would appear that Duffield has a right to file claim for compensation and have the case passed upon by the Department of Labor, in which event it would be incumbent upon you to so advise him. If such a claim is proper and is submitted and approved by the Department of Labor, you should credit Duffield with whatever annual leave with pay you have charged him with, and he should be also paid for the period he has been in a nonpay status. In this connection see the Decisions of the Comptroller of the Treasury, page 394, Volume XV. The Department would be asked to cancel the authority which the Bureau proposes to recommend for leave without pay in this case, should a claim be submitted and approved.

It is noted from your letter of September 24, 1915, which accompanied nomination of the same date, that the employment of Raymond E. Wilson was required on account of the illness of the keeper and injury to the first assistant keeper, Freddie C. Hill, who was injured while on duty at the station. If Hill also was absent from the station more than 15 days, it would appear that he too would be entitled to file a claim for compensation and have his claim passed upon by the proper authorities.

It appears to the Bureau that during the time Duffield is absent, the other keeper or keepers of the station should be entitled to receive the benefit of a temporary promotion to the grade higher. It is desired that you give consideration to this matter, and if you think such action is desirable, submit recommendation for the authorization of the temporary positions of

additional keeper and additional first assistant keeper, naming the approximate period. Upon the return of the keeper, you could submit recommendation for restoration of the incumbents of the additional positions to their regular positions.

Your recommendation that an additional assistant keeper be authorized for this station, with ration, instead of a laborer, without ration, is favorably considered by the Bureau, and in the event of the temporary promotions above recommended, you would be free to temporarily fill the position of second assistant keeper at the station, and recommend the appointment of a person thereto.

No action will be taken in this case until the receipt of your reply hereto.

(SIGNED) G.R.Putnam

Commissioner.

(COPY)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Office of Inspector, 4th district,
Philadelphia, Pa.
October 30, 1915.

Commissioner of Lighthouses, Washington, D. C.

The Bureau is informed that Milton A. Duffield, Keeper, Fourteen Foot Bank Lighthouse, now on sick leave and not in pay status, will not be able to return for duty for some time. Duffield left station at close of September 4. Up to this time he has been paid all salary and has had all leave due him.

Raymond E. Wilson, Temporary Laborer now on that station will be withdrawn for service under his regular appointment on Nov. 1, 1915.

On October 22, the Department extended the temporary position of laborer at Fourteen Foot Bank Station, Del. at $456 p.a. for a period not to exceed one month from October 28, 1915. Under this authority, another laborer might be selected, but it is found impracticable to obtain a suitable person at $38.00 per month unless ration is included. This small pay causes difficulty over mess accounts. The temporary man eats rations belonging to the other keepers and either does not pay for them or settles after prolonged controversy, his pay check being held up meanwhile.

It is seldom possible to obtain for temporary lighthouse duty any man who can command $8.00 per week on shore. We must take densely ignorant laborers or men of irregular habits, who cannot get living wages in their own neighborhoods. This is not advantageous to the Government, as such men cannot handle the lights and fog signals with sufficient skill to make their employment an economical proposition.

It is earnestly recommended that a new authority be issued to cover the employment of an acting assistant keeper with ration at Fourteen Foot Bank Light Station in lieu of the authority for temporary laborer already issued under the provisions of Par. 440, Regs. 1914. As these positions are only recommended where a regular keeper is not in a pay status, they involve no extra expense to the Government, and the little saving effected by cutting off the ration is more than neutralized by the inefficient service performed by the only kind of men we are able to procure at the authorized wage.

(Signed) T. J. Rout.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Nov 3, 1915

The action proposed in the attached communication, if approved, will create one ~~TEMPORARY~~ additional position.

Designation.	Salary.
Addl'l Keeper	$624

Clifford Harding
Chief of Appointment Division.

11—5045

(not exc 1 mo)
(Fourteen Food Bank
L. S., Del.)

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L. H. DIST. AUG 31 1914 PHILADELPHIA, PA

LIGHT SEP 3 1914 HOUSES

CHIEF CLERK SEP 21

ADJUSTMENTS SEP 21 1914

I, Milton A. Duffield,

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.

☞ Milton A. Duffield K for.
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 29th day of August, A. D. 1914.

(Affix official seal here)

[4] (Name) Edwin F. Wood.

(Official title) Notary Public.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper	$624.00 p.a.	Fourteen Foot Bank Lt.Sta., Del.Bay, Del.
Former [5] Asst.Keeper	480.00 p.a.	Fenwick Island Light Station, Delaware.

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

Office of Lighthouse Inspector, Fourth District

CARDED.

Philadelphia, Pa., (Address) September 2, 1914. (Date)

The above-named appointee entered upon duty on September 1st, 1914. (Date)

In the absence and by direction of the Inspector:

(Signature, followed by title) Chief Clerk.

Inspector, 4th L.H. Districts.

[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 after the 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, 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. 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.

[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

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 15, 1914.

Mr. Wilton A. Duffield,

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 Six Hundred and Twenty-four dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $480 per annum.)

CARDED.

APPOINTMENT DIVISION ENTERED AUG 15 1914 DEPT. OF COMMERCE JOURNAL

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

M
C

Acting Chief of Appointment Division.

CHANGE REPORTED SEP 1914 C. S. COMMISSION.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Charles L. Gray.

Legal Residence: Delaware.

Form 73

RJC.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT AUG 13 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., (City.) August 12th (Date.) 1914

CHIEF CLERK AUG 14 1914

3

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

Name, Milton A. Duffield (Efficiency not reported) Legal residence, Delaware.

Position, Keeper. Salary, $624.00 per annum.

APPOINTMENT DIVISION APPOINTMENT WRITTEN AUG 15 1914 DEPT OF COMMERCE

APPOINTMENTS AUG 14 1914

Location, Fourteen Foot Bank Light Station, Delaware ~~Bay~~, Del. Appropriation, "Salaries, Keepers of Lighthouses."

Effective September 1, 1914. {~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Former position, Assistant Keeper Former salary, $480.00 per annum.

Location, Fenwick Island Light Station, Delaware.

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

Previous incumbent, Charles L. Gray done 8/15/14 CBM Services terminated, August 31, 1914.

Reason, Nominated for transfer to Asst. Keeper, Fenwick Island Light Station, Del., effective on or about Sept. 1, 1914.

Relatives in Government Service, x x x x

Remarks: (Exchange of positions)

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Chief Clerk.

Secretary, Civil Service District.

8/14/14 MBF

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 13 1914

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L.H. DIST. JUL 22 1914 PHILADELPHIA, PA.

LIGHT JUL 29 1914 HOUSES

CHIEF CLERK AUG 5 1914

I, Milton A. Duffield

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.

☞ M. A. Duffield 1st Asst

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 14th day of July, A. D. 1914

(Affix official seal here)

[4] (Name) Benjn S. Christopher

(Official title) Notary Public

APPOINTMENT AUG 15 1914

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst. Keeper	$480.per annum	Fenwick Island Light Sta., Delaware.
Former [5] 1st Asst.Keeper	$480.per annum	Elbow of Cross Ledge Light Sta., N.J.

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

CARDED.

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., (Address) July 27, 1914. (Date)

The above-named appointee entered upon duty on July 3rd, 1914. (Date)

(Signature, followed by title) Inspector, 4th L.H.District.

[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 after the 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, 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. 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.

[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

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1914.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from first assistant keeper at $480 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

APPOINTMENT ENTERED JUL 3 1914 ON JOURNAL DEPT OF COMMERCE

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Alva F. Stites.

Legal Residence: Delaware.

CHANGE REPORTED
JUL 1914
U. S. COMMISSION.

Form 73

GCW/C
#480.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., June 26th, 191 4.
(City.) (Date.)

LIGHT HOUSES JUN 27 1914

OFFICE OF INSPECTOR 4TH DIST. PHILADELPHIA, PA. JUL 1 1914

SPECIAL

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, Milton A. Duffield, Legal residence, Delaware.

Position, Assistant Keeper Salary, $480.00 per annum.

Location, Fenwick Island Light Station, Del. Appropriation, "Salaries, Keepers of Lighthouses."

Effective July 1, 1914, *2 3 { ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

APPOINTMENT DIVISION APPOINTMENT WRITTEN JUL 2 1914 DEPT OF COMMERCE

LIGHT HOUSES JUL 2 1914

Former position, First Assistant Keeper Former salary, $480.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

CHIEF CLERK JUL 2 1914

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

Previous incumbent, Alva F. Stites Services terminated, June 30, 1914.

APPOINTMENTS JUL 2 1914

Reason, Promoted and appointed Keeper of Fenwick Island Light Station, Del., effective July 1, 1914.

Relatives in Government Service, x x x

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Chief Clerk.

Secretary. Bureau. Civil Service District.

*Changed in

HRW-McC.
One inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 2 - 1914

Submitted to the Secretary of Commerce, approved.
Attention is invited to inclosed correspondence between this office and the Fourth Inspector in regard to this case.

7/2/14 MCC

Acting Commissioner

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

11—2314

SPECIAL

OFFICE OF INSPECTOR 4TH L.H. DIST. JUL 1 1914 PHILADELPHIA, PA.

HRW-McC.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

June 29, 1914.

LIGHT JUL 2 1914 HOUSES

Subject: M.A. Duffield and Earle T.Muncey, nominations.

Returned to Lighthouse Inspector, Philadelphia, Pa., inviting attention to the fact that this proposed transfer involves a decrease in title. If this transfer is desired by Duffield and he has submitted written application for same, forward copy of such application to the Bureau. If not requested by Duffield, make statement giving the reasons upon which your recommendation is based, and whether or not the transfer is agreeable to Duffield. It is noted that Fenwick Island Light Station is on shore, while Elbow of Cross Ledge Light Station is off shore, and it is assumed that Duffield would desire the station on that account.

See page 119 (bottom) of the Regulations, 1911, and page 120 (top) thereof.

R

Acting Commissioner

Philadelphia, Pa., July 1, 1914.

Nominations are returned with the statement that this office construed the transfer of Mr. Duffield as coming under the provisions of par. 1 page 120, Regulations 1911, carrying with it an increase of pay, in the shape of quarters for family and an allowance of coal and wood.

Nevertheless, Mr. Duffield was consulted by telephone and the nomination was made with his entire approval and consent. He was directed to make preparations at once for the transfer and should arrive at Fenwick Island Station on July 1 or 2. This action was necessary as after June 30 this important coast station would otherwise have been without a second keeper to stand the alternate watches.

In this office, (the pay being the same) Assistant Keepers and 1st Assistant Keepers have always been considered equal in rating.

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.

Examiner.
Personnal.
Accounts.
Contracts.
Chf. Clk.
Commr.

PERSONAL QUESTION SHEET

OFFICE OF INSPECTOR 4TH L. H. DIST. OCT 7 1912 PHILADELPHIA, PA.

OFFICE OF LIGHT-HOUSES OCT 24 1912 COMMERCE AND LABOR

OFFICE OF INSPECTOR 4TH L. H. DIST. OCT 21 1912 PHILADELPHIA, PA.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 19, 1909.

CHIEF CLERK RECEIVED OCT 25 1912 COMMERCE AND LABOR

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

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

CHIEF CLERK FORWARDED TO OCT 25 1912 APPTS., COMMERCE AND LABOR

Charles Nagel
Secretary.

CARDED.

PART I.

(Part I should be filled out 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 should 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.) Mr Milton Austin Duffield

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

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

Little Creek	Delaware	Kent	Delaware (At Large)
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? Cedarville, New Jersey.

6. When were you born? May 2d 1877
Month. Day. Year.

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

11—1434

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

Mrs Etta Duffield — Name. — Number and street.

Little Creek — City or town. — Delaware — State or Territory.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
~~A. Duffield~~	~~Husband~~	Coast, Light House service.		
No.				

10. 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: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Keeper and Asst Kpr - L.H. Service - March 7th 1912

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

No

12. Have you ever held any other position in the civil service of the United States? (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.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No.					

13. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

No.

14. 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.
No			

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

16. 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 indicated in answer to questions 12, 13, 14, and 15.)

I have been engaged in the oystering business for my self for five years.

17. 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.)

Common school education.

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

No

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

Keeper and Asst. Kpr - L. H. Service March 7th 1912

20. 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.)

By Milton A. Duffield.

21. State the date upon which the above blanks were filled. Oct 5. th, 1912

Witness:

In case signature is by mark.

(Signature) Milton A. Duffield.

P. O. Address: Little Creek.
City or town.

Number and street.

Delaware
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded OCT 23 1912, 19

(Signature) Ross

(Official title) Inspector, 4th L. H. District.

11—1434

PART II.

(Part II should be executed 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 foregoing questions is employed

Lighthouse Service (Bureau or Service.) | Lewes, Del. (Place (city, town, station, or vessel.)) | 4th (District.)

2. To what position has he been appointed? 2d asst Keeper - Fourteen Foot Bank Lt. Sta., Del.

3. State the date of appointment. September 9, 1912

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

Effective on date appointee enters on duty.

5. State the date of the oath. October 3, 1912.

6. State the date the employee entered on duty. September 14, 1912

7. What is his salary? $456.00/11 per annum

8. From what appropriation is he paid? Salaries of Keepers of Lighthouses

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

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

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Local C. S. Exam. for Keeper & Asst. Kpr. Mar. 7-1912

12. Is the employee required to give bond? No.

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

Reviewed, approved, and forwarded to the Department.

(Signature) Rout

(Official title) Inspector, 4th L. H. District.

Date: OCT 23 1912, 19

11—1434

Form 111

GCW/C.

Per

OFFICE OF INSPECTOR 4TH L.H. DIST. NOV 18 1912 PHILADELPHIA, PA.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Carded in the Disbursing Office. NOV 22 1912

BUREAU OF LIGHT-HOUSES NOV 18 1912 DEPARTMENT OF COMMERCE AND LABOR

Milton A. Duffield,

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.

Milton A. Duffield

(Appointee signs here.)

[2] Sworn to (See below.) and subscribed before me, this [3] 15th day of November, A. D. 1912.

(Affix Official seal here.)

[4] (Name) Edwin F. Wood.

(Official title) Notary Public.

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
First Assistant Keeper	$480.00 per annum	-- Elbow of Cross Ledge Lightstation, Del

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

(By promotion from second assistant keeper at $456.00 per annum.)

DIVISION OF APPOINTMENTS RECEIVED NOV 25 1912 DEPT. OF COMMERCE AND LABOR

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., (Address.) November 18, 1912. (Date.)

The above-named appointee entered upon duty on November 1, 1912. (Date.)

CARDED.

Roush

(Signature, followed by title.)

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the 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, 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. 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.

Failure to fill out this oath properly will result in its return for correction.

Carded & Noted
11/18/12

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

October 25, 1912.

M
r. Milton A. Duffield,
Through
the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By promotion from second assistant keeper at $456 per annum.)

CARDED

CHANGE REPORTED
NOV -- 1912
C. S. COMMISSION.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

F
D

Appropriation:
Salaries, Keepers of Lighthouses.
Vice:
James W. Slaughter.
Legal Residence:
Delaware.

APPOINTMENT DIVISION
REPORTED
OCT 25 1912
TO DISBURSING CLERK, D.C.

11—3602

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER APPOINTEE

BUREAU OF LIGHT-HOUSES OCT 24 1912 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., October 23rd, 1912

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK RECEIVED OCT 25 1912 COMMERCE AND LABOR

The following recommendation is submitted:

Action proposed, Promotion and appointment

Name, Milton A. Duffield appt. Sept 14/12 Ef not reported Legal residence, Delaware

Position, First Assistant Keeper Salary, $480. p.a.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, N.J.

Effective November 1, 1912, or as soon thereafter as he enters on duty.

Former position, Second Assistant Keeper Former salary, $456. p.a.

Location, Elbow of Cross Ledge Light-Station, Delaware Bay, N.J.

CHIEF CLERK FORWARDED TO OCT 25 1912 APPTS COMMERCE AND LABOR

APPOINTMENT DIVISION RECEIVED OCT 25 1912 DEPT OF COMMERCE AND LABOR

Rank in list of eligibles, x x x Rating, x x x Percentage, x x x

9:52

Other eligibles considered, x x x x x

Letters of declination inclosed, x x x x x

Previous incumbent, James W. Slaughter Services terminated, October 16, 1912.

