'26 MAY 15 PM 1:14:26

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

Date: 05/01/2026

## 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 |
|---|---|---|
| Hudgins, John, E. | | 1881 VA |

## 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: 1969 VA

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

## CIVILIAN SERVICE

| (Agency & Location) | | |
|---|---|---|
| Lighthouse Service (MD/VA) 5th district | | |
| From: 1918 | To: 1947 | |
| (Agency & Location) | | |
| From: | To: 4 Eddays | |
| (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-0007481767

Attendant Signature:

CMRS Search Request Number(s):

Remarks: Submitted to Arch Search 5/21/26 ZH

'26 MAY 29 PM 2:31:09

Soundex: H325

### SCREENING NOTES

☑ Reviewed and Nothing Removed PL ☐ 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:

HUDGINS, John E.

HUDGINS, John E.

Out

Form 73

REOM 1

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

FOURTH DISTRICT, SPECIAL
DEC 3 1917
Received

Baltimore, Md., (City.) Dec. 1, (Date.) 1917

THE COMMISSIONER OF LIGHTHOUSES:

(Through the Secretary, Fourth Civil Service District)

Action recommended, Probationary appointment

Name, John E. Hudgins

Position, Assistant Keeper

Location, Point No Point Light Sta., Md.

Effective Dec. 5, 1917

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

Legal residence, Virginia

Salary, $516. p.a. (base pay)

Appropriation, Salaries, Keepers of Lighthouses,

[1] temporary, or as soon thereafter as he enters on duty.

LIGHT DEC 5 1917 HOUSES

Former position, None, appointive capacity, this Service.

Former salary,

Location,

Rank on eligible list, 2 Rating, Asst. Kpr. Percentage, 87.2 , Other eligibles considered:
A.L.Colbourne, C.
W.E.Quidley, C

Previous incumbent, David E. Quidley

Services terminated, with close of Nov. 30, 1917.

Reason, Transferred to asst. kpr., $480. p.a. (base pay), Wade Point Light Sta., N.C.

Members of family in Government Service, James B. Hurst, keeper, Wolf Trap L.S., Va. 5th L-H Dist., cousin by marriage.

Remarks: No quarters are allowed to the family of an assistant keeper at Point No Point L.S., Md.

Selection regular, subject to the action of the U. S. Civil Service Commission, DEC - 4 1917 , 191

L. A. Fisher

Secretary, FOURTH Civil Service District.

H. D. King

Lighthouse Inspector.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 5 - 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11--2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
DEC 6 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 5, 1917.

M. John E. Hudgins,

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, Assistant Keeper in the Lighthouse Service at a salary of Five Hundred and Sixteen 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 local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: David E. Quidley.

Legal Residence: Virginia.

(See reverse side.)

11—5080

LIGHT
DEC 28 1917
HOUSES

December 27, 1917.

LIGHT
FEB 6 1918
HOUSES

Sir:

The Department is in receipt of your resignation, dated December 12, 1917, as assistant keeper of Point No Point Light Station, Maryland, at $516 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of January 26, 1918.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Mr. John E. Hudgins,
Through the Commissioner of Lighthouses.

H

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

LIGHT
JAN 31 191
HOUSES

REON.
Inclosure.

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

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Jan. 30, 1918

Commissioner of Lighthouses, Washington, D.C.

Subject: Change, effective date, resignation, John E. Hudgins.

Reference: Department Letter of December 27, 1917, attached.

There is inclosed carbon copy of above referred to Department Letter and it is recommended that the effective date of same be changed to read "at the close of January 26, 1918."

Mr. Hudgins states he has lost the original of Department Letter in this case.

Owing to the severe ice conditions in the vicinity of this station, it was impossible for Mr. Hudgins to leave the station or to be relieved by Mr. Yeatman, the keeper, who happened to be on shore liberty during the prevalence of the unfavorable weather conditions.

Return of amended Dept. Letter is requested.

King
Lighthouse Inspector

AKT
2 incls.

Bureau of Lighthouses,
Feb. 6, 1918.

Submitted to Secretary of Commerce, recommended for approval, there being inclosed Department letter of Dec. 27, 1917, in duplicate, for amendment.

Acting Commissioner

MCC

July 30, 1941.

The Commandant,

Coast Guard of the United States.

Sir:

I transmit herewith Commissions, dated July 28, 1941, for the following named officers in the Coast Guard of the United States:

Lieutenant (junior grade) Edward C. Allen Jr.
Lieutenant (junior grade) Winslow H. Buxton
Lieutenant (junior grade) Benjamin P. Clark
Lieutenant (junior grade) Arthur B. Engel
Lieutenant (junior grade) Benjamin F. Engel
Lieutenant (junior grade) Cornelius G. Houtsma
Lieutenant (junior grade) George E. Howarth
Lieutenant (junior grade) John E. D. Hudgens
Lieutenant (junior grade) Edwin B. Ing
Lieutenant (junior grade) Henry P. Kniskern Jr.
Lieutenant (junior grade) Charles E. Leising Jr.
Lieutenant (junior grade) Donald M. Morell
Lieutenant (junior grade) George T. Murati
Lieutenant (junior grade) Arthur Pfeiffer
Lieutenant (junior grade) John A. Pritchard Jr.
Lieutenant (junior grade) Thomas R. Sargent III
Lieutenant (junior grade) Benjamin D. Shoemaker Jr.
Lieutenant (junior grade) Raymond A. Tuttle
Lieutenant (junior grade) Robert Waldron
Lieutenant (junior grade) James B. Weaver
Lieutenant (junior grade) James W. Williams
Lieutenant (junior grade) Alexander W. Wuerker
Chief Machinist Charles Jerabeck
Chief Machinist William E. Lowe

Very truly yours,

T. F. Wilson
Director of Personnel.

By (Signed) H. W. Stutler

COPY
/fm

CF/md

SEE FILE OF EDWARD C. ALLEN JR.

July 9, 1941

Dear Mr. President:

I have the honor to transmit herewith nominations for promotion of the following named Ensigns to be Lieutenants (junior grade) in the Coast Guard of the United States, to rank as such from June 2, 1941:

| | |
|---|---|
| Alexander W. Wuerker | Arthur B. Engel |
| John E. D. Hudgens | Benjamin D. Shoemaker, Jr. |
| Arthur Pfeiffer | Raymond A. Tuttle |
| George E. Howarth | Donald M. Morell |
| Benjamin F. Engel | Charles E. Leising, Jr. |
| Robert Waldron | Benjamin P. Clark |
| George T. Murati | Thomas R. Sargent III |
| James W. Williams | John A. Pritchard, Jr. |
| Henry P. Kniskern, Jr. | Edwin B. Ing |
| Cornelius G. Houtsma | Winslow H. Buxton |
| Edward C. Allen, Jr. | James B. Weaver |

The above named officers have passed the examinations required for the promotions for which they are recommended.

Faithfully yours,

(Signed) H. Morgenthau, Jr.

The President,

The White House. July 9, 1941

COPY
/fm

SEE FILE OF ALEXANDER W. WUERKER

1271

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) John E. Hudgins Sex Male

Present address 213 W. 28th St. Norfolk, Va Date of birth Feb. 22-1881

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 |
|---|---|---|---|
| Sept 1934 | Sept 1935 | 528 Lincoln St | Portsmouth, Va |
| Sept 1935 | Jan 1939 | 109 W. 18th St. | Norfolk, Va |
| Jan 1939 | Oct 1939 | 213 W. 28th St. | Norfolk, Va |
| | | | |
| | | | |
| | | | |

Give, in your own handwriting, the information requested below

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

| Date of Arrest | Age | Charge | Court and Location | Judge | Disposition |
|---|---|---|---|---|---|
| 1903 | 22 | | mathews Co | | |
| About 36 years ago I was arrested in a group who had been drinking and got to fighting. We were fined $7.50 each, but I do not recall name of judge or court as that was a long time ago. | | | | | |
| 1903 | | | | | |

FOUND IN F.B.I.
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

John E Hudgins
Customary payroll signature of employee

Subscribed and sworn to before me this day of 19.

OCT 4 - 1939
Norfolk Navy Yard - Portsmouth, Va.
Clerk, Labor Board

Notary Public

My commission expires

3-2
file 75
2C4

PA
(FA-AR)
CG-75

22 October, 1947

From: Commandant

To: John E. Hudgins, Packer, Retired
208 W. 26th Street
Norfolk, Virginia

Subj: Retired pay; payment of

1. Having been transferred to the retired list of the former Lighthouse Service, Coast Guard, effective 1 November, 1947, in accordance with Department letter, dated 9 October, 1947, your pay accounts will henceforth be carried at Headquarters.

2. It has been held that the retired pay of personnel of the former Lighthouse Service is taxable income and subject to the withholding provisions of the Internal Revenue Code. In order that your taxable status can be correctly determined, it is requested that Form W-4, inclosure 1., be completed and returned to this office as soon as practicable.

See new instructions enclosed.

3. 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.

4. Inclosure 3. 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.

J. A. WILBER

By direction

Incls
1. Form W-4 - Employee's Withholding Exemption Certificate. (letter attached)
2. ~~Form N. C. G. 9671-B~~
3. ~~Standard Form 1099 - Signature Card~~

13471

LEH LEN. cdg MB

Return to 6-7

Rec'd 11/9/48 cdk

3-2 file 75 LEH.

208 West 26th Street,
Norfolk, Virginia

5 November, 1948

From: John E. Hudgins, Packer (Retired)
To: The Commandant (PC)

Subj: Retirement check

Reference is made to my letter dated 4 November, 1948, in which I advised that I had not received check for my retired pay for the month of October, 1948. I wish to advise that I have received this check since my letter was mailed. Accordingly, please cancel my letter dated 4 November, 1948.

John E Hudgins Packer

JOHN E. HUDGINS
Packer (Retired)

Noted: no answer necessary ok
L.E.H.

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

# REQUEST FOR REPORT ON LOYALTY DATA

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

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

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

| 1. FULL NAME (initials and abridgements of full name are not acceptable) | (Surname) | (Given name) | (Middle or other names) |
|---|---|---|---|
| | HUDGINS, | John | Elzay |

2. ALIASES AND NICKNAMES: None

3. DATE OF THIS REQUEST: 12-2-47

4. SPECIAL NUMBERS KNOWN TO REQUESTING AGENCY (FBI number or FBI file number, passport number, Army or Navy serial number, seaman's certificate of identification, alien registration number, Social Security number, etc. Specify which)

Coast Guard Identification Card Serial No. A05106254

| 5. PLACE OF BIRTH | 6. DATE OF BIRTH | 7. TITLE OF POSITION, OCCUPATION OR PROFESSION |
|---|---|---|
| Mathews County, Virginia | February 22, 1881 | Packer |

8. SEX: [X] MALE [ ] FEMALE

9. MARITAL STATUS: [ ] SINGLE [X] MARRIED (Separated)

10. IF MARRIED, GIVE SPOUSE'S FULL NAME, AND DATE AND PLACE OF BIRTH: Allie Columbia Smith Hudgins, Sept. 13, 1886, Mathews County, Va.

11. ORGANIZATIONS WITH WHICH AFFILIATED OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS: Redmen, Pocahontas, Sons and Daughters of Liberty, Daughters of America, National Federation of Federal Employees

12. DATES AND PLACES OF RESIDENCE FOR THE LAST 10 YEARS

| Date | Street | City | State |
|---|---|---|---|
| Oct. 1937 to Feb. 28, 1929 | 109 W. 18th St. | Norfolk | Virginia |
| Mar. 1, 1939 to Sept. 30, 1939 | 213 W. 28th St. | Norfolk | Virginia |
| Oct. 1, 1939 to Present | 208 W. 26th St. | Norfolk | Virginia |

13. DATES, NAMES AND ADDRESSES OF EMPLOYERS FOR THE LAST 10 YEARS

| Date | Employer | Address |
|---|---|---|
| Oct. 1, 1926 to June 30, 1939 | Commerce Dept., Lighthouse Service, Norfolk, Virginia, Portsmouth, Va. | |
| July 1, 1939 to present | Treasury Dept., U. S. Coast Guard, Norfolk, Virginia | |

14. THIS AGENCY HAS LOYALTY INFORMATION REPORT(S) FURNISHED BY THE AGENCIES INDICATED BELOW:

| AGENCY WHICH MADE THE LOYALTY REPORT | DATE OF REPORT | REMARKS |
|---|---|---|
| none | | |

15. THIS SPACE RESERVED FOR RETURN REPORT TO AGENCY WHERE NO DEROGATORY INFORMATION IS DEVELOPED

NO DATA — DISLOYAL FBI FILES
MAR 6 1948
8

16. NAME AND ADDRESS OF REQUESTING AGENCY
Treasury Department 6 - 05
Washington 25, D. C. U. S. COAST GUARD

SEE REVERSE FOR REPORT ON CASES WHERE DEROGATORY INFORMATION WAS DEVELOPED

☆ U. S. GOVERNMENT PRINTING OFFICE: 1947-751690

File

(pc)

75

24 November, 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PCP-6)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

Ref: (a) H/L (PCP-6), 15 October, 1947, file CG-75

1. In accordance with reference (a), HQ is informed that the subject man was paid for his last (final) active duty on D. O. Voucher No. 408-4572, accounts of Paul D. Banning, symbol number 18-475. HQ is further informed that the period covered by the final payment was from 20 October, 1947 to 31 October, 1947, inclusive, and the amount thereof was $84.80.

2. HQ is informed that the total taxable income for the subject man for the current calendar year was $2,815.36. Lump-sum payment of $864.96 is included in this amount.

LESTER F. BRAUN
By direction

to finance
original
11-28-47

# UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE: CG-75

15 October, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

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 including the amount of lump-sum payment for annual leave.

H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

Mailing Address:
208 W. 26th Street
Norfolk, Virginia

RUBIN:eh
Return to 3-2

U. S. COAST GUARD
MAIL SECTION
FILED OCT 17 1947

No Emp letter sent

E.A. A-5421

3-2
file 75
2014

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE CG-75

15 October, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

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H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

Mailing Address:
208 W. 26th Street
Norfolk, Virginia

RUBIN:eh
Return to 3-2

A-5421

DEPT. STOCK FORM 2249
REV. 12-45

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 8

1

*PERSONNEL RECOMMENDATION*

TO DIRECTOR OF PERSONNEL Date 10-8-47

Name: Hudgins, John E. Mr.

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

*Nature of Recommendation*

Retirement (Disability) (Lump sum payment made for 97 days annual leave from 11-1-47 through 3-23-48)

Effective: Close 10-31-47

| | FROM 5337 | TO |
|---|---|---|
| Position | Packer | |
| Grade | None | |
| Salary | $8.48 per diem | |
| C. S. C. No. | | |
| Bureau or Div. | U. S. Coast Guard | |
| Organizational Subdivisions | | |
| Headquarters | Norfolk, Virginia | |
| Post of Duty | Portsmouth Depot, Va. | |
| Appropriation | S&E, CG 1948 (Gen.Ex.) | |
| Allotment | | |

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

*Remarks:*

Annual rate of retired pay is $1242.64.

*Justification:*

Total Service: 26 years 11 month 2 days.

Computation: ($1846.28 x 26.9222 ÷ 40) = $1242.64

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

G. R. Lansdale
G. R. LANSDALE, Asst. Chief
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

DATE APPROVED BY THE SECRETARY

OFFICIAL PERSONNEL FILE

OCT 10 1947

☐ PATENTED

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

| NEW | ADDTL. IDENT. |
|---|---|
| VICE VACANCY | VICE |

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No Preference

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-4-25

DATE OF OATH

Name HUDGINS, John E. Date of birth 22 February, 1881

Designation Packer

## 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~~ Civilian Employment | | | | | | | |
| ~~Navy~~ Norfolk Navy Yard | Sept. | 25 | 1899 | Mar. | 7 | 1900 | 5-13 |
| ~~Marine Corps~~ do | Aug. | 2 | 1900 | Oct. | 18 | 1901 | 1- 2-17 |
| ~~Civilian employment~~ do | May | 16 | 1903 | Aug. | 29 | 1903 | 3-14 |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 3 | 1911 | 2-11 |
| do | Oct. | 1 | 1914 | Dec. | 6 | 1914 | 2- 6 |
| do | Dec. | 6 | 1917 | Jan. | 5 | 1918 | VERIFIED 1- |
| do | Dec. | 21 | 1919 | May | 31 | 1920 | 5-10 |
| do | Aug. | 10 | 1920 | Oct. | 12 | 1920 | VERIFIED 2- 3 |
| Navy, C.G., & Lighthouse | Dec. | 13 | 1923 | Oct. | 31 | 1947 | ~~23~~ 23-10-18 |
| Total service | 26 years, 11 months, and ~~29~~ 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 | | | |
| | Nov. | 1 | 1942 | June | 30 | 1943 | 172 days | 6.32 pd | $1087.04 |
| | July | 1 | 1943 | June | 30 | 1944 | 260 days | 6.32 | 1643.20 |
| | July | 1 | 1944 | Jan. | 15 | 1945 | 141 days | 6.32 | 891.12 |
| | Jan. | 16 | 1945 | June | 30 | 1945 | 119 days | 6.56 | 780.64 |
| | July | 1 | 1945 | Sept. | 9 | 1945 | 50 days | 6.56 | 328.00 |
| | Sept. | 10 | 1945 | Apr. | 21 | 1946 | 160 days | 7.04 | 1126.40 |
| | Apr. | 22 | 1946 | June | 30 | 1946 | 50 days | 8.48 | 424.00 |
| | July | 1 | 1946 | June | 30 | 1947 | 260 days | 8.48 | 2204.80 |
| | July | 1 | 1947 | Oct. | 31 | 1947 | 88 days | 8.48 | 746.24 |

Total compensation for last five years of active service $9231.44

Average compensation for last five years of active service $1846.28

Annual rate of retired pay ($1846.28 × years 26.9222 ÷ 40) = $1242.64

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

Retirement (Disc) effective October 31, 1947. Paid on lump sum for 97 days ann. lv. from 11-1-47 through 3-23-48.

N. C. G. 2521
(Rev. Jan. 1942)

# RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Commander, 5th Coast Guard District
[redacted]

Norfolk, Virginia
(City)

Date aug 15-1947

I hereby apply for retirement from active duty effective close of 31 October, 1947 on the basis of service shown hereon.

John E. Hudgins
208 W. 26th Street
Norfolk, Virginia

John E. Hudgins (Name)
Packer
(Designation)

75 (pc)

Office of the Commander, 5th CG District
[redacted]

*City* Norfolk, Virginia *Date* 10 September, 1947

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1242.65 per annum, effective at the close of 31 October, 1947

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.

R. F. REA
[redacted]
By direction

COAST GUARD HEADQUARTERS, *Washington, D. C.*,

Submitted to the Secretary of the Navy, recommending approval.

*Commandant.*

FOR USE OF DEPARTMENT

16—20161-1

Born Feb 22, 1881
More than 26 yrs. of service.

N. C. G.-2523

# CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT HUDGINS, John E. DESIGNATION Packer

Height 5'8" Weight 123 pounds. Complexion Ruddy

Color of eyes ____ Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Pt is a 67 yr old w/d w/m who appears his age. He has a mole on his left arm and a red mark under his left eye Many moles on back

Description of duties of position (to be filled in by district commander): Assembling and packing for shipment to activities in the Fifth Coast Guard District bundles, crates, cartons, and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes, and thousands of other items used on lighthouses and vessels listed in Coast Guard Stock Catalogue. Some of these shipments are for export to outlying bases. About 10% of Mr. Hudgins' time is devoted to the following: Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: Pt. believes that 1 yr. ago last May, while rolling 50 gal. drums of kerosene, he strained his left knee. Since this injury, his knee has been swollen and painful when he puts it to normal use.

## PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/100 L. E. 20/100

With correction in spectacles: R. E. 20/70 L. E. 20/50

Accommodation: Reads Jaeger No. ____ at 13 inches, without correction.

Reads Jaeger No. ____ at 13 inches, with correction.

Central color vision (binocular) Normal (Name method used) Ishihara

Inspection Normal

Pupils React to L+A Pupillary reaction ____

Hearing: Whispered voice (unaccentuated) heard with R. E. at 5 feet ft., L. E. at 8 feet ft.

Appearance of right drum Neg, left drum Neg

Is there any disease of the middle or internal ear or mastoid? ____ If so, specify ____

Chronic - otosclerosis

[OVER]

16—17606-1

Condition of nose and sinuses Ess neg

Condition of mouth and throat, including tonsils and teeth Tonsils absent. Edentulous

Bones, joints, muscles, including atrophies flexion left knee limited to 100°
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Lungs C+R

Cardiovascular system:

(a) Heart Borders, tones normal

(1) Murmurs None (2) Arrhythmias None

(b) Pulse rate: (1) Sitting 84 (2) After exercise 110 (3) 2 minutes after exercise 90

(c) Blood pressure: (1) Sitting—Syst. 162 Diast. 95 (2) After ex.—Syst. ..... Diast. .....

(d) Condition of blood vessels Mild arteriosclerosis

Evidence of thyroid or other endocrine disturbance Norm

Abdomen and gastro-intestinal system, including hernia Ess neg. - Varicocele - left cord

Genito-urinary system:

Urinalysis—Sp. gr. 1.009 Reaction ..... Albumin Neg Sugar Neg

Sediment microscopic (required when albumin or sugar is found) .....

Reflexes, motor disturbances, etc.:

(a) Station Normal (e) Gait favors left knee

(b) Tremor None (f) Coordination .....

