LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: Hilton Norris H **DOB:** 1885 PA

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS: possible CG service	Area: _____	positive	negative
ARCIS: _____	Area: _____	positive	negative

Notes: _____

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

UNITED STATES COAST GUARD

HEADQUARTERS

WASHINGTON 16 July, 1942.

From: Commandant.
To: District Coast Guard Officer, 12th Naval District,
San Francisco, California.

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.

NAME AND DESIGNATION Norris H. Hilton, born 8-5-85, employed in 1924 as keeper in the former 18th Lighthouse District.

(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.
XXXXXXFurnish one copy of certified Form 2806, including aggregate basic salary.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed 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.

Ad. temp A
1 cert

T. O. Robertson

T. O. ROBERTSON,
By direction.

17 December, 1942.

From: District Coast Guard Officer, 12th Naval District.
To : Commandant, U. S. Coast Guard.

Subject: Norris H. Hilton - former Lighthouse Keeper.

Reference: (a) Headquarters' letter 8 December, 1942 (CP-75)
(b) Bureau of Lighthouses' letter December 20, 1924.
(c) Bureau of Lighthouses' letter January 28, 1925.
(d) Bureau of Lighthouses' letter March 10, 1925.

Inclosure: (A) Form 2806 for subject employee.

1. References (b), (c) and (d) relate to increases in pay for Lighthouse Keepers and Assistants for the Fiscal Year 1925, retroactive to July 1, 1924. The retroactive rate of pay of Hilton effective 1 July, 1924, was not authorized until January 28,1925. A new Form 2806 is submitted herewith which it is requested be substituted for the one already sent you.

2. The records of this Office indicate that Norris H. Hilton took leave without pay in the month of September, 1924, but do not indicate the dates on which taken.

H. C. HOGREFE
By direction.

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

UNITED STATES COAST GUARD

CG-CP-75.

HEADQUARTERS

WASHINGTON

15 September, 1942.

SAN FRANCISCO DISTRICT
SEP 21 1942
U. S. COAST GUARD

From: Commandant.
To: District Coast Guard Officer, 12th Naval District,
San Francisco, California.

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.

NAME AND DESIGNATION Norris H. Hilton, born 8-5-85, employed from 1923 to 1924 as keeper in former 18th Lighthouse District, San Francisco, California.

(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.
XXXX(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed 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) Complete the enclosed "Record of CWA, FERA, NYA, and WPA Service for Purpose of Obtaining Verification in Future" and return.

T. O. Robertson

T. O. ROBERTSON,
By direction.

District Coast Guard Officer
D C 14 1942
12th Naval District

UNITED STATES COAST GUARD
WASHINGTON

CP-75
8 December, 1942

From: Commandant.
To: District Coast Guard Officer, 12th Naval District.

Reference: (a) Your letter 1 December, 1942 (75).
(b) Headquarters' letter 27 November, 1942 (CP-75).

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.

NAME AND DESIGNATION

Norris H. Hilton, former Keeper.

(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 enclosed 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.

XXXXX There is nothing in the record to indicate that the subject employee should have received $8.25 retroactive pay from 1 July, 1924, to 31 January, 1925, and it is requested that an explanation be furnished as to the reason for its being included in the aggregate basic salary. Please advise the dates on which the employee had leave without pay during 1924. Expedite your reply, as the matter has been pending for several months.

N. R. STILES,
By direction.

EMA

February 28, 1931.

Mr. Norris H. Hilton,
P.O. Box 106 A,
Vista, California.

Dear Sir:

1. Referring to your letter of February 27th stating that you would again like to enter the Lighthouse Service and that you would like to take care of the Airways Beacons that are being placed between San Diego and Los Angeles.

2. The position which you seek is that of Airways Mechanician in the Lighthouse Service. Vacancies in this position are filled from a register of eligibles obtained through examination and maintained in the office of the Manager of the Twelfth U. S. Civil Service District, Postoffice Building, San Francisco, California. You should write to the above Civil Service Manager for information regarding the Airways Mechanician examination.

3. A large eligible register for Assistant Lighthouse Keeper will be established soon as a result of a recent examination for that position. It is not known when the next examination will be held for Assistant Lighthouse Keeper but it will be more than a year before another examination for that position is announced.

Respectfully,

H. W. RHODES

Superintendent of Lighthouses.

Civil Service

FEB 28 1931

PHILADELPHIA FIRE & MARINE INSURANCE COMPANY

CAPITAL $1,000,000
F. M. AVERY, MANAGER
C. L. BARSOTTI, ASST. MANAGER

N. H. HILTON
RESIDENT AGENT
P. O. BOX 106 A

Philadelphia Fire & Marine Insurance Company
PACIFIC COAST DEPARTMENT
200 BUSH STREET SAN FRANCISCO, CALIF.

VISTA, CALIFORNIA Feb. 27th. 1931.

Capt. H. W. Rhodes,
Superintendent of Lighthouses,
San Francisco, California.

Honorable Sir:-

Thinking perhaps that by enclosing a copy of my discharge papers from the service, you may remember me. You first placed me at Goat Island re-building boats. Then Pidgeon Point Station for about a month, then San Luis Obispo with Mr Watters.

I would like very much to come back in the service under you, and take care of the seven new 24" Revolving Air-Way Beacons that are being placed between San Diego and Los Angeles. And supposed to be ready March 17th. Feeling sure, that I can handle them in a workman like manner that would be satisfactory to you.

I am living at Vista, Northern San Diego County, About half way along the line, and have wished many times that I were back in the service

Philadelphia Fire & Marine Insurance Company

PACIFIC COAST DEPARTMENT

200 BUSH STREET SAN FRANCISCO, CALIF.

CAPITAL $ 1,000,000

F. M. AVERY, Manager
C. L. BARSOTTI, Asst. Manager

N. H. HILTON
RESIDENT AGENT
P. O. BOX 106 A

VISTA, CALIFORNIA

2.

working under your supervision.

If you wish to talk to me, or issue instructions about this position. I will come at once to San Francisco to see you.

Respectfully,

N. H. Hilton.

Copy.

DEPARTMENT OF COMMERCE
Appointment Division
Washington

February 20, 1925

Mr. Norris H. Hilton,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on a date to be hereafter reported.