Reason, Resigned.

Remarks: To be paid from the appropriation, "Salaries of Keepers of Light-houses."

Rourk

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 24 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

10-25-12

APPOINTMENT DIVISION APPOINTMENT, WRITTEN OCT 25 1912 DEPT OF COMMERCE AND LABOR

Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

GCW-HFM

Dep. Comm.
Hydrog.
Engr. Corps
Mar. Engr.
E. C. C.
Examiner
Personnel
Account.
Contracts
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

October 23, 1912.

BUREAU OF LIGHT-HOUSES
OCT 24 1912
DEPT OF

CHIEF CLERK
RECEIVED
OCT 28 1912
COMMERCE AND LABOR

CHIEF CLERK
FORWARDED TO
OCT 28 1912
APPTS.
COMMERCE AND LABOR

RECEIVED
OCT 28 1912
DEPT OF COMMERCE AND LABOR

9.24

COMMISSIONER OF LIGHTHOUSES:

Referring to the nomination of Mr. Milton A. Duffield for promotion from 2nd Assistant Keeper to 1st Assistant Keeper at Elbow of Cross Ledge Light-Station, I have the honor to state that this position was offered to all the former employees in the district who were eligible for reinstatement and who had the physical capacity necessary to the position.

Mr. Duffield is fully qualified. His early promotion is due to the lack of material in the service for transfer to Bay stations. The position made vacant by Mr. Duffield's promotion will be filled from the eligible list.

Bureau of Lighthouses, Washington,
Oct 25/12

Submitted to Secretary of Commerce and Labor for his information.

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

HFM BUREAU OF LIGHT-HOUSES OCT 15 1912 DEPT OF COMMERCE AND LABOR

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT

Philadelphia, Pa., Oct. 14th 1912

OFFICE OF THE CHIEF CLERK RECEIVED OCT 17 1912 DEPT OF COMMERCE AND LABOR

THE COMMISSIONER OF LIGHTHOUSES:

The following named employee has been transferred as indicated, and entered upon duty at his new station on ~~the date stated:~~ October 8, 1912.

Name, Milton A. Duffield — Position, 2d Assistant Keeper #45c.

From FourteenFoot Bank Lt.Sta.,Del. — To Elbow of Cross Ledge Lt.Sta.,N.J.

Previous incumbent, John Anderson

Services terminated, October 7, 1912 — Reason, Transferred to 2d Asst.Kpr., at Fourteen Foot Bank Lt.Sta.,Del.

Reported B.L. 10/16/12

CHIEF CLERK FORWARDED TO OCT 17 1912 APPTS. COMMERCE AND LABOR

RECEIVED OCT 17 1912 9.46 COMMERCE AND LABOR

11—4598

CARDED.

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 16 1912

Respectfully submitted to the Secretary of Commerce and Labor for his information.

J Conway

Acting Commissioner

10-17-12

APPOINTMENT DIVISION REPORTED OCT 17 1912 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

Form 111

for

OFFICE OF DISBURSING CLERK RECEIVED OCT 1912 DEPT. OF COMMERCE AND LAB.

OFFICE OF INSPECTOR 4TH L.H. DIST. OCT 7 1912 PHILADELPHIA, PA.

BUREAU OF LIGHT-HOUSES OCT 8 1912 DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Carded in Disbursing Office.

I, Milton A. Duffield

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.

Milton A. Duffield
(Appointee signs here.)

(Affix Official seal here.)

[2] Sworn to (See below.) and subscribed before me, this [3] Third day of October, A. D. 1912.

[4] (Name) Edwin F. Wood

(Official title) Notary Public.

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
2nd Assistant Keeper	$456. p.a.	Fourteen Foot Bank Light Station, Del.

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

(Original appointment)

DIVISION OF APPOINTMENTS RECEIVED OCT 11 1912 DEPT OF COMMERCE AND LABOR

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., (Address.), October 7, 1912. (Date.)

The above-named appointee entered upon duty on September 14, 1912. (Date.)

Roux
(Signature, followed by title.)
Inspector, 4th L.H. District.

CARDED.

[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 after the 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, 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. 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.

Failure to fill out this oath properly will result in its return for correction.

Eat. + noted 10/3/12 M

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

September 9, 1912.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. ....., and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

CARDED.

CHANGE REPORTED OCT - - 1912 C. S. COMMISSION

APPOINTMENT DIVISION. REPORTED SEP 10 1912 DISBURSING CLERK DEPT. OF COMMERCE AND LABOR

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

F
D

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Furman L. Fenton.
Legal Residence: Delaware.

11—1394

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

HFM
1 Incl.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., Sept. 6th, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Probationary appointment.

Name, Milton A. Duffield Legal residence, Delaware

Position, 2nd Assistant Keeper Salary, $456. p.a.

Location, Fourteen Foot Bank Light-Station, Del.

Effective September 10,1912, or/~~on the actual date of entrance on duty~~ as soon thereafter as he enters on duty.

Former position, x x x x x Former salary, x x x x

Location, x x x x x x x

Rank in list of eligibles, 1 Rating, Kpr.&.Asst.Kpr Percentage, 93.2

Other eligibles considered, George B. Button, (declined) and Gustave A. Lohse, Jr. (Failed to reply)

Letters of declination inclosed, George B. Button.

Previous incumbent, Furman L. Fenton Services terminated, Sept.1, 1912.

Reason, Transferred to 2nd Asst.Kpr,Ship John Shoal Lt.Sta.- See Form 73a forwarded to Bureau this day. 9/9/12

Remarks: To be paid from "Salaries of Keepers of Lighthouses." There are no members of family in service.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

1 inclosure

SEP 7 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

9-9-12

11—2314

J S Conway
Acting Commissioner

STANDARD FORM (PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Duffield, Milton A. (Mr.)	5-2-1877	19	8-27-48

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
AMENDMENT Retirement (Optional)	Since 9-30-43	

FROM		TO
Keeper Range $1320-1680) Plus $1560 per annum) $240 p.a. Otrs. U. S. Coast Guard New York, N. Y. New Castle Front Range Lt. Sta., Sol [ ] FIELD [X] DEPARTMENTAL	8. POSITION TITLE 9. SERVICE, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPT'L	U. S. COAST GUARD RECEIVED SEP 1 1948 Civilian New York 4, N. Y. [ ] FIELD [ ] DEPARTMENTAL

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1149.30 to $1329.30, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 30 years, 9 months, 28 days.

Computation: ($1772.40 x 30.0000 ÷ 40) = $1329.30

14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							
X											

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: Civilian Employees, CG TO:	LR 6-20-18		Delaware

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765089

FORM 2249

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 23 August, 1943

Name: Duffield, Hilton A. Mr.

From: U. S. Coast Guard

Bureau No.:

Retirement, voluntary

Effective: Close 30 September, 1943

	FROM	TO
Position	Keeper	
Grade	Field (Range $1320-1680)	
Salary	$1560 p.a. plus $240 p.a. t.r.a.	
C. S. C. No.	7062	
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Philadelphia, Pa.	
Post of Duty	New Castle Front Range Lt.Sta.Del.	
Appropriation	Civilian Employees, C. G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1149.30.

Justification:

Total Service: 30 years, 9 months and 28 days

Computation: ($1532.40 x years 30 ÷ 40) $1149.30

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-2-1877

LEGAL RESIDENCE: Delaware

SEX: Male

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 6-20-1918

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

NAVY DEPARTMENT
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Name Milton Austin Duffield Date of birth May 2, 1877

Designation Keeper, New Castle Range Front Light Station

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							In a leave with
Marine Corps							pay status for
Civilian employment							six hours and
Former Lighthouse Service and Coast Guard	9	14	1912	9	27	1943	fifteen minutes on 9-28-1943. Tour of duty based on eight hour day and a 44 hour week.
Total service			31 years, 0 months, and 14 days.				

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	9	28	1938	9	27	1939		1500.	1500.00
Keeper	9	28	1939	9	27	1940		1500.	1500.00
Keeper	9	28	1940	9	27	1941		1500-60.	1542.00
Keeper	9	28	1941	9	27	1942		1560.	1560.00
Keeper	9	28	1942	9	27	1943		1560.	1560.00

Total compensation for last five years of active service ---------- 7662.00

Average compensation for last five years of active service ---------- 1532.40

Annual rate of retired pay ($ 1532.40 × years 30 (Not exceeding 30) ÷ 40) = $1149.30

U. S. GOVERNMENT PRINTING OFFICE 11—10551

Form 9

~~NAVY DEPARTMENT~~
~~DEPARTMENT OF COMMERCE~~
~~LIGHTHOUSE SERVICE~~
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

~~Superintendent of Lighthouses,~~
District Coast Guard Officer
Fourth Naval District

Philadelphia, Pa.
(City)

Date 5 May, 1943

I hereby apply for retirement from active duty in the Lighthouse Service effective close of 30 September, 1943 on the basis of service shown hereon.

Milton A. Duffield

MILTON A. DUFFIELD
(Name)

Keeper, New Castle Front Range Light Station
(Designation)

~~OFFICE OF SUPERINTENDENT OF LIGHTHOUSES~~
District Coast Guard Officer

City Philadelphia, Pa. *Date* .....

~~Commissioner of Lighthouses~~
Commandant

Submitted to ~~Commissioner of Lighthouses~~, Washington, D. C., recommending retirement at $ 1149.30 per annum, effective at the close of 30 September, 1943.

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.

J. F. Jacot
By direction

~~Superintendent of Lighthouses.~~

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, ...

Submitted to the Secretary of Commerce, recommending approval.

Commissioner of Lighthouses.

FOR USE OF DEPARTMENT

11—10551

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 31 March, 1943 based on performance during period from 1 April, 1942 to 31 March, 1943

DUFFIELD, Milton A. (Name of employee) — Keeper (Title of position) — NAVY (Bureau)

U. S. Coast Guard (Division) — New Castle Range Lt. Sta. (Section) — (Subsection or unit) — Philadelphia, Pa. (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? 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.
√ (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

OK 4

	Adjective rating	Numerical rating
Rating official	G	6
Reviewing official	G	6

1560

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

Rated by D. J. Lucinski (Signature of rating official) — Lieutenant Commander (Title) — 4-6-43 (Date)

Reviewed by E. A. COFFIN (Signature of reviewing official) — Captain (Title) — 5/5/43 (Date)

Rating approved by efficiency rating committee 5/14/43 (Date) — Report to employee Good (Adjective rating) — 6 (Numerical rating)

16—26177-1

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

4-30-42

REPORT OF EFFICIENCY RATING

REGULAR (X); 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

Milton A. Duffield (Name of employee) | Keeper (Title of position) | Navy Department (Bureau)

Coast Guard (Division) | New Castle Range Light Station (Section) | (Subsection or unit) | Philadelphia (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? 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.
√ (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	G	6
Reviewing official	G	6

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

Rated by D. J. LUCINSKI (Signature of rating official) m Lieutenant (Title) 4/6/42 (Date)

Reviewed by E. A. COFFIN (Signature of reviewing official) Captain. (Title) 4-10-42 (Date)

Rating approved by efficiency rating committee 4-30-42 (Date) Report to employee Good (Adjective rating) 6 (Numerical rating)

16—26177-1

Form 3200
U.S. Civil Service Commission

1320-1680
1560

nonsupervisory

SERVICE RATING FORM

Name **DUFFIELD, Milton A.** Department **Treasury**

U. S. Coast Guard (Bureau) **Philadelphia District** (Division) **New Castle Range LightStation** (Section)

On lines below mark employee

✓ if neitherweak nor strong point
− if weak point
+ if strong point

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in italics
3. Mark supervisory employees on all elements.

In boxes below rate employee

1 or 2	Excellent
3 or 4	Very good
5 or 6	Good
7 or 8	Fair
9 or 10	Unsatisfactory

I. QUALITY OF PERFORMANCE — Rating Officer: 6 — Reviewing Officer

✓ (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.
( ) Effectiveness in getting good work done by his unit.

II. PRODUCTIVENESS — 6

Base rating primarily on element (a), if know, otherwise on (b) and (c)

(a) Amount of work accomplished
✓ (b) Application of time, interest and energy to duties; industry
✓ (c) Promptness in completing assignments; speed
(d) _____
(State any other elements of this class considered)

III. QUALIFICATIONS SHOWN ON JOB — 6

✓ (a) Knowledge of duties and related information
✓ (b) Ability to learn and to profit from experience
✓ (c) Judgment, sense of proportion, common sense
✓ (d) Initiative and resourcefulness
✓ (e) Cooperativeness; ability to work with and for others
(f) _____
(State any other elements of this class considered)
(g) Effectiveness in developing and training employees
(Custodial only) Ability to perform such physical work as the job requires

Sum of ratings 18

Rated by **D. J. LUCINSKI** **9/9/41** (date)

Reviewed by **E. A. COFFIN** **9/15/41** (date)

Do you, on the whole, consider the department and attitude of this employee toward his work to be satisfactory?

Yes
(Yes, no, or fairly so)

CONDUCT REPORT

(This space to be used in case the question regarding the employee's attitude and department has been answered "No" or "Farily so." In such a case, give a full statement of the particulars in which the employee's conduct has been unsatisfactory.)

U.S. COAST GUARD
RECEIVED
JUL 10 1941
PHILA. DISTRICT

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, MILTON A. DUFFIELD, do
(Name in full, printed or typed)
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.

Milton A. Duffield
(Signature of Employee)

Subscribed and sworn to before me this 28 day of June, 1941 at New Castle, Delaware.
(City or place) (State)

(SEAL)

George A Pedrick
Notary Public

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 10

TO:

Date Prepared January 9, 1941.

Name: Duffield, Milton A.

From: U. S. Coast Guard

Bureau No:

U.S. COAST GUARD
RECEIVED
FEB 13 1941
PHILA. DISTRICT

Promotion

	FROM	TO
Position		Keeper
Grade		Field (Range $1320-1680)
Salary	Field (Range $1320-1680) $1500 p.a. plus $240 p.a. Stre.	$1560 p.a. plus $240 p.a. Stre.
Bureau or Div.		
Organizational Subdivisions		U. S. Coast Guard
Headquarters		Philadelphia, Pa.
Post of Duty		New Castle Range Frt.Lt.Sta,Del.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since July 3, 1930.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 5-2-1877

LEGAL RESIDENCE: Del.

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

41641

SUBORDINATE ADMINISTRATIVE OFFICE

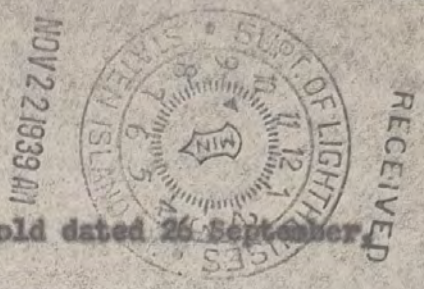
UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL NOTIFICATION

To: Duffield, Milton A.

From: U. S. Coast Guard

This is to notify you of the following personnel action:

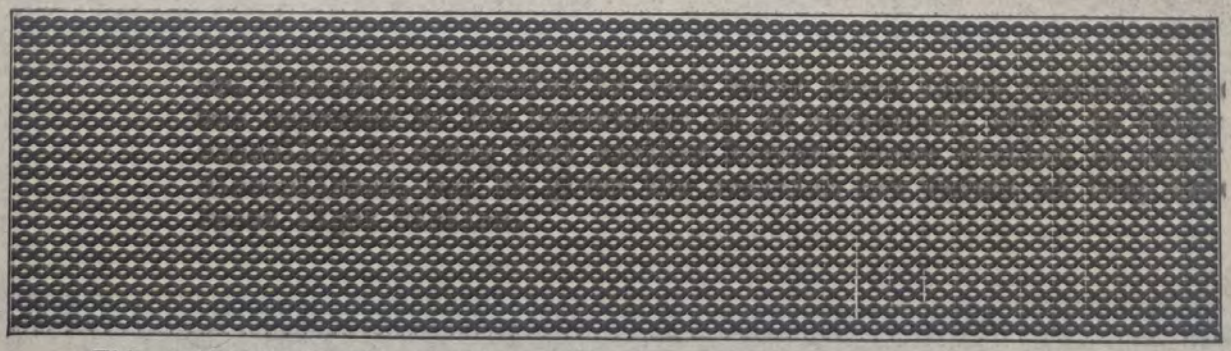


Cancellation of Fanfold dated 26 September, 1939.