(c) Patellar reflexes norm (g) Peripheral circulation Sl. impaired

(d) Other motor disturbances None

Alcohol None Drugs No Syphilis No Epilepsy No

Other neurological findings None

General impression Aged w/m - osteoarthritis left knee - a

Here describe fully nature of disability: .....

Flexion limitation, tenderness to touch & ~~wear~~ functionally decompensated knee. Probably part of a general osteoarthritis accentuated in this location by character of work

Is disability to perform duty of a permanent character? yes

Is it indicated that applicant may recover from disability and be fit for restoration to active duty? .....

Do you recommend reexamination with this in view? ?

I HEREBY CERTIFY that upon examination I find the above-named claimant to be disabled for useful and efficient service by reason of the disability above described, which is not due to vicious habits, intemperance, or willful misconduct on his part.

*The examining physician must be in the Federal Service*

Norfolk, Va.
(Place of examination)

Alan F. Thomas M.D.
(Examining surgeon)

7/17/47
(Date)

A. Surg USPHS
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

(PC-6)
CG-75

29 September, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: John Elzay Hudgins, Packer; disability retirement of

The application of Mr. Hudgins for disability retirement has been examined and he has been found to be disabled for further useful and efficient service. The official notice of his retirement will be issued in due time.

H. L. MORGAN
By direction

RUBIN:eh
Return to 3-2

(PC-6)
CG-75

29 September, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: John Elzay Hudgins, Packer; disability retirement of

The application of Mr. Hudgins for disability retirement has been examined and he has been found to be disabled for further useful and efficient service. The official notice of his retirement will be issued in due time.

H. L. MORGAN
By direction

RUBIN:eh
Return to 3-2

STANDARD FORM NO. 64

3-2

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Office of Personnel

FROM : Chief, Medical Division

DATE: 18 September, 1947

SUBJECT: HUDGINS, John E., Civilian Keeper; retirement, recommendation

The medical evidence contained in Form 2523 (Certificate of medical Examination, Disability Retirement, Civilian Personnel), dated 14 July, 1947, has been reviewed and found satisfactory. It is recommended that subject-named man be retired by reason of physical disability.

Paul M Stewart

PAUL M. STEWART
Rear Admiral, USPHS

UNITED STATES COAST GUARD

POST OFFICE BOX 540

NORFOLK 10, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT
REFER TO FILE: (pc) 75

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

COAST GUARD HDQTRS.
MAIL & FILES SECTION
RECEIVED SEP 12 1947 (10)

to M&R

10 September, 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PC)

Subj: HUDGINS, John E., Packer; application for disability retirement

1. There is transmitted herewith application (Form 2521) of John E. Hudgins, Packer at the Coast Guard Base, Portsmouth, Virginia, for retirement on account of disability, which is supported by Form 2523.

2. Mr. Hudgins' last day of actual service was 11 July, 1947. However, his leave was computed to the close of 14 July, 1947, the date his retirement was recommended by the Marine Hospital, Norfolk, Virginia. A statement of his leave follows:

| ANNUAL LEAVE | |
|---|---|
| 686 hours | Accrued close of 12-31-46 |
| 108 hours | Accrued close of 7-14-47 |
| 794 hours | |
| 18 hours | Granted to close of 7-14-47 |
| 776 hours | Lump-sum payment to be made for 97 days annual leave covering period 1 November, 1947, thru close of 23 March, 1948 |

| SICK LEAVE | |
|---|---|
| 652 hours | Accrued close of 12-31-46 |
| 64 hours | Accrued close of 7-14-47 |
| 716 hours | |
| 85 hours | Granted to close of 7-14-47 |
| 631 hours | |
| 624 hours | Granted from 7-15-47 thru close of 10-31-47 |
| 7 hours | Balance to be forfeited |

3. Nomination for filling the resulting vacancy will be submitted by this office at the earliest practicable date.

R. F. Rea

R. F. REA
By direction

Incls
1. Form 2521
2. Form 2523

(PC-6)
CG-75

29 September, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: John Elzay Hudgins, Packer; disability retirement of

The application of Mr. Hudgins for disability retirement has been examined and he has been found to be disabled for further useful and efficient service. The official notice of his retirement will be issued in due time.

H. L. MORGAN
By direction

U. S. COAST GUARD
MAIL SECTION
RECD OCT 2 - 1947

RUBIN:eh
Return to 3-2

DEPT. STOCK FORM 2249
REV. 12-45

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



PAGE: 70794

*PERSONNEL RECOMMENDATION*

TO DIRECTOR OF PERSONNEL

Date April 22, 1946

Name: Hudgins, John E. (Mr.)

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

*Nature of Recommendation*

Pay Adjustment

Effective: April 22, 1946

| | FROM 5337 | TO 5337 K |
|---|---|---|
| Position | | Packer |
| Grade | | None |
| Salary | $7.04 per diem | $8.48 per diem |
| C. S. C. No. | | |
| Bureau or Div. | | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot; Va. |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

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

*Remarks:*

Pay adjustment is in accordance with Department approval of April 17, 1946.

*Justification:*

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

E. L. KANGAS, Admin. Asst., Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

OFFICIAL PERSONNEL FILE

MFB

MAY 24 1946

[ ] PATENTED

DATE APPROVED BY THE SECRETARY

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: Claims no Mil. Serv.

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

DATE OF OATH

DEPT. STOCK FORM 2249
REV. 12-41

NAVY
~~TREASURY~~ DEPARTMENT
UNITED STATES
WASHINGTON, D. C.

PAGE:

*PERSONNEL RECOMMENDATION*

TO DIRECTOR OF PERSONNEL

Date August 30, 1945

Name: Hudgins, John E. (Mr.)

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

*Nature of Recommendation* Pay Increase (Administrative)

Effective: September 10, 1945

| | FROM 5337 | TO 5337 |
|---|---|---|
| Position | | Packer |
| Grade | | None |
| Salary | $6.56 per diem | $7.04 per diem |
| C. S. C. No. | | |
| Bureau or Div. | | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot, Va. |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

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

*Remarks*

*Justification:*

The increase is warranted by length of service and efficiency. Mr. Hudgins' current rating is Very Good.

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

E. L. KANGAS, Admin. Asst.
Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

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 6-20-18

DATE OF OATH

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

SEP 6 1945

DATE APPROVED BY THE SECRETARY~~X~~

SIMPSON PANTOGRAPH PATENTED

RM

/5 (pcp)

NAVCG 2660

# U. S. COAST GUARD

## NOMINATION

AUG 27 1945

From: DCGO, 5ND (Nominating officer) Norfolk, Va. (Place) 25 August, 19 45 (Date)

To: Commandant, U. S. Coast Guard.

Action recommended Pay Increase (Administrative)

Name HUDGINS, John E. (Mr.) (Last name, first name, and initial) Date of birth 22 February, 1881

Legal residence Virginia

| | From— | To— |
|---|---|---|
| Position | ~~Packer~~ #5337 | Packer #5337 |
| Pay and grade | $6.56 per diem | $7.04 per diem |
| Valuation of quarters | - | - |
| Station | ~~Coast Guard Depot, Portsmouth, Va.~~ | Coast Guard Depot, Portsmouth, Va. |
| Appropriation | ~~General Expenses, Coast Guard~~ | General Expenses, Coast Guard |

Effective 10 September, 1945 [1] the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

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

Vice - Pay - Services terminated -

Reason

REMARKS: Funds are available for the above purpose. Mr. Hudgins' services justify his promotion to the intermediate rate. His current efficiency rating is Very Good.

Selection regular, ____, 19____

*Manager, Civil Service District.*

J. R. STEWART
By direction (Title)

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

16—21953-2

DEPT. STOCK FORM 2249
REV. 12-41

NAVY
UNITED STATES ~~TREASURY~~ DEPARTMENT
WASHINGTON, D. C.

PAGE 1

*PERSONNEL RECOMMENDATION*

TO DIRECTOR OF PERSONNEL

Date January 8, 1945

Name: Hudgins, John E.

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

*Nature of Recommendation*

Promotion

Effective: January 16, 1945

| | FROM 5337 | TO 5337 |
|---|---|---|
| Position | Helper, General | Packer |
| Grade | None | None |
| Salary | $6.32 per diem | $6.56 per diem |
| C. S. C. No. | | |
| Bureau or Div. Organizational Subdivisions | U. S. Coast Guard | U. S. Coast Guard |
| Headquarters | Norfolk, Va. | Norfolk, Va. |
| Post of Duty | Portsmouth Base, Va. | Portsmouth Base, Va. |
| Appropriation | General Expenses, C.G. | General Expenses, C.G. |
| Allotment | | |
| | FIELD [X] DEPRTMTL. [ ] | FIELD [X] DEPRTMTL. [ ] |

*Remarks:*

*Justification:*
This position is in lieu of the Helper, General (#5337) position previously occupied by Mr. Hudgins.

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

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

(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. ~~TREASURY~~ DEPARTMENT)
NAVY

DATE APPROVED BY THE SECRETARY

CIVIL SERVICE OR OTHER LEGAL AUTHORITY
C.S.C. Circular #257 Revision 3, Dated: 9-20-43 Filr:X:EH:er

APPROPRIATION
Regular

DATE OF BIRTH
2-22-1881

LEGAL RESIDENCE
Va.

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. 6-20-18

DATE OF OATH

75 (pcp)

NAVCG 2660

JAN 4 1945

[redacted]

# U. S. COAST GUARD

# NOMINATION

From: DCGO, 5ND (Nominating officer) Norfolk, Va. (Place) 3 January (Date), 19 45

To: Commandant, U. S. Coast Guard.

Action recommended Promotion

Name HUDGINS, John E. (Last name, first name, and initial) Date of birth 22 February, 1881

Legal residence Virginia

| | From— | To— |
|---|---|---|
| Position | Helper, General #5337 | Packer #5337 |
| Pay and grade | $6.32 per diem | $6.56 per diem |
| Valuation of quarters | - | - |
| Station | Coast Guard Depot, Portsmouth, Va. | Coast Guard Depot, Portsmouth, Va. |
| Appropriation | General Expenses, Coast Guard | General Expenses, Coast Guard |

Effective 16 January, 1945 ~~x[illegible]~~, or as soon thereafter as he enters on duty.

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

New position in lieu of Helper, General
Vice #5337 occupied by John E. Hudgins Pay - Services terminated -

Reason

REMARKS: Funds are available for the above purpose. Reference is made to H.Q. letter of 26 December, 1944, CG-75 (PCP-3), which advised that the Navy Department has established a range of pay for the position of Packer at Portsmouth Depot of $6.56, $7.04 and $7.52. There is attached hereto a description of the duties performed by Mr. Hudgins. Form 62 which has been prepared by Hudgins is transmitted herewith. Hudgins' current efficiency rating is Very Good.

Selection regular, ____, 19____

*Manager, Civil Service District.*

C. C. PADEN
By direction (Title)

Justi: This position is in lieu of the Helper, General (#5337) position formerly occupied by Mr. Hudgins.

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

16—21953-2

# JOB DESCRIPTION SHEET

## PACKER

U. S. COAST GUARD DEPOT, PORTSMOUTH, VA.

## RATE PROPOSED

$6.56 per diem, minimum
7.04 per diem, intermediate
7.52 per diem, maximum

## DUTIES

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in our Stock Catalogue. Some of these shipments are for export to outlying bases.

| | | |
|---|---|---|
| Percentage of time on above duties | - | 90% |
| Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing | - | 10% |
| TOTAL | - | 100% |

Most comparable jobs. None at Coast Guard Depot, Portsmouth, Va. Similiar jobs exist at Norfolk Navy Yard which is in the locality of Coast Guard Depot. The above proposed rate of pay is that existing in said Navy Yard. The pay of all per diem positions at Coast Guard Depot in Portsmouth Depot is based on the Navy Pay Scale applicable to Norfolk Navy Yard.

dard Form No. 62
oved February 26, 1943
Revised May 1943
Civil Service Commission

# RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT

Form approved
Budget Bureau
No. 50-R007.1

INSTRUCTIONS.—Submit copies of this form to the appropriate U. S. Civil Service Commission central, regional, or branch regional office as follows: For post audit, submit one copy with parts A and C completed; when prior approval is requested, submit this form in duplicate with Part A completed on both copies; however, Part C need be completed on only one of the two copies.

## PART A.—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY

TO: (Appropriate office of Civil Service Commission, including address)

Regional Director
Fourth Civil Service Region
Nissen Building
Winston-Salem 3, North Carolina

☐ Record for post audit
☐ Approval is requested
} of the promotion and/or reassignment

of HUDGINS, John Elzay
(Surname) (First) (Middle)

22 February, 1881
(Date of birth)

from Helper, General, $6.32 per diem
(Present position, grade, and salary)

18 years, 3 months
(Length of service, exclusive of leave without pay, in above position or equivalent grade)

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

to Packer, $6.56 per diem
(Proposed position, grade, and salary)

(Date when promotion or reassignment was made, if for post audit)

FROM: (Department or agency making record or request, including address to which reply is to be sent)

Chief, Civilian Personnel Division
U. S. Coast Guard Headquarters
1300 E. Street, N. W.
Washington 25, D. C.

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

Signature .....

Official title .....

Date .....

In space below, give description of duties of proposed position (to be used in every case except where title adequately describes the duties, such as senior typist, junior stenographer, etc.).

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in ourStock Catalogue. Some of these shipments are for export to outlying bases. - 90%

Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing. - 10%

## PART B.—FOR CIVIL SERVICE COMMISSION CENTRAL OR REGIONAL OFFICE ACTION

Request has been ☐ approved ☐ disapproved. Signature ..... Date .....

16—33094-2

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6) 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended From— | Dates attended To— | Years completed Day | Years completed Night | Degrees conferred Title | Degrees conferred Date | Semester hours credit |
|---|---|---|---|---|---|---|---|
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken pertinent to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience pertinent to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth, Virginia (City) (State)
From October (Month), 19 26 (Year), To Present (Month), 19 Date (Year)
Name of employer:
U. S. Coast Guard
Address 242 Federal Building
Norfolk, Virginia
Kind of business or organization C.G.Depot, Ports., Va.

Exact title of your position Helper General Salary: Starting, $ 4.24
Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

21 October, 1944 Signature John E. Hudgins
(Sign with pen and ink)
John E. Hudgins

GOVERNMENT PRINTING OFFICE 16-33

TO: (Appropriate ... including ...

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6) 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended From— | Dates attended To— | Years completed Day | Years completed Night | Degrees conferred Title | Degrees conferred Date | Semester hours credit |
|---|---|---|---|---|---|---|---|
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken **pertinent** to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience **pertinent** to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth (City), Virginia (State)
From October (Month) 19 26 (Year), To Present (Month) 19 Date (Year)
Name of employer: U. S. Coast Guard
Address 242 Federal Building, Norfolk, Virginia
Kind of business or organization C.G.Depot, Ports., Va.

Exact title of your position Helper General — Salary: Starting, $ 4.24 — Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

Date 21 October, 1944 Signature John E. Hudgins
(Sign with pen and ink)
John E. Hudgins

GOVERNMENT PRINTING OFFICE 16-33

INSTRUCTIONS.—S... one copy w... complete...

...ard Form ... Revised February ... Revised May 194... U.S. Civil Service Com...

Standard Form No. 62
Approved February 26, 1943
Revised May 1943
U. S. Civil Service Commission

# RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT

Form approved
Budget Bureau
No. 50-R007.1

INSTRUCTIONS.—Submit copies of this form to the appropriate U. S. Civil Service Commission central, regional, or branch regional office as follows: For post audit, submit one copy with parts A and C completed; when prior approval is requested, submit this form in duplicate with Part A completed on both copies; however, Part C need be completed on only one of the two copies.

## PART A.—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY

TO: (Appropriate office of Civil Service Commission, including address)

Regional Director
Fourth Civil Service Region
Nissen Building
Winston-Salem 3, North Carolina

☐ Record for post audit
☐ Approval is requested
} of the promotion and/or reassignment

of HUDGINS, John Elzay
(Surname) (First) (Middle)

22 February, 1881
(Date of birth)

from Helper, General, $6.32 per diem
(Present position, grade, and salary)

18 years, 3 months
(Length of service, exclusive of leave without pay, in above position or equivalent grade)

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

to Packer, $6.56 per diem
(Proposed position, grade, and salary)

(Date when promotion or reassignment was made, if for post audit)

FROM: (Department or agency making record or request, including address to which reply is to be sent)

Chief, Civilian Personnel Division
U. S. Coast Guard Headquarters
1300 E. Street, N. W.
Washington 25, D. C.

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

Signature

Official title

Date

In space below, give description of duties of proposed position (to be used in every case except where title adequately describes the duties, such as senior typist, junior stenographer, etc.).

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in ourStock Catalogue. Some of these shipments are for export to out-lying bases. - 90%

Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing. - 10%

## PART B.—FOR CIVIL SERVICE COMMISSION CENTRAL OR REGIONAL OFFICE ACTION

Request has been ☐ approved ☐ disapproved. Signature Date

16—33094-2

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6) 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended | | Years completed | | Degrees conferred | | Semester hours credit |
|---|---|---|---|---|---|---|---|
| | From— | To— | Day | Night | Title | Date | |
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken **pertinent** to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience **pertinent** to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth, Virginia (City) (State)
From October (Month) 19 26 (Year), To Present Date (Month) 19 (Year)
Name of employer:
U. S. Coast Guard
Address 242 Federal Building
Norfolk, Virginia
Kind of business or organization C.G.Depot,Ports.,Va.

Exact title of your position Helper General Salary: Starting, $ 4.24
Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

Date 21 October, 1944 Signature John E Hudgins (Sign with pen and ink)
John E. Hudgins

GOVERNMENT PRINTING OFFICE 16-33

INSTRUCTIONS—S... quick submit one copy ... Part C need be comple...

Form No. 62
February 26, 1943
Revised May 1943
Civil Service Commission

# RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT

Form approved
Budget Bureau
No. 50-R007.1

INSTRUCTIONS.—Submit copies of this form to the appropriate U. S. Civil Service Commission central, regional, or branch regional office as follows: For post audit, submit one copy with parts A and C completed; when prior approval is requested, submit this form in duplicate with Part A completed on both copies; however, Part C need be completed on only one of the two copies.

## PART A.—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY

TO: (Appropriate office of Civil Service Commission, including address)

Regional Director
Fourth Civil Service Region
Nissen Building
Winston-Salem 3, North Carolina

☐ Record for post audit
☐ Approval is requested
} of the promotion and/or reassignment

of HUDGINS, John Elzay
(Surname) (First) (Middle)

22 February, 1881
(Date of birth)

from Helper, General, $6.32 per diem
(Present position, grade, and salary)

18 years, 3 months
(Length of service, exclusive of leave without pay, in above position or equivalent grade)

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

to Packer, $6.56 per diem
(Proposed position, grade, and salary)

(Date when promotion or reassignment was made, if for post audit)

FROM: (Department or agency making record or request, including address to which reply is to be sent)

Chief, Civilian Personnel Division
U. S. Coast Guard Headquarters
1300 E. Street, N. W.
Washington 25, D. C.

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

Signature _____

Official title _____

Date _____

In space below, give description of duties of proposed position (to be used in every case except where title adequately describes the duties, such as senior typist, junior stenographer, etc.).

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in ourStock Catalogue. Some of these shipments are for export to out- lying bases. - 90%

Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing. - 10%

## PART B.—FOR CIVIL SERVICE COMMISSION CENTRAL OR REGIONAL OFFICE ACTION

Request has been ☐ approved ☐ disapproved. Signature _____ Date _____

16—33094-2

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6) 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended | | Years completed | | Degrees conferred | | Semester hours credit |
|---|---|---|---|---|---|---|---|
| | From— | To— | Day | Night | Title | Date | |
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken pertinent to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience **pertinent** to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth, Virginia (City) (State)
From October (Month) 19 26 (Year), To Present Date (Month) 19 (Year)
Name of employer: U. S. Coast Guard
Address 242 Federal Building Norfolk, Virginia
Kind of business or organization C.G.Depot,Ports.,Va.

Exact title of your position Helper General Salary: Starting, $ 4.24
Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

Date 21 October, 1944 Signature John E Hudgins (Sign with pen and ink)
John E. Hudgins

U. S. GOVERNMENT PRINTING OFFICE 16—330

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



TO:

Date Prepared 6 July, 1942

Name: Hudgins, John S.

From: U. S. Coast Guard

Bureau No.: 5237

Wage Adjustment

Effective: 6 July, 1942

| | FROM | TO |
|---|---|---|
| Position | Helper, General | Helper, General |
| Grade | | |
| Salary | $5.61 per diem | $6.32 per diem |
| Bureau or Div. Organizational Subdivisions | | U. S. Coast Guard |
| Headquarters Post of Duty | | Norfolk, Va. Portsmouth Base, Va. |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☒ DEPRTMTL ☐ FIELD ☒ DEPRTMTL. ☐

*Remarks:*

*Justification:*

This action is to bring the employee's pay in line with the amended Navy Schedule of Wages.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
3-22-1881

LEGAL RESIDENCE
Va.

SEX

NATURE OF POSITION

| NEW | ADDTL. IDENT. |
|---|---|
| VICE VACANCY | VICE |

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT?
Ret Exempt
Oct 6-2-18

DATE OF OATH

CHARLES POZZI

DATE APPROVED BY THE SECRETARY

BUREAU OR DIVISION PERSONNEL FILES

JUL 25 1942

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 6 July, 1942

Name: Hodgins, John E.