Bureau----------Lighthouse Service.

Station----------San Luis Obispo Light Station.

Position----------Keeper.

Salary----------$1080 per annum.

By direction of the Secretary:

Respectfully,

F. G. Gardner

Acting Chief of Appointment Division.

OFFICE, SUPERINTENDENT OF LIGHTHOUSES,
SAN FRANCISCO, CALIF., MARCH 4, 1925.

FORWARDED.

H. W. Rhodes -

SUPERINTENDENT OF LIGHTHOUSES.

LIGHTHOUSES
1925 Feb. 24 AM 10 32

Lighthouse
Superintendent

Feb 28, 1925.

San Francisco

219 E 20th Street.
Santa Ana
Mar. 16th 1925 Calif

LIGHTHOUSE SUPERINTENDENT
MAR 17 1925
SAN FRANCISCO

Superintendent of Lighthouses.
San Francisco. Calif

Sir.

Kindly send the check for my five days salary.
To me at the above address.

Yours very truly.
F. L. Deitz.

Return to files

Form 56a
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RADIOGRAM

U. S. L. H. S. ....., 18th DIST.

Time sent..... Time rec'd.....

San Francisco, Calif., February 21, 1925

Via.....

(.....)
(Sending Operator)

(.....)
(Receiving Operator)

CAPTAIN RHODES
LIGHTHOUSE TENDER SEQUOIA
(SOUTHERN COAST, CALIFORNIA)

HILTON SAN LUIS OBISPO REQUESTS TENDER TRANSPORT HIS FURNITURE TO PORT HARFORD DOCK.

OTTER

ATTEST:

F. J. Otter.

FIRST ASSISTANT SUPERINTENDENT.

GOVERNMENT PRINTING OFFICE

WW:EMA

September 17, 1924.

Keeper, San Luis Obispo Light Station.

1. Referring to your letter of September 15th, you are advised that as Mr. Hilton will have left the station upon receipt of this letter and will not be on hand to sign the application for leave with pay and leave without pay, you should request him immediately upon his return to the station to submit the necessary applications for leave with and without pay in duplicate to this Office for formal approval. His leave with pay will be approved for thirty days including the time that he has already taken to date. An application for all leave in excess of thirty days should be made out for leave without pay.

2. If Hilton takes his full thirty days leave at this time, it will be necessary to deduct from future pay checks any monthly absences and, for this reason, he might desire to save one or two days to be applied on absences during the months of October, November and December.

B. WALTER WILLIAMS

REES B. WILLIAMS

W. W. send it

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON

FEB 11 1924

February 6, 1924.

Mr.H. W. Rhodes,

San Francisco, Calif.

Dear Sir,

We received a letter from you four or five months ago in which you stated that Mr. N. H. Hilton had informed your office that he would require some time in which to pay his grocery bill at this store.

We are writing to ask for Mr. Hiltons address and position he holds. Thanking you for this information and with highest regards we are,

Yours very truly,

Williams Store.

R. Walter Williams

WW:EMA

February 13, 1924.

Williams Store,
Ilwaco, Washington.

Gentlemen:

Referring to your letter of February 6th, you are advised that the address of Norris H. Hilton is San Luis Obispo Light Station, Port San Luis, California., He is the Second Assistant Keeper at that Station.

Respectfully,

H. W. RHODE

Superintendent of Lighthouses.

HWR:EMA

September 24, 1923.

Williams Store,

Ilwaco, Washington.

Attention Mr. D. Walter Williams.

Gentlemen:

1. Referring to your letter of September 15th in further explanation of the amount owed you by Norris H. Hilton, an employe of this Service, you are advised that after further investigation and consideration of this matter, it appears that as the indebtedness was incurred before Mr. Hilton became an employe of this Service, it will not be the policy of the Service to take any action toward forcing Mr. Hilton to pay the account.

2. Mr. Hilton has informed this Office of his desire and intention to settle your account in full but states that it will require some time before he can arrange matters so that he will be able to make full payment of the account.

Respectfully,

H. W. RHODES

Superintendent of Lighthouses.

HWR:EMA

September 24, 1923.

Mr. Norris H. Hilton,
2nd Assistant Keeper,
San Luis Obispo Light Station.

Through the Keeper.

1. Referring to your letter of September 15th in further explanation of the amount owed by you to the Williams Store at Ilwaco, Washington.

2. You are advised that your statement that you will settle this account as soon as you are able is satisfactory to this Office and that, therefore, no further action will be taken in the matter.

LIGHTHOUSE SUPERINTENDENT
SEP 24 1923
SAN FRANCISCO

79

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTEENTH DISTRICT

San Luis Obispo
(Station, Depot, or Vessel.)

Sept 15th, 1923

Superintendent of Lighthouses
San Francisco Calif

Sir:

In compliance with your request for information in regard to my intentions in the payment of the account in question, would state. That I have every intention of taking it up as well as some others, as soon as certain developments make it possible, and in the manner hereinafter discussed.

I have certain assets remaining, the proceeds of which, I have at present time able to conceal, and for the reason that they will, when disposed of advantageously put me entirely out of debt.

If, however these people should discover them and force a sale, the amount received would probably only cover me on two accounts, and I want them all paid. I know that they are outlawed, but it makes no difference to me. I intend to pay them just the same. I would ask, that you keep your knowledge concerning my assets private, please.

Respectfully

L. H. Walters, Keeper

L. H. Walters
2d Asst Keeper

D. WALTER WILLIAMS

REES B. WILLIAMS

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON

SEP 17 1923

Septe ber 15, 1923.

Mr.H. W. Rhodes,

Supt. of Lighthouses,

San Francisco, Calif.

Dear Sir,

Your favor dated August 31 relative account of Mr. N. H. Hilton has been received. Enclosed find statement of account and letter from Mr. Hilton recognizing same. You will note that he quit buying on September 21, 1921 althought he purchased a couple of articles on December 7, 1922. You will note that he only paid us $25.00 in cash on his account along with .95 c for a couple of articles charged to his account. We refused to extend him further credit which accounts for the .95 c as same was in payment of the two articles mentioned. Relative the credits for Labor will state that he performed some carpenter work for us and we credited him with half of his bill and paid him cash for the other half as we supposed at that time that he was honest but in hard luck.