	FROM	TO
Position	Keeper	
Grade	Field (Range $1260-1620)	
Salary	$1440 p.a. plus $240 Qtrs.p.a.	
Bureau	U. S. Coast Guard	
Office	Philadelphia, Pennsylvania	
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	
Post of Duty	Deep Water Pt. Front Lt. Sta.N.J.	
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	
Allotment		
	FIELD ☒ DEPRTMTL. ☐	FIELD ☐ DEPRTMTL. ☐

EFFECTIVE:

Remarks:



This notification is subject to the provisions on the reverse hereof, when applicable.
By direction of the Secretary of the Treasury.

Respectfully,

DIRECTOR OF PERSONNEL

This letter, while evidencing an official action as of the date thereof, is not to be accepted as a credential for operating. Any person approached by the holder is entitled, on demand, to view his regular departmental credential in the form of a badge or current identification card.

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

10

E PREPARED: 15 November,1939
BUREAU NO. Lt. 0477

PERSONNEL ACTION

JOURNAL PAGE: 195

Name: Duffield, Milton A.

DATE OF BIRTH:

From: U. S. Coast Guard

LEGAL RESIDENCE: Delaware

VETERANS' PREFERENCE

NOV 22 1939 RECEIVED

Nature of Action:

Cancellation of Fanfold dated 28 September, 1939.

NATURE OF POSITION
NEW:

	FROM	TO
Position	Keeper	
Grade	Field (Range $1260-1620)	
Salary	$1440 p.a. plus $240 Qtrs.p.a.	
Bureau	U. S. Coast Guard	
Office	Philadelphia, Pennsylvania	
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	
Post of Duty	Deep Water Pt. Front Lt. Sta.N.J.	
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	
Allotment		

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE:

CIVIL SERVICE AUTHORITY:

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

EFFECTIVE:

DATE OF OATH:

Remarks:

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

Justification:

Mr. Duffield's transfer to Deep Water Front Light Station, which was approved by the Department on 28 September, 1939, is being cancelled in order that another keeper, whose station is being discontinued, may be given the position now vacant at Deep Water Front Light Station.

DATE APPROVED
11-16-39
DATE

SUBORDINATE ADMINISTRATIVE OFFICE

Form 73 a.

GI

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT.

Philadelphia, Pa., June 24, 19 39.

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about July 1, 1939
(See instructions on reverse side)

Name, Milton A. Duffield

Position, Keeper

From New Castle Range Front Light Station, Del.

To Deepwater Point Range Front Light Station, N.J.

Salary and range, $1500. p.a. (Range $1320. to $1680. p.a.)

Salary and range, $1500. p.a. (Range $1260. to $1620. p.a.)

Previous incumbent and pay, William Spear, $1500. p.a.

Services to be terminated, June 30, 1939

Reason, Recommended for retirement.

Family quarters are provided at both of the above stations.

For and in the absence of the Superintendent:

Goodman Isaac

Goodman Isaac
Chief Clerk

, 19

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

.....

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

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

ORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., June 24, 19 39.

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about July 1, 1939
(See instructions on reverse side)

Name, Milton A. Duffield

Position, Keeper

From New Castle Range Front Light Station, Del.

To Deepwater Point Range Front Light Station, N.J.

Salary and range, $1500. p.a. (Range $1320. to $1680. p.a.)

Salary and range, $1500. p.a. (Range $1260. to $1620. p.a.)

Previous incumbent and pay, William Spear, $1500. p.a.

Services to be terminated, June 30, 1939

Reason, Recommended for retirement.

Family quarters are provided at both of the above stations.

For and in the absence of the Superintendent:

Goodman Isaac

Goodman Isaac
Chief Clerk

The above-referred-to transfer became effective beginning with _____, 19
(Enter effective date in this space if transfer has been actually completed)

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

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

Form 73a

JAH
Pers.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., June 7, 1933.

COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on June 1, 1933.

Name, Milton A. Duffield. Position, Keeper.

From Finns Point Range Rear Lt.Sta.,N.J. To New Castle Range Front Light Station,Del.

Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1260--1620. Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1320--1680.

Previous incumbent and pay, Arthur W. Hopkins; pay, $1560.00 per annum plus $240 for qtrs.

Services terminated, May 31, 1933. Reason, Retired on account of disability.

G. W. HITCHENS

ACTING Superintendent, 4th Lighthouse District

, 19

The above-referred-to transfer became effective beginning with .....

.....

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

FILE COPY

Form 78.
GWH/H
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1933 MAY - 11 - AM 9:12 LIGHTHOUSES

SUPERINTENDENT OF LIGHTHOUSES MAY 1933 PHILADELPHIA

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT.

Philadelphia, Pa., May 9, 1933.
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, Milton A. Duffield.

Position, Keeper.

Location, New Castle Range Front Light Station, Del.

Effective, June 1, 1933.

Legal residence, Delaware.

Proposed salary, $1500.00 per annum.

Proposed range, $1320 to 1680 per annum.

Appropriation, Salaries, Keepers of Lighthouses.

[1] ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Former position, Keeper.

Former salary, $1500.00 per annum.

Location, Finns Point Range Rear Light Station, N.J. Former range, ~~$1260~~ to ~~1620~~ per annum. 1320 - 1680

Rank on eligible list, x x x Rating, x x 476 Percentage, x x , Other eligibles considered: Plus 240 qrs

x x x

Previous incumbent, Arthur W. Hopkins. Services terminated, on or about May 31, 1933.

Reason, To be retired on account of disability. Pay 1560

Members of family in Government service, None.

Date of birth, May 2, 1877.

Remarks: Quarters are furnished by Government for family at both New Castle Range Front and Finns Point Range Rear Light Stations. Value of quarters, $240.00 per annum, in addition to rates shown above.

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

Secretary, Civil Service District.

ACTING Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Form 73
GWH/H
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

PERMANENT 480/61

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., May 9, 1933.
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, Milton A. Duffield.

Position, Keeper.

Location, New Castle Range Front Light Station, Del.

Effective, June 1, 1933.

Legal residence, Delaware.

Proposed salary, $1500.00 per annum.

Proposed range, $1320 to 1680 per annum.

Appropriation, Salaries, Keepers of Lighthouses.

[1] ~~immediately or~~ or as soon thereafter as he enters on duty.

Former position, Keeper.

Location, Finns Point Range Rear Light Station, N.J.

Former salary, $1500.00 per annum.

Former range, $1260 to 1620 per annum.

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

x x x

Previous incumbent, Arthur W. Hopkins.

Services terminated, on or about May 31, 1933.

Reason, To be retired on account of disability.

Members of family in Government service, None.

Date of birth, May 2, 1877.

Remarks: Quarters are furnished by Government for family at both New Castle Range Front and Finns Point Range Rear Light Stations. Value of quarters, $240.00 per annum, in addition to rates shown above.

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

G. W. HITCHENS

Secretary, Civil Service District.

ACTING Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

FILE COPY

JAH
Pers.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., April 18, 1933.
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, Milton A. Duffield.

Position, Second Assistant Keeper.

Location, Ship John Shoal Light Station, Delaware Bay, New Jersey.

Effective, May 1, 1933.

Former position, Keeper.

Location, Finns Point Range Rear Light Station, N.J.

Legal residence, New Jersey.

Proposed salary, ~~$1620.00~~ 1380 per annum.

Proposed range, ~~$1440 to 1800~~ 1200 - 1530 per annum.

Appropriation, Salaries, Keepers of Lighthouses.

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

Former salary, $1500.00 per annum.

Former range, ~~$1260 to 1620~~ 1320 - 1680 per annum.

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

x x x

Previous incumbent, Edwin F. Wilson.

Services terminate, on or about April 20, 1933.

Reason, To go on the new Lighthouse Tender WISTARIA as quartermaster. This position comes under Schedule "A", Subdivision 11, Section 5, of Civil Service Rules.

Members of family in Government service, None.

Date of birth, May 2, 1877.

Remarks: Quarters not furnished by Government for family at Ship John Shoal Light Station. Quarters are furnished for family at Finns Point Range Rear Light Station, making the keeper's total salary $1740.00 per annum, $240.00 being allowed for quarters.

allowed

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

Secretary, Civil Service District.

G. W. HITCHENS
ACTING Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

New Castle Front

Form 73

NOMINATION

JAH
Pers.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

PERMANENT 480 60

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., (City) April 18 (Date), 1933.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, Milton A. Duffield.

Position, Second Assistant Keeper.

Location, Ship John Shoal Light Station, Delaware Bay, New Jersey.

Effective, May 1, 1933.

Legal residence, New Jersey.

Proposed salary, $1680.00 per annum.

Proposed range, $1440 to 1800 per annum.

Appropriation, Salaries, Keepers of Lighthouses.

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

Former position, Keeper.

Former salary, $1500.00 per annum.

Location, Finns Point Range Rear Light Station, N.J. Former range, $1260 to 1620 per annum.

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

x x x

Previous incumbent, Edwin F. Wilson. Services terminated, on or about April 20, 1933.

Reason, To go on the new Lighthouse Tender WISTARIA as quartermaster. This position comes under Schedule "A", Subdivision 11, Section 5, of Civil Service Rules.

Members of family in Government service, None.

Date of birth, May 2, 1877.

Remarks: Quarters not furnished by Government for family at Ship John Shoal Light Station. Quarters are furnished for family at Finns Point Range Rear Light Station, making the keeper's total salary $1740.00 per annum, $240.00 being allowed for quarters.

allowed

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

G. W. HITCHENS

Secretary, Civil Service District.

ACTING Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

FILE COPY

Noted 8/19/30

PERMANENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

4480
59

SUPERINTENDENT OF LIGHTHOUSES
18 AUG 1930
PHILADELPHIA

July 3, 1930.

Milton A Duffield

Through the 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.

From: 1440

To: 1500

4th Keeper.

D PERMANENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

4180
AUG 58

July 1, 1928.

Mr. Milton A. Duffield,

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: $1380

To: $1440

11—9564

4

Form A-21

PERMANENT

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

480
57

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

M F. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1380 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. F. GARDNER

Acting Chief of Appointment Division.

11—8074

E
4th

PERMANENT

4480

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1925 FEB 5 PM 12 57

January 31, 1925.

FEB 6 1925 PHILADELPHIA

r. Milton A. Duffield,
M

Commissioner of Lighthouses,

Sir: Through the

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: $1320

Appropriations: Salaries, Keepers of Lighthouses.
4th General Expenses, Lighthouse Service.

JSJ

Jdl,

Form 73a

JAH
Pers.

REPORT OF TRANSFER OF APPOINTMENT

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., Fourth DISTRICT

Philadelphia, Penna., May 27, 1919.

#80
3-2

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 5, 1919.

Name, Milton A. Duffield. Position, Keeper.

From Finns Point Range Front Light Station, New Jersey. To Finns Point Range Rear Light Station, New Jersey.

Previous incumbent, Charles W. Norton.

Services terminated, on or about June 4, 1919. Reason, Exchange of positions.

T. J. ROUT

Philadelphia, Pa., June 16, 1919.

The above-referred-to transfer became effective beginning with June 4, 1919.

E. B. DORRY
Superintendent, 4th Lighthouse District

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

Entered 6/16/19

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

FILE COPY

Entered 11/16/18 DF

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 13, 1918.

PERMANENT

LIGHT HOUSES NOV 13 1918 3 52 PM

480 51

OFFICE OF SUPERINTENDENT 4TH L.H.DIST NOV 15 1918 PHILA., PA.

r. Milton A. Duffield,
M

Sir

Through the Commissioner of Lighthouses.

You are advised that your salary as keeper of the Lighthouse Service has been changed from $516 per annum to $540 per annum, effective November 1, 1918.

(The above rate includes longevity pay of $60.)

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.

F
Ho

E.O.D. 11/1/18

File

GEN[redacted]L APPOINTMENT-FIXED [redacted]E

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

PERMANENT

480
43

December 28, 1915.

Mr. Milton A. Duffield,
Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~, effective January 8, 1916, or as soon thereafter as you enter upon duty in the above-mentioned position.

(By transfer from keeper at $660 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Arthur W. Hopkins.
Legal Residence: Delaware.

E.O.P. 1/8/16

Ent'd 2/3/16.
Oath fwd. 2/3/16 [illegible]

No seniority card

11—1393

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

PERMANENT

480
42

December 27, 1915.

M. Milton A. Duffield,

Through the Commissioner of Lighthouses,

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Six Hundred and Sixty~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $624 per annum.)

By direction of the Secretary:

Respectfully,
(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Delaware.

11—1303

Ed'd 1/26/16
File Oath bond. 1/26/16.

GCW/c
#593.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

Milton A. Duffield,
hernia.

593
4180
27

September 8, 1915.

Commissioner of Lighthouses, Washington, D.C.

Lighthouse Inspector, Philadelphia, Pa.

Replying to the Bureau's letter of 7 August '15, referring to your Report of injury in the case of Milton A. Duffield, Keeper, Fourteen Foot Bank Light Station, Del., showing that Duffield contracted a hernia of the left groin while stowing away oil cases, necessitating the wearing of a truss.

I attach hereto a copy of an inquiry made by this office on 10 August '15 and of his reply dated 25 August '15. State whether or not the employee in question, in his present condition, is physically capable of performing the duties of his position.

On account of difficulty of communication, Mr. Duffield's reply has just reached this office.

In the absence and by direction of the Inspector:
Acting Commissioner Chief Clerk.

C

FILE COPY

McC-AEH.

Milton A. Duffield,
hernia.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

4869

OFFICE OF INSPECTOR
U.S.L.H. DIST.
AUG
10
1915
PHILADELPHIA, PA.

August 7, 1915.

Lighthouse Inspector, Philadelphia, Pa.

Referring to your Report of Injury in the case of Milton A. Duffield, keeper, Fourteen Foot Bank Light Station, Del., showing that Duffield contracted a hernia of the left groin while stowing away oil cases, necessitating the wearing of a truss.

State whether or not the employee in question, in his present condition, is physically capable of performing the duties of his position.

Acting Commissioner

OFFICE OF INSPECTOR
JUL 12 1915
PHILADELPHIA, PA.

480

Fourteen Foot Bank Light Station
July 1 — 1915

16

The Inspector 2d

I am making this report to inform you of an accident which happened to me on June 9th while in the discharge of my duties on Sta, while taking account of oil in the oil cellar, was stowing oil cases. When I was suddenly taken with a stinging pain in my left groin which become so painful that I was compelled to leave Sta, June 17th to consult a Physician who informed me, that I had ruptured my self. And ordered me a truss which I am wearing. of which feels very uncomfortable and give me quite a lot of trouble.

I remain yours.

Respectfully

M. A. Duffield Kpr.

Send a blank Roy

Dent Blank with [illegible]

480
25

GCW/S.

#480.

January 30, 1915.

Mr. Robert T. Blizzard,

Little Creek, Del.

Sir:-

Your bill against Milton A. Duffield was referred to him for comment. He states that the bill is due and that he will make every effort to pay it shortly. He agrees to pay you $3.35 out of his next pay check and expects to pay the balance of the account on the following month.

I trust this arrangement will be satisfactory to you.

Respectfully,

T. J. Rout.

Inspector.

FILE COPY

Form 111

GCW/C.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Milton A. Duffield,

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.

☞

(Appointee signs here.)

[2] Sworn to (See below.) and subscribed before me, this[3] day of

, A. D. 1912.

(Affix Official seal here.)

[4] *(Name)*

(Official title)

Official Title.	Rate of Pay.	Name of Station, Vessel, or Place of Employment.
First Assistant Keeper	$480.00 per annum	Elbow of Cross Ledge Lightstation, Del

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

(By promotion from second assistant keeper at $456.00 per annum.)

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., (Address.) November, (Date.)

The above-named appointee entered upon duty on November 1, 1912. (Date.)

(Signature, followed by title.)

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the 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, 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. 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.

Failure to fill out this oath properly will result in its return for correction.

552
XX

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

480

OFFICE OF INSPECTOR 6TH L. H. DISTRICT
OCT 28 1912
PHILADELPHIA, PA.

October 25, 1912.

Mr. Milton A. Duffield,
Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By promotion from second assistant keeper at $456 per annum.)