From: U. S. Coast Guard

Bureau No.: 3337

Page Adjustment

Effective: 6 July, 1942

| | FROM | TO |
|---|---|---|
| Position | Helper, General | Helper, General |
| Grade | | |
| Salary | $5.64 per diem | $6.32 per diem |
| Bureau or Div. Organizational Subdivisions | | U. S. Coast Guard |
| Headquarters Post of Duty | | Norfolk, Va. Portsmouth Base, Va. General Expenses, C. G. |
| Appropriation | | |
| Allotment | | |
| | FIELD ☐ DEPRTMTL ☐ | FIELD ☐ DEPRTMTL. ☐ |

Remarks:

Justification:

This action is to bring the employee's pay in line with the amended Navy Schedule of Wages.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

DATE OF BIRTH

LEGAL RESIDENCE

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT?

DATE OF OATH

T. O. [illegible], Chief,
Civilian Personnel Section.

NAVY

DATE APPROVED BY THE SECRETARY

BUREAU SUSPENSE AND FILE COPY

JUL 21 1942

DEPT. STOCK FORM 2249
REV. 1-41

NAVY

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



TO:

Date Prepared 22 December, 1941

Name: Knight, John H.

From: U. S. Coast Guard

Bureau No.: 5337

Promotion

| | FROM | TO |
|---|---|---|
| Position | | Helper, General |
| Grade | | None |
| Salary | $5.20 per diem | $5.68 per diem |
| Bureau or Div. Organizational Subdivisions | | U. S. Coast Guard |
| Headquarters Post of Duty | | Norfolk, Virginia<br>Portsmouth Depot, Virginia |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

EFFECTIVE 1 January, 1942.

*Remarks:*

*Justification:* This action is to bring this employee's pay in line with the amended Navy schedule of wages.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-12

DATE OF OATH

NAVY

BUREAU OR DIVISION PERSONNEL FILES

DATE APPROVED BY THE SECRETARY

DEC 22 1941

DEC 30 1941

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

13

PAGE:

NOMINATION

Date Prepared 22 December, 1941

Name: Hudgins, John E.

From: U. S. Coast Guard

Bureau No.:

Name John E. Hudgins Date of Birth 22 Feb., 1881 Legal Res. Va.

From- To-

Position Helper, General Helper, General

Pay and grade $5.20 per diem $5.68 per diem

Station Portsmouth Depot, Va. Portsmouth Depot, Va.

Appropriation General Expenses, C. G. General Expenses, C. G.

Effective 19 October, 1941 / Oper. / or as soon thereafter as he enters on duty.

Rank on eligible list — Rating — Other eligibles —

Vice Himself Pay — Services terminated —

| | FROM | TO |
|---|---|---|
| Position | | Helper, General |
| Grade | | None |
| Salary | $5.20 per diem | $5.68 per diem |
| Bureau or Div. Organizational Subdivisions | | U. S. Coast Guard |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot, Virginia |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

EFFECTIVE 1 January, 1942. FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

*Remarks:* Remarks: Action recommended to bring this employee's pay in line with the current Navy Schedule of Wages.

Selection regular, _____, 19___

C. J. SULLIVAN,
By direction.

*Justification:* This action is to bring this employee's pay in line with the amended Navy schedule of wages.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

SEX: M RACE: W

NATURE OF POSITION

| NEW | ADDTL. IDENT. |
|---|---|
| | |

| VICE VACANCY | VICE |
|---|---|
| | |

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

SUBJECT TO RETIREMENT ACT? 6-20-18

DATE OF OATH

T. O. ROBERTSON, Chief,
Civilian Personnel Section.

NAVY

DATE APPROVED BY THE SECRETARY

BUREAU SUSPENSE AND FILE COPY

DEC 24 1941

# NOMINATION

NORFOLK District. Norfolk, Va. 3 November 19 41.

COMMANDANT:

Action recommended Promotion

Name John E. Hudgins Date of Birth 22 Feb., 1881 Legal Res. Va.

| | From- | To- |
|---|---|---|
| Position | Helper, General | Helper, General |
| Pay and grade | $5.20 per diem ✓ | $5.68 per diem ✓ |
| Station | Portsmouth Depot, Va. | Portsmouth Depot, Va. |
| Appropriation | General Expenses, C. G. | General Expenses, C. G. |

Effective ~~13 October, 1941~~ 1 Jan or as soon thereafter as he enters on duty.

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

Vice Himself Pay -- Services terminated --

Reason

Remarks: Action recommended to bring this employee's pay in line with the current Navy Schedule of Wages.

Selection regular, , 19

Manager, 4th Civil Service District

C. J. SULLIVAN,
By direction.

STANDARD FORM No. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

# PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

U.S. COAST GUARD
SEP 14 1939
NORFOLK DISTRICT

Department or Establishment Treasury Department Date Sept 12 1939

1. Name in full (Mr., Miss, or Mrs.) Mr Eldgins John Edgar
(Surname) (Given name) (Middle name)
2. Present address 213 west 28 Norfolk Virginia
(Number) (Street) (City) (State)
3. Legal (voting) residence Virginia 2nd Congressional Norfolk
(State and Congressional District) (County) (City or town)
4. Where born Virginia Mathews County When born Feb 22 1881
(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 none
8. A complete record of your past service for the United States Government other than military or naval:

| BRANCH OF SERVICE | PLACE OF EMPLOYMENT | POSITION | SALARY | DATE APPOINTED Month | Day | Year | DATE SEPARATED Month | Day | Year |
|---|---|---|---|---|---|---|---|---|---|
| | | | Per DAY | 9 | 25 | 1899 | 3 | 7 | 1900 |
| U S navy yard | Norfolk | Hr. Brass Finisher 3.C. Final Grade 2.C. | 1.26 | 3 | 7 | 1900 | 8 | 2 | 1900 |
| | | Hr Brass Finisher | 1.C | 8 | 2 | 1900 | 10 | 18 | 1900 |
| | | | 1.C 1.76 | 10 | 18 | 1901 | 5 | 16 | 03 |
| | | Hr Brass Finisher | 1.C 1.76 | 5 | 16 | 1903 | 8 | 25 | 03 |
| Lighthouse service | Portsmouth Va | Seaman | 30.00 Per mo | 9 | 23 | 11 | 12 | 3 | 11 |
| " | " | " | 35.00 Per mo | 10 | 1 | 14 | 12 | 6 | 14 |
| " | Point no | | 43.00 | | | | | | |
| " | Point L.H. | asst Keeper | Per mo | 12 | 6 | 17 | 1 | 5 | 18 |
| " | Portsmouth Va | Seaman | 46.00 Per mo | 12 | 21 | 19 | 5 | 31 | 20 |
| " | Baltimore L.H. | asst Keeper | 4300 Per mo | 8 | 10 | 20 | 10 | 12 | 20 |
| " | Portsmouth Va | Seaman | 62.50 Per mo | 12 | 13 | 23 | 8 | 5 | 24 |
| " | Portsmouth Va | Seaman | 67.50 Per mo | 8 | 6 | 24 | 9 | 30 | 26 |
| " | Portsmouth Va | Helper General | 4.24 Per day | 10 | 1 | 26 | 3 | 1 | 28 |
| " | " | " | 4.32 per day | 3 | 1 | 28 | 12 | 1 | 34 |
| " | " | " | 5.20 Per day | 12 | 1 | 34 | To date | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
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| | | | | | | | | | |

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 |
|---|---|---|
| | Position<br>Department or office | |
| none | Position<br>Department or office | |
| | Position<br>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?

no
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

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

| None ✓ | Army | Navy | Marine Corps | Coast Guard | War veteran | Pensioner | Veterans' Bureau beneficiary |
|---|---|---|---|---|---|---|---|

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

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

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) ---

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 |
|---|---|---|
| Self | Fishing | about 10 yrs. |
| | | |
| | | |
| | | |
| | | |
| | | |

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. J. E. Lawson

Relationship daughter Post office address Susan, Virginia

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

John E. Hawkins

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

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Copy of this form not sent to Department.

UNITED STATES COAST GUARD
Post Office Box 540
Norfolk 1, Va.

Address reply to the
COMMANDER,
FIFTH COAST GUARD DISTRICT

26 April, 1949.
File: dli 75

Mr. John E. Hudgins
(Retired)

For the files of (pc)

Dear Sir/Madam:

You are hereby notified that the Federal Bureau of Investigation has reported favorably on you in connection with investigation conducted under the Federal Employees Loyalty Program. Form 84 has been permanently filed in your official personnel folder at Coast Guard Headquarters. A copy of this letter will be filed in your jacket in the District Office.

Very truly yours,

J. J. Hutson, Jr.

J. J. HUTSON, JR.
Commander, U.S. Coast Guard
Legal and Intelligence Officer

CC: C5CGD(pc)

(pc)

75

24 November, 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PCP-6)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

Ref: (a) H/L (PCP-6), 15 October, 1947, file CG-75

1. In accordance with reference (a), HQ is informed that the subject man was paid for his last (final) active duty on D. O. Voucher No. 408-4572, accounts of Paul D. Banning, symbol number 18-475. HQ is further informed that the period covered by the final payment was from 20 October, 1947 to 31 October, 1947, inclusive, and the amount thereof was $84.80.

2. HQ is informed that the total taxable income for the subject man for the current calendar year was $2,815.36. Lump-sum payment of $864.96 is included in this amount.

LESTER F. BRAUN
By direction

HRG

(pc)

75

24 November, 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PCP-6)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

Ref: (a) H/L (PCP-6), 15 October, 1947, file CG-75

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2. HQ is informed that the total taxable income for the subject man for the current calendar year was $2,815.36. Lump-sum payment of $864.96 is included in this amount.

LESTER F. BRAUN
By direction

HRG

# UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (PCP-6)
REFER TO FILE: CG-75

15 October, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: Retirement of John E. Hudgins, Packer, Portsmouth Depot, Va.

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 including the amount of lump-sum payment for annual leave.

H. L. Morgan

H. L. MORGAN
By direction

Incl
Form 2249, Department Notice of Retirement

A-5421

DEPT. STOCK FORM 2249
REV. 12-45

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 10-6-47

Name: HUDGINS, John E. Hudgins, John E. Mr.

From: U. S. Coast Guard

Bureau No.:

Effective: Retirement (Disability) close 10-31-47 (Lump sum payment made for 77 days annual leave from 11-1-47 through 3-27-48)

| | FROM | TO |
|---|---|---|
| Position | Member | |
| Grade | None | |
| Salary | $8.48 per diem | |
| C. S. C. No. | | |
| Bureau or Div. | U. S. Coast Guard | |
| Organizational Subdivisions | | |
| Headquarters | Norfolk, Virginia | |
| Post of Duty | Portsmouth Depot, Va. | |
| Appropriation | 70X, CG 1945 (Gen.Fd.) | |
| Allotment | | |

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

*Remarks:*

Annual rate of retired pay is $2242.64.

*Justification:*

Total Service: 28 years 11 month 2 days.

Computation: ($8.48 x 264.2832 ÷ 40) = $2242.64

Copy to Mr. Hudgins on 10-29-47
N.L.D.
a.o.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1901

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITIO

| NEW | ADDTL. ID |
|---|---|
| VICE VACANCY | VICE |

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No Preference

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-1-25

DATE OF OATH

DATE APPROVED BY THE SECRETARY: 11-4-47

SERVICE SECTION, PERSONNEL DIVISION

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PC-6) WASHINGTON 25, D. C.
REFER TO FILE: CG-75

B

29 September, 1947

From: Commandant
To: Commander, 5th Coast Guard District (pc)

Subj: John Elzay Hudgins, Packer; disability retirement of

The application of Mr. Hudgins for disability retirement has been examined and he has been found to be disabled for further useful and efficient service. The official notice of his retirement will be issued in due time.

H. L. MORGAN
By direction

(pc)
75

10 September, 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PC)

Subj: HUDGINS, John E., Packer; application for disability retirement

1. There is transmitted herewith application (Form 2521) of John E. Hudgins, Packer at the Coast Guard Base, Portsmouth, Virginia, for retirement on account of disability, which is supported by Form 2523.

2. Mr. Hudgins' last day of actual service was 11 July, 1947. However, his leave was computed to the close of 14 July, 1947, the date his retirement was recommended by the Marine Hospital, Norfolk, Virginia. A statement of his leave follows:

| ANNUAL LEAVE | |
|---|---|
| 686 hours | Accrued close of 12-31-46 |
| 108 hours | Accrued close of 7-14-47 |
| 794 hours | |
| 18 hours | Granted to close of 7-14-47 |
| 776 hours | Lump-sum payment to be made for 97 days annual leave covering period 1 November, 1947, thru close of 23 March, 1948 |

| SICK LEAVE | |
|---|---|
| 652 hours | Accrued close of 12-31-46 |
| 64 hours | Accrued close of 7-14-47 |
| 716 hours | |
| 85 hours | Granted to close of 7-14-47 |
| 631 hours | |
| 624 hours | Granted from 7-15-47 thru close of 10-31-47 |
| 7 hours | Balance to be forfeited |

3. Nomination for filling the resulting vacancy will be submitted by this office at the earliest practicable date.

R. F. REA
By direction

Incls
1. Form 2521
2. Form 2523

NLD

Hudgins, John E.

Sick Leave

652 hrs. - accr. 12/31/46
67 hrs. - accr. 7/14/47

719 hrs.
88 hrs. Granted to close of 7-14-47

631 hrs.
624 hrs. Granted from 7/15/47 thru close of 31 Oct.

7

Annual Leave

686 hrs. - accr. 12/31/46
108 hrs. - accr. 7/14/47

794
18 Granted to close of 7-17-47.

776
776 Lump-sum payment to be made for 97 days Annual leave covering period 17 July, 1947 thru close of 23 March, 1948.

0

B

## NON-SUPERVISORY EMPLOYEE EFFICIENCY RATING SHEET - UNGRADED

OPPOSITE EACH RATING FACTOR, THE RATER WILL PLACE A CHECK MARK IN THE BLOCK CONTAINING THE DESCRIPTION THAT IS CONSIDERED TO REPRESENT, OR MOST NEARLY REPRESENT, THE EMPLOYEE'S WORK PERFORMANCE. BASE YOUR EVALUATION AND JUDGMENT ON THE ENTIRE PERIOD COVERED RATHER THAN ON THE MOST RECENT INCIDENT OR INCIDENTS, GIVING DUE CONSIDERATION TO WHETHER OR NOT THE EMPLOYEE IS IMPROVING.

| NAME / JOB TITLE | CHECK NO. / SHOP OR UNIT | PERIOD COVERED BY RATING | KIND OF RATING |
|---|---|---|---|
| John E. Hudgins<br>Packer | Portsmouth | From 1-1-47 To 6-30-47<br>Rate of Pay $8.48 Date E.O.D. 10-1-26 | OFFICIAL: ☒ Regular ☐ Special ☐ Probational<br>UNOFFICIAL: ☐ Administrative ☐ Information |

| RATING FACTORS | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| **KNOWLEDGE OF WORK OR TRADE**<br>Consider employee's knowledge and understanding of all phases of his trade, occupation or work, including all tasks employee may reasonably be expected to perform, and how well he applies that knowledge and experience. | ☐ Exceptionally well informed. Has sound knowledge of all phases of trade or occupation, applies knowledge and experience unusually well. Needs practically no instruction. | ☑ Very well informed, with better than average ability to apply knowledge and experience. Needs very little instruction | ☐ Well informed. Knows the usual operations, applies knowledge and experience well. Needs normal instruction and guidance. | ☐ Not sufficiently informed. Does not apply knowledge and experience adequately. Needs more than average instruction and guidance. | ☐ Poorly informed. Needs too much supervision, instruction and guidance. |
| **QUANTITY OF WORK**<br>Consider employee's volume of acceptable work produced, on various jobs or tasks to which assigned, compared with what he should be expected to accomplish. | ☐ Exceptionally high output. Far exceeds that normally expected. Industrious workers at all times. | ☐ Very high output. Exceeds that normally expected or required. | ☑ Good output. Quantity of work meets standard requirements. | ☐ Output somewhat below minimum requirements. | ☐ Output is far below minimum standards of requirements. |
| **QUALITY OF WORK**<br>Regardless of quantity, consider employee's ability regularly to turn out accurate, thorough, and neat work on the job or task to which assigned, with a minimum of waste and spoilage. | ☐ Exceptionally high quality. Unusually accurate and thorough, with minimum spoilage. Needs practically no supervision. | ☐ Very high quality. Exceeds standard requirements. Makes few mistakes. Needs very little supervision. | ☑ Performs a good quality job without extra supervision. Makes average number mistakes but meets standard requirements. Needs normal supervision. | ☐ Quality somewhat below minimum requirements. Needs close supervision. | ☐ Quality far below minimum standards or requirements. Needs constant supervision. |
| **ADAPTABILITY**<br>Consider initiative, resourcefulness, and ability to learn; also dependability and observance of rules, including conduct, attitude toward his work, supervisors, and fellow employees. | ☐ Exceptionally dependable and cooperative. Adjusts quickly, even under difficult conditions. Learns readily. Uses exceptional judgment. A self-starter. Never intentionally violates rules. | ☑ Very dependable and cooperative. Learns very well in minimum time. Generally a self-starter. Uses very good judgment. | ☐ Generally dependable and cooperative. Learns in a reasonable time. Generally uses good judgment. Seldom violates rules. | ☐ Not sufficiently dependable. Judgment not reliable. Slow to learn. Careless about observance of rules. | ☐ Not dependable or cooperative. Manifests little or no interest in work. Wilfully violates rules. Disturbs morale. |

EMPLOYEE'S PERFORMANCE SINCE LAST RATING HAS: ☐ IMPROVED ☑ NOT CHANGED ☐ BEEN IMPAIRED

RATING DISCUSSED WITH EMPLOYEE BY REVIEWER — DATE 8/12/47

SIGNATURE OF RATER: Lt. R. McMannus — DATE 8-12-47
A. H. Howell Ch. Cap — 8-12-47

SIGNATURE OF REVIEWER: John L. Allen — DATE 8-12-47

RATING APPROVED BY LOCAL REVIEW BOARD:
CHAIRMAN: P. S. Flora — DATE AUG 22 1947
HRB Rev

EMPLOYEE NOTIFIED OF RATING — DATE AUG 26 1947

DATE APPEALED

DATE HEARD

RESULT

EFFICIENCY RATING

| | |
|---|---|
| EXCELLENT | |
| VERY GOOD | |
| GOOD | ✓ |
| FAIR | |
| UNSATISFACTORY | |

EMPLOYEE'S NOTICE OF EFFICIENCY RATING
UNGRADED EFFICIENCY RATING SYSTEM

TREASURY ACTIVITY: Commander 5th Coast Guard District

| NAME | CHECK NO. | PERIOD COVERED BY THIS RATING |
|---|---|---|
| John E. Hudgins | | FROM 1-1-47 TO 6-30-47 |

| JOB TITLE (ON WHICH EFFICIENCY RATING IS BASED) | DEPT., SHOP AND UNIT |
|---|---|
| Packer | Repair Base, Portsmouth, Va. |

| KIND OF RATING | ADJECTIVE EFFICIENCY RATING ASSIGNED | DATE OF THIS NOTICE |
|---|---|---|
| [X] OFFICIAL REGULAR [ ] OFFICIAL SPECIAL [ ] OFFICIAL PROBATIONAL | Good | 26 August, 1947 |

## MEANING OF VARIOUS RATINGS

EXCELLENT (E) MEANS PERFORMANCE WAS OUTSTANDING IN EVERY IMPORTANT RESPECT.

VERY GOOD (VG) MEANS, FROM AN OVER-ALL POINT OF VIEW, PERFORMANCE WAS SUBSTANTIALLY BETTER THAN NECESSARY TO MEET THE REQUIREMENTS.

GOOD (G) MEANS, FROM AN OVER-ALL POINT OF VIEW, PERFORMANCE MET THE REQUIREMENTS.

FAIR (F) MEANS THAT PERFORMANCE WAS BELOW MINIMUM REQUIREMENTS.

UNSATISFACTORY (U) MEANS, FROM AN OVER-ALL POINT OF VIEW, THAT PERFORMANCE WAS FAR BELOW MINIMUM JOB REQUIREMENTS.

## DISCUSSION AND APPEALS

TREASURY DEPARTMENT POLICY PROVIDES THAT EACH EMPLOYEE SHALL RECEIVE WRITTEN NOTICE OF HIS OFFICIAL EFFICIENCY RATING, AND SHALL BE INFORMALLY NOTIFIED OF ALL HIS OTHER UNOFFICIAL RATINGS. TREASURY DEPARTMENT POLICY ALSO PROVIDES THAT EACH EMPLOYEE SHALL HAVE THE RIGHT TO EXAMINE AND DISCUSS HIS RATING, WHETHER OFFICIAL OR UNOFFICIAL. HE ALSO HAS THE RIGHT TO SEE THE RATINGS (NOT THE RATING SHEETS) OF ALL OTHER EMPLOYEES RATED UNDER THIS SYSTEM AT HIS DUTY STATION.

UPON RECEIPT OF THIS NOTICE YOU MAY FEEL FREE TO REQUEST AN OPPORTUNITY TO INSPECT YOUR EFFICIENCY RATING, AND DISCUSS IT WITH YOUR SUPERVISOR. SUCH REQUEST IS NOT CONSIDERED AN APPEAL.