We would be satisfied if he would pay us even five or ten dollars a month, anything to show that he was trying to pay us an honest bill.

Our local bank was robbed by its officials and closed on Sept. 1st so that all our available funds are tied up and we surely need help from the people who we trusted.

Yours very truly,

Williams Store.

By D. Walter Williams
Member of firm

STATEMENT

ILWACO, WASH. Sept 15 1923

Mr N. H. Hilton

IN ACCOUNT WITH

WILLIAMS STORE

DEALERS IN

GROCERIES, HARDWARE, HAY, FEED, ETC.

ALL BILLS MUST BE PAID THE FIRST OF EVERY MONTH

1921 Sept	21	Balance due	295	14	
Dec 1922	7	1# Butter		60	
"	7	1# chocolate		35	29609
		Credits			
1922					
Aug	14	By Cash	2500		
oct	3	" Labor	1200		
"	23	" Labor	975		
Dec	9	" Cash		95	4770
		Balance due			24839

Cant Sam Tues Early

D. H. Williams
Alvarado Tex

Dear Sir.

I was going to send you some money on the last mail but found it impossible because of the sickness of my wife who is still quite ill. so I cant promise any immediate date to send money to you just now. I have even had to sell the Ford car.

Yours truly

H. H. Hall

HWR:LH

August 31, 1923.

N. H. Hilton, 2d Asst. Keeper,
San Luis Obispo Light Station.

(Through the Keeper).

1. Referring to your letter of August 28th, explaining your indebtedness to Williams Store at Ilwaco, Washington, in the amount of $248.39, you are advised that, while the Lighthouse Service does not attempt to collect debts which its employees owe, it does nevertheless enforce the regulations relative to the payment of all just debts by its employees.

2. Your particular case is an unusual one, and in view of your statement that you failed in business at the time the debt in question was incurred, it is not known what attitude the Department might take in enforcing the regulations concerning the payment of debts in your case.

3. It would appear that, as this debt is now three years old, it is outlawed, unless you have in the meantime made payments on it or given a note to cover it. It is requested that you inform this office if you intend to give a note to your creditors in this matter, and also if you propose to make any arrangements for paying a small amount per month on the indebtedness. Under the circumstances, this office will take no further action in the matter at this time, but desires to know if you propose to make any arrangements at this time toward settling the account at some time in the future.

H. W. RHODES

HWR:LH

August 31, 1923.

Williams Store,
Ilwaco,
Washington. Attention D. Walter Williams.

Gentlemen:-

1. In reply to your letter of August 15th relative to the sum of $248.39 owed you by N. H. Hilton, an employee of this Service, for groceries furnished him, you are advised that Mr. Hilton has reported in this matter that the account is an old one dating back to a period three years ago, at which time he claims he filed for approximately $20,000, due to an unfavorable year in the salmon industry in which he was engaged.

2. Mr. Hilton further states that he has paid you during the past year, to the best of his recollection, about $100 on this account, and that in the course of time the full account will be paid. He further states that his present salary of $88.50 per month is barely sufficient to take care of his large family and that at present he is unable to pay any more on your account.

3. You are requested to advise this office of the ~~exact~~ last date on which goods on the account in question were delivered to Mr. Hilton, and also of the exact amount he has paid you during the past year. Please report also if Mr. Hilton has given you a note or any other form of security to cover the payment of this indebtedness.

Yours very truly,

H. W. RHODES

Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

660 55 00 45 82 ✓
2 00 = 13 50
58 50

AUG 31 1923

EIGHTEENTH DISTRICT

San Luis Obispo
(Station, Depot, or Vessel.)

Aug 28, 1923.

~~Superintendent of Lighthouses~~
San Francisco Calif

Sir:

Your communication of Aug 24th concerning an a/c of $248.39 to Williams Store, Oilskin Hat, and contents noted. Possibly a few words in explanation will be in order.

If the office is run by a collection agency I am afraid they are taken as a rather large order, as I went broke in the Salmon industry for approximately $20,000.00 this occured about three years ago. This did not happen to me alone. The whole district went flat, we all went down together. Many firms in Washington have written the loss off their books. a few are still hollering.

I did the best I could after the crash. and liquidated all save about $1000.00. The reason that remains unpaid is because I have no more money, not having it, I can't pay it

Since entering the service last January. I have scrupulously paid all my current accounts each month

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTEENTH DISTRICT

_____
(Station, Depot, or Vessel.)

_____, 19

Keepers on a salary of $885 they is nothing left, not with my six family, and two mones.

Since being here I have bought a car, upon small monthly payments, I did this in the hope of finally saving my milk and buttes money, thereby gaining a little for the future.

This particular A/c of Williams I have covered, if I remember rightly about $100.00 in the last year, and it will, of course, in time be paid. I have never run away nor hidden from anyone I have ever owed, and this man in particular I have written to several times, in fact I write him last week explaining things.

I wish to again call your attention, to the fact, that I have, since entering the service, paid all my bills promptly and have every intention of pursuing this policy, now I cannot do upon my present salary.

Respectfully,

L. H. Watters
Keeper

W. L. Leeton
2d Asst K.

HWR:LH

August 24, 1923.

M. H. Hilton, 2d Asst. Keeper,
San Luis Obispo Light Station.

(Through the Keeper).

1. This office is in receipt of a letter dated August 15th from D. Walter Williams of Williams Store, Ilwaco, Washington, stating that you owe the store the amount of $248.39 for groceries delivered to yourself and family.

2. You are requested to report if this is a just and honest debt, and if so, what steps you are taking to pay the amount you owe.

3. In this connection, your attention is directed to paragraph 32 of Instructions to Employees of the United States Lighthouse Service, 1915, copy of which has been furnished you, relative to the payment of honest, just and legal debts by all persons in the Lighthouse Service.

H. W. RHODES

D. WALTER WILLIAMS

REES B. WILLIAMS

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON

LIGHTHOUSE SUPERINTENDENT
AUG 17 1923
SAN FRANCISCO

August 15, 1923.