By direction of the Secretary:

Respectfully,

Entd. 10/28/12

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

FD

Appropriation:
Salaries, Keepers of Lighthouses.

Vice:
James W. Slaughter.

Legal Residence:
Delaware.

11—3692

File

Form No. 124.
March, 1911.

United States Civil Service Commission,

OFFICE OF INSPECTOR 4TH L. H. DIST. OCT 21 1912 PHILADELPHIA, PA.

Light house Service Dept. C. & L.
[Branch of service or department.]

488

[Name of city.] [State.]

6

....., 191

DECLARATION OF APPOINTEE.

This form must be executed by the appointee before he enters on duty. If the answer to question 14 includes two or more names, this form must be submitted by the appointing officer for approval before appointment may be authorized. ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON THE ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly.

QUESTIONS.	ANSWERS.
1. What is your full name?	Milton Austin Duffield
2. What was your age on your last birthday and what was the date of your birth?	35 May 2. 1877
3. Where were you born?	Cedarville New Jersey
4. What is your height?	5 Ft. 10 in.
5. What is your weight?	155
6. What were the names of the persons who signed the vouchers to your application?	Ethan J. T. Lowe, or Howard McGonigal
7. What were the subjects of your examination?	No.
8. Can you remember some of the words in the orthography exercise, if such an exercise was given? If so, give them.	No.
9. In what city or town, and in what building were you examined, and about how many persons were present?	No examination given person
10. Are you the identical person who filled out the application and took the examination for the place to which you have been appointed?	Yes.
11. Did you personally answer the questions in the examination without aid or assistance?	Yes
12. To what position have you been appointed? State the salary.	Fourteen Ft. 2 asst Kpr $4.56 p.a.
13. What was your post-office address, including street and number, on the date of your examination?	Little Creek.

14. Are any members of your family in the U. S. Government Service? Answer "yes" or "no" No If so, fill in the following blanks. If additional space is necessary use back of this sheet.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

15. Have any of the above-named persons entered the Government service since the execution of your application for examination? No If so, give the name of each such person

16. Will you inform yourself of and observe the provisions of the civil service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? Yes

I hereby certify that the answers to the foregoing questions are true in every particular.

(Sign your name here.) Milton A. Duffield.

(Give here your present post-office address, including street and number.) Little Creek.

(City and State.) Delaware.

The officer before whom the above certificate is made is requested to sign the following:

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty.

This is to be signed by an officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

The paper should be returned to Chief Clerk of bureau when completed.

6—2099

Julian Bacon
[Signature.]

Keeper
[Official title.]

File

553

PROBATIONARY APPOINTMENT

XX

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

480

4

September 9, 1912.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

(By selection from certificate No. ....., and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

F
D

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Furman L. Fenton.
Legal Residence: Delaware.

11—1394

Ent. 9/13/12 M
Oath fwd 10/7/12 M

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
FOURTH LIGHT-HOUSE DISTRICT

INDEX SHEET

FILE No. 480

SERIAL 1

SUBJECT MILTON A. DUFFIELD.

No.	DATE 1912.	FROM OR TO	NAME	SUBJECT MATTER
				Bank at $456 p. a.
1	9-6	to	Bu	Recommend probationary appointment as 2nd A.K. 14'
2	9-10	to	Bu	Recommendation on Form 73--request that matter be expedited.
3	9-13	to	Self	Dept. Letter appointing self as 2d A.K. transmitted.
4	9-9	fr	Bu to Self	Appointment as 2d A.K. at $480 per annum.
XX	10-4	to	Milton A. Duffield (See 522--494)	Report to Elbow of Cross Ledge for duty as 2d A.K.
5	10-8	to	Self	returned for correction. Declaration of Appointee and Personal Question Sheet
6	10-21	fr	"	Declaration of appointee
7	10-23	to	Bu	the position as Ist A.K. at station. Nomination for promotion made because no one desires
8	10-23	to	"	Ledge Lightstation. Nomination for promotion as ist A.K. at Elbow of Cross
9	10-25	fr	"	Appointment as First Assistant Keeper " " " "
10	10-28	to	Self	Appointment and oath of office transmitted.
11	1-13	f/t	Mrs. Ettie Duffield *	located. Check for Dec. pay not rec'd--Sent--advise if not
12	1-15	fr	Post Master-Little Creek	--Duffield's check not rec'd.
13	1-20	to	Self	Check for Dec. pay sent.
14	6-26	to	Bu	at Fenwick Island Light Station. Nominating M. A. Duffield for position of Asst. Keeper
15	7-1	f/t	Bu	Re nomination of Milton A Duffield.
16	7-9	to	Self	Fenwick Island Light Sta. Transmitting Department letter appointing him Asst.Kpr.
17	7-3	fr	Bu	at $480.00 per annum. General appointment to position of Assistant Keeper,
18	8-12	to	Bu	Light Sta. Nomination for position of Keeper, Fourteen Foot Bank
19	8-18.	to	Self	Fourteen Foot Bank Light Station. Transmitting Department letter appointing him Keeper of
20	8-26	t/f	M. A. Duffield	Re leaving Fenwick Island Lt. Sta. Aug. 29
21	8-15 1915	to	" "	General Appointment to position of Kpr. at $624. per a.
22	1-11	f/t	Robt. T. Blizzard	Bill owing him by Mr. Duffield. Requesting such bill.
23	1-12	fr	" " "	Transmitting bill claimed to be owing him by Mr. Duffield
24	1-15	to	Self	comment and return. Transmitting bill claimed to be owing Mr. Blizzard, for
25	1-30	to	Robt. T. Blizzard *	pay; balance the following month. Mr. Duffield will pay $3.35 onaccount of his bill next
xx	4-6	fr	Self (522-620)	or Delaware Breakwater Front. Will accept transfer to Kpr. of Elbow, Ship John.
26	7-1	fr	Self	Wearing truss as per physician's instructions. Reporting injury sustained while stowing oil cases.
27	9-8	f/t	Bu	tracting hernia. Reporting present condition of M. A. Duffield re con-
28	8-25	t/f	Self	Reporting condition after injury and physical capability.
29	9-11	f/t	"	ness. Also re furnishing substitute. Requesting doctor's certificate in connection with ill-
30	9-18	f/t	Dr. S. F. O'Day	field; also re contracting of typhoid, etc. Acknowledging certificate bearing on illness of Mr. Duf-
31	9-20	fr	" " "	Diagnosis of physical symptoms re illness of Mr. Duffield
32	9-28	t/f	Mr. Wenzell	his leave, etc. Duffield under treatment for typhoid.Regarding status of
33	10-12	fr	E.F.O'Day M.D.	Certificate re condition of Duffield past & present.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
FOURTH LIGHT-HOUSE DISTRICT

INDEX SHEET

FILE No. 480

SERIAL 2

SUBJECT MILTON A. DUFFIELD

No.	DATE 1915	FROM OR TO	NAME		SUBJECT MATTER
					to date of your illness, Sept. 5. paid
34	10-13	f/t	Self		No money can be advanced you. You have been in full
35	10-18	f/t	"		mainder of year you will paid for actual serv.only. You have had 72 daysleave during calendar year. For re-
36	10-29	fr	"	*	Transmitting doctor's certificate re his condition. Also transmitting doctor's certificate.
37	11-9	f/t	"	*	Re going back to station on Nov. 17 on tender Iris, etc.
38	12-21	to	Bu		$624. to $660. Increase of pay as keeper, 14 Ft. Bank recommended - Kpr. Deep Water Pt. Rear.
39	12-21	to	Bu	*	Nomination for transfer, reduction and appointment to
40	1916 1-6	to	Self		of Deep Water Point Range Rear at $516. p.a. Transmitting Departmentletter appointing him keeper
41	1-17	to	Self		$660. p. a. Keeper, 14 Foot Bank. Transmitting Department letter increasing salary to
42	12-27-15	to	Self		Appointment-Keeper-$660.p.a. from $624.
43	12-28-15	to	Self		Appointment-Keeper-$516. p.a. from $660. per annum.
44	2-23	to	Self		Water Pt. Rear; on same day report to Finns Pt. Front. On 29 Feb. New keeper, Mr. James will report at Deep.
45	2-15	to	Bu		Front Light Sta. Report of transfer from Deepwater Pt. Rear to Finns Pt.
46	2-26	f/t	J. E. Beck	*	sickness. Claim for $17.03 - Duffield behind in payments due to
47	6-14	f/t	W. E. Wyatt	*	Mr. Duffield. Indebtedness of $4.98 - Matter has been referred to
48	1917 1-30	f/t	J. A. Tarburton		" Matter referred for comment and return.
49	1-30	to	Self		Judgment note. Please advise us fully in regard to it
50	2-6	f/t	J. A. Tarburton		Claim against self. Statement enclosed from above in regard to it, cannot interfere, etc.

Out

DUFFIELD, MILTON A.

DUFFIELD, MILTON A.

OUT FILES

Return to Civilian Personnel - Coast Guard - Field

Milton A. Duffield

Milton A. Duffield
(Out - Retired 9-30-43)

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA

Department of Commerce and Labor

LIGHTHOUSE SERVICE

TJR-HFM
Milton A. Duffield,
2 A.K.- 14 Ft.Bank.

Dep
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

Dept OK
MC 9/11

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

BUREAU OF LIGHT-HOUSES
SEP 11 1912
DEPT OF COMMERCE AND LABOR

Sept. 10, 1912.

COMMISSIONER OF LIGHTHOUSES:

Referring to nomination of Milton A. Duffield for 2nd Assistant Keeper at Fourteen Foot Bank Light Station, Del., forwarded on Form #73 under date of September 6, 1912, I would appreciate it very much if the matter can be expedited as much as possible.

Rout

Dickinson says appt has been made out and should come through tonight or in amt - 9-12-12
MCC

Miss Lee. says appointment was mailed Sept 12
File
MCC

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

HFM
1 Incl.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., Sept. 6th, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

BUREAU OF LIGHT-HOUSES
SEP 7 1912
DEP'T OF COMMERCE AND LABOR

Action proposed, Probationary appointment

Name, Milton A. Duffield — Legal residence, Delaware

Position, 2nd Assistant Keeper — Salary, $456. p.a.

Location, Fourteen Foot Bank Light-Station, Del.

Effective September 10, 1912, or/~~and thereafter as date of entrance on duty.~~ as soon thereafter as he enters on duty.

Former position, x x x x x — Former salary, x x x x

Location, x x x x x x

Rank in list of eligibles, 1 — Rating, Kpr.&.Asst.Kpr Percentage, 93.2

Other eligibles considered, George B. Button, (declined) and Gustave A. Lohse, Jr. (Failed to reply)

Letters of declination inclosed, George B. Button.

Previous incumbent, Furman L. Fenton — Services terminated, Sept.1 1912.

Reason, Transferred to 2nd Asst.Kpr, Ship John Shoal Lt.Sta.- See Form 73a forwarded to Bureau this day.

Remarks: To be paid from "Salaries of Keepers of Lighthouses." There are no members of family in service.

T. J. ROUT.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

1 inclosure

SEP 7 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

C

Acting Commissioner

APPOINTMENT DIVISION

Washington

September 9, 1912.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. ....., and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

Sept 14 1912

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

F
D

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Furman L. Fenton.

Legal Residence: Delaware.

11—1394

Form 73a

REPORT OF TRANSFER OF APPOINTEE

BUREAU OF LIGHT-HOUSES
HFM
OCT 15 1912
DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT

Philadelphia, Pa., Oct. 14th 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on ~~the date stated:~~ October 8, 1912.

Name, Milton A. Duffield — Position, 2d Assistant Keeper

From FourteenFoot Bank Lt.Sta.,Del. — To Elbow of Cross Ledge Lt.Sta.,N.J.

Previous incumbent, John Anderson

Services terminated, October 7, 1912 — Reason, Transferred to 2d Asst.Kpr., at Fourteen Foot Bank Lt.Sta.,Del.

T. J. ROUT

11—4598

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 16 1912

Respectfully submitted to the Secretary of Commerce and Labor for his information.

Acting Commissioner

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

BUREAU OF LIGHT-HOUSES
OCT 24 1912
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., October 23rd, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Promotion and appointment

Name, Milton A. Duffield Legal residence, Delaware

Position, First Assistant Keeper Salary, $480. p.a.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, N.J.

Effective November 1, 1912, or as soon thereafter as he enters on duty.

Former position, Second Assistant Keeper Former salary, $456. p.a.

Location, Elbow of Cross Ledge Light-Station, Delaware Bay, N.J.

Rank in list of eligibles, x x x Rating, x x x Percentage, x x x

Other eligibles considered, x x x x x

Letters of declination inclosed, x x x x x

Previous incumbent, James W. Slaughter Services terminated, October 16, 1912.

Reason, Resigned.

Remarks: To be paid from the appropriation, "Salaries of Keepers of Light-houses."

T. J. ROUT.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 24 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

Acting Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

October 25, 1912.

Mr. Milton A. Duffield,
Through
the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By promotion from second assistant keeper at $456 per annum.)

E.O.D. Nov. 1, 1912.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.
Chief of Appointment Division.

F
D

Appropriation:
Salaries, Keepers of Lighthouses.

Vice:
James W. Slaughter.

Legal Residence:
Delaware.

11—3692

OCT 26 1912

Form 73

GCW/C
$480.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT JUN 27 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

7-3-14 Tel 4

SPECIAL.

Philadelphia, Pa., June 26th, 1914.
(City.) (Date.)

OFFICE OF INSPECTOR 4th DIST. JUL 1 1914 PHILADELPHIA, PA.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and appointment.

Name, **Milton A. Duffield,** Legal residence, **Delaware.**

Position, **Assistant Keeper** Salary, **$480.00 per annum.**

Location, **Fenwick Island Light Station, Del.** Appropriation, **"Salaries, Keepers of Lighthouses."**

LIGHT JUL 2 1914 HOUSE

Effective **July 1, 1914,** *2 {~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, First Assistant Keeper Former salary, **$480.00 per annum.**

Location, **Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.**

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

Previous incumbent, Alva F. Stites Services terminated, **June 30, 1914.**

Reason, **Promoted and appointed Keeper of Fenwick Island Light Station, Del., effective July 1, 1914.**

Relatives in Government Service, x x x

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector

Chief Clerk.

Secretary. Civil Service District.

*Changed in Bureau.

HRW-McC.
One incloaure.

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 2 - 1914

Submitted to the Secretary of Commerce, approved.
Attention is invited to inclosed correspondence between this office and the Fourth Inspector in regard to this case.

Acting Commissioner

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

11—2314

HRW-HcC.

June 29, 1914.

Subject: M.A. Duffield and Earle T.Muncey, nominations.

Returned to Lighthouse Inspector, Philadelphia, Pa., inviting attention to the fact that this proposed transfer involves a decrease in title. If this transfer is desired by Duffield and he has submitted written application for same, forward copy of such application to the Bureau. If not requested by Duffield, make statement giving the reasons upon which your recommendation is based, and whether or not the transfer is agreeable to Duffield. It is noted that Fenwick Island Light Station is on shore, while Elbow of Cross Ledge Light Station is off shore, and it is assumed that Duffield would desire the station on that account.

See page 119 (bottom) of the Regulations, 1911, and page 120 (top) thereof.

Acting Commissioner.

4th Inspector's indorsement of July 1,1914, returning Bur

indorsement of June 29.

Philadelphia, Pa., July 1, 1914.

Nominations are returned with the statement that this office construed the transfer of Mr? Duffield as coming under the provisions of par. 1 page 120, Regulations 1911, carrying with it an increase of pay, in the shape of quarters for family and an allowance of coal and wood.

Nevertheless, Mr. Duffield was consulted by telephone and the nomination was made with his entire approval and consent. He was directed to make preparations at once for the transfer and should arrive at Fenwick Island Station on July 1 or 2. This action was necessary as after June 30 this important coast station would otherwise have been without a second keeper to stand the alternate watches.

In this office, (the pay being the same) Assistant Keepers and 1st Assistant Keepers have always been considered equal in rating.

(Signed) Rout

Prom sent D
Sept July 2, 1914, in order D.
obtain action on July 2, if
practicable

McC

Washington D C July 3 1914

Lighthouse Inspector Philadelphia Pennsylvania

Duffield Muncey Thompson appointed effective today or entrance hereafter See your nominations twenty sixth thirtieth

Putnam

File under Milton A. Duffield

Commissioner

JC

Today's journal

Ret'd Phila. J. 7/ 3/14 11:34 FCR

L

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JUL6 1914
HOUSES

July 3, 1914.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from first assistant keeper at $480 per annum.)