EMPLOYEES WHO WISH TO APPEAL THEIR EFFICIENCY RATINGS ARE ENTITLED TO APPEAL DIRECT TO THE LOCAL REVIEW BOARD, BUT IT IS RECOMMENDED THEY DISCUSS THEIR RATINGS WITH THEIR SUPERVISORS BEFORE FILING THEIR APPEALS. EFFICIENCY RATINGS ARE APPEALABLE WITHIN 15 DAYS AFTER RECEIPT OF THIS WRITTEN NOTICE, AND SUCH APPEALS MUST BE FILED IN WRITING WITH THE RECORDER OF THE BOARD. EMPLOYEES MAY APPEAL TO THE TREASURY DEPARTMENT VIA THE LOCAL REVIEW BOARD IF NOT SATISFIED WITH THE DECISION OF THE BOARD, WITHIN 15 DAYS FROM DATE OF RECEIPT OF THE DECISION OF THE LOCAL REVIEW BOARD. EMPLOYEES IN THE DEPARTMENTAL SERVICE (IN WASHINGTON, D.C.) HAVE THE RIGHT TO APPEAL THEIR RATINGS WITHIN CERTAIN TIME LIMITS TO A STATUTORY BOARD OF REVIEW ESTABLISHED FOR THE TREASURY DEPARTMENT. APPEALS OR REQUESTS FOR ADDITIONAL INFORMATION CONCERNING SUCH APPEALS SHOULD BE ADDRESSED TO THE CHAIRMAN, BOARD OF REVIEW, CARE OF CIVIL SERVICE COMMISSION, WASHINGTON 25, D.C.

## SIGNIFICANCE OF RATINGS

TREASURY DEPARTMENT POLICY PROVIDES THAT EMPLOYEES WILL BE SELECTED FOR ADVANCEMENT PRIMARILY ON THE BASIS OF DEMONSTRATED ABILITY AND MERIT, GIVING DUE REGARD TO QUALIFICATIONS. EFFICIENCY RATINGS CONSTITUTE THE OFFICIAL RECORD OF WORK PERFORMANCE AND DEMONSTRATED ABILITY, MERIT AND FITNESS.

A RATING OF GOOD OR BETTER IS NECESSARY IN ORDER TO RECEIVE AN ADMINISTRATIVE PAY INCREASE. EFFICIENCY RATINGS ARE IMPORTANT IN DETERMINING THE ORDER OF FURLOUGH, DEMOTION OR DISMISSAL WHEN A REDUCTION IN FORCE IS NECESSARY. AN EFFICIENCY RATING OF "FAIR" REQUIRES A ONE-STEP PAY REDUCTION IF AN EMPLOYEE'S PAY RATE IS ABOVE THE MIDDLE RATE OF HIS PAY RANGE. AN UNSATISFACTORY RATING REQUIRES DEMOTION, REASSIGNMENT OR DISMISSAL.

ISSUED BY LOCAL REVIEW BOARD

N. C. G. 2521
(Rev. Jan. 1942)

# RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Commander, 5th Coast Guard District
~~Senior Coast Guard Officer, Naval District~~

Norfolk, Virginia
(City)

Date Aug 15 1947

I hereby apply for retirement from active duty effective close of 31 October, 1947 on the basis of service shown hereon.

John E. Hudgins
208 W. 26th Street
Norfolk, Virginia

John E. Hudgins
John E. Hudgins (Name)
Packer
(Designation)

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75 (pc)

Office of the Commander, 5th CG District
~~Office of the Senior Coast Guard Officer, Naval District~~

*City* Norfolk, Virginia *Date* 10 September, 1947

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 1242.65 per annum, effective at the close of 31 October, 1947

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.

R. F. REA
~~Senior Coast Guard Officer, Naval District~~
By direction

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COAST GUARD HEADQUARTERS, *Washington, D. C.*,

Submitted to the Secretary of the Navy, recommending approval.

*Commandant.*

FOR USE OF DEPARTMENT

16—20161-1

NLD

Name HUDGINS, John E. Date of birth 22 February, 1881

Designation Packer

## 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~~ Civilian Employment | | | | | | | |
| ~~Navy~~ Norfolk Navy Yard | Sept. | 25 | 1899 | Mar. | 7 | 1900 | |
| ~~Marine Corps~~ do | Aug. | 2 | 1900 | Oct. | 18 | 1901 | |
| ~~Civilian employment~~ do | May | 16 | 1903 | Aug. | 29 | 1903 | |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 3 | 1911 | |
| do | Oct. | 1 | 1914 | Dec. | 6 | 1914 | |
| do | Dec. | 6 | 1917 | Jan. | 5 | 1918 | VERIFIED |
| do | Dec. | 21 | 1919 | May | 31 | 1920 | |
| do | Aug. | 10 | 1920 | Oct. | 12 | 1920 | VERIFIED |
| Navy, C.G., & Lighthouse | Dec. | 13 | 1923 | Oct. | 31 | 1947 | |
| Total service | 26 years, 11 months, and 29 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 F. H. personnel) | Rate of Pay | Pay Received |
|---|---|---|---|---|---|---|---|---|---|
| | Month | Day | Year | Month | Day | Year | | | |
| | Nov. | 1 | 1942 | June | 30 | 1943 | 172 days | 6.32 pd | $1087.04 |
| | July | 1 | 1943 | June | 30 | 1944 | 260 days | 6.32 | 1643.20 |
| | July | 1 | 1944 | Jan. | 15 | 1945 | 141 days | 6.32 | 891.12 |
| | Jan. | 16 | 1945 | June | 30 | 1945 | 119 days | 6.56 | 780.64 |
| | July | 1 | 1945 | Sept. | 9 | 1945 | 50 days | 6.56 | 328.00 |
| | Sept. | 10 | 1945 | Apr. | 21 | 1946 | 160 days | 7.04 | 1126.40 |
| | Apr. | 22 | 1946 | June | 30 | 1946 | 50 days | 8.48 | 424.00 |
| | July | 1 | 1946 | June | 30 | 1947 | 260 days | 8.48 | 2204.80 |
| | July | 1 | 1947 | Oct. | 31 | 1947 | 88 days | 8.48 | 746.24 |

Total compensation for last five years of active service $9231.44

Average compensation for last five years of active service $1846.288

Annual rate of retired pay ($1846.288 × years 26.9222 ÷ 40) = $1242.65

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

N. C. G.-2523

# CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT HUDGINS, John E. DESIGNATION Packer

Height 5' 8" Weight 123 pounds. Complexion Ruddy

Color of eyes ____ Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Pt. is a 67 yr. old wld w/m who appears his age. He has a mole on his left arm multiple moles on his back + a red mole under his left eye

Description of duties of position (to be filled in by district commander): Assembling and packing for shipment to activities in the Fifth Coast Guard District bundles, crates, cartons, and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes, and thousands of other items used on lighthouses and vessels listed in Coast Guard Stock Catalogue. Some of these shipments are for export to outlying bases. About 10% of Mr. Hudgins' time is devoted to the following: Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: Pt states that he strained his knee 1 yr. ago last may while rolling 50 gal. kerosene drum- Sine that date his knee has been painful + swollen when he puts in to normal use

## PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/ 100 L. E. 20/ 100

With correction in spectacles: R. E. 20/ 70 L. E. 20/ 50

Accommodation: Reads Jaeger No. ____ at 13 inches, without correction.

Reads Jaeger No. ____ at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Normal

Pupils React to L+R Pupillary reaction ____

Hearing: Whispered voice (unaccentuated) heard with R. E. at 5 feet ft., L. E. at 5 feet ft.

Appearance of right drum normal, left drum normal

Is there any disease of the middle or internal ear or mastoid? ____ If so, specify ____

Sl. Otosclerosis

[OVER]

16—17606-1

Condition of nose and sinuses: Ess. neg

Condition of mouth and throat, including tonsils and teeth: Tonsils, absent. Edentulous.

Bones, joints, muscles, including atrophies: Knees left knee limited to 100°
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system: Lungs Clear

Cardiovascular system:

(a) Heart: Borders & tones normal

(1) Murmurs: none (2) Arrhythmias: none

(b) Pulse rate: (1) Sitting 84 (2) After exercise 110 (3) 2 minutes after exercise 90

(c) Blood pressure: (1) Sitting—Syst. 162 Diast. 95 (2) After ex.—Syst. ..... Diast. .....

(d) Condition of blood vessels: mild arteriosclerosis

Evidence of thyroid or other endocrine disturbance: none

Abdomen and gastro-intestinal system, including hernia: Ess. neg. Varicocele left cord

Genito-urinary system:

Urinalysis—Sp. gr. 1.009 Reaction ..... Albumin neg Sugar neg

Sediment microscopic (required when albumin or sugar is found) .....

Reflexes, motor disturbances, etc.:

(a) Station: norm (e) Gait: favors left knee

(b) Tremor: none (f) Coordination .....

(c) Patellar reflexes: norm (g) Peripheral circulation .....

(d) Other motor disturbances: none

Alcohol: denies Drugs: denies Syphilis: denies Epilepsy: denies

Other neurological findings: none

General impression: Aged w/m osteoarthritis left knee

Here describe fully nature of disability: Flexion limitation; tenderness to touch and functional decompensation of left knee. Probably part of a general osteoarthritis accentuated in this location by character of work

Is disability to perform duty of a permanent character? Yes

Is it indicated that applicant may recover from disability and be fit for restoration to active duty? No Do you recommend reexamination with this in view? no

I HEREBY CERTIFY that upon examination I find the above-named claimant to be disabled for useful and efficient service by reason of the disability above described, which is not due to vicious habits, intemperance, or willful misconduct on his part.

*The examining physician must be in the Federal Service*

Norfolk Va. (Place of examination)

Alan F. Thomet, M.D (Examining surgeon)

7/14/47 (Date)

A Surg USPHS (Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

Name _____ Date of birth _____

Designation _____

## 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 | | | | | | | Y | M | D |
| ~~Navy~~ 4 C.G. & L.H. | Dec. | 13 | 1923 | Oct. | 31 | 1942 | 23 | 10 | 18 ✓ |
| ~~Marine Corps~~ Nor. Navy Yd. | Sept. | 25 | 1899 | Nov. | 7 | 1920 | | 5 | 13 ✓ |
| ~~Civilian employment~~ Do | Aug. | 2 | 1900 | Oct. | 18 | 1901 | 1 | 2 | 17 ✓ |
| Do | May | 16 | 1903 | Aug. | 29 | 1903 | | 3 | 14 ✓ |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 7 | 1911 | | 2 | 15 ✓ |
| Do | Feb. | 1 | 1917 | Dec. | 6 | 1917 | | 2 | 6 ✓ |
| Do | Dec. | 6 | 1917 | Jan. | 5 | 1918 | VERIFIED | 1 | |
| Do | Dec. | 21 | 1919 | May | 21 | 1920 | | 5 | 10 ✓ |
| Do | Aug. | 10 | 1920 | Oct. | 12 | 1920 | VERIFIED | 2 | 3 ✓ |
| Total service | 26 Years, 11 Months & 4 Days | | | | | | ~~27~~ 26 | ~~37~~ 36 11 | ~~92~~ 2 |

Does applicant receive or has he applied for a pension from the Government under any law? _____ 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? _____ If so, give number of claim: _____

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? _____

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 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Total compensation for last five years of active service 9231.44

Average compensation for last five years of active service 1846.288 (9232)

Annual rate of retired pay ($ 1846.288 × years ~~26.916~~ ÷ 40) = ~~1384.71~~ 1242.65

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

49706.1347

49757.4616 0

Name Hedgpeth, John E. Date of birth 22 February, 1881

Designation Packer

## 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 | Y | M | D |
| Army | | | | | | | | | |
| Navy | | | | | | | | | |
| Marine Corps | | | | | | | | | |
| Civilian employment | | | | | | | | | |
| Navy C.G. & L.H. | Nov. | 13 | 1923 | Oct. | 21 | 1947 | 23 | 10 | 18 ✓ |
| Norfolk Navy Yard | Sept. | 25 | 1899 | Nov. | 7 | 1900 | | 5 | 13 ✓ |
| Do | Aug. | 2 | 1900 | Oct. | 18 | 1901 | 1 | 2 | 17 ✓ |
| Do | May | 16 | 1903 | Aug. | 29 | 1903 | | 3 | 14 ✓ |
| Do | Sept. | 22 | 1911 | Oct. | 3 | 1911 | | 2 | 11 ✓ |
| Lighthouse Service | Oct. | 1 | 1914 | Nov. | 6 | 1914 | | 2 | 6 ✓ |
| Do | Dec. | 21 | 1919 | Nov. | 31 | 1920 | | 5 | 10 ✓ |
| Do | | | | | | | | | |
| Total service | 16 years, 7 months, & 29 days | | | | | | ~~24~~ 26 | ~~29~~ 27 | ~~89~~ 29 ✓ |

Does applicant receive or has he applied for a pension from the Government under any law? ---------- 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? ---------- If so, give number of claim: ----------

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? ----------

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 | | | |
| | Jan. | 1 | 1942 | June | 30 | 1943 | 178 days | 6.32 P.D. | $1087.04 ✓ |
| | July | 1 | 1943 | June | 30 | 1944 | 260 days | 6.32 | 1643.20 ✓ |
| | July | 1 | 1944 | Jan. | 15 | 1945 | 141 | 6.32 | 891.12 ✓ |
| | Jan. | 16 | 1945 | June | 30 | 1945 | 119 | 6.56 | 780.64 ✓ |
| | July | 1 | 1945 | Sept. | 9 | 1945 | 50 | 6.56 | 328.00 ✓ |
| | Sept. | 10 | 1945 | Apr. | 21 | 1946 | 160 | 7.04 | 1126.40 ✓ |
| | Apr. | 22 | 1946 | June | 30 | 1946 | 50 | 8.48 | 424.00 ✓ |
| | July | 1 | 1946 | June | 30 | 1947 | 260 | 8.48 | 2204.80 ✓ |
| | July | 1 | 1947 | Oct. | 31 | 1947 | ~~88~~ 88 | 8.48 | 746.24 ✓ |

Total compensation for last five years of active service $9221.44 ✓

Average compensation for last five years of active service 1846.288 ✓

Annual rate of retired pay ($1846.288 × years 26.6638 ÷ 40) = 1230.73 ✓
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

4/9229220140 32

1/1

UNITED STATES COAST GUARD

POST OFFICE BOX 540
NORFOLK 1, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT (pc)
REFER TO FILE: 75




28 July, 1947

From: Commander, 5th Coast Guard District
To: John E. Hudgins, 208 W. 26th Street, Norfolk, Virginia

Subj: Disability retirement

1. This office plans to recommend your retirement on account of disability effective at the close of 31 October, 1947. You have sufficient sick leave to carry you in a pay status through 5 hours on 31 October, 1947, afterwhich you will be granted 3 hours annual leave to carry you through the close of that date. After Headquarters' approval of your retirement has been received in this office, you will be paid in a lump-sum for 96 days and 5 hours annual leave covering the period 1 November, 1947, through 5 hours on 23 March, 1948.

2. There is transmitted herewith in triplicate Form 2521 with the request that the portions thereof indicated by an "X" mark be completed by you. The form should be returned to this office in duplicate at the earliest practicable date.

3. Please advise this office as to the address you wish your retirement checks sent.

Lester F. Braun
LESTER F. BRAUN
By direction

Incl
Form 2521 (3)

This letter was mailed to Mr. Hudgins but was returned due to the fact that the incl. did not show all of his service.

## RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Commander, 5th Coast Guard District  Date X

~~Senior Coast Guard Officer, Naval District,~~

Norfolk, Virginia
(City)

I hereby apply for retirement from active duty effective close of 31 October, 1947 on the basis of service shown hereon.

X
John E. Hudgins (Name)
Packer
(Designation)

---

OFFICE OF THE SENIOR COAST GUARD OFFICER,
_____ NAVAL DISTRICT

*City* _____ *Date* _____

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $_____ per annum, effective at the close of _____

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.

*Senior Coast Guard Officer,* _____ *Naval District.*

---

COAST GUARD HEADQUARTERS, *Washington, D. C.,* _____

Submitted to the Secretary of the Navy, recommending approval.

*Commandant.*

---

FOR USE OF DEPARTMENT

16—20161-1

Name HUDGINS, John E. Date of birth 22 February, 1881

Designation Packer

## RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

| | Beginning | | | Ending | | | Remarks |
|---|---|---|---|---|---|---|---|
| | Month | Day | Year | Month | Day | Year | |
| Army | | | | | | | |
| Navy | | | | | | | |
| Marine Corps | | | | | | | |
| Civilian employment Norfolk Navy Yard | Sept. | 25 | 1899 | Mar. | 7 | 1900 | |
| Norfolk Navy Yard | Aug. | 2 | 1900 | Oct. | 18 | 1901 | |
| do | May | 16 | 1903 | Aug. | 29 | 1903 | |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 3 | 1911 | |
| do | Oct. | 1 | 1914 | Dec. | 6 | 1914 | |
| do | Dec. | 21 | 1919 | May | 31 | 1920 | |
| Navy, C.G., & Lighthouse | Dec. | 13 | 1923 | Oct. | 31 | 1947 | |
| Total service | 26 Years, 7 Months, and 29 Days | | | | | | |

X Does applicant receive or has he applied for a pension from the Government under any law? ---- If so, give number of pension certificate or of claim: ----

X Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ---- If so, give number of claim: ----

X Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? ----

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 | | | |
| | Nov. | 1 | 1942 | June | 30 | 1943 | 172 days | 6.32 pd | $1087.04 |
| | July | 1 | 1943 | June | 30 | 1944 | 260 days | 6.32 | 1643.20 |
| | July | 1 | 1944 | Jan. | 15 | 1945 | 141 days | 6.32 | 891.12 |
| | Jan. | 16 | 1945 | June | 30 | 1945 | 119 days | 6.56 | 780.64 |
| | July | 1 | 1945 | Sept. | 9 | 1945 | 50 days | 6.56 | 328.00 |
| | Sept. | 10 | 1945 | Apr. | 21 | 1946 | 160 days | 7.04 | 1126.40 |
| | Apr. | 22 | 1946 | June | 30 | 1946 | 50 days | 8.48 | 424.00 |
| | July | 1 | 1946 | June | 30 | 1947 | 260 days | 8.48 | 2204.80 |
| | July | 1 | 1947 | Oct. | 31 | 1947 | 88 days | 8.48 | 746.24 |

Total compensation for last five years of active service $9231.44

Average compensation for last five years of active service $1846.288

Annual rate of retired pay ($1846.288 × years 26.66389 (Not exceeding 30) 40) = $1230.73

U. S. GOVERNMENT PRINTING OFFICE 16—20161

## RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Commander, 5th Coast Guard District

~~Senior Coast Guard Officer, Naval District,~~

Norfolk, Virginia
(City)

Date X

I hereby apply for retirement from active duty effective close of 31 October, 1947 on the basis of service shown hereon.

X
John E. Hudgins (Name)
Packer
(Designation)

---

OFFICE OF THE SENIOR COAST GUARD OFFICER,
_____ NAVAL DISTRICT

*City* _____ *Date* _____

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $_____ per annum, effective at the close of _____

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.

_____
*Senior Coast Guard Officer, _____ Naval District.*

---

COAST GUARD HEADQUARTERS, *Washington, D. C.*, _____

Submitted to the Secretary of the Navy, recommending approval.

_____
*Commandant.*

---

FOR USE OF DEPARTMENT

16—20161-1

Name HUDGINS, John E. Date of birth 22 February, 1881

Designation Packer

## RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

| | Beginning | | | Ending | | | Remarks |
|---|---|---|---|---|---|---|---|
| | Month | Day | Year | Month | Day | Year | |
| Army | | | | | | | |
| Navy | | | | | | | |
| Marine Corps | | | | | | | |
| Civilian employment Navy Yard Norfolk | Sept. | 25 | 1899 | Mar. | 7 | 1900 | |
| Norfolk Navy Yard | Aug. | 2 | 1900 | Oct. | 18 | 1901 | |
| do | May | 16 | 1903 | Aug. | 29 | 1903 | |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 3 | 1911 | |
| do | Oct. | 1 | 1914 | Dec. | 6 | 1914 | |
| do | Dec. | 21 | 1919 | May | 31 | 1920 | |
| Navy, C.G., & Lighthouse | Dec. | 13 | 1923 | Oct. | 31 | 1947 | |
| Total service | 26 Years, 7 Months, and 29 Days | | | | | | |

X Does applicant receive or has he applied for a pension from the Government under any law? ____ If so, give number of pension certificate or of claim: ____

X Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ____ If so, give number of claim: ____

X Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? ____ 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 |
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U. S. GOVERNMENT PRINTING OFFICE 16—20161

## RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Commander, 5th Coast Guard District — Date X

~~Senior Coast Guard Officer, ..... Naval District,~~

Norfolk, Virginia
(City)

I hereby apply for retirement from active duty effective close of 31 October, 1947 on the basis of service shown hereon.

X
John E. Hudgins (Name)
Packer
(Designation)

---

OFFICE OF THE SENIOR COAST GUARD OFFICER,
..... NAVAL DISTRICT

*City* ..... *Date* .....

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

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.

.....
*Senior Coast Guard Officer, ..... Naval District.*

---

COAST GUARD HEADQUARTERS, *Washington, D. C.*, .....

Submitted to the Secretary of the Navy, recommending approval.