Superintendent of Lighthouses,

Custom House,

~~Seattle, Wash.~~ San Francisco Calif.

Dear Sir,

You have a man in your employ named Norris H. Hilton who owes us $248.39 for groceries delivered to himself and family. We recently wrote Mr. Hilton requesting him to pay any amount that he could spare monthly and he wrote us an insulting letter, not denying the account but telling us what we could do etc, which we did not appreciate as we sold him the goods in good faith and tried to treat him as we would like to be treated.

We do not care to work any hardship upon him but believe that we are entitled to decent consideration and a monthly payment say of even five or ten dollars.

If you can lend us any assistance in this matter it will be appreciated.

Thanking you and with highest regards we are,

Yours very truly,

D. Walter Williams.

D. Walter Williams

HWR:LH

June 22, 1923.

M. H. Hilton,
2d Asst. Keeper, San Luis Obispo Light Station.

(Through the Keeper).

1. Report has been received at this office to the effect that mail addressed to you at the Pigeon Point Light Station has been returned to the Dead Letter Office, and the Postmaster at Pescadero states you requested him to hold your mail until you sent him your new address, which he has not yet received.

2. You are requested to immediately forward your proper address to the Postmaster at Pescadero and also to the keeper of the Pigeon Point Light Station, in order that mail received at either place for you may be properly forwarded.

H. W. RHODES

D. WALTER WILLIAMS

REES B. WILLIAMS

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON



June 21, 1923.

Superintendent of Lighthouses,

Customhouse,

San Francisco, Calif.

Dear Sir,

Your favor of the 18th inst has been received. We thank you for the information contained.

Enclosed find envelopes referred to.

Yours very truly,

Williams Store.

D. Walter Williams

no action

Post Office Department

POST OFFICE, SAN FRANCISCO, CALIF.

DEAD LETTER BRANCH.

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300.

SAN FRANCISCO, CALIF. JUN 12 12-M 1923

REGISTER OR INSURE VALUABLE MAIL

William Stout

Vacaville, Solano Co

Calif

COLLECT THREE CENTS ON DELIVERY

A letter without the sender's card address on the envelope is charged with this fee for return.



Removed

Mr. N. H. Hilton,

Pigeon Point Light Station,

Pescadero,

California.

San Mateo County.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE SUPERINTENDENT
JUN 23 1923
SAN FRANCISCO

EIGHTEENTH DISTRICT
Pigeon Point
(Station, Depot, or Vessel.)
June 21, 1923

To: Supt of Lighthouses,
San Francisco Calif.

Sir: In reply to inclosed letter from the Superintendent, I state that no letters have been received at this station for N.H. Hilton, and if so, I would have properly forwarded the same as has been, and is my custom.

2. I have taken this matter up with the Postmaster at Pescadero, who informs me that N.H. Hilton requested him to hold his mail until he sent him a proper address, which he failed to do, Consequently the letters were sent by the Postmaster to the dead letter office when the senders address did not appear on the outside of the letter.

Respt
John Hilton
Keeper

HWR:IJD

June 18, 1923.

Williams Store,
Ilwaco, Washington.

Gentlemen:

1. In reply to your letter of June 14 you are advised that Mr. N. H. Hilton, formerly at the Pigeon Point Light Station in this district, has been transferred as 2nd Assistant Keeper to the San Luis Obispo Light Station, and that his post office address is Port San Luis, Calif.

2. It is not understood why your previous letter addressed to him at Pigeon Point Light Station was not forwarded to him from that station instead of being returned to the dead letter branch of the San Francisco Post Office, and it is requested that if the envelope of this letter is still in your possession it be forwarded to this office in order that the matter may be further investigated.

Yours very truly,

H. W. RHODES

Superintendent of Lighthouses.

HWR:IJD

June 18, 1923.

Keeper, Pigeon Point Light Station:

1. This office is in receipt of information to the effect that a letter addressed to Mr. N. H. Hilton, Pigeon Point Light Station, Pescadero, San Mateo County, California, has been returned to the writer from the dead letter branch of the San Francisco Post Office. You are requested to inform this office why the letter in question, when received at your station, was not properly forwarded to Mr. Hilton, and if you have any knowledge of how it came to be returned to the dead letter office in this City.

2. The letter in question was written by Mr. D. Walter Williams, of Williams Store, Ilwaco, Washington.

H. W. RHODES

D. WALTER WILLIAMS

REES B. WILLIAMS

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON

LIGHTHOUSE SUPERINTENDENT
JUN 18 1923
SAN FRANCISCO

June 14, 1923.

U. S. Lighthouse Department,

San Francisco, Calif.

Dear Sirs,

Some time ago you wrote us that Mr. N. H. Hilton was located at Pigeon Point Light Station, Pescadero, San Mateo County, California. We just had a letter returned to us from the Dead Letter Branch, Post Office, San Francisco, addressed to the gentleman mentioned.

If he is still in your employ would be pleased to have his address.

Yours very truly,

Williams Store.

D Walter Williams

HWR:IJD

May 14, 1923.

Master, Lighthouse Tender MADRONO:

1. While at Port San Luis you are directed to pick up with the surf boat a piano belonging to Second Assistant Keeper Hilton of the San Luis Obispo Light Station which is now on the freight wharf at that place and deliver it to the station wharf.

H. W. RHODES

Copy for information of Second Assistant Keeper N.H. Hilton:

See your letter of May 12 requesting that the tender make delivery of this piano for you.

H. W. RHODES

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

MAY 15 1923

file

EIGHTEENTH DISTRICT

Tat San Luis.
(Station, Depot, or Vessel.)

May 12th, 1923.

Superintendent of Lighthouses
San Francisco, Calif.

Sir:

This will acknowledge the receipt of your communication of May 9th, concerning the Commd entries and also express my thanks for the use of same.

In regard to our Diaphone. It has been at the Coat Dock here for nearly a month because we have been unable to transport it, to our dock. lacking, and being unable to obtain, a suitable boat.

If you deem it advisable, will you instruct the Tender to bring it over in their own boat, or in any other manner, you may think proper.

If we don't succeed in removing it from the proximity of the water soon, the dampness may ruin it.

The rest of our furniture remains at Pigeon Point awaiting the tender.