E O D July 3, 1914.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Alva F. Stites.

Legal Residence: Delaware.

11—3692

JUL 6 1914

Form 73

Nov.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES AUG 13 1914

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., (City.) August 12th (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

Name, Milton A. Duffield — Legal residence, Delaware.

Position, Keeper. — Salary, $624.00 per annum.

Location, Fourteen Foot Bank Light Station, Delaware Bay, Del. — Appropriation, "Salaries, Keepers of Lighthouses."

Effective September 1, 1914. ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Former position, Assistant Keeper — Former salary, $480.00 per annum.

Location, Fenwick Island Light Station, Delaware.

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

Previous incumbent, Charles L. Gray — Services terminated, August 31, 1914.

Reason, Nominated for transfer to Asst.Keeper, Fenwick Island Light Station, Del., effective on or about Sept. 1, 1914.

Relatives in Government Service, x x x x

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

In the absence and by direction of the Inspector:

Chief Clerk.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
AUG17 1914
HOUSES

August 15, 1914.

Mr. Milton A. Duffield,
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 Six Hundred and Twenty-four dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $480 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Acting Chief of Appointment Division.

M
C

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Charles L. Gray.
Legal Residence: Delaware.

11—3692

AUG 17 1914

END Sept 1, 1914.

McC-AEH.

Milton A. Duffield,
hernia.

August 7, 1915.

Lighthouse Inspector, Philadelphia, Pa.

Referring to your Report of Injury in the case of Milton A. Duffield, keeper, Fourteen Foot Bank Light Station, Del., showing that Duffield contracted a hernia of the left groin while stowing away oil cases, necessitating the wearing of a truss.

State whether or not the employee in question, in his present condition, is physically capable of performing the duties of his position.

Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

GOV/C
#593.

Enclosure

Syrdr.
Engr. Corps
Mar. Engr.
Personnel
Accounts
Contracts
Civ. Cls.
Dr. Comar
Journal

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

September 8, 1915.

Pres for Bu LS
JRC Sep 9

Commissioner of Lighthouses, Washington, D.C.

Replying to the Bureau's letter of 7 August '15, directing a report on the present condition of Milton A. Duffield, for whom a report of injury was made -

I attach hereto a copy of an inquiry made by this office on 10 August '15 and of his reply dated 25 August '15.

On account of difficulty of communication, Mr. Duffield's reply has just reached this office.

In the absence and by direction of the Inspector:

Chief Clerk.

Bureau of Lighthouses, Washington.

September 13, 1915.

Referred to the Bureau of Labor Statistics in connection with Report of injury in this case.

Acting Commissioner.

Form "E".

(Note:- The reply to this memorandum is to be written on the lower portion of this sheet, using also the back if additional space is required. If certain work is ordered to be done, retain this sheet until the work is completed, then write the proper report hereon and mail this paper to this office. The duplicate copy is to be retained by you and properly filed for reference).

Inclosure

GCW/S.

Office of Inspector, 4th L.H.District,
Room 427 P.O.Bldg., Philadelphia, Pa.,
August 10, 1915.

Memorandum to Keeper, Fourteen Foot Bank Lt. Sta.

There is enclosed herewith copy of letter received in this office from Bureau in consequence of the report of injury sent in your case.

Please make full report in the space below as to your condition and physical capability since you were injured, for submission to the Department.

In the absence and by direction of the Inspector:
(Sgd) WENZELL
Chief Clerk.

* * * * * * * * * * * * * * *

Fourteen Foot Bank Light Sta.,

August 25, 1915.

The Inspector.

Sir: I have been performing my duties of sta., since I were injured, but not with the same ease or comfort as before, for I now find there are some of the work more difficult, such as working in boatswins chair, when sealing or painting caisson, or lifting, stooping or working bent over. It gives me trouble in keeping truss to its proper position especially when doing this kind of work. There are times that hernia gives me more pain and trouble than others. I am not able to do the same amount of work as before my injure. But I am trying to keep Sta. in first class order. I remain, yours,

Respectfully,

(Sgd) M. A. Duffield Kpr.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

GCW/S.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

Hydrog.
Engr. Cons.
Mar. Engr
Personnel
Accounts.
Contracts
Chief Clerk
Dep. Comm.
Records

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

SPECIAL

October 30, 1915.

Commissioner of Lighthouses, Washington, D. C.

The Bureau is informed that Milton A. Duffield, Keeper, Fourteen Foot Bank Lighthouse, now on sick leave and not in pay status, will not be able to return for duty for some time. Duffield left station at close of September 4. Up to this time he has been paid all salary and has had all leave due him.

Raymond E. Wilson, Temporary Laborer now on that station will be withdrawn for service under his regular appointment on Nov. 1, 1915.

On October 22, the Department extended the temporary position of laborer at Fourteen Foot Bank Station, Del. at $456. p.a. for a period not to exceed one month from October 28, 1915. Under this authority, another laborer might be selected, but it is found impracticable to obtain a suitable person at $38.00 per month unless ration is included. This small pay causes difficulty over mess accounts. The temporary man eats rations belonging to the other keepers and either does not pay for them or settles after prolonged controversy, his pay check being held up meanwhile.

It is seldom possible to obtain for temporary lighthouse duty any man who can command $8.00 per week on shore. We must take densely ignorant laborers or men of irregular habits, who cannot get living wages in their own neighborhoods. This is not advantageous to the Government, as such men cannot handle the lights and fog signals with sufficient skill to make their employment an economical proposition.

It is earnestly recommended that a new authority be issued to cover the employment of an acting assistant keeper with ration at Fourteen Foot Bank Light Station in lieu of the authority for temporary laborer already issued under the provisions of Par. 440, Regs. 1914. As these positions are only recommended where a regular keeper is not in a pay status, they involve no extra expense to the Government, and the little saving effected by cutting off the ration is more than neutralized by the inefficient service performed by the only kind of men we are able to procure at the authorized wage.

T. J. Rout.

McC-AEH.

November 1, 1915.

Subject: 4th Inspr's letter, Oct. 30, 1915, additional second assistant keeper, Fourteen Foot Bank L.S., Del.

Returned to Fourth Inspector, it being noted that Milton A. Duffield, keeper, Fourteen Foot Bank Light Station, Del., is now on sick leave and not in a pay status, will not be able to return to duty for some time and has exhausted his allowance of leave. Your recommendation for the authorization of an acting assistant keeper, with ration, at this light station, in lieu of a laborer, without ration, is also noted.

Recommendation for a definite period of leave without pay in the case of Duffield should have been submitted in advance and received the approval of the Department before the taking thereof. Be guided in future, similar cases. Submit recommendation for leave without pay in the case of Duffield to cover the probable time that he will be absent. You do not state the nature of Duffield's illness, but if it is due to the hernia of the left groin contracted by him while stowing away oil cases at the station (or to any other injury received in the line of duty), it would appear that Duffield has a right to file claim for compensation and have the case passed upon by the Department of Labor, in which event it would be incumbent upon you to so advise him. If such a claim is proper and is submitted and approved by the Department of Labor, you should credit Duffield with whatever annual leave with pay you have charged him with, and he should be also paid for the period he has been in a nonpay status. In this connection see the Decisions of the Comptroller of the Treasury, page 394, Volume XV. The Department would be asked to cancel the authority which the Bureau proposes to recommend for leave without pay in this case, should a claim be submitted and approved.

It is noted from your letter of September 24, 1915, which accompanied nomination of the same date, that the employment of Raymond B. Wilson was required on account of the illness of the keeper and injury to the first assistant keeper, Freddie C. Hill, who was injured while on duty at the station. If Hill also was absent from the station more than 15 days, it would appear that he too would be entitled to file a claim for compensation and have his claim passed upon by the proper authorities.

It appears to the Bureau that during the time Duffield is absent, the other keeper or keepers of the station should be entitled to receive the benefit of a temporary promotion to the grade higher. It is desired that you give consideration to this matter, and if you think such action is desirable, submit recommendation for the

authorization of the temporary positions of additional keeper and additional first assistant keeper, naming the approximate period. Upon the return of the keeper, you could submit recommendation for restoration of the incumbents of the additional positions to their regular positions.

Your recommendation that an additional assistant keeper be authorized for this station, with ration, instead of a laborer, without ration, is favorably considered by the Bureau, and in the event of the temporary promotions above recommended, you would be free to temporarily fill the position of second assistant keeper at the station, and recommend the appointment of a person thereto.

No action will be taken in this case until the receipt of your reply hereto.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

GCW/C

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT
NOV 3 1915
HOUSES

Hydrog.
Engr. Cons
Mar. Engr
Personnel
Accounts
Contracts
Chf. Clk.
Dep. Commr
Commr.

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

November 2, 1915.

Commissioner of Lighthouses, Washington, D.C.

Replying to the second paragraph of Bureau's letter of 1 November '15, re leave status of Duffield, the Bureau is informed that Duffield is convalescing from typhoid fever and was expected to return to duty on November 1st, but has not yet recovered sufficiently.

Leave without pay is hereby requested from September 5th to November 30th inclusive, subject to later adjustment if the facts should so require.

Referring to 3rd paragraph of Bureau's letter re injury to First Assistant Hill, he is entitled to file a claim for compensation and the papers are in course of preparation.

It is recommended that the temporary positions of additional keeper at $624.00 per annum and additional First Assistant Keeper at $480.00 per annum for Fourteen Foot Bank Light Station, Delaware Bay, Delaware, be authorized, and the nominations of Joseph and Tessadri for temporary promotion to these positions are enclosed.

The nomination of Mr. Harold Hitchens, an eligible, for the position of temporary Second Assistant Keeper has been filed with the Secretary, 3rd Civil Service District, for approval and forwarding.

All these changes are recommended to become effective on or about November 4th, and continuing until about November 30th inclusive, pending return of Keeper from sick leave, and telegraphic notice of approval is requested.

T. J. Rout

McC-A.M.
Set inclosures.

November 3, 1915.

11-4-15 Jdc 4

Subject: Copy 4th Inspr's letters, Oct.30 & Nov.2,1915, & Bu indors., Nov.1,1915, re addn asst. kpr., 14 Ft.Bank L.S., Del.

Submitted to Secretary of Commerce with recommendation that Milton A. Duffield, keeper in the Lighthouse Service, assigned to duty at Fourteen Foot Bank Light Station, Del., be granted not to exceed three months leave without pay, effective beginning September 5, 1915, by reason of personal illness.

It is also recommended that the additional position of keeper of Fourteen Foot Bank Light Station, Del., at $624 per annum be authorized, to continue for a period not to exceed one month, effective on the date the person to be appointed thereto enters on duty. In this connection attention is invited to nomination submitted to the Department today for the temporary promotion thereto of Chester P. Joseph, the first assistant keeper of this station. Attention is also invited to nomination of today for the temporary promotion of Scipio Tessadri to the position of first assistant keeper, vice Chester P. Joseph. The Inspector will be directed to make appropriate recommendation in due time for the reappointment of Joseph and Tessadri to their respective positions of first assistant keeper and second assistant keeper, when Duffield is able to resume his duties as keeper; and also recommendation for the extension of leave without pay of Duffield and extension of these temporary appointments in case Duffield is unable to return to duty before the expiration thereof.

It is further recommended that the Department authorize the temporary assignment to duty of Harold Hitchens as second assistant keeper of Fourteen Foot Bank Light Station, Del., vice Scipio Tessadri, temporarily promoted, provided the district secretary approves and he has not two or more members of his family in the Government Service. The usual nomination will be submitted to the Department when received, at which time formal appointment may be issued.

It will be noted from the correspondence that, owing to local conditions, the Inspector was unable to secure a laborer without ration for this station, as required by the Regulations, 1914, par. 440 (2d par.) where practicable.

It is recommended that the Department action in this matter be expedited, as the Inspector desires to assign these men to duty not later than November 4, 1915.

L

JDC
copy
TSC

McC

McC-AEH.

November 3, 1915.

Subject: Copy Bureau indorsement to Department, Nov. 3, 1915, re additional asst. keeper, 14 Foot Bank L. S., Del.

Referred to Lighthouse Inspector, Philadelphia, Pa., for his information, guidance, and files. You will be advised in due time of the action taken by the Department.

If Duffied is unable to return to duty before the expiration of the period for which leave without pay has been requested, submit recommendation in due time for the extension thereof, as well as the extension of the temporary appointments of Joseph and Tessadri. Make appropriate recommendation at the proper time for the reappointments of Joseph and Tessadri to their respective, regular positions of first assistant keeper and second assistant keeper when Duffield is able to resume his duties as keeper.

It is not necessary to recommend the authorization of the additional position of first assistant keeper inasmuch as the position of first assistant keeper will be temporarily vacated upon the promotion of Joseph to the position of additional keeper.

In regard to the compensation of Freddie C. Hill, keeper of Reedy Island Range Front Light Station, etc., Lights, Del., if you have already granted him leave with pay during the period of his incapacitation, you should not, of course, pay him again in the event his claim for compensation is approved, but simply credit the leave which you have charged in his case, in accordance with the Decisions of the Comptroller of the Treasury, page 394, Volume XV.

C

Acting Commissioner

McC

Washington D C November 4 1915

Lighthouse Inspector Philadelphia Pennsylvania

Assign Hitchens Fourteen Foot ~~district secretary~~ Tessadri and Joseph temporarily promoted Duffield granted leave

Putnam

Commissioner

1SC

Asst Secy has approved

Sent Tel
Nov 5 1915
11.45 P.M.
gcd

MCS

LIGHT
NOV 5 1915
HOUSES

Hydrog.
Engr. Cons
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Comsr
Comsr.

November 5, 1915.

Commissioner of Lighthouses:

For the reasons set forth in the Fourth Inspector's letter of the 2d instant, and in accordance with the Bureau's recommendation of the 3d instant, the Department has granted three months' leave without pay to Milton A. Duffield, keeper of Fourteen Foot Bank Light Station, Delaware, effective beginning September 5, 1915.

In view of the foregoing, and in accordance with the Bureau's further recommendation, the Department has authorized the additional position of keeper of Fourteen Foot Bank Light Station, Delaware, at $624 per annum, for a period not to exceed one month, and has appointed Chester P. Joseph thereto, by temporary promotion from first assistant keeper, effective November 4, 1915, or as soon thereafter as he enters on duty. The Department has also temporarily promoted Scipio Tessadri from second assistant keeper to first assistant keeper, and has appointed Harold Hitchens as second assistant keeper for a period not to exceed one month, both to be effective November 4, 1915, or date of entrance on duty thereafter.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER
Chief of Lighthouses, Washington.

NOV 10 1915

To Lighthouse Inspector, Philadelphia, Pa.
for his information, guidance, and files of office. Ltr Brutan telegram of Nov. 4, 1915.

C-R

Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

GCW/S.

Hydros.
Engr. Cons
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chr. Clk.
Engr. Constr
Yeoman.

LIGHT HOUSES DEC 3 1915

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

December 2, 1915.

Commissioner of Lighthouses, Washington, D. C.

Referring to Bureau endorsement of 3 November '15, re leave of absence of Milton A. Duffield, Mr. Duffield reported for duty on 22 November '15. He was granted three months leave, without pay, effective September 5, 1915. Of this he used 2 months and 17 days, or from September 5 to November 21, inclusive.

The report of Mr. Duffield's return to station reached this office today, and I have this day reported the termination of the temporary appointments of Joseph and Tessadri as additional keeper and 1st assistant keeper, respectively, making renominations to their respective regular positions, effective 3 December '15. If the Department would approve, it would be entirely satisfactory to have Joseph and Tessadri re-appointed to their former positions as of 1 December '15, the services of Mr. Harold Hitchens in the temporary capacity of 2nd assistant keeper having terminated on 30 November '15.

In view of the difficulties of communication with the station, it was impossible to prevent the overlapping of the periods of service of the keeper and additional keeper.

In the absence and by direction of the Inspector:
G. Carleton Wensell
Chief Clerk

Bureau of Lighthouses, Washington
DEC 9 1915

Submitted to Secretary of Commerce for his information.