.....
*Commandant.*

---

FOR USE OF DEPARTMENT

16—20161-1

From: Commander, 5th Co
To: John E. Hudgins, 2

Name HUDGINS, John E. Date of birth 22 February, 1881

Designation Packer

## RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

| | Beginning | | | Ending | | | Remarks |
|---|---|---|---|---|---|---|---|
| | Month | Day | Year | Month | Day | Year | |
| Army | | | | | | | |
| Navy | | | | | | | |
| Marine Corps | | | | | | | |
| Civilian employment Navy Yard, Norfolk | Sept. | 25 | 1899 | Mar. | 7 | 1900 | |
| Norfolk Navy Yard | Aug. | 2 | 1900 | Oct. | 18 | 1901 | |
| do | May | 16 | 1903 | Aug. | 29 | 1903 | |
| Lighthouse Service | Sept. | 23 | 1911 | Dec. | 3 | 1911 | |
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| do | Dec. | 21 | 1919 | May | 31 | 1920 | |
| Navy, C.G., & Lighthouse | Dec. | 13 | 1923 | Oct. | 31 | 1947 | |
| Total service | 26 Years, 7 Months, and 29 Days | | | | | | |

X Does applicant receive or has he applied for a pension from the Government under any law? ..... If so, give number of pension certificate or of claim: .....

X Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ..... If so, give number of claim: .....

X Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? .....

If so, state the compensation received: .....

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

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| | Apr. | 22 | 1946 | June | 30 | 1946 | 50 days | 8.48 | 424.00 |
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(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

(pc)
75

28 July, 1947

From: Commander, 5th Coast Guard District
To: John E. Hudgins, 208 W. 26th Street, Norfolk, Virginia

Subj: Disability retirement

1. This office plans to recommend your retirement on account of disability effective at the close of 31 October, 1947. You have sufficient sick leave to carry you in a pay status through 5 hours on 31 October, 1947, afterwhich you will be granted 3 hours annual leave to carry you through the close of that date. After Headquarters' approval of your retirement has been received in this office, you will be paid in a lump-sum for 96 days and 5 hours annual leave covering the period 1 November, 1947, through 5 hours on 23 March, 1948.

2. There is transmitted herewith in triplicate Form 2521 with the request that the portions thereof indicated by an "X" mark be completed by you. The form should be returned to this office in duplicate at the earliest practicable date.

3. Please advise this office as to the address you wish your retirement checks sent.

LESTER F. BRAUN
By direction

Incl
Form 2521 (3)

CC
CO, CG Base, Portsmouth, Va.

NLD

(pc)
75

28 July, 1947

From: Commander, 5th Coast Guard District
To: John E. Hudgins, 208 W. 26th Street, Norfolk, Virginia

Subj: Disability retirement

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3. Please advise this office as to the address you wish your retirement checks sent.

LESTER F. BRAUN
By direction

Incl
Form 2521 (3)

CC
CO, CG Base, Portsmouth, Va.

NLD

(pc)
File: 75

9 July, 1947

Medical Officer in Charge
U. S. Marine Hospital
Hampton Boulevard
Norfolk, Virginia

Sir:

The bearer, John E. Hudgins, who is employed as a Packer at the Coast Guard Repair Base, Portsmouth, Virginia, is an applicant for retirement on account of disability. He has had sufficient service to bring him within the purview of the Lighthouse Retirement Act of 4 March, 1925.

It will be appreciated if you will examine him and execute the attached Form 2523, forwarding same to this office in duplicate at the earliest practicable date.

Very truly yours,

R. F. REA
Commander, U. S. Coast Guard
Chief, Personnel Division

Incl
Form 2523

NLD

(pc)
File: 75

9 July, 1947

Medical Officer in Charge
U. S. Marine Hospital
Hampton Boulevard
Norfolk, Virginia

Sir:

The bearer, John E. Hudgins, who is employed as a Packer at the Coast Guard Repair Base, Portsmouth, Virginia, is an applicant for retirement on account of disability. He has had sufficient service to bring him within the purview of the Lighthouse Retirement Act of 4 March, 1925.

It will be appreciated if you will examine him and execute the attached Form 2523, forwarding same to this office in duplicate at the earliest practicable date.

Very truly yours,

R. F. REA
Commander, U. S. Coast Guard
Chief, Personnel Division

Incl
Form 2523

NLD

Office of Commander, 5th Coast Guard District
P. O. Box 540, Norfolk 1, Virginia
26 June, 1947 File: 75 (pc)

Federal Security Agency
Bureau of Employees' Compensation
285 Madison Avenue
New York 17, N. Y.

Sirs:

Attached hereto are Forms CA-1 and 2 in connection with the injury in the line of duty of John E. Hudgins, Packer, on 3 June, 1947.

Very truly yours,

R. F. REA
Commander, USCG
Chief, Personnel Division

Incls
1. Form CA-1
2. Form CA-2

# REPORT OF TERMINATION OF TOTAL OR PARTIAL DISABILITY

(Cross out one)

[To be forwarded to the UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, 285 MADISON AVENUE, NEW YORK, N. Y., through official channels, as soon as disability from injury terminates. This form to be submitted for each injury resulting in any disability, whether or not employee makes claim for compensation.]

1. Department Treasury Dept. (War, Navy, etc.) 2. Bureau or office U. S. Coast Guard (Engineer, Navigation, etc.)
3. Place of employment CG Repair Base (Arsenal, Navy Yard, etc.) Portsmouth, (City or town.) Va. (State.)
4. Full name of injured employee John Elzay Hudgins
5. Time of injury 3 June (Date.), 1947 Tuesday (Day of week.) 4:00 P. m. (Hour, a. m. or p. m.)
6. Time employee stopped work 3 June (Date.), 1947 Tuesday (Day of week.) 4:00 P. m. (Hour, a. m. or p. m.)
7. Time employee's pay stopped (Date.), 19 (Day of week.) m. (Hour, a. m. or p. m.)
8. First day employee was able to resume work 9 June (Date.), 1947 (Day of week.) m. (Hour, a. m. or p. m.)
9. Did employee return to the same work and at same rate of pay after termination of disability? Yes
   If so, when? 9 June, 1947 If not, state character of work performed upon return to duty and rate paid employee for such work
10. Actual time disabled (including Sundays and holidays) 1600, 3 June to 0800, 9 June (5) days.
11. Number of days for which employee would have received pay had he not been disabled ____ days.
12. If employee was receiving subsistence as part of his wages, was such subsistence furnished during entire period of disability? ____ If not, give dates on which subsistence was not furnished
13. Has employee been paid for any portion of above absence on account of—
    (a) Annual leave? ____
    (b) Sick leave? Paid in full in sick leave (Give exact dates.) 1600, 3 June 1947 to 1630, 6 June, 1947 (Give exact dates.)
    (c) Any other reason ____
14. Nature of injury Contusion of the medial malleolus of left ankle
15. Remarks ____

[The following information is to be furnished *only* in case of death resulting from an injury sustained while in the performance of duty. If death results immediately, or if no Report of Injury has previously been submitted, such report, on Form C. A. 2, should be forwarded herewith.]

## REPORT OF DEATH

16. Full name of deceased employee ____
17. Time of death (Date.), 19 (Day of week.) m. (Hour, a. m. or p. m.)
18. Time employee's pay stopped (Date.), 19 (Day of week.) m. (Hour, a. m. or p. m.)
19. Place of death (Name of hospital, establishment, etc.) (City or town, and State.)
20. Immediate cause of death ____
21. Widow of deceased employee (Give full name.) (Address.)
22. Children of deceased employee under 18 years of age, or those over 18 who are incapable of self-support:

Name. Age.

23. Names, relationship, and addresses of all other persons known to be dependent, in any degree, upon decedent

Name. Relationship. Address.

Signed this 18th day of June, 1947
at CG Repair Base, Portsmouth, Va.

Robt McManus
ROBERT McMANUS, LT., USCG
(Official superior.)
Commanding Officer
(Title.)

C. A. 3
Revised to June 3, 1925

(All forwarding indorsements to be made on reverse side of this sheet.)

U. S. GOVERNMENT PRINTING OFFICE 16—29485-1

# OFFICIAL SUPERIOR'S REPORT OF INJURY

[To be submitted to UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, 285 Madison Avenue, New York, N. Y., as soon as practicable after any injury to a civil employee of the United States sustained while in the performance of duty which causes any disability for work beyond the day or shift on which the injury occurred or results in any charge against the Commission for medical expense. This form should be accompanied by C. A. 1.]

**Place of employment**

1. Department Treasury Dept. (War, Navy, etc.) 2. Bureau or office U. S. Coast Guard (Engineer, Navigation, etc.)
3. Place of employment CG Repair Base (Arsenal, navy yard, etc.), Portsmouth, (City), Virginia (State)
4. Reporting office DCGO, 5th. CGD, P. O. Box 540, Norfolk, Va. (Location of reporting office or division headquarters)
5. Name of superintendent or foreman in charge when injury occurred Ransom F. Howe

**The injured employee**

6. Name of injured employee John Elzay Hudgins (Give first name, middle name, full) 7. Age 66 8. Sex Male 9. Race White
10. Home address 208 West 26th. Street (Street and number), Norfolk, (City or town), Virginia (State)
11. Occupation and division Storeroom, packer & shipper (Give both, as laborer, hull division; helper, machine shop, etc.) 12. Was employee doing his regular work? Yes If not, what work?
13. Total length of service with the Government as a civilian? 27 Years
14. How long at present work in this establishment? 20 Years, 9 months
15. Dates of other injuries 23 August, 1946; 23 May, 1947
16. Rate of pay on date of injury, $ 8.48 per day { and subsistence valued at $ per ; and quarters valued at $ per
17. Employee begins work at 8:00 a.m. (Hour, a. m. or p. m.) m. 18. Regular day's work ends 4:30 p.m. (Hour, a. m. or p. m.) m.
19. Hours worked per day 8 20. Days paid per week 5

**The injury**

21. Place where injury occurred Between receiving room and storeroom, CG Repair Base. (Give exact location, as name or number of building and division, etc.)
22. Date of injury 3 June, 19 47; day of week Tuesday; hour of day 4:00 p. m. (a. m. or p. m.)
23. Date employee stopped work 3 June, 19 47; day of week Tuesday; hour of day 4:00 p. m. (a. m. or p. m.)
24. Date employee's pay stopped , 19 ; day of week ; hour of day m. (a. m. or p. m.)
25. Has employee returned to work? Yes, 8:00 a.m. Monday, 9 June, 1947 (Give date and hour)
26. Will employee receive pay for any portion of above absence on account of:
(a) Annual leave (Give exact dates)
(b) Sick leave Yes, 4:00 p.m. 3 June, 1947 to 4:30 p.m. 6 June, 1947 (Give exact dates)
(c) Any other reason Mr. Hudgins (Give exact dates)
27. Describe in full how injury occurred As I was walking from the receiving room into the storeroom, he was struck in the left ankle by a small crane hoist operated by Ransom F. Howe.
28. State part of body injured and nature and extent of injury left ankle; contusion of the medial malleolus of left ankle
29. Did injury cause loss of any member or part of member? No If so, describe exactly
30. Was employee injured while in performance of duty? Yes If not, or in doubt, give detailed statement
31. Was injury caused by:
(a) Willful misconduct of the employee? No (b) Intention of employee to bring about injury or death of himself or another? No (c) Employee's intoxication? No
(If any answers to these questions are made in the affirmative, the reporting officer should attach an additional statement giving the reason for his conclusion)
32. Was written notice of injury given within 48 hours? Yes If not, did immediate superior have actual knowledge of injury?
(Answer to question 5, Form C. A. 1, must be complete if notice was not given within 48 hours)
33. Names and addresses of witnesses to injury
William H. Riley - Bldg. 121 Apt. 530-D Carver Homes, Portsmouth, Va.
Ransom F. Howe - Route 3, Box 13KA, Portsmouth, Va.
(If disability will continue for more than one day, have statements of witnesses made on reverse side of this form)
34. Was injury caused by a third party other than a Government employee or agency? No If so, has employee been instructed in procedure under Commission's regulations?
(A detailed statement should be forwarded with this report)

**Medical attendance**

35. Name and address of physician who first attended case Dr. Davidson, U.S. Marine Hospital Norfolk, Va.
36. How soon after injury? 3 Hours after accident
37. To what hospital sent? U.S. Marine Hospital Location Norfolk, Va.
38. Name and address of physician now attending case None

Signed this 18th day of June, 19 47
at CG Repair Base, Portsmouth, Va.

ROBERT McMANUS, LT., USCG (Signature)
Commanding Officer (Title)

C. A. 2
Revised March 1, 1942

16—6027-A

(OVER)

## STATEMENT OF WITNESSES

[The statement of witness should tell just what the witness saw personally, or, if he did not see the injury occur, just what he knows about it and when and by whom the information was given him.]

I was standing off from the receiving room a short distance. There were two crane lifts moving at the same time, one coming from the storeroom and one going into the storeroom. Hudgins was watching the one going in, apparently he did not see the one that was coming out . As he stepped out of the receiving room, the crane lift operated by Ransom F. Howe, the one coming out of the storeroom, struck him on his left ankle.

Signed this 19th day of June, 1947 William H. Riley

William H. Riley
(Signature of witness)

---

I was operating a small lift with two coils of rope on a pallat. The load prevented me from having aclear view ahead, however I blew my horn as I was coming out of the storeroom. Immediately after coming out of the storeroom I set my load down, it was then I saw Mr. Hudgins limping around, he stated that I had hit him, I told him I didn't know it because I couldn't see him for the load that was on the lift.

Signed this 25th day of June, 1947 Ransom F. Howe

Ransom F. Howe
(Signature of witness)

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## STATEMENT OF GOVERNMENT MEDICAL OFFICER OR PHYSICIAN WHO FIRST EXAMINED CASE

I CERTIFY that John E. Hudgins (Name of employee) was given first-aid treatment, or examined, on June 3, 1947, 19..., at ... m., and was (Was or was not) disabled for work. Probable length of disability will be until June 9, 1947. In my opinion disability was (Was or was not) due to injury on June 3, 1947, 19...

Nature of injury as found on examination

Contusion of the medial malleolus of left ankle

Hospitalized ... Will return for further treatment Advised to return on 6-6-47.

Discharged ... Other disposition ...

Remarks None

Signed this 5th day of June, 19 47

at U. S. Marine Hospital, Norfolk, Va.

Ralph E. Porter (Signature of medical officer)

Ralph E. Porter, Medical Director,
Medical Officer in Charge, (Title)
U. S. Marine Hospital, Norfolk, Va.

adj

U. S. GOVERNMENT PRINTING OFFICE 16—6027

# EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

Portsmouth, (City or town), Virginia (State)

1st. and Randolph Sts. (Street and number)

18 June, (Date of this notice), 19 47

I HEREBY CERTIFY that I was injured in the performance of my duties on 3 June (Date), 19 47

Tuesday (Day of week), 4 o'clock (Hour, a. m. or p. m.) P. m.

1. The injury occurred at Coast Guard Repair Base (Give name of establishment where employed)

in the following manner: while packing shipments, I was coming from the receiving room into the storeroom, just as I left the receiving room, I was struck in the ankle by a small crane hoist.

2. Cause of injury Small crane hoist struck left ankle

3. Nature of injury Swollen and painful left ankle

4. Names of witnesses to injury:

William H. Riley(laborer)

Ransom P. Howe (Storekeeper)

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

Notice was given immediately.

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

John Elzay Hudgins

(Name) John Elzay Hudgins

**Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission**

C. A. 1
Revised Apr. 27, 1929

16—20285

(pc)
File: 75

26 June 1947

From: Commander, 5th Coast Guard District
To: The Commandant (PC)

Subj: HUDGINS, John E., Packer; injury in the line of duty

In compliance with Commandant's Circular No. 46-46 dated 19 December, 1946, there is transmitted herewith the reverse of Form #8087 together with one copy each of Forms CA-1, 2, and 3 concerning the injury of John E. Hudgins in the line of duty.

R. F. REA
By direction

Incls
1. Reverse of Form #8087
2. Copy of Form CA-1
3. Copy of Form CA-2
4. Copy of Form CA-3

NLD

REVERSE OF FORM 8087, TREASURY DEPARTMENT (Immediate Report of Injury or Occupational Disease)

1. Full name of employee injured or affected - **John Elzay Hudgins**
2. Regular hours of labor - **0800 to 1630**
3. Race - **White**
4. Date of injury. (day of week and hour) **3 June, 1947, Tuesday, at 1600**
5. Place, section, or number of room where it occurred - **Storeroom**
6. Kind of work the employee was engaged in - **Packing shipments**
7. Description of accident or occurrence - **got hit by small crane**
8. State part of body injured or affected 9. Right or left? **left ankle**
10. Did injury cause any absence from work? When? **Yes, 1600, 6-3-47 to 1630, 6-6-47**
11. Was written notice of injury (or occupational disease) given within 48 hours? **Yes**
12. If not, did immediate superior have actual knowledge of injury or condition? -
13. How and when was it first brought to your attention? **Man reported accident**
14. Eyewitnesses to accident. (If there were no eyewitnesses, furnish names of persons who were told about the accident shortly after it occurred) - **William H. Riley (laborer) ; Ransom F. Howe (Storekeeper)**
15. Have you supplied the employee with printed leaflet instructions issued by the United States Employees' Compensation Commission? **Yes** When? **May, 1947**
16. Does he understand that he is entitled to free medical, surgical, or hospital services by applying to the Medical Officer, either in person, by mail, or telephone? **Yes**
17. If this was a minor injury causing the employee only temporary inconvenience, please indicate. **Employee still surrers slightly.**
18. Remarks

Robert McManus

**ROBERT McMANUS, Lieut., Commanding Officer**
Foreman or Immediate Superior

MEDICAL OFFICE REPORT

1. Employee was first examined by this office .....19.. Hour.... A.M. P.M.
2. Nature of injury or other diagnosis.
3. Disposition, remarks, etc.

**SEE STATEMENT OF MEDICAL OFFICER ON FORM CA-2.**

Medical Officer.

REVERSE OF FORM 8087, TREASURY DEPARTMENT (Immediate Report of Injury or Occupational Disease)

1. Full name of employee injured or affected - John Elzay Hudgins
2. Regular hours of labor - 0800 to 1630
3. Race - White
4. Date of injury. (day of week and hour) 3 June, 1947, Tuesday, at 1600
5. Place, section, or number of room where it occurred - Storeroom
6. Kind of work the employee was engaged in - Packing shipments
7. Description of accident or occurrence - got hit by small crane
8. State part of body injured or affected 9. Right or left? left ankle
10. Did injury cause any absence from work? When? Yes, 1600, 6-3-47 to 1630, 6-6-47
11. Was written notice of injury (or occupational disease) given within 48 hours? Yes
12. If not, did immediate superior have actual knowledge of injury or condition? -
13. How and when was it first brought to your attention? Man reported accident
14. Eyewitnesses to accident. (If there were no eyewitnesses, furnish names of persons who were told about the accident shortly after it occurred). - William H. Riley (laborer) ; Ransom F. Howe (Storekeeper)
15. Have you supplied the employee with printed leaflet instructions issued by the United States Employees' Compensation Commission? Yes When? May, 1947
16. Does he understand that he is entitled to free medical, surgical, or hospital services by applying to the Medical Officer, either in person, by mail, or telephone? Yes
17. If this was a minor injury causing the employee only temporary inconvenience, please indicate. Employee still surrews slightly.
18. Remarks

Robert McManus

ROBERT McMANUS, Lieut., Commanding Officer

Foreman or Immediate Superior

MEDICAL OFFICE REPORT

1. Employee was first examined by this office .....19.. Hour.... A.M. P.M.
2. Nature of injury or other diagnosis.
3. Disposition, remarks, etc.

SEE STATEMENT OF MEDICAL OFFICER ON FORM CA-2.

Medical Officer.

# EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

Norfolk, Virginia
(City or town) (State)

208 West 26 St.
(Street and number)

May 23, 1947
(Date of this notice)

I HEREBY CERTIFY that I was injured in the performance of my duties on May 23, 1947
(Date)

Friday, 1000 A. m.
(Day of week) (Hour, a. m. or p. m.)

1. The injury occurred at CG Repair Base
(Give name of establishment where employed)

in the following manner: Stuck a splinter in his left hand while climbing a wooden ladder.

2. Cause of injury Hand slipped on the top round of the ladder causing the the splinter to stick through the side of left hand.

3. Nature of injury ½" splinter stuck in palm of left hand just below the little finger.

4. Names of witnesses to injury:

No witnesses.

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

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

John E Hudgins

(Name) JOHN E. HUDGINS

**Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission**

C. A. 1
Revised Apr. 27, 1929

16—20285

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

# NOTICE OF OFFICIAL
# EFFICIENCY RATING

REGULAR ( X ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 Dec. 1946 based on performance during period from 1 July 1946 to 31 Dec. 1946

HUDGINS, John E. (Name of employee)

Packer (Title of position, service, and grade)

TREAS - USCG - 5th CG Dist. - Norfolk - Coast Guard Repair Base, Portsmouth, Va.
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Very Good

R. F. REA (Signature) Comdr., USCG
Chief, Personnel Division (Title)

2 April, 1947 (Date of notification)

## Interpretation of Efficiency Rating

**Excellent (E)** means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
**Very Good (VG)** means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
**Good (G)** means that performance met requirements from an over-all point of view.
**Fair (F)** means that performance did not quite measure up to requirements from an over-all point of view.
**Unsatisfactory (U)** means that performance in a majority of important phases of the work did not meet job requirement..

## Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

## Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—88834-1

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL: REGULAR ( ) or SPECIAL TRIAL PERIOD { }
PROBATIONAL { }

As of 31 Dec., 1946 based on performance during period from July 1, 1946 to 31 Dec., 1946

HUDGINS, John E. — (Name of employee)

Packer — (Title of position, service, and grade)

TREAS - USCG - 5th CG Dist. - Norfolk - Coast Guard Repair Base, Portsmouth, Va. — (Organization—Indicate bureau, division, section, unit, field station)

| ON LINES BELOW MARK EMPLOYEE | | CHECK ONE: |
|---|---|---|
| V if adequate<br>– if weak<br>+ if outstanding | 1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.<br>2. Underline the elements which are especially important in the position.<br>3. Rate only on elements pertinent to the position.<br>*a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.<br>*b.* Rate administrative, supervisory, and planning functions on elements in *italics*. | Administrative, supervisory, or planning ☐<br>All others ☒ |

V (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.
V (6) Attention to pertinent detail.
V (7) Accuracy of operations.
___ (8) Accuracy of final results.
___ (9) Accuracy of judgments or decisions.
___ (10) Effectiveness in presenting ideas or facts.
V (11) Industry.
___ (12) Rate of progress on or completion of assignments.
V (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.
V (16) Cooperativeness.
V (17) Initiative.
V (18) Resourcefulness.
+ (19) Dependability.
V (20) Physical fitness for the work.

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

STATE ANY OTHER ELEMENTS CONSIDERED

___ (A) ____
___ (B) ____
___ (C) ____

| STANDARD<br>Deviations must be explained on reverse side of this form | *Adjective rating* | *Adjective rating* |
|---|---|---|
| Plus marks on all underlined elements, and no minus marks | Excellent | Rating official VERY GOOD |
| Plus marks on at least half of the underlined elements, and no minus marks | Very good | |
| Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks | Good | Reviewing official VERY GOOD |
| Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks | Fair | |
| Minus marks on at least half of the underlined elements | Unsatisfactory | |

Rated by J.W. DAVIS, Chief Pay Clerk, USCG (Signature of rating official) Supply Officer (Title) January 16, 1947 (Date)

Reviewed by W.L. AUXLEY, Lt.Comdr., USCG (Signature of reviewing official) Commanding Officer (Title) January 16, 1947 (Date)

Rating approved by efficiency rating committee 1-31-47 (Date) Report to employee ____ (Adjective rating)

16—26177-2

6 & 10

1270

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Treasury Department U. S. Coast Guard

Portsmouth, Virginia
(Place of Employment)

I, John E. Hudgins do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

John E. Hudgins
(Signature of Employee or Appointee)

Subscribed and sworn to before me this 18th day of October, 19 46 at CG Repair Base, Portsmouth, Va.

State of Virginia.

Robert McManus
Robert McManus
(Signature of person authorized to administer oath)

Lieutenant, USCG
(Title)

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States *** and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for any other provision of existing law."

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR ( X ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 30 June, 1946 based on performance during period from 1 Jan., 1946 to 30 June, 1946

HUDGINS, John E. (Name of employee)

Packer (Title of position, service, and grade)

TREAS - 5th CGD - Norfolk Dist. - Portsmouth Depot
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE
√ if adequate
− if weak
+ if outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:
Administrative, supervisory, or planning ☐
All others ☒

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

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
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____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) _____
____ (B) _____
____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

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

Adjective rating

Rating official VERY GOOD

Reviewing official VERY GOOD

Rated by J.W. DAVIS (Signature of rating official) Ch. Pay Clerk (Title) 30 June, 1946 (Date)

Reviewed by W.L. HUNLEY (Signature of reviewing official) Commanding Officer (Title) 30 June, 1946 (Date)

Rating approved by efficiency rating committee 10-4-46 (Date) Report to employee VG (Adjective rating)

16—26177-2

# EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

PORTSMOUTH, (City or town), VIRGINIA (State)

1st and RANDOLPH STS. (Street and number)

23 August (Date of this notice), 1946

I HEREBY CERTIFY that I was injured in the performance of my duties on 23 August (Date), 1946

Friday (Day of week), 1150 (Hour, a. m. or p. m.) m.

1. The injury occurred at Coast Guard Repair Base, Portsmouth, Virginia (Give name of establishment where employed)

in the following manner: While placing a pencil, sharpened at both ends, on a shelf above a desk, one end struck the edge of the shelf and thus drove the other end into my hand.

2. Cause of injury Pencil driven into his hand

3. Nature of injury wounded from pencil

4. Names of witnesses to injury:

No Witnesses

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

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

John E Hudgins

(Name)

**Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission**

C. A. 1
Revised Apr. 27, 1929

16—20285

DEPT. STOCK FORM 2249
REV. 12-45

1270

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



TO:

Name: HUDGINS, JOHN E.

From: U. S. Coast Guard

Date Prepared April 22, 1946

Bureau No.:

Effective: APRIL 22, 1946

| | FROM | TO |
|---|---|---|
| Position | | Pusher |
| Grade | | Boss |
| Salary | $7.04 per diem | $8.48 per diem |
| C. S. C. No. | 7.04 | 8.48 |
| Bureau or Div. | | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot, Va |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

*Remarks:*

Pay adjustment is in accordance with Department approval of April 17, 1946.

*Justification:*

Copy to Hudgins
on 5-29-46
M.L.D.
A.D.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-21-1901

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

| NEW | ADDTL. IDENT. |
|---|---|
| VICE VACANCY | VICE |

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: Claims no Vil. Serv.

SUBJECT TO RETIREMENT ACT? Lighthouse

DATE OF OATH

ACCOUNTS AND COLLECTIONS, EXAMINING

DATE APPROVED BY THE SECRETARY

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

1270

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE–UNOFFICIAL ( )
OFFICIAL:
REGULAR ( X ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 Dec., 1945 based on performance during period from 1 July, 1945 to 31 Dec., 1945

HUDGINS, John Elzay — (Name of employee)

Packer — (Title of position, service, and grade)

NAVY USCG, 5ND Portsmouth Depot — (Organization—Indicate bureau, division, section, unit, field station)

| ON LINES BELOW MARK EMPLOYEE | | CHECK ONE: |
|---|---|---|
| V if adequate<br>– if weak<br>+ if outstanding | 1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.<br>2. Underline the elements which are especially important in the position.<br>3. Rate only on elements pertinent to the position.<br>*a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.<br>*b.* Rate administrative, supervisory, and planning functions on elements in *italics*. | Administrative, supervisory, or planning ☐<br>All others ☒ |

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

____ (21) *Effectiveness in planning broad programs.*
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____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) ____
____ (B) ____
____ (C) ____

**STANDARD**
**Deviations must be explained on reverse side of this form**

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

*Adjective rating*

Rating official Very Good

Reviewing official [illegible]

Rated by L. J. FOWLER (Signature of rating official) Lieut., USCG. (Title) 17 JANUARY, 1946. (Date)

Reviewed by W. L. HUNLEY (Signature of reviewing official) Lieut.Comdr., USCG. (Title) 17 JANUARY, 1946. (Date)

Rating approved by efficiency rating committee ____ (Date) Report to employee ____ (Adjective rating)

16—26177-2

1270

Personnel

75 (pcp)

10 September, 1945

To: CO, CG Depot, Portsmouth, Va.

Subj: Hudgins, John E. )
Ferguson, Miles M. ) administrative pay increase

In compliance with your letter of 23 July, 1945, file 75, each of subject employees has been given an administrative pay increase effective as of 10 September, 1945. The attached Forms 2249 should be delivered to the employee named therein. Mr. Hudgins is now paid at the intermediate rate while Mr. Ferguson is at the maximum rate.

CLYDE R. JOHNSON
By direction

Incls
Forms 2249 for subject employees

NLB

DEPT. STOCK FORM 2249
REV. 12-41

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



1270

TO: HUDGINS, John E. Date Prepared August 30, 1945

Name: Hudgins, John E. (Mr.)

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

Pay Increase (Administrative)

Effective: September 10, 1945 ~~September 10, 1945~~

| | FROM 5337 | TO 5337 |
|---|---|---|
| Position | | Packer |
| Grade | | None |
| Salary | $6.56 per diem | $7.04 per diem |
| C. S. C. No. | | 7.04 |
| Bureau or Div. | | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot, Va. |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

*Remarks:*

*Justification:*

The increase is warranted by length of service and efficiency. Mr. Hudgins' current rating is Very Good.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1901

LEGAL RESIDENCE: Virginia

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 6-20-16

DATE OF OATH

DATE APPROVED BY THE SECRETARY: SEP 13 1945

SUBORDINATE ADMINISTRATIVE OFFICE

75 (pcp)

NAVCG 2660

1270

U. S. COAST GUARD

# NOMINATION

From: DCGO, 5ND (Nominating officer) Norfolk, Va. (Place) 25 August (Date), 19 45

To: Commandant, U. S. Coast Guard.

Action recommended Pay Increase (Administrative)

Name HUDGINS, John E. (Mr.) (Last name, first name, and initial) Date of birth 22 February, 1881

Legal residence Virginia

| | From— | To— |
|---|---|---|
| Position | Packer #5337 | Packer #5337 |
| Pay and grade | $6.56 per diem | $7.04 per diem |
| Valuation of quarters | - | - |
| Station | Coast Guard Depot, Portsmouth, Va. | Coast Guard Depot, Portsmouth, Va. |
| Appropriation | General Expenses, Coast Guard | General Expenses, Coast Guard |

Effective 10 September, 1945 [1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

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

Vice - Pay - Services terminated -

Reason

REMARKS: Funds are available for the above purpose. Mr. Hudgins' services justify his promotion to the intermediate rate. His current efficiency rating is Very Good.

Selection regular, , 19

*Manager, Civil Service District.*

J. R. STEWART
By direction (Title)

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

NLB

16—21953-2

General
1270

75

23 July, 1945

To: D.C.G.O., 5th Naval District (pcp)

Subj: Advancement in pay; request for

1. It is requested that the below listed civilian personnel be advanced in pay as indicated below:

Miles M. Ferguson, Chauffeur $6.24 to $6.72

John E. Hudgins, Packer, $6.56 to $7.04

2. The above men have served six (6) months in their present pay status and are professionally qualified for an advancement.

B. G. APPLEBY

1270

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 30 June, 1945 based on performance during period from 1 Jan., 1945 to 30 June, 1945

HUDGINS, John E. (Name of employee) | Packer (Title of position) | Navy Dept. (Bureau)

USCG. 5ND (Division) | Portsmouth Depot (Section) | (Subsection or unit) | Norfolk (Field office)

**ON LINES BELOW MARK EMPLOYEE**

√ if adequate
— if weak
+ if outstanding

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

**CHECK ONE**

Administrative, supervisory, or planning ☐
All others ☒

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

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

**STATE ANY OTHER ELEMENTS CONSIDERED**

_____ (A) _____
_____ (B) _____
_____ (C) _____

**STANDARD**
**Deviations must be explained on reverse side of this form**

| | *Adjective rating* | *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 | Very Good | |
| Reviewing official | Very Good | |

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

Rated by E.R. Albury (Signature of rating official) E.R. Albury | Bos'n. USCGR (T) (Title) | 9 July, 1945 (Date)

Reviewed by B.G. Appleby (Signature of reviewing official) B.G. Appleby | Lieut. USCGR (Title) | 9 July, 1945 (Date)

Rating approved by efficiency rating committee 12/7/45 (Date) Report to employee _____ (Adjective rating) _____ (Numerical rating)

HBB CRS

16—26177-1

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

1270

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE–UNOFFICIAL ( )
OFFICIAL:
REGULAR ( X ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 31 Dec., 1944 based on performance during period from 1 July, 1944 to 31 Dec., 1944

HUDGINS, John E.
(Name of employee)

Helper, General
(Title of position, service, and grade)

Navy Dept. - USCG - DCGO, 5ND - Portsmouth Depot - Norfolk
(Organization—Indicate bureau, division, section, unit, field station)

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

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:
Administrative, supervisory, or planning ☐
All others ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____
_____ (B) _____
_____ (C) _____

**STANDARD**
**Deviations must be explained on reverse side of this form**

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

*Adjective rating*

Rating official VG

Reviewing official VG

Rated by E.R.ALBURY E.R. Albury Bos'n.U.S.C.G.(T) 16 January, 1945
(Signature of rating official) (Title) (Date)

Reviewed by H. L. BARTLETT H.L. Bartlett Lieut., USCGR (T) 8 Feb., 1945
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 2/17/45 (Date) Report to employee _____ (Adjective rating)

16—26177-2

H&B.

Personal
1270

(pcp)

75

18 January, 1945

To: Commanding Officer
U. S. Coast Guard Depot
Portsmouth, Virginia

Subj: Hudgins, John E.; promotion of

There is transmitted herewith for delivery to subject employee Form 2249 under which he has been promoted from Helper, General at $6.32 per diem to position of Packer at $6.56 per diem effective 16 January, 1945.

C. C. PADEN
By direction

Incl
Form 2249 for John E. Hudgins

NLB

(pcp)

CG 2660

U. S. COAST GUARD

# NOMINATION

From: DCGO, 5ND (Nominating officer) Norfolk, Va. (Place) 3 January (Date), 1945

To: Commandant, U. S. Coast Guard.

Action recommended Promotion

Name HUDGINS, John E. (Last name, first name, and initial) Date of birth 22 February, 1881

Legal residence Virginia

| | From— | To— |
|---|---|---|
| Position | Helper, General #5337 | Packer #5337 |
| Pay and grade | $6.32 per diem | $6.56 per diem |
| Valuation of quarters | - | - |
| Station | Coast Guard Depot, Portsmouth, Va. | Coast Guard Depot, Portsmouth, Va. |
| Appropriation | General Expenses, Coast Guard | General Expenses, Coast Guard |

Effective 16 January, 1945 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

New position in lieu of Helper, General
Vice #5337 occupied by John E. Hudgins Pay - Services terminated -

Reason

REMARKS: Funds are available for the above purpose. Reference is made to H.Q. letter of 26 December, 1944, CG-75 (PCP-3), which advised that the Navy Department has established a range of pay for the position of Packer at Portsmouth Depot of $6.56, $7.04 and $7.52. There is attached hereto a description of the duties performed by Mr. Hudgins. Form 62 which has been prepared by Hudgins is transmitted herewith. Hudgins' current efficiency rating is Very Good.

Selection regular, ____, 19____

*Manager, Civil Service District.*

C. C. PADEN
By direction (Title)

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

16—21953-2

NLB

Form No. 62
February 26, 1943
Revised May 1943
Civil Service Commission

# RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT

Form approved
Budget Bureau
No. 50-R007.1

INSTRUCTIONS.—Submit copies of this form to the appropriate U. S. Civil Service Commission central, regional, or branch regional office as follows: For post audit, submit one copy with parts A and C completed; when prior approval is requested, submit this form in duplicate with Part A completed on both copies; however, Part C need be completed on only one of the two copies.

## PART A.—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY

TO: (Appropriate office of Civil Service Commission, including address)

Regional Director
Fourth Civil Service Region
Nesen Building
Winston-Salem 3, North Carolina

☐ Record for post audit
☐ Approval is requested
} of the promotion and/or reassignment

of HUDGINS, John Elzay
(Surname) (First) (Middle)

22 February, 1881
(Date of birth)

from Helper, General, $6.32 per diem
(Present position, grade, and salary)

18 years, 3 months
(Length of service, exclusive of leave without pay, in above position or equivalent grade)

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

to Packer, $6.56 per diem
(Proposed position, grade, and salary)

(Date when promotion or reassignment was made, if for post audit)

FROM: (Department or agency making record or request, including address to which reply is to be sent)

Chief, Civilian Personnel Division
U. S. Coast Guard Headquarters
1300 E. Street, N. W.
Washington 25, D. C.

U. S. Coast Guard Depot
(Bureau or office)

Portsmouth, Virginia
(City in which located)

Signature _____

Official title _____

Date _____

In space below, give description of duties of proposed position (to be used in every case except where title adequately describes the duties, such as senior typist, junior stenographer, etc.).

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in our Stock Catalogue. Some of these shipments are for export to outlying bases. - 90%

Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing. - 10%

## PART B.—FOR CIVIL SERVICE COMMISSION CENTRAL OR REGIONAL OFFICE ACTION

Request has been ☐ approved ☐ disapproved. Signature _____ Date _____

16—33094-2

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended From— | Dates attended To— | Years completed Day | Years completed Night | Degrees conferred Title | Degrees conferred Date | Semester hours credit |
|---|---|---|---|---|---|---|---|
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken pertinent to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience pertinent to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth, Virginia (City) (State)
From October (Month) 26 (Year), 19 To Present (Month) Date (Year), 19
Name of employer: U. S. Coast Guard
Address 242 Federal Building, Norfolk, Virginia
Kind of business or organization C.G.Depot,Ports.,Va.

Exact title of your position Helper General Salary: Starting, $ 4.24 Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month), 19 ____ (Year), To ____ (Month), 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____ Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

October, 1944 Signature John E. Hudgins (Sign with pen and ink)

John E. Hudgins

## PART C.—QUALIFICATIONS STATEMENT FOR PROMOTION AND/OR REASSIGNMENT
(To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☒ (If so, list them below.)

| Titles of examinations | Examined in what cities | Month and year | Ratings |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6) 7 8 9 10 11 12. Did you graduate? Yes ☐ No ☐

| Name and location of school | Dates attended | | Years completed | | Degrees conferred | | Semester hours credit |
|---|---|---|---|---|---|---|---|
| | From— | To— | Day | Night | Title | Date | |
| (b) College or university | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (c) Other None | | | | | Studies | | |

(d) List any courses taken pertinent to the position for which you are being proposed for promotion and/or reassignment. Semester hours

None

EXPERIENCE.—In the space furnished below give a record of all experience pertinent to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualifications statement.

Place Portsmouth, Virginia (City) (State)
From October (Month) 26 (Year), To Present Date (Month) (Year)
Name of employer: U. S. Coast Guard
Address 242 Federal Building, Norfolk, Virginia
Kind of business or organization C.G.Depot, Ports., Va.

Exact title of your position Helper General Salary: Starting, $ 4.24
Per ____ Final, $ 6.32
Duties and responsibilities Packing all outgoing shipments (Domestic and export) receiving incoming supplies; placing in bins also issuing supplies and gasoline to C.G.Vessels and shore establishments.

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

Place ____ (City) (State)
From ____ (Month) 19 ____ (Year), To ____ (Month) 19 ____ (Year)
Name of employer:
Address
Kind of business or organization

Exact title of your position ____ Salary: Starting, $____
Per ____ Final, $____
Duties and responsibilities

If more space is required, use a sheet of paper 8 x 10½ inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach to this sheet.

21 October, 1944

Signature John E. Hudgins (Sign with pen and ink)
John E. Hudgins

GOVERNMENT PRINTING OFFICE 16—33094-

# JOB DESCRIPTION SHEET

## PACKER

U. S. COAST GUARD DEPOT, PORTSMOUTH, VA.

### RATE PROPOSED

$6.56 per diem, minimum
7.04 per diem, intermediate
7.52 per diem, maximum

### DUTIES

Assembling and packing for shipment to activities in the Fifth Naval District bundles, cartons, crates and boxes containing such items as glass for lighthouses, some of which is high grade glass for light sectors, pipe, hardware, brushes, stoves, illuminating apparatus, engine parts, dishes and thousands of other items used on lighthouses and vessels listed in our Stock Catalogue. Some of these shipments are for export to outlying bases.

| | | |
|---|---|---|
| Percentage of time on above duties | - | 90% |
| Assisting in storing incoming supplies and issuing stock to vessels and miscellaneous duties assigned to fill in time to advantage when not engaged in packing | - | 10% |
| TOTAL | - | 100% |

Most comparable jobs. None at Coast Guard Depot, Portsmouth, Va. Similiar jobs exist at Norfolk Navy Yard which is in the locality of Coast Guard Depot. The above proposed rate of pay is that existing in said Navy Yard. The pay of all per diem positions at Coast Guard Depot in Portsmouth Depot is based on the Navy Pay Scale applicable to Norfolk Navy Yard.

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PCP-3) WASHINGTON 25, D. C.
REFER TO FILE: CG-75

DEC 30 1944
5TH NAVAL DISTRICT

26 December, 1944

To: DCGO, 5ND

Subj: Establishment of range of pay for position of Packer at Portsmouth Base, Virginia

In accordance with your request of 28 November, 1944, the Navy Department has established a range of pay for the position of Packer at the Portsmouth Base of $6.56, $7.04 and $7.52.

Carl E. Herrick

CARL E. HERRICK
By direction

(pcp)

75

28 November, 1944

To: The Commandant

Subj: Packer; wage rates

In anticipation of our recommendation to Headquarters for authorization of a position of packer at Coast Guard Depot, Portsmouth, Virginia, we corresponded with National War Labor Board, Wage Stabilization Division, Atlanta, Georgia, for establishment of a wage rate. We recommended the rate in effect at the Norfolk Navy Yard but the said agency approved a lower rate and inasmuch as all our wage rates at Portsmouth Depot are based on the Norfolk Navy Yard scale we will have a troublesome condition if this one is based on some other scale. A copy of our file is submitted herewith for Headquarters' consideration with request that this Office be advised as to Headquarters' reaction to the matter.

C. C. PADEN
By direction

Incl
File concerning wage rates for position of Packer

WLR:bsy

NOV 25 1944
FIFTH NAVAL DISTRICT

NATIONAL WAR LABOR BOARD
Post Office Box 1322,
Atlanta, 1, Georgia.

November 21, 1944.