Respectfully

G. F. Walter Keeper

Thomas H. Kelly 2d Comdr

WW:EMA

N H Hilton

March 12, 1923.

Williams Store,
Ilwaco, Wash.

Gentlemen:

1. Referring to your letter of March 9th, you are informed that N. H. Hilton entered on duty as Third Assistant Keeper at Pigeon Point Light Station on March 4th. His postoffice address is:- Pigeon Point Light Station, Pescadero, San Mateo County, Calif.

For and in the absence of the Superintendent.

Respectfully,

P. J. Otter.

First Assistant Superintendent.

AME
Enc.

N. H. Hilton

Mar. 10, 1923.

Norris H. Hilton, Keeper-at-Large,
Pigeon Point Light Station.

(Through the Keeper)

1. There is enclosed record of your medical examination. Sign this form before the Keeper at the place indicated. This form should be retained by you.

For and in the absence of the Superintendent

Otter

Keeper, Pigeon Point Light Station:

1. Copy of above medical examination is enclosed for the files of the Station.

For and in the absence of the Superintendent

Otter

D. WALTER WILLIAMS

REES B. WILLIAMS

LIGHTHOUSE SUPERINTENDENT
MAR 12 1923
SAN FRANCISCO

WILLIAMS STORE

GROCERIES

ILWACO, WASHINGTON

March 9, 1923.

U. S. Lighthouse Dept.,

San Francisco, Calif.

Dear Sirs,

Will you kindly advise if you have a man in your employ in the state of California by the name of N. H. Hilton and if so his address.

Thanking you and with highest regards we are,

Yours very truly,

Williams Store.

D. Walter Williams

Form 206 File No. 8

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Superintendent, 18th DISTRICT,

PLACE, San Francisco, California

DATE, December 29th, 1922.

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,

San Francisco, California

SIR:

Please examine Norris H. Hilton

nativity, American; age, 37; height, 5 feet, 8 inches;

weight 140 pounds; color of hair Light brown; color of eyes, blue

distinguishing marks, --

as to eyesight, hearing, and physical condition.

When the examination has been completed the findings should be recorded on this blank and the blank returned to the applicant.

Respectfully,

H. W. RHODES

Superintendent of Lighthouses ~~Lighthouse Inspector~~.

(Signature of applicant:) Norris H. Hilton

(To be signed in the presence of the officer issuing this blank or witnessed by a designated employee of the Lighthouse Service.)

U. S. PUBLIC HEALTH SERVICE

PLACE, San Francisco, Calif.

DATE, Dec 29, 1922

To LIGHTHOUSE INSPECTOR,

SIR: This certifies that I have this day examined the eyesight, hearing, and physical condition of Norris H. Hilton, and find him physically { disqualified / qualified* } in accordance with rules approved by the Secretary of the Treasury and the Secretary of Commerce, respecting the treatment by the Public Health Service of light keepers and assistant light keepers of the Lighthouse Service pursuant to the Act of Congress approved August 28, 1916.

He is disqualified for the reasons shown on page 3.

George Morton

AA *Surgeon, U. S. Public Health Service.*

* If qualified, strike out the word "disqualified" and the paragraph following.

11—5999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, San Francisco, Calif.

DATE, Dec. 29, 1922

Name of applicant, Norris H. Hilton

Eyes: Color, Blue; exophthalmus, no

chronic inflammation, no; other anbormality, no

Eyelids: Ptosis, no; condition of conjunctiva on eversion, good

other conditions, no

Eyesight:

Vision of right eye, without glasses, 20/30; with glasses, -

Vision of left eye, without glasses, 20/20; with glasses, -

Is applicant partially or wholly color-blind? no

If color-blind, state which color he confuses none

Were candidate's eyes tested with lantern, woolen skeins, or both? skeins

Ears:

Abnormalities, no; shape, normal

Position, normal; condition of drums good

Evidence of mastoid disease, no

Hearing: (When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard: Right ear, 30 feet; left ear, 30 feet.

Distance whispered speech can be heard: Right ear, 15 feet; left ear, 15 feet.

Lungs: normal

Heart: normal

Defects noted which, in the opinion of the medical examiner, will not materially interfere with the discharge of the duties of light keeper or assistant light keeper:

-

11—5999

Norris H. Hilton

LEGAL RESIDENCE.
California

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper Prob 18th at large	600	L.H.	March 4, 1923
" trans Pigeon Pt. L.H. Cal	600	"	April 1, 1923.
" trans San Luis Obispo L.H.	660	"	April 14, 1923
" Read of Pay	900.	"	JUL 1 1924
" "	1080	"	FEB 1 1925
RESIGNED CLOSE OF	March 5, 1925.		

11—1248

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 18th DISTRICT

San Francisco, California, December 29th, 1922.
(City.) (Date.)

1923 JAN 4 PM 4 01

1923 JAN 4 AM

DEPARTMENT OF COMMERCE JAN 5 1923 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:
(Through the District Secretary)

Action recommended, Probationary Appointment.

Name, Norris H. Hilton — Legal residence, California.

Position, Keeper (Keeper-at-Large) — Salary, $600.00 per annum

Location, Various Stations & Goat Island Lighthouse Depot. — Appropriation, Salaries, Keepers.

Effective January 6, 1923. — [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, New appointment — Former salary, --

Location,

Assistant Lighthouse

Rank on eligible list, No.3 Rating, Keeper Percentage, 83.60 , Other eligibles considered:
William F. Wilkinson - C
Cleo Miller - C

Previous incumbent, Austin M. Small — Services terminated, November 15, 1922.

Reason, Transferred to Second Assistant Keeper.

Members of family in Government Service, None

Remarks: BORN - August 5, 1885.

TWELFTH DISTRICT DEC 30 1922 SAN FRANCISCO.

Selection regular, subject to the action of the U. S. Civil Service Commission, DEC 30 1922 , 19

C. A. Bryant
Secretary Twelfth Civil Service District.

H. W. Rhodes
Superintendent of Lighthouses.

1/5/23. CD

BUREAU OF LIGHTHOUSES
WASHINGTON

January 4, 1923.

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 5, 1923.