Nominations for the return of Joseph and Tessadri to their respective positions of First Assistant Keeper and Second Assistant Keeper, effective December 3, 1915, are today submitted to the Department.

Acting Commissioner.

7873

Form 73

NOMINATION

RJC.
Pers.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 28 1915

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., December 21st, 1915.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase of pay.

Name, **Milton A. Duffield,** Legal residence, **Delaware.**

Position, **Keeper.** Salary, ✓ **$660.00 per annum.**

Location, **Fourteen Foot Bank Light Station, Delaware Bay, Delaware.** Appropriation, **"Salaries of Keepers of Lighthouses."**

Effective **January 1st, 1916,** {~~the actual date of entrance on duty,~~ ~~or~~ ~~as soon thereafter as he can be spared~~}

Former position, Keeper. Former salary, **$624.00 per annum.**

Location, **Fourteen Foot Bank Light Station, Delaware Bay, Delaware.**

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

Previous incumbent, x x x x Services terminated, x x x x

Reason, x x x x

Members of family in Government Service, x x x x

Remarks: Recommendation made in accordance with Bureau letter of 17 Dec.'15. Nomination has been submitted for the transfer of Mr.Duffield to the position of Keeper, Deep Water Point Rge.Rear Lt.Sta., N.J., and the above recommendation is made to cover only the period between January 1st, 1916, and the actual date of entrance upon duty at Deep Water Point Rear, or until about January 7th, 1916, inclusive.

Selection regular, subject to the action of the
U. S. Civil Service Commission. , 191

T. J. Rout.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 23 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

APN 1173

Form 73

RJC.

Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

LIGHT HOUSES DEC 23 1915

Philadelphia, Pa., December 21st, 1915.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, reduction and appointment.

Name, Milton A. Duffield, Legal residence, Delaware.

Position, Keeper. Salary, $516.00 per annum.

Location, Deep Water Point Range Rear Light Station, New Jersey. Appropriation, "Salaries of Keepers of Lighthouses."

Effective January 8, 1916, ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper. Former salary, $624.00 per annum.

Location, Fourteen Foot Bank Light Station, Delaware Bay, Delaware.

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

x x x x

Previous incumbent, Arthur W. Hopkins, Services terminated, about January 7, 1916.

Reason, To be transferred to the position of Keeper, New Castle Range Front Lt.Sta., Delaware.

Members of family in Government Service, x x x x

Remarks: This is a transfer from Bay to shore station, and this recommendation will not be in violation of Section 2 of Civil Service Rule 1. Mr. Duffield's signed request for transfer is attached hereto.

Selection regular, subject to the action of the U. S. Civil Service Commission., 191

T. J. Rout.

Secretary, Civil Service District.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 23 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 27, 1915.

M. Milton A. Duffield,

Through the Commissioner of Lighthouses,

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~

in the ~~Lighthouse Service~~

at a salary of ~~Six Hundred and Sixty~~ dollars per ~~annum~~,

effective January 1, 1916.

(By increase in compensation from $634 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
M

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Delaware.

11—1303

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 28, 1915.

Mr. Milton A. Duffield,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~Keeper~~

in the ~~Lighthouse Service~~

at a salary of ~~Five Hundred and Sixteen~~ dollars per ~~annum~~,

effective January 8, 1916, or as soon thereafter as you enter upon duty in the above-mentioned position.

(By transfer from keeper at $660 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

E09
Jan 8, 1916.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Arthur W. Hopkins.

Legal Residence: Delaware.

11—1393

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

GCW/C.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT JAN 15 1916 HOUSES

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts
Contracts
Chf. Clk.
Dep. Supvr.
Constr.

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.
January 14, 1916.

OK Reprd

Commissioner of Lighthouses, Washington.

Referring to Report of Injury on Form C.A.-1 B, dated 3 August '15, in the case of Milton A. Duffield, wherein the Bureau directed further investigation -

The Bureau is now informed that Mr. Duffield has lost no time since he was injured and he now informs me that he was under no expense for medical service; the only charge being one of $2.50 for a truss which was fitted by the druggist of whom it was purchased.

I enclose herewith the receipted bill for this expense and recommend that reimbursement be made to Mr. Duffield to cover his expenditure.

Mr. Duffield has been transferred to a shore station with dwelling where the work will probably be easier than at a bay station, and it is possible that no claim for actual compensation will occur as the result of his injury.

I recommend, therefore, that the payment of the enclosed bill be authorized and that the matter be left in abeyance for the present.

T. J. Rout.

WPH-D
2 Inclosures.

Bureau of Lighthouses.
Jan. 18, 1916.

Returned approved.

1/11/16

113 W 25

Form 73a
RJC.
Pers.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 16 1916

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT.

Philadelphia, Pa., February 15th, 191 6.

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about March 1, 1916.

Name, Milton A. Duffield, Position, Keeper.

From Deepwater Point Range Rear Light Station, New Jersey. To Finns Point Range Front Light Station, New Jersey.

Previous incumbent, Mrs. Minnie Hann.

Services terminated, not later than Feb.29,'16. Reason, Close of temporary appointment.

T. J. Rout.

....., 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 17 1916

Submitted to the Secretary of Commerce for his information.

ABB

Acting Commissioner.

2

McC.

Reprimand.

December 6, 1916.

Mr. Milton A. Duffield,
Keeper, Finns Point Range Front Light Station, N.J.
(Through Lighthouse Inspector, Philadelphia, Pa.)

Referring to inspection of Finns Point Range Front Light Station on November 8, 1916, it was found that the station was in a dirty condition; that the lens was dirty and covered with dust; oil and rag were found on floor of lantern; both lamps were covered with oil, and flies were found in lantern; the journal failed to show any entries for absences during November, though you acknowledged such absences to the Inspector; it was also learned that it was difficult to obtain you at home. In this connection your attention is invited to the following paragraphs of the Instructions to Employees, 1915:

Par. 104, "General provisions regarding leave,"
" 115, relative to cleanliness of station,
" 138, and following, in regard to daily cleaning of lens and lanterns.

It is considered that you absent yourself from your station too often, and you are reprimanded for the derelictions of duty above complained of. You are instructed to bring your station up to the required standard and to comply with the instructions regarding leave. A further report and recommendation will be made in your case at an early date, at which time, if material improvement is not shown, more drastic action will be taken in your case.

The fact that you have been reprimanded will be noted on the records as part of your official history.

Bureau of Lighthouses, Washington
DECEMBER 6, 1916.

Submitted to Secretary of Commerce for his information.

Commissioner.

Acting Commissioner

Copy to 4th

Further report will be submitted to the Department in six months in this case.

HB-NDW

December 6, 1916.

SUBJECT: Copy Bureau letter of December 6, 1916, reprimanding Milton A. Duffield, Kpr. Finns Point Range Ft. Lt. Sta., N. J.

Referred to Lighthouse Inspector, Philadelphia, Pa., for his information and files. Submit further report and recommendation with regard to this keeper at the end of six months from date.

Acting Commissioner

See letter to Duffield
A mistake of Duffield
not mentioned to him

1113

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. lt. 458 Sheet No. 4 (b) - 22

Space reserved for the use of the Board

1. Duffield (Surname) Hilton (Given name) A. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Pinns Point Rear Light Station
(b) Subdivision
(c) City or town State

6. Pay roll title Light Keeper
7. Customary office title [illegible] Keeper
8. Present administrative allocation [illegible] 1560
9. Present gross rate of pay $ 1680 p.a.
10. Deduction for allowances $ 240 " "
11. Net rate paid in cash $ 1440 " "

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 Continuous m. to 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 (b) Amount of overtime pay in last 12 months —

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)
(c) How many?

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.
—

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.)
Follows printed instructions under general supervision.
D.E. Berry, Supt., Sheet No. 4(a)-1.

20. What is the name, official position, and sheet number of the employee's immediate superior?

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	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): —

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?

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	
10	Lighting and extinguishing light, repairs and adjustments and incidental attendance. Attend an incandescent oil vapor light in high tower.
8	Care of tower and grounds; cleaning, painting and repairing.
4	Getting mail and supplies.
78	Standing by for all other purposes.

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.

Milton A. Duffield.
(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.

Concur in description, which is very similar for all Keepers.

26. How long have the employee's duties been substantially as described above? Since appointment Sept. 14, 1912.

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.

Sept. 12, 1928 (Date) — C. Carleton Wensell, (Signature of Preparing Officer) — Chief Clerk. (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 $ 1260. to $ 1560. p.a.

Sept. 12, 1928 (Date) — B. B. [illegible], (Signature of head of field office or station) — Supt. (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 $ 1260, to $ 1560

SEP 25 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

May 2, 1933

Superintendent of Lighthouses, Philadelphia, Pa.

There is herewith returned your nomination of April 18 for the transfer of Milton A. Duffield from Finns Point Range Rear Lightstation to Ship John Shoal Lightstation, it being understood that you are submitting nomination for his transfer elsewhere.

The letter referred to in Bureau indorsement returning Form 80 for the discontinuance of Finns Point was not sent out.

For the Commissioner:

W. P. HARMAN

Administrative Assistant

Incl
H-M

cc

Understood you desired this P/S/.

In accordance with phone from Pinkham

O

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

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

1933 JUN - 8 - AM 11 : 34

May 12, 1933

Superintendent of Lighthouses, Philadelphia, Pa.

Your nomination of May 9 for the transfer of Milton A. Duffield from Finns Point Range Rear Lightstation at $1500 ($1260-$1620) to New Castle Range Front at $1500 ($1320-1680) is herewith returned. Inasmuch as no change in pay, designation or nature of duties is involved, the transfer may be effected without prior authority and the effective date reported on Form 73a, in duplicate. With respect to the range at Finns Point, Bureau records show that it is now $1320-1680.

For the Commissioner:

/s/ W. P. HARMAN

Administrative Assistant

Incls
H-M

Office Note:- Range at Finns Point Front - $1320-1680
" " Finns Point Rear - 1260-1620
Duffield at Finns Point Rear

- - - - - - - - - - - - -

JAH
To the Commissioner:

Office of Superintendent, 4th District,
Philadelphia, Pa., June 7, 1933.

Form 73a, in duplicate, is sent herewith, as directed.

Acting Superintendent of Lighthouses.

Form 73a

JAH
Pers.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pa., June 7, 1933.

COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on June 1, 1933.

Name, Milton A. Duffield.

Position, Keeper.

From Finns Point Range Rear Lt.Sta.,N.J.

To New Castle Range Front Light Station,Del.

Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1260—1620.

Salary and range, Salary, $1500 per annum plus $240 for quarters; range, $1320—1680.

Previous incumbent and pay, Arthur W. Hopkins; pay, $1560.00 per annum plus $240 for qtrs. (Lt.#476)

Services terminated, May 31, 1933.

Reason, Retired on account of disability.

G. W. HITCHENS

ACTING Superintendent, 4th Lighthouse District

, 19

The above-referred-to transfer became effective beginning with 6-1-33

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 12 1933

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 73 a

REPORT OF TRANSFER OF APPOINTEE

TREASURY DEPARTMENT

~~DEPARTMENT OF COMMERCE~~

~~LIGHTHOUSE SERVICE~~

UNITED STATES COAST GUARD

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, ~~DISTRICT~~

Philadelphia, Pa., 16 August, 1939.

From: Superintendent of Lighthouses, Philadelphia, Pa.
To: Commandant, via Commander, New York District.
~~COMMISSIONER OF LIGHTHOUSES~~

It is proposed to transfer the following-named employee as indicated, on or about 1 September, 1939.
(See instructions on reverse side)

Name, Milton A. Duffield Position, Keeper

From New Castle Range Front Light Station, Del. To Deepwater Point ~~Range~~ Front Light Station, N.J.

Salary and range, ~~$1500.~~ $1440 p.a. (Range $1320.-$1680.) Salary and range, $1500. p.a. (Range $1260.-$1620.)

$1440 gvo. $1440 gvo.

Previous incumbent and pay, William Spear, $1560. p.a.

Services terminated, 30 June, 1939 Reason, Retired.

Family quarters valued at $240. p.a. are provided at both of the above light stations.

G.W.Hitchens

, 19

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

#477

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

cancelled

For the Commissioner:

Chief of Personnel Division.

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

UNITED STATES TREASURY DEPARTMENT

WASHINGTON, D. C.

DATE PREPARED: 26 September, 1939

BUREAU NO. Lt. #477

9

PERSONNEL ACTION

Name: Duffield, Milton A.

From: U. S. Coast Guard

Nature of Action: Transfer

JOURNAL PAGE: T-78

DATE OF BIRTH:

LEGAL RESIDENCE: Delaware

VETERANS' PREFERENCE

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1320-1680)	Field (Range $1260-1620)*
Salary	$1500 p.a. plus $240 p.a. Qtrs.	$1440 p.a. plus $240 Qtrs. p.a.
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Philadelphia, Pennsylvania	Philadelphia, Pennsylvania
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	New York, New York
Post of Duty	New Castle Range Front Lt.Sta.	Deepwater Pt. Front Lt. Sta.
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	Sal., Kprs. of Lhs.,Coast Guard
Allotment		

NATURE OF POSITION

NEW:

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE: William Spear

CIVIL SERVICE AUTHORITY:

EFFECTIVE: E.O.D. FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks: No change will be made in this employee's total or gross compensation or in grade during the present fiscal year, owing to the prohibition in Section 10b of the Reorganization Act of 1939, on changes in compensation. For record purposes, however recommendation is submitted pursuant to Comp. Gen. B-3212 of August 22, 1939, to the Federal Security Agency.

DATE OF OATH:

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

Justification:

cancelled

DATE APPROVED

[redacted]

DATE

PERSONNEL FILES

OCT -7 1939

75

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
803 CUSTOMHOUSE
SECOND AND CHESTNUT STREETS
PHILADELPHIA, PA.

IN REPLY REFER TO
FILE NO.

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
PHILADELPHIA, PA.

6 October, 1939.

From: Coast Guard Representative, Philadelphia, Pa.
To: Commander, New York District.

Subject: HEIZMAN, Ferdinand; transfer of.

Reference: (a) Report of Board of Investigation, 18 July, 1939.
(b) Headquarters' letter 30 August, 1939, to Commanders of all Districts (CP 75).

Inclosure: 1. Nomination of subject-employee.

1. Inclosure (1) covering the transfer of subject-employee from Hereford Inlet Light Station, N.J., to Deepwater Point Range Front Light Station, N.J., is forwarded for signature and transmission to Headquarters.

2. Transfer will be without change of pay as required by Section 10b of the Reorganization Act of 1939 quoted in reference (b), and a new identical temporary additional position should be authorized until the close of the present fiscal year in accordance with paragraph (3) of reference (b).

3. Hereford Inlet Light Station will be made automatic upon the transfer of HEIZMAN as recommended on page 9 of reference (a).

4. This transfer is required by the public interest and authority for the transportation of household effects of this employee should be obtained from Headquarters.

D. J. LUCINSKI

75
NEW YORK DISTRICT.

1st Indorsement.

New York, N.Y.,
7 October, 1939.

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

1. Forwarded with inclosure for Headquarters' information and necessary action.

F.J. SEXTON,
By direction.

75

U. S. COAST GUARD
RECEIVED
OCT 12 1939
NEW YORK DISTRICT

75

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
803 CUSTOMHOUSE
SECOND AND CHESTNUT STREETS
PHILADELPHIA, PA.

TREASURY DEPARTMENT
~~DEPARTMENT OF COMMERCE~~
~~LIGHTHOUSE SERVICE~~
UNITED STATES COAST GUARD

IN REPLY REFER TO
FILE NO.

OCT 10 11 1939 RECEIVED TOMPKINSVILLE

U. S. COAST GUARD 4
REC'D OCT 16 1939 By

OFFICE OF SUPERINTENDENT, ~~LIGHTHOUSE~~
PHILADELPHIA, PA.

10 October, 1939

From: Coast Guard Representative, Philadelphia, Pa.
To: Commander, New York District.

Subject: Duffield, Milton A; appointment of.

Reference: (a) Letter from this office dated 6 October, 1939, re Ferdinand Heizman, (75).

Inclosure: 1. Personnel notification of transfer, Milton A. Duffield.