District Coast Guard Officer,
Fifth Naval District,
United States Coast Guard,
Post Office Box 540,
Norfolk 1, Virginia.

Re: 75

Attention: C. C. Paden,
Commander, U. S. Coast Guard,
Personnel Officer.

Gentlemen:

This is in reply to your letter of November 11, requesting a reconsideration of the rates approved for Packer at the Coast Guard Depot, Portsmouth, Virginia.

Based on sound and tested going rates and rates approved by the Fourth Regional War Labor Board for like job classifications at comparable activities we find no basis for approval of the rates originally requested for the Portsmouth activity.

Very truly yours,

REGIONAL WAR LABOR BOARD,
REGION # 4,

By Robert T. Segrest
Robert T. Segrest, Regional Director,
Wage Stabilization Division.

BUY UNITED STATES WAR BONDS AND STAMPS

NATIONAL WAR LABOR BOARD

Post Office Box 1322,
Atlanta, 1, Georgia.

November 6, 1944.

Mr. C. C. Paden,
Commander, U. S. Coast Guard,
Personnel Officer,
United States Coast Guard,
Post Office Box 540,
Norfolk 1, Va.

Re: File 75

My dear Mr. Paden:

This is in reply to your letter of October 27, 1944, requesting the establishment of a wage bracket for the job classification Packer.

Based on sound and tested going rates approved by the Fourth Regional War Labor Board for comparable job classifications in comparable areas the following rates are approvable:

| Job Classification | Proposed hourly rate of pay (Inter-Rate) | | |
|---|---|---|---|
| | Min | Inter | Max |
| Packer | $5.36 (.67) | $5.84 (.73) | $6.32 (.79) |

Very truly yours,

REGIONAL WAR LABOR BOARD,
REGION # 4,

By Robert T. Segrest
Robert T. Segrest, Regional Director,
Wage Stabilization Division/

UNITED STATES COAST GUARD

POST OFFICE BOX 348
NORFOLK 1, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT
REFER TO FILE

(pcp)

75

11 November, 1944

Regional Director
Wage Stabilization Division
National War Labor Board
Box 1322
Atlanta 1, Georgia

Sir:

In your letter of 6 November, 1944, you propose the following rate for Packer at the Coast Guard Depot, Portsmouth, Virginia:

| Minimum | Intermediate | Maximum |
|---|---|---|
| $5.36 | $5.84 | $6.32 per diem |

It will be difficult for this Office to apply that rate without creating dissatisfaction by reason of the fact that the Norfolk Navy Yard which adjoins the Coast Guard Depot in Portsmouth, Virginia, pays the following rate for packer:

| Minimum | Intermediate | Maximum |
|---|---|---|
| $6.56 | $7.04 | $7.52 per diem |

Every other craft at our Depot is paid at the Navy Yard rate and inasmuch as the Coast Guard is operated under the Navy Department obviously the proposed rate is incongruous.

I shall appreciate your further consideration of this matter, especially in view of the fact that the proposed rate will be useless to us if we have a vacancy to fill. In such event we are required to secure certification from the Navy Yard Labor Board and their register of eligibles will have been based on the rate we recommended.

Very truly yours,

C. C. PADEN
Commander, U. S. Coast Guard
Personnel Officer

WLR:nlb

UNITED STATES COAST GUARD

POST OFFICE BOX 540

NORFOLK 1, VA.

ADDRESS REPLY TO THE (pcp)
DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT
REFER TO FILE:

27 October, 1944

Director of Wage Stabilization
Regional War Labor Board
116 Candler Building
Atlanta, Georgia

Sir:

It is requested that a wage scale be established for the occupation of Packer at the U. S. Coast Guard Depot, Portsmouth, Virginia.

The following is supplied in accordance with Assistant Secretary of the Navy letter dated 2 November, 1943, (P.S. & M - 9 - Dec. m.j.l.) on subject of "Procedural instructions governing the fixing of wages of trades and occupations in the field services of the Navy Department, U. S. Marine Corps and U. S. Coast Guard within the continental limits of the United States and Alaska, except Group IV b."

A. Trade - Packer
B. Description of the job - See inclosure A.
C. There has previously been no such job authorized at the Coast Guard Depot, Portsmouth, Va.
D. There are no comparable jobs at the said activity.
E. Similiar jobs exist at the Norfolk Navy Yard, located in Portsmouth, Va. The wage scale of that establishment is being recommended

There is only one position of Packer contemplated. It will be a permanent one.

Very truly yours,

C. C. PADEN
Commander, U. S. Coast Guard
Personnel Officer

Incl
Job Description for position of Packer

(pop)

75

27 October, 1944

Director of Wage Stabilization
Regional War Labor Board
116 Candler Building
Atlanta, Georgia

Sir:

It is requested that a wage scale be established for the occupation of Packer at the U. S. Coast Guard Depot, Portsmouth, Virginia.

The following is supplied in accordance with Assistant Secretary of the Navy letter dated 2 November, 1943,( P.S. & M - 9 - Dec. m.j.l.) on subject of "Procedural instructions governing the fixing of wages of trades and occupations in the field services of the Navy Department, U. S. Marine Corps and U. S. Coast Guard within the continental limits of the United States and Alaska, except Group IV b."

A. Trade - Packer
B. Description of the job - See inclosure A.
C. There has previously been no such job authorized at the Coast Guard Depot, Portsmouth, Va.
D. There are no comparable jobs at the said activity.
E. Similiar jobs exist at the Norfolk Navy Yard, located in Portsmouth, Va. The wage scale of that establishment is being recommended

There is only one position of Packer contemplated. It will be a permanent one.

Very truly yours,

C. C. PADEN
Commander, U. S. Coast Guard
Personnel Officer

Incl
Job Description for position of Packer

WLR:bsy

UNITED STATES COAST GUARD

FIFTH NAVAL DISTRICT

PORTSMOUTH, VA.

ADDRESS REPLY TO THE
COAST GUARD DEPOT
REFER TO FILE: 75

12 October, 1944

To: D.C.G.O., 5th Naval District (pcp)

Subj: JOHN E. HUDGINS, ~~Laborer~~ Helper General; change in rating; request for

1. It is requested that subject named man's rating be changed from ~~Laborer~~ Helper General to Packer.

2. He has been attached to this unit packing outgoing parcel for 18 years. He has a thorough knowledge of the regulations required in packing parcel or freight shipments. He is also required to handle stock for reissue and his work is invaluable.

3. About 80 percent of his time is occupied in packing parcel for shipment, this uncludes freight for export shipment which is handled in great quantities at this unit. The remaining 20 percent of time is used in assorting incoming shipments, issuing supplies and gasoline to vessels and shore units.

4. His record at this unit indicates that no parcel has been damaged, while in transit, due to faulty packing. He has served with the Government for 21 years and 18 of these years have been as a Packer Striker. Considering his experience and ability, it is requested that his rating be changed to a Packer.

E. R. Albury

E. R. ALBURY
Commanding Officer

UNITED STATES COAST GUARD

FIFTH NAVAL DISTRICT

PORTSMOUTH, VA.

ADDRESS REPLY TO THE
COAST GUARD DEPOT
REFER TO FILE: 75

OCT 26 1944

21 October, 1944

To: D.C.G.O., 5th Naval District (pcp).

Subj: Change in rating; John E. Hudgins, Helper, General

Inclosures 1 and 2 are forwarded for your information as requested in your letter of 17 October, 1944 file 75 (pcp).

E. R. Albury

E. R. ALBURY
Commanding Officer

Incls:
1. Standard Form No. 62 (quadruplicate)
2. Description of Duties of Per Diem Position

District Coast Guard Officer
Fifth Naval District

21 October, 1944

DESCRIPTION OF DUTIES OF PER DIEM POSITIONS IN THE FIELD SERVICE

Name: John E. Hudgins

Designation: Packer

Rate of Pay:

Post of Duty: Coast Guard Depot, Portsmouth, Virginia

DESCRIPTION OF DUTIES:

90% - Assembling and packing for shipment to the first order Lighthouses of the 5th Naval District alone constituting thousands of cartons, bundles, crates and boxes consisting of glass, pipes, brushes, soap, stoves and many other of the commodity classes listed in the stock catalogue. For years Mr. Hudgins has performed these duties alone and unassisted and in addition packed for parcel post shipment thousands of packages from which in not one instance was a damage or shortage report ever received. The tremendous increase in the volume of work at the C.G. Depot has substantially increased Mr. Hudgins' work proportionately (domestic and export) as this unit is recognized as the shipping center for the 10th Naval District and many floating units.

10% - Assisting in storing incoming supplies and issuing stock items to various C.G. vessels and shore establishments. All gasoline and kerosene is received and issued, as well as caring for pumps and keeping all equipment in working condition.

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



1270

TO:

Date Prepared January 8, 1945

Name: Hudgins, John E.

From: U. S. Coast Guard

Bureau No.:

Promotion

Effective: January 16, 1945

| | FROM 5337 | TO 5337 |
|---|---|---|
| Position | Helper, General | Packer |
| Grade | None | None |
| Salary | $6.32 per diem | $6.56 per diem 6.56 |
| C. S. C. No. | | |
| Bureau or Div. | U. S. Coast Guard | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | Norfolk, Va. | Norfolk, Va. |
| Post of Duty | Portsmouth Base, Va. | Portsmouth Base, Va. |
| Appropriation | General Expenses, C.G. | General Expenses, C.G. |
| Allotment | | |
| | FIELD ☒ DEPRTMTL. ☐ | FIELD ☒ DEPRTMTL. ☐ |

*Remarks:*

*Justification:* This position is in lieu of the Helper, General (#5337) position previously occupied by Mr. Hudgins.

Effective 16 Jan. 1945 T. L. L.

1-29-45

SUBORDINATE ADMINISTRATIVE OFFICE

CIVIL SERVICE OR OTHER LEGAL AUTHORITY
C.S.C. Circular #257 Revision 3, Dated: 9-20-43 Plr: X: EH: er

APPROPRIATION
Regular

DATE OF BIRTH
2-22-1881

LEGAL RESIDENCE
Va.

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. 6-20-18

DATE OF OATH

DATE APPROVED BY THE SECRETARY
JAN 29 1945

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

1270

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR ( X ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 30 June, 1944 based on performance during period from 1 Jan., 1944 to 30 June, 1944

HUDGINS, John E. (Name of employee)

Helper, General (Title of position, service, and grade)

Navy Dept. - USCG, 5ND - Portsmouth Depot - Norfolk, Va.
(Organization—Indicate bureau, division, section, unit, field station)

| ON LINES BELOW MARK EMPLOYEE | | CHECK ONE: |
|---|---|---|
| √ if adequate<br>− if weak<br>+ if outstanding | 1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.<br>2. Underline the elements which are especially important in the position.<br>3. Rate only on elements pertinent to the position.<br>*a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.<br>*b.* Rate administrative, supervisory, and planning functions on elements in *italics*. | Administrative, supervisory, or planning ☐<br>All others ☒ |

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____
_____ (B) _____
_____ (C) _____

**STANDARD**
Deviations must be explained on reverse side of this form

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

*Adjective rating*

Rating official Very Good

Reviewing official VG

Rated by E. R. Albury E. R. Albury (Signature of rating official) — Bos'n. USCGR (T) (Title) — 5 July, 1944 (Date)

Reviewed by H. L. BARTLETT H.L. Bartlett (Signature of reviewing official) — Lieut. USCGR(T) (Title) — 6 July, 1944 (Date)

Rating approved by efficiency rating committee 7/8/44 (Date) Report to employee VG (Adjective rating)

16—26177-2

HLB MR

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

# REPORT OF EFFICIENCY RATING

REGULAR ( ): INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classifica. ____ (Service) ____ (Grade)

As of 1 January, 1944 based on performance during period from 1 July, 1943 to 31 Decembe.

HUDGINS, John E. (Name of employee) | Helper, General (Title of position) | U. S. Coast Guard (Bureau)

5th Naval District (Division) | Portsmouth Depot (Section) | ____ (Subsection or unit) | Norfolk, Va. (Field office)

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

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

CHECK ONE:
Administrative, supervisory, or planning ☐
All others ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) ____
- ____ (B) ____
- ____ (C) ____

**STANDARD**
Deviations must be explained on reverse side of this form

| | Adjective rating | 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 | 4 |
| Reviewing official | G | 4 |

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

Rated by LUCIEN J. KER (Signature of rating official) | Capt. (E), Ret., USCG (Title) | 10 February, 1944 (Date)

Reviewed by C. C. PADEN (Signature of reviewing official) | Commander, USCG (Title) | 21 February, 1944 (Date)

Rating approved by efficiency rating committee ____ (Date)

Report to employee ✓ (Date) G (Adjective rating) 4 (Numerical rating)

4-27-44

16—26177-1

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

# REPORT OF EFFICIENCY RATING

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

Classification Symbols
(Service) (Grade) (Class)

As of 1 July, 1943 based on performance during period from 1 Jan., 1943 to 30 June, 1943

| Hudgins, John E. | Helper, General | U. S. Coast Guard |
|---|---|---|
| (Name of employee) | (Title of position) | (Bureau) |

| 5th Naval District | Portsmouth Depot | | Norfolk, Va. |
|---|---|---|---|
| (Division) | (Section) | (Subsection or unit) | (Field office) |

ON LINES BELOW MARK EMPLOYEE

V if adequate
— if weak
+ if outstanding

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

CHECK ONE:

Administrative, supervisory, or planning ☐
All others ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

**STANDARD**
Deviations must be explained on reverse side of this form

| | Adjective rating | 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 | 4 |
| Reviewing official | G | 4 |

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

Rated by LUCIEN J. KER (Signature of rating official) — Captain (E), Ret., USCG (Title) — 16 October, 1943 (Date)

Reviewed by C. C. PADEN (Signature of reviewing official) — Commander, USCG (Title) — 16 October, 1943 (Date)

Rating approved by efficiency rating committee ____ (Date) Report to employee ____ (Adjective rating) ____ (Numerical rating)

16—26177-1

75

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

Personnel 1-10

# REPORT OF CHANGE IN PERSONNEL

| Hudgins, | John | E. | --- | Helper, General |
|---|---|---|---|---|
| (Surname) | (First name) | (Middle initial) | (Service No.) | (Rank or rating) |

| 5th Naval District - U. S. Coast Guard - Norfolk, Virginia - | 27 July, 1942. |
|---|---|
| (Unit) (Place) | (Date) |

Wage Adjustment effective 6 July, 1942:

| | FROM | TO |
|---|---|---|
| Position: | Helper, General | Helper, General |
| Salary: | $5.68 per diem | $6.32 per diem |
| Station: | Portsmouth Depot, Va. | Portsmouth Depot, Va. |

AUTHORITY: Form 2249 approved 6 July, 1942.

GLENN C. FONGER,
(Commanding)

By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

| LAW | PERSONNEL RECORDS | | |
|---|---|---|---|
| | STATISTICS | CORRESPONDENCE | RECORDS |
| | | | |

U. S. GOVERNMENT PRINTING OFFICE 0 10935

Lt R

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.



Transfer 1210

TO:

Date Prepared 6 July, 1942

Name: Hudgins, John H.

From: U. S. Coast Guard

Bureau No.: 5237

Page Adjutant

Effective: 6 July, 1942

| | FROM | TO |
|---|---|---|
| Position | Helper, General | Helper, General |
| Grade | | |
| Salary | $5.63 per diem | $6.38 per diem |
| Bureau or Div. Organizational Subdivisions | | U. S. Coast Guard |
| Headquarters | | Norfolk, Va. |
| Post of Duty | | Portsmouth Base, Va. |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☒ DEPRTMTL ☐ FIELD ☒ DEPRTMTL. ☐

*Remarks:*

*Justification:*

E&S
7/6/42
Fmt
Noted 7/31/42 GBo

CHARLES PICZET

SUBORDINATE ADMINISTRATIVE OFFICE

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
8-21-1881

LEGAL RESIDENCE
Va.

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?

SUBJECT TO RETIREMENT ACT?

DATE OF OATH

DATE APPROVED BY THE SECRETARY
7 · 10 · 42

75 1270

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

Pursuant

# REPORT OF CHANGE IN PERSONNEL

| Hudgins, | John | E. | -- | Helper, General |
|---|---|---|---|---|
| (Surname) | (First name) | (Middle initial) | (Service No.) | (Rank or rating) |

| 5th Naval District - U. S. Coast Guard | Norfolk, Va. | 5 Jan., 1942. |
|---|---|---|
| (Unit) | (Place) | (Date) |

Effective 1 Jan., 1942, increased as follows:

| | FROM | TO |
|---|---|---|
| Position: | Helper, General | Helper, General |
| Salary: | $5.20 per diem | $5.68 per diem |
| Grade: | None | None |
| Station: | Portsmouth Depot, Va. | Portsmouth Depot, Va. |

AUTHORITY: Form 2249 approved 12/22/41.

C. J. SULLIVAN,
(Commanding)

By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

| LAW | PERSONNEL RECORDS | | |
|---|---|---|---|
| | STATISTICS | CORRESPONDENCE | RECORDS |
| | | | |

U. S. GOVERNMENT PRINTING OFFICE

Smt MP

# NOMINATION

NORFOLK District. Norfolk, Va. 3 November 19 41.

COMMANDANT:

Action recommended Promotion

Name John E. Hudgins Date of Birth 22 Feb., 1881 Legal Res. Va.

| | From- | To- |
|---|---|---|
| Position | Helper, General | Helper, General |
| Pay and grade | $5.20 per diem | $5.68 per diem |
| Station | Portsmouth Depot, Va. | Portsmouth Depot, Va. |
| Appropriation | General Expenses, C. G. | General Expenses, C. G. |

Effective 13 October, 1941 or as soon thereafter as he enters on duty.

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

Vice Himself Pay -- Services terminated --

Reason

Remarks: Action recommended to bring this employee's pay in line with the current Navy Schedule of Wages.

Selection regular, , 19

Manager, 4th Civil Service District

C. J. SULLIVAN,
By direction.

Personal

In reply, address
Commandant, Norfolk Navy Yard,
Portsmouth, Va.

Elzay 1210

# NORFOLK NAVY YARD
PORTSMOUTH, VA.

Refer to
File No. C-99 (MBR)

hkw

U. S. COAST GUARD
JAN 3 1940
NORFOLK DISTRICT

January 2, 1940

Commander
U. S. Coast Guard
Norfolk, Virginia

Dear Sir:

Your letter of December 26, 1939, addressed to the Commandant of this Yard, has been referred to this office for reply.

Several persons named John Hudgins have registered, but we are unable to identify John Elzay Hudgins, who claims to have been employed for about a year around 1899. If you will furnish the date and place of his birth, and the trade at which he was employed, we will again endeavor to identify him.

By direction of the Labor Board.

Yours very truly,

F. M. BREWER
Jr. Adm. Off. (Recorder)

Supt
Asst Supt
Chief Clk
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clks
Stenog
Messenger
File

Verified
Jmt.

Norfolk, Virginia

26 December, 1939

Commandant,
Norfolk Navy Yard,
Portsmouth, Virginia.

Dear Sir:

John Elzay Hudgins claims to have been employed at the Norfolk Navy Yard for about a year around 1899. It will be very much appreciated if you will furnish this office with a statement of this man's service.

Very truly yours,

N. C. Manyon,
Commander, U. S. Coast Guard,
By direction.

Hudgins, John Elzay
(Name in full / Surname first)

Unit Portsmouth Depot District Norfolk

Born Feb. 22, 1881 (Date) At Mathews County, Va.

Civil Service Classification ——— Present Position Helper, Gen.

Date of Appointment Oct. 1, 1926 Citizenship Amer. Race White

Annual Compensation $1352.00 — $1352.00 Per Diem Yes
Pay Allowances Total Yes or No

Total creditable service - to and including 31 March 1940 for retirement under:

Lighthouse Service Retirement Act 19 (Yrs) 1 (Mos) 17 (Days)
Civil Service Retirement Act ——— (Yrs) ——— (Mos) ——— (Das)

Previous Military Service: (Give branch of service and dates between which service was performed: None

DEPT. STOCK FORM 2249
REV. 1-41

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 10

TO:

U. S. COAST GUARD
JAN 2 - 1942
NORFOLK DISTRICT

Date Prepared 22 December, 1941

Name: Huigins, John W.

From: U. S. Coast Guard

Bureau No.:

Frontier

| | FROM | TO |
|---|---|---|
| Position | | Helper, General |
| Grade | | None |
| Salary | $5.20 per diem | $5.66 per diem |
| Bureau or Div. | | U. S. Coast Guard |
| Organizational Subdivisions | | |
| Headquarters | | Norfolk, Virginia |
| Post of Duty | | Portsmouth Depot, Virginia |
| Appropriation | | General Expenses, C. G. |
| Allotment | | |

FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

EFFECTIVE 1 January, 1942.

*Remarks:*

Ent 1/1/42 Lint

*Justification:*

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 2-22-1881

LEGAL RESIDENCE: Virginia

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

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

DATE OF OATH

CHARLES PIZET

SUBORDINATE ADMINISTRATIVE OFFICE

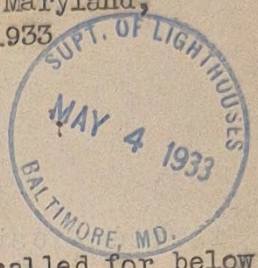
DATE APPROVED BY THE SECRETARY
DEC 22 1941

F:R

DEPARTMENT OF COMMERCE
Lighthouse Service

Superintendent of Lighthouses
Baltimore, Maryland,
April 25, 1933

J. E Hudgins, Helper-General
Portsmouth L. H. Depot
Thru the Keeper




Subject: Record of service.