Mr. Norris H. Hilton,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. _____) issued by the Secretary, Twelfth Civil Service District.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION FILED JAN 5 - 1923 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

C
C
10th

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Austin M. Small.

Legal Residence: California.

(See reverse side.)

U. S. REPORT DATA ENTERED

11—4080

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
MAR 16
APPOINTMENT
DIVISION

1923 MAR 15 AM 11 50
LIGHTHOUSES

I, Norris H. Hilton

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.

☞ Norris H. Hilton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 10th day of March, A. D. 19 23

CHIEF CLERK
1923 MAR 15 PM. 4 31

(Affix official seal here)

[4](Name) J. M. Wilson

(Official title) Chief Clerk, 18th Lighthouse Dist.

~~My commission expires~~

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper (Keeper-at-Large)	$600. Base	18th Lighthouse District
Former[5] -	-	-

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 18th DISTRICT

San Francisco, California, March 10, 1923
(Address) (Date)

The above-named appointee entered upon duty on March 4, 1923 (Date)

For and in the absence of the Superintendent

CARDED
FILED
ENTERED

H. J. Otter.
(Signature followed by title)

1st Assistant Superintendent.

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

11—944

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE MAR 16 1923 APPOINTMENT DIVISION.

LIGHTHOUSES 1923 MAR 15 AM 11 50

CHIEF CLERK 1923 MAR 15 PM 4 31

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

PART I.

1. Name of employee: Norris H. Hilton

2. Position to which appointed: Keeper (Keeper-at-Large)

3. Bureau or Service: Lighthouse Service, District: 18th

4. Place of duty: Various Stations & Goat IslandLighthouse Depot (City, town, station, or vessel.)

5. Salary: $600. A.

6. Appropriation from which paid: Salaries of Keepers

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

From Assistant Lighthouse Keeper Examination - November 29, 1922

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

CARDED

1. What is your full name? (State whether Mr., Miss, or Mrs., and spell out names in full, including middle name or names. Example: "Mr. John Richard Roe." If name itself is merely a letter, so state.)

Mrs. Norris Leighburn Hilton.

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

Norris L. Hilton

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

California (State or Territory.) Alameda (County.) Alameda (City or town.) Sixth (Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

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

11—6922

6. Where were you born? Lock Haven, Pennsylvania

7. When were you born? August (Month.) 5th (Day.) 1885 (Year.)

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

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

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

Mrs W. L. Holton. (Name.) 1212 Regent Street (Number and street.)

Alameda (City or town.) California. (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

11—6022

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") no If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

U.S. Coast Guard. Boat Building. Carpentering. Painting. Steam & Gas Engineering. Boatman etc. Pharmacist.

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

College.

Philadelphia College of Pharmacy P.D. 1907

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

Steam Engineer. Gas Engineer. Carpenter. Painter. Machinist. Boatman. (Operator License) Degree of P.D. & P.G. & Ph.G.

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

Lighthouse Service Light Keeper Nov 29, 1922

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") Yes. If not, state the name and address of the person who wrote them for you.

Date, Jan 3rd, 1923

Witness (in case signature is by mark):

(Signature) Hans C. Hattox

(Present address) 1212 Regent St.
(Number and street.)

Alameda Calif.
(City or town.) (State or Territory.)

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded March 10th, 19 23

For and in the absence of the Superintendent

(Signature) R. J. Otter

(Official title) 1st Assistant Superintendent

11—6923

Form 73a

EMA

REPORT OF TRANSFER OF APPOINTEE

1923 MAR 22 PM 4 01

1923 MAR 21 PM 3 43 LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Superintendent

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~, 18th DISTRICT.

San Francisco, Calif., March 16th, 1923.

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on April 1st, 1923.

Name, Norris H. Hilton — Position, Keeper (3rd Asst.)

From Keeper at Large (at Goat Island Lighthouse Depot & various stations.) — To Pigeon Point Light Station.

Previous incumbent, Henry B. Williams

Services terminated, February 13, 1923 — Reason, Resigned

DEPARTMENT OF COMMERCE MAR 23 1923 APPOINTMENT DIVISION.

For and in the absence of the Superintendent.

APPOINTMENT DIVISION ENTERED MAR 23 1923 ON JOURNAL DEPARTMENT OF COMMERCE.

H. J. Otter.

1st Asst. Superintendent.

San Francisco, Calif., March 16th, 1923.

The above-referred-to transfer became effective beginning with April 1, 1923.

For and in the absence of the Superintendent.

H. J. Otter

1st Assistant Superintendent.

11—4508

BUREAU OF LIGHTHOUSES

WASHINGTON

MAR 21 1923

3/22/23.

Submitted to the Secretary of Commerce for his information.

CARDED

J. S. CONWAY

Acting Commissioner.

Form 73

WW:EMA

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 APR 10 AM 11 LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 18th DISTRICT.

San Francisco, Calif, April 5th, 1923
(City.) (Date.)

1923 APR 10 PM 4 10

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and Promotion

Name, Norris H. Hilton — Legal residence, California

Position, Keeper (2nd Asst.) — Salary, $660. A.

Location, San Luis Obispo Light Station Cal — Appropriation, Salaries of Keepers

Effective April 14,1923 — {1 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper (3rd Asst.) — Former salary, $600.00 A.

Location, Pigeon Point Light Station Cal

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

DEPARTMENT OF COMMERCE APR 10 1923 DEPARTMENT OF COMMERCE APR 11 1923 APPOINTMENT DIVISION.

Previous incumbent, Arthur Hedrick — Services terminated, March 31, 1923.

Reason, Resignation

Members of family in Government Service, None

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission, APR 11 1923, 19

H.W. Rhodes.
Superintendent of Lighthouses.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 10 1923

Submitted to the Secretary of Commerce, approved.

E.C. GILLETTE
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 11, 1923.

Mr. Norris H. Hilton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 600 per annum to $ 660 per annum, effective April 14, 1923, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

APR 11 [illegible]

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—6074

APPOINTMENT DIVISION ENTERED APR 11 1923 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

P
16th

H. R. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO,
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

EMA

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
MAY 4 1923
APPOINTMENT DIVISION.

1923 MAY 2 PM 11 53
LIGHTHOUSES

OFFICE OF SUPERINTENDENT, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CALIF.