1. Inclosure (1) transferring subject-man from New Castle Range Front Light Station to Deepwater Point Range Front Light Station is returned for cancellation. Attention is invited to reference (a) recommending the transfer of Ferdinand Heizman ffom Hereford Inlet Light Station to Deepwater Point Range Front Light Station.

(D. J. Lucinski)
Assistant Superintendent
of Lighthouses
By direction.

75
NEW YORK DISTRICT.

1st Indorsement.

New York, N.Y.,
12 October, 1939.

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

1. Forwarded with inclosure for Headquarters' information.

F. J. SEXTON,
By direction.

CP 7

18 October, 1939.

From: Commandant
To: Commander, New York District

Subject: Milton A. Duffield and Ferdinand Heizman; transfer

Reference:
(a) Department notice of approval of transfer of Duffield
(b) Form 73 of 6 October, 1939, for the transfer of Heizman
(c) Letter of 6 October, 1939, from the district office
(d) Letter of 10 October, 1939, from the district office

While references (b) and (c) proposed the transfer of Heizman to Deep Water Point Front Light Station, no reference was made therein to the transfer of Duffield to that station, although cancellation of his transfer was recommended in reference (d).

If Duffield had requested the transfer to Deep Water Point and is desirous of accepting that assignment, it appears that his transfer could be carried into effect and Heizman given the resulting vacancy at New Castle Range Front Light Station. It is requested that consideration be given to this and a further report submitted to Headquarters.

It is requested also that district offices take into consideration the work and confusion in the maintenance of records which result from having transfers approved and then recommending their cancellation and try to avoid this where practicable. However, it is not to be inferred that transfers should be made which are not desirable and which would add unnecessary expense to the cost of maintaining the Service.

By direction,

C. H. JONES,
Chief Personnel Officer.

MAILED
OCT 21 1939
MAIL DESK

blm/sea

75

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75
ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
803 CUSTOMHOUSE
SECOND AND CHESTNUT STREETS
PHILADELPHIA, PA.

IN REPLY REFER TO
FILE NO.

U. S. COAST GUARD 4
REC'D OCT 30 1939 By

OFFICE OF SUPERINTENDENT
PHILADELPHIA, PA.
27 October, 1939.

From: Commander, New York District
To: Commandant.

Subject: Milton A. Duffield and Ferdinand Heizman; transfer.

Reference: (a) Commandant's letter 30 August, 1939, received September 5, 1939
(b) Commandant's letter 18 October, 1939.

1. Paragraph 2, reference (a) stated, "Nominations previously sent in by District offices are being returned for further consideration and re-submission." It appeared that this nomination would be returned for re-submission.

2. The Board of Investigation to consolidate functions of the Lighthouse and Coast Guard units recommended under date of 18 July, 1929, that Hereford Inlet Light Station be put under custody of the Coast Guard station at that point when the Keeper, Mr. Heizman, could be transferred elsewhere.

3. Mr. Heizman was nominated for Deepwater Point as most advantageous and economical to the Government, and that his services could be better utilized at Deepwater Front than at New Castle Range Front.

4. Mr. Heizman has attained an impressive record at Hereford Inlet Light Station. Mr. Duffield has been the Keeper of New Castle Front for more than six years, where his record is not too impressive, and his services can be most advantageously used at New Castle Range Front.

5. It is requested that Ferdinand Heizman's transfer to Deepwater Point Range Front go forward and Milton A. Duffield's transfer be canceled in the best interests of the Government, and in view of the abilities, character and past records of the men involved.

J.S.Baylis,
by direction.

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

NOV 16 19[illegible]

PERSONNEL ACTION

Name: Duffield, Milton A.

From: U. S. Coast Guard

Nature of Action:

Cancellation of Pamfold dated 26 September, 1939.

	FROM	TO
Position	Keeper	
Grade	Field (Range $1260-1620)	
Salary	$1440 p.a. plus $240 Qtrs.p.a.	
Bureau	U. S. Coast Guard	
Office	Philadelphia, Pennsylvania	
Unit		
Division		
Section		
Sub-Section		
Headquarters	New York, New York	
Post of Duty	Deep Water Pt. Front Lt. Sta.N.J.	
Appropriation	Sal., Kprs. of Lhs.,Coast Guard	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

EFFECTIVE:

Remarks:

B 1

DATE OF BIRTH:

LEGAL RESIDENCE: Delaware

VETERANS' PREFERENCE

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL:

VICE VACANCY:

VICE:

CIVIL SERVICE AUTHORITY:

DATE OF OATH:

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

Justification:

Mr. Duffield's transfer to Deep Water Front Light Station, which was approved by the Department on 28 September, 1939, is being cancelled in order that another keeper, whose station is being discontinued, may be given the position now vacant at Deep Water Front Light Station.

DATE APPROVED 11-16-39 DATE

PERSONNEL FILES

NOV 20 19[illegible]

NO. _____

DUFFIELD (SURNAME) Milton (FIRST NAME) Austin (SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
5	2	1877

SEX M RACE W

RETIREMENT AGE 65

DATE	DESIGNATION	OFFICE

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD

TOTAL CREDITED TO EMPLOYEE

DATE OF ORIGINAL APPOINTMENT

F.Y.	Agg. Base Pay	REMARKS Tontine
1913	378.26	
1914	480.00	
1915	600.00	
1916	572.79	
1917	516.00	
1918	516.00	
1919	732.00	
1920.	840.00	
1921	840.00	
1922	840.00	
1923	840.00	
1924	840.00	
1925	1320.00	
1926	1380.00	
1927	1380.00	
1928	1380.00	
1929	1440.00	
1930	1440.00	
1931	1499.66	12.00
1932	1500.00	12.00
1933	1500.00	12.00
1934	1500.00	12.00
1935	1500.00	12.00
1936	1500.00	12.00
1937	1500.00	12.00
1938	1500.00	12.00
1939	1500.00	12.00
1940	1500.00	12.00
1941	1527.50	12.00
1942	1560.00	12.00
1943	1560.00	12.00
1944	380.38	3.00
	36,362.59	159.00

No deductions, not indebted on account of unearned leave. Service history certified correct

J. F. JACOT, Commander

RETIREMENT RECORD CARD—CIVIL SERVICE COMMISSION FORM 2806—FEB. 1931 16—183

No. _____

DUFFIELD Milton Austin
(SURNAME) (FIRST NAME) (SECOND NAME)

Birthplace: Cedarville, New Jersey

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
5	2	1877	Delaware A.L.	Kent	Little Creek

SEX M RACE W

RETIREMENT AGE 70

MILITARY SERVICE _____ YES _____ NO X

MILITARY PENSION OR WAR RISK COMPENSATION _____ YES _____ NO _____

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	BASIC PAY			MOS.	DAYS	YRS.
	Prob. Appt.	2nd Assistant Keeper		456. A.	9-14-12	COMM-4thDist 14FtBankLtSta			
	Trans.	2nd Assistant Keeper		456.A	10-8-12	COMM-4thDist Elbow of Cross Ledge Lt Sta			
	Chg. Stat	1st Assistant Keeper		480.A	11-1-12	COMM-4thDist Elbow of Cross Ledge Lt Sta			
	Trans.	1st Assistant Keeper		480.A	7-3-14	COMM-4thDist Fenwick Island Lt. Sta.			
	Trans Chg Stat	Keeper		624.A	9-1-14	COMM-4thDist Fourteen Foot Bank Lt Sta			
	Pro.	Keeper		660.A	1-1-16	COMM-4thDist Fourteen Foot Bank Lt Sta			
	Trans & Red.	Keeper		516.A	1-8-16	COMM-4thDist Deepwater Pt. Rear Lt. Sta.			
	Trans.	Keeper		516.A	3-1-16	COMM-4thDist Finns Pt. Front Lt Sta			
	Pro.	Keeper		840.A	11-1-18	COMM.4thDist Finns Pt. Front Lt Sta			
	Trans.	Keeper		840.A	6-4-19	COMM.4thDist Finns Pt. Rear Lt Sta			
	Pro.	Keeper		1320.A	7-1-24	COMM.4thDist Finns Pt. Rear Lt Sta			
	Pro.	Keeper		1380.A	7-1-25	COMM.4thDist Finns Pt. Rear Lt Sta			
	Readj.	Keeper	1380.A	1620.A	1-1-27	COMM.4thDist Finns Pt. Rear Lt Sta			
	Pro.	Keeper	1440.A	1680.A	7-1-28	COMM-4thDist Finns Pt. Rear Lt Sta			
	Pro.	Keeper	1500.A	1740.A	7-3-30	COMM-4thDist Finns Pt. Rear Lt Sta			
	Trans.	Keeper	1500.A	1740.A	6-1-33	COMM.4thDist New Castle Range Lt Sta			
	A.Trans. Reor Plan II 5-9-39		1500.A	1740.A	7-1-39	TREAS-CG-NYDist New Castle R. Lt Sta			
	A.Trans.	Keeper	1500.A	1740.A	12-1-40	TREAS-CG-PhilaDist do			
	Pro.	Keeper	1560.A	1800.A	1-16-41	TREAS-CG-PhilaDist do			
	A.Trans. E.O. #8929 of 11-1-41		1560.A	1800.A	11-1-41	NAVY-CG-New Castle R. Lt. Sta.			
	Ret. (Opt)	Keeper	1560.A.	1800.A	9-30-43	NAVY-CG-4thDist New Castle Range Lt Sta			

EDUCATION: (INDICATE NUMBER OF YEARS) COMMON SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4 DEGREES, IF ANY _____

SPECIAL QUALIFICATIONS _____

U.S. GOVERNMENT PRINTING OFFICE 16—183

Rec

OCT 30 1939

STANDARD FORM NO. 6
(Approved by the Presi[illegible]6/28/24)
Revised Dec. 5, 2[illegible]

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

[redacted]

Department or Establishment Treasury Department, U.S. Coast Guard. **Date** 10/27/39

1. Name in full (Mr., Miss, or Mrs.) Mr. Willis Austin.
(Surname) (Given name) (Middle name)

2. Present address R.D. no 2, Box 115, New Castle, Delaware
(Number) (Street) (City) (State)

3. Legal (voting) residence no 1. 9th Young Street New Castle, New Castle.
(State and Congressional District) (County) (City or town)

4. Where born New Jersey Cedarville Cumberland. When born May 2nd 1877.
(State or foreign country) (City or town) (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 1. age 25

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			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
U.S. Lighthouse	Fourteen Foot Bank Lighthouse	2nd asst. Kpr.	45	Sept	13th	1912			

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
no.	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 none 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.) none, of the above named.

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
Engaged in Tin or other business for self.		

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	

16. In case of emergency, notify Mrs. Etta S. Duffield.

Relationship wife Post office address R.D. no 2. Box 115. New Castle, Dela.

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

M. A. Duffield Tinker.
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Copy of this form not furnished the Dept.

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared January 9, 1941.

Name: Duffield, Milton A.

From: U. S. Coast Guard

Bureau No: 976

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1320-1680)	Field (Range $1320-1680)
Salary	$1500 p.a. plus $240 p.a. Gtrs.	$1560 p.a. plus $240 p.a. Gtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		Philadelphia, Pa.
Appropriation		New Castle Range Frt.Lt.Sta,Del.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since July 3, 1930.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
5-2-1877

LEGAL RESIDENCE
Del.

SEX	RACE
M	W

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act
6-20-10

DATE OF OATH

1-16-41

BUREAU OR DIVISION PERSONNEL FILES

FEB 7 1941

(PCP)
CG-75

24 August, 1943

To: DCGO, 4th Naval District

Subj: Duffield, Milton A., Keeper; retirement

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the inclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.
(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.
(15) Furnish standard Form 62 in triplicate.

CARL E. HERRICK
By direction

3847

HARTKERN: 3004 3-2

REH

U. S. COAST GUARD
AUG 24 1943

8-23-43

Write letter of appreciation to Duffield when address is rec'd.

Reh

TATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

Date Prepared 23 August, 1943

Bureau No.:

...nt, voluntary

Effective: ...September, 1943

	FROM	TO
Position	Keeper	
Grade	Field (Range $1320-1680)	
Salary	$1560 p.a. plus $240 p.a. trs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Philadelphia, Pa.	
Post of Duty	New Castle Front Range Lt.Sta.Del.	
Appropriation	Civilian Employees, U. S.	
Allotment		

annulled

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1149.30.

Justification:

Total Service: 30 years, 9 months and 23 days

Computation: ($1532.40 x years 30 ÷ 40) $1149.30

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 3-3-1877

LEGAL RESIDENCE: Delaware

SEX: Male

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 Ist 6-20-1918

DATE OF OATH

Charles Rozet

BUREAU OR DIVISION PERSONNEL FILES

Dep AUG 25 1943

DATE APPROVED BY THE SECRETARY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared 23 August, 1943

Name: Duffield, Milton A. Mr.

From: U. S. Coast Guard

Bureau No.:

Retirement, voluntary

Effective: Close 30 September, 1943

	FROM 7062	TO
Position	Keeper	
Grade	Field (Range $1320-1680)	
Salary	$1560 p.a. plus $240 p.a. tra.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Philadelphia, Pa.	
Post of Duty	New Castle Front Range Lt.Sta.Del.	
Appropriation	Civilian Employees, U. S.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1149.30.

Justification:

Total Service: 30 years, 9 months and 28 days

Computation: ($1532.40 x years 30 ÷ 40) $1149.30

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 3-3-1877

LEGAL RESIDENCE: Delaware

SEX: Male

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 6-20-1918

DATE OF OATH

Charles Rozet

BUREAU OR DIVISION PERSONNEL FILES

Dep AUG 25 1943

DATE APPROVED BY THE SECRETARY

NAVY DEPARTMENT

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

706

Name Milton Austin Duffield Date of birth May 2, 1877

Designation Keeper, New Castle Range Front Light Station

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							Incl.
Navy				9-5-15	to	11-21-15	
Marine Corps							In a leave with pay status for six hours and fifteen minutes on 9-28-1943. Tour of duty based on eight hour day and a 44 hour week.
Civilian employment			Comp				
Former Lighthouse Service and Coast Guard	9	14	1912	9	27	1943	
			30	9		28	
Total service			31 years, 0 months, and 14 days.				

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

Amended to include qtrs. as result Comp. Gen. Dec. B-100129 dated 10-25-47

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			
Pay	Sept.	28	1938	Sept.	27	1943	5 yrs.	total	7662.00
Quarters	"	"	"	"	"	"	"	240.00	1200.00
									8862.00

Total compensation for last five years of active service $8862.00

Average compensation for last five years of active service $1772.40

Annual rate of retired pay ($1772.40 × years 30 (Not exceeding 30) ÷ 40) = $1329.30

FEB

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

NAVY DEPARTMENT
DEPARTMENT OF COMMERCE

of pension certificate or of claim: .....

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ....

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 F. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	9	28	1938	9	27	1939		1500.	1500.00 ✓
Keeper	9	28	1939	9	27	1940		1500.	1500.00 ✓
Keeper	9	28	1940	9	27	1941		1500-60.	1542.00 ✓
Keeper	9	28	1941	9	27	1942		1560.	1560.00 ✓
Keeper	9	28	1942	9	27	1943		1560.	1560.00 ✓

Total compensation for last five years of active service ..... 7662.00 ✓

Average compensation for last five years of active service ..... 1532.40 ✓

Annual rate of retired pay ($ 1532.40 × years 30 (Not exceeding 30) ÷ 40) = $1149.30 ✓

Com 5-22

8-20

U. S. GOVERNMENT PRINTING OFFICE 11—10551

FEB. 8, 1943 — 326

U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Date 5 May, 1943

Superintendent of Lighthouses,
District Coast Guard Officer
Fourth Naval District

Philadelphia, Pa.
(City)

I hereby apply for retirement from active duty in the Lighthouse Service effective close of 30 September, 1943 on the basis of service shown hereon.

Milton A. Duffield

MILTON A. DUFFIELD
(Name)

Mailing address
R. D.
Salem, New Jersey.

Keeper, New Castle Front Range Light Station
(Designation)

District Coast Guard Officer
OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Philadelphia, Pa. *Date* .....

Commandant

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $ 1149.30 per annum, effective at the close of 30 September, 1943.

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.

J. F. JACOT
By direction

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, ...

Submitted to the Secretary of Commerce, recommending approval.

Commissioner of Lighthouses.