April 27, 1923.

CHIEF CLERK
1923 MAY 4 PM 3 56

Commissioner of Lighthouses.

1. Referring to Department letter of April 11, 1923, advising Norris H. Hilton that his salary as Keeper in the Lighthouse Service had been changed from $600.00 per annum to $660. per annum, effective April 14, 1923, or as soon thereafter as he entered upon duty.

2. The Bureau is advised that Norris H. Hilton entered on duty as Keeper in the Lighthouse Service at San Luis Obispo Light Station, with salary at the rate of $660.00 per annum, on April 14, 1923.

H. W. Rhodes

Bureau of Lighthouses, Washington
MAY 4 - 1923
Submitted to Secretary of Commerce for his information.
J. S. CONWAY
Acting Commissioner

(CROSS REFERENCE)

Hilton Dorris H In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $900, effective July 1, 1924.

For authorization see letter dated JUL 16 1924 File No. 1095/21.

CHIEF CLERK 1925 FEB 20 AM 10 00

LIGHTHOUSES 1925 FEB 19 AM 9 04

Form 98 EMA

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 18th DISTRICT.

San Francisco, California, February 18th, 1925.

DEPARTMENT OF COMMERCE FEB 20 1925 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, Norris H. Hilton Position, Keeper (2nd Asst.)

Legal residence, California Station, San Luis Obispo Light Station

Salary, ~~$200.00~~ 1,080 per annum

The acceptance of this resignation is recommended effective at the close of a date to be hereafter reported.

This employee has not taken leave in excess of the accrued rate.

Remarks:

APPOINTMENT DIVISION RECEIVED ACTION TAKEN FEB 20 1925 DEPARTMENT OF COMMERCE

H. W. Rhodes

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

FEB 19 1925

Submitted to the Secretary of Commerce, approved.

11—4023

J. Conway

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1925 FEB 19 AM 9 04

LIGHTHOUSE SUPERINTENDENT
FEB 13 1925
SAN FRANCISCO

EIGHTEENTH DISTRICT,

San Luis Obispo
(Station, Depot, or Vessel)

Feb 12th, 1925

Superintendent of Lighthouses
San Francisco. Calif.

Sir:

I herewith tender to you, my resignation from the Lighthouse Service. To take effect March. 5th. 1925.

Pleas accept my thanks for the many kindnesses extended to me, during my term of servic.

With sincere personal regards. I remain

Respectfully.

F. A. Hilton
2nd Cook

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 20, 1925.

Mr. Norris H. Hilton,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on a date to be hereafter reported.

Bureau.....Lighthouse Service.

Station.....San Luis Obispo Light Station.

Position.....Keeper.

Salary.....$1080 per annum.

By direction of the Secretary:

Respectfully,

FEB 21 1925

FEB

16th
B

APPOINTMENT DIVISION ENTERED FEB 21 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Acting Chief of Appointment Division.

CARDED

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Norris H. Hilton,
Through the
Commissioner of Lighthouses,

Sir: In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Chief of Appointment Division.

Acting

APPOINTMENT DIVISION ENTERED FEB 10 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Position:

Keeper

Salary:

$1080

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

18

JSJ

CARDED

FEB 11 1925

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN FRANCISCO, CALIF.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1925 MAR 23 AM 11 47

EMA

OFFICE OF SUPERINTENDENT, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CALIF.

March 18, 1925.

CHIEF CLERK
1925 MAR 24 PM 4 3

Commissioner of Lighthouses.

1. Referring to Department letter of February 20,1925, advising Norris H. Hilton that his resignation as Second Assistant Keeper, San Luis Obispo Light Station, had been accepted, upon recommendation of the Bureau, to take effect at the close of business on a date to be hereafter reported.

2. The Bureau is advised that Norris H. Hilton resigned as Second Assistant Keeper, San Luis Obispo Light Station, salary $1080.00 per annum, effective at the close of business on March 5, 1925.

H. W. Rhodes.

CARDED

APPOINTMENT DIVISION
ENTERED
MAR 27 1925
ON JOURNAL
DEPARTMENT OF COMMERCE

Bureau of Lighthouses, Washington
MAR 24 1925

Submitted to Secretary of Commerce for his information

3/25/25

Acting Commissioner of Lighthouses

CROSS REFERENCE

SEE FILE--464/16/ D/1

NAME Hilton, Norris H.

POSITION Keeper

BUREAU LIGHTHOUSES

STATION 18th District

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
660	240	900	XCR	404.25	1304.25	LHS	3	1080	Yes	60-a	

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

Approved $1080

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1080 TO $1320

CLASSIFICATION BOARD FORM NO. 1
(Filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 89
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Hilton (Surname) Norris (Given name) H. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station 18th Lighthouse District
   (b) Subdivision San Luis Obispo Light Station
   (c) City or town Port San Luis (P.O.) State Calif.
6. Pay-roll title Lighthouse Keeper
7. Customary office title Second Assistant Keeper

8. (a) Number of regular working hours of the position, per day 8 to 10; per week 56 to 70
   (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 Average 5 hrs. Time of night changes with watches
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 None
11. Present rate of pay, exclusive of bonus 660.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ Not in service; bonus, $ ____ per annum.
13. If the employee receives overtime pay, state the rate None allowed
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
    $164.25 in cash as commutation of rations.
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, $5.00 per annum.
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 St. Lukes Prep School, Wayne, Penna. 1907)
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name Philadelphia College of Pharmacy (Degree of P.D.; years ☐ 1 ☐ 2 ☐ 3 ☒ 4
    (e) Post graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind Aviation; number of lessons 53; number completed 53

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. Stands light and fog signal watches day and night, including Sundays and holidays. Starting and operating fog signal plant in foggy weather.	67%
2. Works with other keepers in general maintenance and repair of station grounds, buildings, landing, machinery, etc.	33%

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

Works under immediate supervision of keeper or first assistant.

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.

21. How long have the employee's duties been substantially as described above? Since April 14, 1923.

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

June 1st, 1923. (Date) H. W. RHODES (Signature of Preparing Officer) Superintendent. (Title)

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		X
Common School	X	

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Miscellaneous mechanical and boating experience.

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 $ 900.00 to $ 1020.00

June 1st, 1923. (Date) H. W. RHODES (Signature of head of field office or station) Superintendent. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

75

1942 DEC 24 AM 7 22

UNITED STATES COAST GUARD
425 CUSTOMHOUSE
SAN FRANCISCO, CALIF.

OFFICE OF
DISTRICT COAST GUARD OFFICER

17 December, 1942.

From: District Coast Guard Officer, 12th Naval District.
To : Commandant, U. S. Coast Guard.

Subject: Norris H. Hilton - former Lighthouse Keeper.

Reference: (a) Headquarters' letter 8 December, 1942 (CP-75)
(b) Bureau of Lighthouses' letter December 20, 1924.
(c) Bureau of Lighthouses' letter January 28, 1925.
(d) Bureau of Lighthouses' letter March 10, 1925.

Inclosure: (A) Form 2806 for subject employee.

1. References (b), (c) and (d) relate to increases in pay for Lighthouse Keepers and Assistants for the Fiscal Year 1925, retroactive to July 1, 1924. The retroactive rate of pay of Hilton effective 1 July, 1924, was not authorized until January 28,1925. A new Form 2806 is submitted herewith which it is requested be substituted for the one already sent you.

2. The records of this Office indicate that Norris H. Hilton took leave without pay in the month of September, 1924, but do not indicate the dates on which taken.

H. C. HOGREFE
By direction.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

UNITED STATES COAST GUARD
WASHINGTON

CP-75
6 December, 1942

3-2

From: Commandant.
To: District Coast Guard Officer, 12th Naval District.

Reference: (a) Your letter 1 December, 1942 (75).
(b) Headquarters' letter 27 November, 1942 (CP-75).

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.

NAME AND DESIGNATION

Norris H. Hilton, former Keeper.

(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 enclosed 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.

XXXXX **There is nothing in the record to indicate that the subject employee should have received $8.25 retroactive pay from 1 July, 1924, to 31 January, 1925, and it is requested that an explanation be furnished as to the reason for its being included in the aggregate basic salary. Please advise the dates on which the employee had leave without pay during 1924. Expedite your reply, as the matter has been pending for several months.**

N. R. STILES,
By direction.

Stewart Room 3012 3-2

DEC 9 1942

3-2

1942 DEC 7 PM 2 05

UNITED STATES COAST GUARD
425 CUSTOMHOUSE
SAN FRANCISCO, CALIF.

OFFICE OF
DISTRICT COAST GUARD OFFICER

1 December, 1942.

From: District Coast Guard Officer, 12th Naval District.
To : Commandant, Coast Guard.

Subject: Norris H. Hilton - former Keeper; service record.

Reference: (a) Headquarters' letter 27 November, 1942.

Inclosure: (A) Form 2806 for subject employee.

1. In copying service record side of Inclosure (A), an error was made in showing his resignation effective at the close April 5, 1925; it should have been shown as effective at the close of March 5, 1925. The service side of card has therefore been corrected; the fiscal side remaining the same.

H. C. HOGREFE
By direction.



CG-CP-75

27 November, 1942.

From: Commandant.
To: District Coast Guard Officer, 12th Naval District, San Francisco.

Subject: Norris H. Hilton, former Keeper; service record.

Reference: (a) Your letter 16 November, 1942 (75).
(b) Headquarters' letter 30 October, 1942 (CP-75).
(c) Headquarters' letter 15 September, 1942 (CP-75).
(d) Headquarters' letter 16 July, 1942 (CP-75).

Inclosure: (A) Form 2806 submitted with reference (a).

1. From the information shown on the service record side of Inclosure (A) it appears the aggregate basic salary for the fiscal year 1925 is incorrect. If the employee had leave without pay other than indicated it should be noted under remarks on the fiscal side of the card. It also appears the tontine for 1925 should be $9.00. In view of the fact that this case has been pending since July it is requested that submission of amended Form 2806 be expedited.

N. R. STILES,
By direction.

NOV 27 1942

Stewart Room 3012 3-2

75

3-2

1942 NOV 23 AM 9 56

UNITED STATES COAST GUARD
425 CUSTOMHOUSE
SAN FRANCISCO, CALIF.

OFFICE OF
DISTRICT COAST GUARD OFFICER

16 November, 1942

From: District Coast Guard Officer, 12th Naval District
To : Commandant, Coast Guard

Subject: Certified Form 2806 - Norris H. Hilton

Reference: (a) Your letter 30 October, 1942.

Inclosure: (A) Form 2806 for subject employee.

1. Inclosure (A) of subject employee is forwarded herewith.

COMMANDER, USCG
H.C.PERKINS
By direction



CP-75

3-2

30 October, 1942

From: Commandant.
To: **District Coast Guard Officer, 12th Naval District, San Francisco.**

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.

NAME AND DESIGNATION **Norris H. Hilton, born 8-5-85, employed from 1923 to 1924 as keeper in former 18th Lighthouse District, San Francisco, California.**

(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.
XXX (8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
XXX (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.

XXX **The Civil Service Commission has again requested submission of Form 2806 in the case of the subject employee. Expedite.**

RECEIVED

N. R. STILES,
By direction.

OCT 31 1942

MAIL OPENED

Stewart - Room 3012 - 3-2

JA. for TGR

3-2 CP-75

15 September, 1942.

From: Commandant.
To: District Coast Guard Officer, 12th Naval District, San Francisco, California.

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.

NAME AND DESIGNATION Norris H. Hilton, born 8-5-85, employed from 1923 to 1924 as keeper in former 18th Lighthouse District, San Francisco, California.

(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) ~~XXXX~~ Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed 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.

RECEIVED SEP 16 1942 COAST GUARD

T. O. ROBERTSON,
By direction.

Mercer Room 3012 3-2

H.E.H.

CG- CP-75

16 July, 1942.

From: Commandant.
To: District Coast Guard Officer, 12th Naval District, San Francisco, California.

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.

NAME AND DESIGNATION Norris H. Hilton, born 8-5-85, employed in 1924 as keeper in the former 18th Lighthouse District.

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(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., including aggregate basic salary.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed 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.

T. O. ROBERTSON,
By direction.

JUL 17 1942