FOR USE OF DEPARTMENT

11—10551

UNITED STATES COAST GUARD

PHILADELPHIA, PA.

OFFICE
DISTRICT COAST GUARD OFFICER
FOURTH NAVAL DISTRICT

10 May, 1943.

From: District Coast Guard Officer, Fourth Naval District.
To: Commandant.

Subject: Milton A. Duffield, Keeper; retirement of.

Inclosure: (A) Form 9, Retirement Under Act of June 20, 1918, as amended, in duplicate.
(B) Form 2806.

1. The inclosures are forwarded herewith for Headquarters' information and action.

2. Headquarters is advised that the terminal date, used in computing the record of all active Government service and the statement by fiscal years of basic pay received during last five years of active service, is 27 September, 1943, since Mr. Duffield will not be in a leave with pay status for a full day on 28 September, 1943.

3. As of 1 June, 1943, subject-named employee is entitled to ninty-four (94) days, two (2) hours, and fifteen (15) minutes of annual leave, including that leave which will accrue while in a leave status. The leave will expire after six (6) hours and fifteen (15) minutes on 28 September, 1943. It is, therefore, recommended that he be retired effective at the close of 30 September, 1943.

4. The last day on which subject-named employee will work is 31 May, 1943.

5. The weekly tour of duty established in this case is forty-four (44) hours per week.

J. F. Jacot

J. F. JACOT,
By direction.

Copy to:
Pay Office

1943 - 9-36
1912 - 9-14
31 - 0 14
2-17
30 - 9-28

(PCP)
CG-75

25 August, 1943

To: DCGO, 4th Naval District

Subj: Retirement of Milton A. Duffield, Keeper, New Castle Front Range Light Station, Delaware; voluntary retirement, close 9-30-43.

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. Q. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

U. S. COAST GUARD (11)
AUG 25 1943

Sent

Copy to: Lt. Herndon
Allotment Disbursing Officer

4085 HARTKERN: 3012 3-2

REH

(PCP)
CG-75

OCT 4 1943

Mr. Milton A. Duffield
R. D.
Salem, New Jersey

Dear Mr. Duffield:

My attention has been called to the fact that you retired from the position of Keeper in the Coast Guard at the close of September 30, 1943, after rendering more than thirty years of honorable service in the former Lighthouse Service and the Coast Guard.

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

Very truly yours,

R. R. WAESCHE
Vice Admiral, U. S. Coast Guard
Commandant

Done

Copy to: DCGO, 4th Naval District

HARTKERN Return to 3-2

3-2

CG-FADL-75

FILE HHZ

11 October, 1943.

From: Commandant.
To: Milton A. Duffield, Keeper, Retired,
R. D., Salem, New Jersey.

Subject: Retired pay; payment of.

Reference: (a) Navy Department letter, 23 August, 1943.

Inclosures: (A) Form N.C.G. 9671-B.
(B) Standard Form 1099 - Signature Card.
(C) Form W-4.

1. Having been transferred to the retired list of the Lighthouse Service, Coast Guard, effective, 1 October, 1943, your pay accounts will henceforth be carried at Headquarters.

2. Checks in settlement of your retired pay will be forwarded to you after the close of each month upon the receipt of dated and signed Form 9671-B, one of which is inclosed for use at the end of the current month. Since this form is submitted as evidence of your existence and right to retired pay, it must not be signed prior to the last day of the month and should not be predated. If address is changed, the new address for mailing your pay check should be submitted on this card at the end of the month in which the change occurs.

3. Inclosure (B) must be signed in the space provided therefor and returned to the Allotment Disbursing Officer for transmittal to the General Accounting Office. The name appearing on your pay checks will be identical to that appearing in the upper left corner of this card. The card must be signed in the same manner, using first name and middle initial.

C. L. HERNDON,
By direction.

OCT 13 1943

3097

3-2

FILE
I.K.Z.

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP)
REFER TO FILE: CG-75

WASHINGTON

25 August, 1943

To: DCGO, 4th Naval District

Subj: Retirement of Milton A. Duffield, Keeper, New Castle Front Range Light Station, Delaware; voluntary retirement, close 9-30-43.

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

Copy to: Lt. Herndon
Allotment Disbursing Officer

4085

1943 AUG 30 AM 10 34

3-2

UNITED STATES COAST GUARD

PHILADELPHIA PENNSYLVANIA

Address reply to:

DISTRICT CG OFFICER
4TH NAVAL DISTRICT (pcp)

Refer to file: 75

25 August, 1943

To: The Commandant (PCP)

Subj: Milton A. Duffield, Keeper; retirement of

In reply to HQ's letter 24 August, 1943, file CG-75, it is advised that the address to which subject-named employee's retirement checks are to be mailed is R. D., Salem, New Jersey.

J. F. JACOT
By direction



1943 OCT 21 A10 34

— 3-2 6 15

UNITED STATES COAST GUARD

PHILADELPHIA, PA.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

OFFICE
DISTRICT COAST GUARD OFFICER (fba)
FOURTH NAVAL DISTRICT

FILE I.K.Z.

Refer to File: ~~51~~ 75

20 October, 1943

To: The Commandant

Subj: Milton A. Duffield, Keeper (retired), New Castle Range Front Light Station; total taxable income of

Reference is made to HQ letter dated 19 October, 1943 (FA-AR) CG-75. The total taxable income of subject-named man for period 1 January to 30 September, 1943, is $1,438.53

10/22/43

Albert Trachtenberg

ALBERT TRACHTENBERG
By direction

CG-75 (FA-AR)

19 October, 1943

To: DCGO, 4th Naval District

Subj: Milton A. Duffield, Keeper, Retired, New Castle Range Front Light Station; total taxable income of

Reference is made to HQ letter, dated 25 August, 1943, (CG-75), and your letter, dated 4 October, 1943, (fba) 51. It is requested that the total taxable income of subject man, for period 1 January to 30 September, 1943, be forwarded to this office as soon as practicable.

C. L. HERNDON
By direction

U. S. COAST GUARD (5)
OCT 19 1943

IKZ:rsm Return to 6-1

Property 1943

CG-52

(LV-VS)

UNITED STATES COAST GUARD

PHILADELPHIA, PA.

OFFICE
DISTRICT COAST GUARD OFFICER
FOURTH NAVAL DISTRICT

(fba)

Refer to File: 51

4 October, 1943

To: The Commandant

Subj: Milton A. Duffield, keeper (retired), New Castle Range Front Light Station; payment for last (final) active duty

Reference is made to HQ letter dated 25 August, 1943 (CG-75). Mr. Duffield was paid for his (final) active duty on payroll voucher No. 5530, accounts of P. R. Thompson, Special Disbursing Agent (55-170). The period covered by the final payment was 1 to 28 September, 1943 (less 1 hour and 45 minutes on the 28th); amount paid, $143.53. Mr. Duffield has advised this office that he will receive $88.00 of taxable income exclusive of his salary as keeper, his salary as keeper running, for the current calendar year, from 1 January to 28 September, 1943.

Albert Trachtenberg

ALBERT TRACHTENBERG
By direction

3-2 11/5/46

file 75 Pers

To

U.S. Coast Guard

allotment Disbursing Officer.

Sir.

Recared check O.K.

with out allotment card to

be sent for the following

month, please send same.

Respectfully,

Milton A. Duffield

Answered by

Form letter

11/22/46

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Duffield, Milton A. (Mr.)	5-2-1877	19	8-27-48

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
AMENDMENT Retirement (Optional)	Close 9-30-43	

FROM		TO
Keeper Range $1320-1680) Plus $1560 per annum) $240 p.a. Qtrs. U. S. Coast Guard New York, N. Y. New Castle Front Range Lt. Sta., Del	8. POSITION TITLE 9. SERVICE, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1149.30 to $1329.30, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 30 years, 9 months, 28 days.

Computation: ($1772.40 x 30.0000 ÷ 40) = $1329.30

H. L. Morgan

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

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							
X											

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: Civilian Employees, CG TO:	LH 6-20-18		Delaware

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765869

Sent E/M

4. PERSONNEL FOLDER COPY

AUG 30 1948

3-2
File 75 Gen M

9 September 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc-2873520. Inclosed is a letter of Mr. Milton A. Duffield, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period October 1 1943 to June 30 1947. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Standard Form 50 (9 Part), describing this retirement. This form shows correct computation of retired pay to be $1,329.30 per annum, whereas, for the period October 1 1943 to June 30,1947, Mr. Duffield was paid at the rate of $1,149.30 per annum - an underpayment of $180.00 per year, or $15.00 per month.

Computation of the amount due and appropriations chargeable are as follow:

2041255	- Retired Pay, Former Lighthouse Service, Coast Guard,	1944,	$135.00
2051255	- " " " " " " "	1945,	180.00
2061255	- " " " " " " "	1946,	180.00
2071255	- " " " " " " "	1947,	180.00
		Total - - - -	$675.00

For tax withholding purposes, the records of this office show that Mr. Duffield claims two exemptions.

Mr. Duffield's mailing address is R.D.No.3, Box 80, Salem, New Jersey, and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY, Lieutenant, USCG
Chief, Pay and Audit Section

Incls:
1. Claimant's letter, 12-23-47
2. Standard Form 50 (9 Part)

CC: Claimant
Budget Division, Station 6-3

Muzik-eh
6-7

CLAIMS DIVISION

IN REPLY PLEASE QUOTE

Misc-2873520-OJMcN
2873694
2873766

WASHINGTON 25
February 7, 1948.

The Commandant,
U. S. Coast Guard,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report are the claims of the following retired lighthouse keepers for amounts alleged to be due as increase in retirement pay.

Milton A. Duffield	Box 109, R. D. 3, Salem, New Jersey.
Charles Carlson	103 Howland Avenue, Racine, Wisconsin.
John Martin Marchant	Hudgins, Virginia.

It is requested there be furnished copies of the appointment papers for the five years immediately preceding the retirement of the claimants.

In the event any amount is found to be due, a short form pay roll should be transmitted, including the rate of pay, period covered and appropriation chargeable.

Respectfully,

P. F. Lowe

Chief of Section.

Enclosures

10 January, 1950
(PC-6)
CG-75

General Accounting Office
Claims Division
Washington 25, D. C.

Sirs:

Reference is made to your letter of 22 December, 1949 transmitting "the claim of Milton A. Duffield, RD No. 3, Box 109, Salem, New Jersey, for refund of deductions made from salary for quarters furnished while performing services as a Lighthouse Keeper during the period January 1, 1916 to June 30, 1943."

Apparently Mr. Duffield is basing his request on the erroneous assumption that the Court of Claims ruling and the subsequent decision of the Comptroller General, B-70029 dated October 23, 1947, require that all former Lighthouse keepers be reimbursed for the valuation of Government quarters occupied during their employment.

You are advised that former keepers are not being reimbursed for the valuation of living quarters. The effect of the above mentioned rulings was to require that the retired pay of keepers be computed on the gross basis, that is, cash pay plus the valuation of the Government quarters occupied during the last five years of service. Prior to the Court of Claims Action and the Comptroller General's decision, referred to, retirements under the Lighthouse Retirement Act of June 20, 1918, as amended, were computed on the basis of net salary, that is the gross salary less the valuation of quarters, which procedure was based on a decision of the Comptroller General of several years ago, May 28, 1930.

The retired pay of Mr. Duffield was recomputed on the gross basis as the result of a previous claim by him. The case was forwarded to your office for settlement by letter dated 9 September, 1948.

By direction of the Commandant:

Very truly yours,

H. L. MORGAN
Chief, Civilian Personnel Division

JJH:nmb
Return to: 3-2 JJH

Date Mailed: 1-10-50

12-29-49

Higgins:

This seems to be your claim, as Duffield was not retired until 1 Oct.1943, and we have already taken care of his claim for quarters allowance after his retired date.

Retired Pay
JGant

Commandant,
United States Coast Guard,
Headquarters,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report is the claim of Milton A. Duffield, RD No.3, Box 109, Salem, New Jersey for refund of deductions made from salary for quarters furnished while performing services as a Lighthouse Keeper during the period January 1, 1916 to June 30, 1943.

With the return of the enclosure, if any amount is found due the claimant, it is requested that a properly prepared short form pay roll be furnished showing the rate of pay, period covered and appropriation chargeable.

Respectfully,

P. E. SOURS
Chief of Section.
By: Earl Kanan

Enclosure

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2873520-DLA

December 22, 1949

Commandant,
United States Coast Guard,
Headquarters,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report is the claim of Milton A. Duffield, RD No.3, Box 109, Salem, New Jersey for refund of deductions made from salary for quarters furnished while performing services as a Lighthouse Keeper during the period January 1, 1916 to June 30, 1943.

With the return of the enclosure, if any amount is found due the claimant, it is requested that a properly prepared short form pay roll be furnished showing the rate of pay, period covered and appropriation chargeable.

Respectfully,

P. E. SOURS
Chief of Section.

By: Earl Kanan

Enclosure

Misc-2873520-DLA

December 22, 1949

Commandant,
United States Coast Guard,
Headquarters,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report is the claim of Milton A. Duffield, RD No.3, Box 109, Salem, New Jersey for refund of deductions made from salary for quarters furnished while performing services as a Lighthouse Keeper during the period January 1, 1916 to June 30, 1943.

With the return of the enclosure, if any amount is found due the claimant, it is requested that a properly prepared short form pay roll be furnished showing the rate of pay, period covered and appropriation chargeable.

Respectfully,

P. E. SOURS
Chief of Section.

By: Carl Kanan

Enclosure
mmb

10 March 1950
(PC-6)
CG-75

General Accounting Office
Claims Division
General Accounting Office

Sirs:

As requested in your letter of 14 February 1950 (your file Misc-2873520-DLA) there is returned herewith the claim of Mr. Milton A. Duffield which was inadvertently retained in the files of this office.

By direction of the Commandant:

Very truly yours,

G. R. LANSDALE
Acting Chief, Civilian Personnel Division

Higgins:nmb
Return to: 3-2

Date Mailed: 3-10-50
ZEA

3-B

GENERAL ACCOUNTING OFFICE

WASHINGTON 25

FEB 20 1950

February 14, 1950

CLAIMS DIVISION

IN REPLY PLEASE QUOTE

Misc-2873520-DLA

Commandant,
United States Coast Guard,
Headquarters,
Washington 25, D. C.

Re: (PC-6) CG-75

Sir:

Reference is made to your letter addressed to this office under date of January 10, 1950, in connection with the claim of Milton A. Duffield, RD. No. 3, Box 109, Salem, New Jersey, for refund of deductions made from his salary for quarters furnished while performing services as a lighthouse keeper during the period January 1, 1916 to June 30, 1943.

It is noted that the claim which was forwarded with request for report under date of December 22, 1949 was not returned. It is therefore requested that the claim be returned to this office in order that appropriate action may be taken thereon.

Very truly yours,

P. E. Sours
Chief of Section.

By: Carl Kanan

February 14, 1950

Misc-2873520-DLA

Commandant,
United States Coast Guard,
Headquarters,
Washington 25, D. C.

Re: (PC-6) CG-75

Sir:

Reference is made to your letter addressed to this office under date of January 10, 1950, in connection with the claim of Milton A. Duffield, RD. No. 3, Box 109, Salem, New Jersey, for refud of deductions made from his salary for quarters furnished whil performing services as a lighthouse keeper during the perid January 1, 1916 to June 30, 1943.

It is noted that the claim which was forwarded with request for report under date of December 22, 1949 was not returned. It is therefore requested that the claim be returned to this office in order that appropriate action may be taken thereon.

Very truly yours,

P. E. Soure
Chief of Section.

By: Carl Kanan

C/amb

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-9964 (Rev. 3-55)

~~Title~~ File 3-2

REPORT OF DEATH

OF PERSONS OTHER THAN THOSE CARRIED AS MISSING

To: Chief, Payment and Claims Division.

DATE 17 June 1963

NAME	SERVICE NO.	GRADE OR RATING
DUFFIELD, Milton Austin	FLHS	Keeper, Retired

DATE OF RECEIPT OF EVIDENCE OF DEATH	ESTABLISHED DATE OF DEATH
17 June 1963	16 June 1963

Information concerning death of the above-listed person has been received reporting established date of death as herein set forth.

M. J. MAYER
~~Chief, Special Services Division~~
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Chief, Survivors Benefits Branch

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