You are directed to furnish this office the information called for below as to your length of Government service. This data is desired for retirement purposes. Be sure you understand what is desired before filling out the form below. If you have not enough space to answer on the front of this sheet, the remainder of the answer may be written on the back of the sheet.

L. M. Hopkins,
Superintendent of Lighthouses

Superintendent of Lighthouses, Baltimore, Md.

1. Below is furnished the information desired by your office on above subject:

| Date started | Position | Sta. or Vessel | Date left | Length Yrs. | Service Mos. | Reason for leaving |
|---|---|---|---|---|---|---|
| Sept.23,1911. | Seaman | Tender Orchid | Dec.3,1911. | - | 2-1/3 | Own request |
| Oct.1,1914. | Seaman | Tender Ivy | Dec.6,1914. | - | 2-1/5 | " " |
| Dec.21,1919. | Seaman | Tender Arbutus | May 31, 1920, | - | 5-1/3 | " " |
| Dec.13,1923. | Seaman | Tender Arbutus | Aug.5,1924 | - | 7-3/4 | Transferred |
| Aug.6,1924. | Seaman | Tender Mayflower | Sept.30, 1926, | 2 | 1-4/5 | Transferred |
| Oct.1,1926. | Helper, General, | Ports.Depot | ----- | 6 | 7 | Still in service |
| | | Total length of lighthouse service..... | | 10 | 2 | |

Asst. Supt
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Ordering
Personnel
Cost Keeper
Prop. Clk.
Stenog.
Messenger
File

2. Following is Government service other than in the Lighthouse Service ~~near~~ as you can.

| Date started | Position | Sta. or Vessel | Date left | Length Yrs. | Service Mos. | Reason for leaving |
|---|---|---|---|---|---|---|
| Sept.25,1899 | Helper. Brass Finisher | Navy Yard | Mar.7,1900 | - | 5 | To reduce force |
| Aug.2,1900 | Helper. Brass Finisher | Navy Yard | Oct.18,1901 | 1 | 2½ | To reduce force |
| see reverse side | | | | | 3½ | |
| | | Total length of other service..... | | 1 | 11 | |

3. Give correct date of your birth February (Month) 22, (Day) 1881 (Year)

Name John Elzay Hudgins (Write first and middle name in full)

Station LH Depot, Portsmouth, Va.

Title Helper, General, (State keeper, asst.keeper, mate, etc.)

Dated May 3, 1933, 193

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

AHL.
Encl.

Service Record

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

PORTSMOUTH
JUN 16 1934
L. H. DEPOT

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

SUPT. OF LIGHTHOUSES
JUN 21 1934

June 14, 1934.

J. E. Hudgins, Helper-General,
Portsmouth L.H. Depot, Va.
Thru the Keeper.

Subject: Proof of Date of Birth.

1. In checking over your service with the Navy Yard, it is noted that the date of birth as given by the Commandant of the Norfolk Navy Yard from his records for Elzay Hudgins, there being no record of J. E. Hudgins, is May 10, 1878, whereas you have shown on your Record of Service your birth date as February 22, 1881. The record of service agrees with that shown by you.

2. In view of this conflict in dates, it will be necessary for you to submit proof of correct date of birth in accordance with U.S. Civil Service Commission Form 2473, enclosed.

L. M. Hopkins
Superintendent of Lighthouses.
pd

CC Herewith is a certificate from Clerk of Court about Hudgins Suit -
1910

State of Virginia,

County of Mathews, to-wit:

I, W. B. Smith, Clerk of the Circuit Court for the County of Mathews in the State of Virginia, do certify that on this 18th. day of June, the family Bible of James K. Hudgims, the father of John Elzay Hudgins, was presented to me by Mrs. Allie Hudgims, the wife of John Elzay Hudgims; that I personally examined the said family Bible and find recorded therein the birth of the said John Elzay Hudgins; the the date of the birth of said John Elzay Hudgins in said Bible recorded is February 22nd. 1881.

I further certify that there was no record of births kept in the Clerk's Office of Mathews County at the time of the birth of the said John Elzay Hudgins.

Given under my hand and the seal of the Circuit Court of Mathews County this 18th. day of June, 1934.

W. B. Smith Clerk.

AHL.
Encl.

NORFOLK NAVY YARD

Refer to LL/J.E.H.
File No. (12230-A) (MER)

June 14, 1934.

J. E. Hudgins, Helper-General,
Portsmouth L.H. Depot, Va.
Thru the Keeper.

Subject: Proof of Date of Birth.

1. In checking over your service with the Navy Yard, it is noted that the date of birth as given by the Commandant of the Norfolk Navy Yard from his records for Elzay Hudgins, there being no record of J. E. Hudgins, is May 10, 1878, whereas you have shown on your Record of Service your birth date as February 22, 1881. The record of service agrees with that shown by you.

2. In view of this conflict in dates, it will be necessary for you to submit proof of correct date of birth in accordance with U.S. Civil Service Commission Form 2473, enclosed.

Superintendent of Lighthouses.

E.G. KIEFNER,
Captain (CC) U.S.N.
Manager.

eply, address
t, Norfolk Navy Yard,
Portsmouth, Va.

SUPT. OF LIGHTHOUSES
MAY 11 1934
BALTIMORE, MD.

# NORFOLK NAVY YARD

SJC

Refer to LL/J.E.H.
File No. (12230-A) (MBR)

MAY 10 1934

From: Commandant.
To: Superintendent of Lighthouses,
Department of Commerce, Baltimore, Md.

SUBJECT: John E. Hudgins, request for record of.

Reference:
(a) Letter Supt. of Lighthouses, AHL, April 30, 1934 to Commandant, Norfolk Navy Yard.

1. In reply to reference (a) there is no record of John E. Hudgins as having been employed in this Yard.

2. One, Elzay Hudgins, white, born May 10, 1878 was employed in this Yard as helper, brass finisher September 25, 1899, $1.28 per diem; rerated to $1.52 October 10, 1899; discharged March 7, 1900; employed as helper brass finisher, August 1900, $1.52 per diem; rerated to $1.76 August 16, 1900; discharged October 18, 1901; employed as helper brass finisher, May 16, 1903, $1.76 per diem and discharged August 29, 1903 at own request, with mark of "excellent" in workmanship and conduct.

By direction of the Commandant.

E.G. Kintner

E.G.KINTNER,
Captain (CC) U.S.N.
Manager.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydro.
Accounts
Ordering
Personnel
Coal Keg.
Prep. Clk.
Stenog.
Messenger
Files

Ports. Depot

1270

# UNITED STATES COAST GUARD

## INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1943

EMPLOYEE: HUDGINS, John E. OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: 25 DAYS — HRS. — MIN.
SICK: 90 DAYS — HRS. — MIN.

| Day of Month | JANUARY D. | H. | M. | FEBRUARY D. | H. | M. | MARCH D. | H. | M. | APRIL D. | H. | M. | MAY D. | H. | M. | JUNE D. | H. | M. | JULY D. | H. | M. | AUGUST D. | H. | M. | SEPTEMBER D. | H. | M. | OCTOBER D. | H. | M. | NOVEMBER D. | H. | M. | DECEMBER D. | H. | M. | Day of Month |
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GPO 16—31871-1

ENTER SICK LEAVE IN RED INK

18

FROM— TO—

# INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1942

OATH _____, 19__ SALARY: $_____

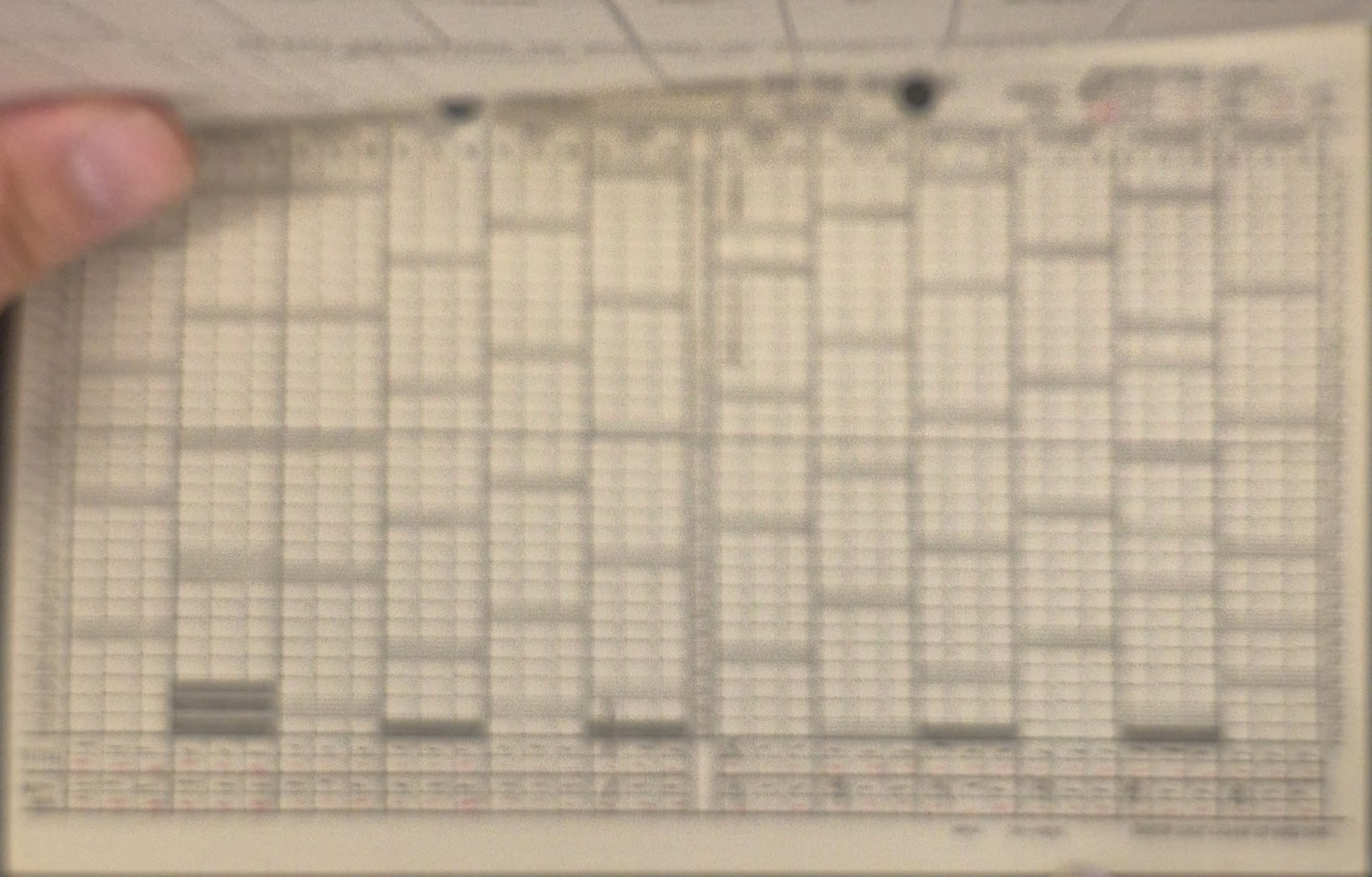
ACCUMULATED LEAVE
ANNUAL: 60 DAYS — HRS. — MIN.
SICK: 89 DAYS — HRS. — MIN.

| | JANUARY | | | FEBRUARY | | | MARCH | | | APRIL | | | MAY | | | JUNE | | | | JULY | | | AUGUST | | | SEPTEMBER | | | OCTOBER | | | NOVEMBER | | | DECEMBER | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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(Last 2 days.)

GPO 16—8896-1

ENTER SICK LEAVE IN RED INK



Pro. 6. 1917

John E. Hudgins

INACTIVE

| LEGAL RESIDENCE. |
| --- |
| Virginia. |

STATUS

| DESIGNATION | SALARY | BUREAU OR OFFICE | DATE OF EFFECT OF ACTION AUTHORIZED |
| --- | --- | --- | --- |
| Asst. Kpr. Point No Point L.S. Md | $516. | L. S. | Dec 6, 1917. |
| Resigned clerk | | June 26. 1918 | |
| Keeper (Prob) Baltimore L.S. Md | $720 | " | Aug. 10, 1920 |
| RESIGNED CLOSE OF | | Oct 12, 1920 | |
| | | | INACTIVE |

11—1216

Form 73

REOM

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., Dec. 1, 191 7
(City.) (Date.)

FOURTH DISTRICT, Received DEC 3 1917

OFFICIAL

LIGHT HOUSES DEC 5 1917

CHIEF CLERK DEC 5 1917

THE COMMISSIONER OF LIGHTHOUSES:

(Through the Secretary, Fourth Civil Service District)

Action recommended, Probationary appointment

Name, John E. Hudgins — Legal residence, Virginia

Position, Assistant Keeper — Salary, $516. p.a. (base pay)

Location, Point No Point Light Sta., Md. — Appropriation, Salaries, Keepers of Lighthouses.

Effective Dec. 5, 1917 — {to act XXXXXXXXXXXXXXXXXXXXXXXXXXXX, or as soon thereafter as he enters on duty.

DEPARTMENT DIVISION SECRETARY ACTION TAKEN DEC 5 1917 DEPARTMENT OF COMMERCE

APPOINTMENTS DEC 5 1917

Former position, None, appointive capacity, this Service. — Former salary,

Rank on eligible list, 2 — Rating, Asst. Kpr. — Percentage, 87.2 , Other eligibles considered:
A.L.Colbourne, C.
W.E.Quidley, C

Previous incumbent, David E. Quidley — Services terminated, with close of Nov. 30, 1917.

Reason, Transferred to asst. kpr., $480. p.a. (base pay), Wade Point Light Sta., N.C.

Members of family in Government Service, James B. Hurst, keeper, Wolf Trap L.S., Va. 5th L-H Dist., cousin by marriage.

Remarks: No quarters are allowed to the family of an assistant keeper at Point No Point L.S., Md.

Selection regular, subject to the action of the U. S. Civil Service Commission, DEC - 4 1917, 191

L. A. Fisher
Secretary, FOURTH Civil Service District

King
Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 5 - 1917

12-5-17 no papers

Submitted to the Secretary of Commerce, approved.

H. B. Bowerman
Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

Recommended to be effective today. Bureau messenger to carry it directly to office of the Chief Clerk of the Department, wait for it to be stamped, and then deliver it directly to the person in charge of the Appointment Division of the Department.

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 5, 1917.

Mr. John E. Hudgins,

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, Assistant Keeper in the Lighthouse Service at a salary of Five Hundred and Sixteen 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 local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully,

CARDED.

APPOINTMENT DIVISION ENTERED DEC 5 1917 DEPARTMENT OF COMMERCE

(SIGNED) W. S. GILCHRIST

Acting Chief of Appointment Division.

C

Salaries, Keepers of Lighthouses.
Appropriation:

David E. Quidley.
Vice:

Virginia.
Legal Residence:

(See reverse side.)

11—5090

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR DEC 22 1917 BALTIMORE MD.

LIGHT DEC 26 1917 HOUSES

I, John E. Hudgins

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.

John E. Hudgins
(Appointee signs here)

CHIEF CLERK JAN 3 1918

[2] Sworn to (See below) and subscribed before me, this[3] 20th day of December, A. D. 1917

(Affix official seal here)

[4](Name) Samuel L. Raleigh

(Official title) Justice of the Peace

APPOINTMENTS JAN 3 1918

MY COMMISSION EXPIRES MAY 1, 1919

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment |
|---|---|---|
| Present Assistant Keeper | $516. p.a. | Point No Point L.S., Md. |
| Former[5] None, appointive | capacity, this | Service. |

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

FROM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address); Dec. 24, 1917 (Date)

The above-named appointee entered upon duty on Dec. 6, 1917 (Date)

CANCELED

H. D. King
(Signature, followed by title)
Lighthouse Inspector.

[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

Form 93

NOTICE OF RESIGNATION OR DEATH

REOM.
Inclosure.

LIGHT HOUSES DEC 22 1917

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 27 1917 DEPARTMENT OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md.,

Dec. 21, , 1917

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK DEC 26 1917

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

Name, John E. Hudgins — Position, Assistant Keeper

Legal residence, Virginia — Station, Point No Point L.S., Md.

Salary, $516. per an. (base pay)

APPOINTMENTS DEC 27 1917

The acceptance of this resignation is recommended effective at the close of Jan. 5, 1918

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

**Remarks:** Nomination of a suitable successor will be forwarded as soon as practicable. Difficulty is being experienced in obtaining an assistant keeper for this light station, which is isolated. Oath of office and personal question sheet, this employee, will be forwarded as soon as received.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Comr.
Comm'r.

12-27-17

Dept ltr Dec 22 King

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 26 1917

Submitted to the Secretary of Commerce, approved.

11—4623

S Conway

Acting Commissioner

mes

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR DEC 19 1917 BALTIMORE MD.

FIFTH DISTRICT

Point no Point
(Station, Depot, or Vessel)

Dec 12 1917

LIGHT DEC 22 1917 HOUSES

Light House Inspector
Baltimore Md

Sir

I respectfully ask you to please transfer one to some station before Wolf trap except York Spit if not please except my resignation on January 5— 1918. As it is in connection for me to get home from this station

Respectfully
John. E. Hudgins
Asst

Inspector ✓
Supt.
Chief Clk.
1 A Supt.
2 A Supt.
3 A Supt.
Draftsman
Foreman
Mech.
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Messenger
File

Wm H Yeatman
accept resignation
Jan 5.
Yeatman from Key
left by that
date 1918

December 27, 1917.

Sir:

The Department is in receipt of your resignation, dated December 12, 1917, as assistant Keeper of Point No Point Light Station, Maryland, at $516 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of January 26, 1918.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Mr. John E. Hudgins,
Through the Commissioner of Lighthouses.

CARDED.

APPOINTMENT DIVISION ENTERED DEC 27 1917 DEPT. OF COMMERCE

H

L. H. INSPECTOR DEC 22 1917 BALTIMORE MD.
LIGHT HOUSES DEC 26 1917

**PERSONAL QUESTION SHEET**

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DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

*March 5, 1918.*

**To the Chiefs of Bureaus of the Department of Commerce:**

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.

APPOINTMENTS DEC 27 1917

*William C. Redfield*
*Secretary.*

---

## 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.)**

CANCELED.

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. If name itself is merely a letter, it should be so stated.)

Mr John Elgay Hudgins

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

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

| Porthaywood | Va | Mathews County | First |
|---|---|---|---|
| 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? Mathews County Va

6. When were you born? February 22. 1881
Month. Day. Year.

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

Mrs John E. Hudgins
Name. Number and street.
Ivan P.O. Va
City or town. State or Territory.

8. 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. |
|---|---|---|---|---|
| James Hurst | By marriage | Commerce | U.S.L.H.S. | Keeper |
| | | | | |
| | | | | |

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Civil Service Examination

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

no

11. 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. |
|---|---|---|---|---|---|
| I work in navy yard about a year and Tenders about 6 month. I don't Remember the years and dates | | | | | |
| #30 a and #35 a month on Tenders 1.76 per day in navy yard | | | | | |

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

no

13. 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.)

| Company and regiment, or vessel. | Date enlisted. | Date discharged. | Cause of discharge. |
|---|---|---|---|
| no | | | |
| | | | |

14. 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.

| Company and regiment, or vessel. | Date enlisted. | Date discharged. | Cause of discharge. |
|---|---|---|---|
| no | | | |
| | | | |

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered

| Company and regiment, 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 11, 12, 13, and 14.)

Farming and Grading

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.)

Public Schools

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.")

none

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

Light House Service Exam in Oct 1917

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.)

yes

21. State the date upon which the above blanks were filled. December 19, 19 17

Witness:

In case signature is by mark.

(Signature) John E. Hudgins

P. O. Address: Ridge
City or town.
St Marys Co
Number and street.
Md
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.)

RECOM

Reviewed, approved, and forwarded Dec. 24, 19 17

(Signature) W. D. King

(Official title) Lighthouse Inspector

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 (Bureau or Service.) | Point No Point L.S., Md., (Place (city, town, station, or vessel.)) | 5th (District.)

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

3. State the date of appointment. Dec. 5, 1917

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

The date of entry on duty

5. State the date of the oath. Dec. 20, 1917

6. State the date the employee entered on duty. Dec. 6, 1917

7. What is his salary? $516. p.a. (Base Pay)

8. From what appropriation is he paid? Salaries, 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.)

From Asst. Kpr. exam., Nov. 16, 1917, L.S.

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.

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

Reviewed, approved, and forwarded to the Department.

(Signature) W. D. King

(Official title) Lighthouse Inspector

Date: Dec. 24, 1917

11—1434

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REOM.
Inclosure.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Jan. 30, 1918

LIGHT
JAN 31 1918
HOUSES

Commissioner of Lighthouses, Washington, D.C.

Subject: Change, effective date, resignation, John E. Hudgins.

Reference: Department Letter of December 27, 1917, attached.

There is inclosed carbon copy of above referred to Department Letter and it is recommended that the effective date of same be changed to read "at the close of January 26, 1918."

CHIEF CLERK
FEB 5 1918

APPOINTMENTS
FEB 6 1918

Mr. Hudgins states he has lost the original of Department Letter in this case.

Owing to the severe ice conditions in the vicinity of this station, it was impossible for Mr. Hudgins to leave the station or to be relieved by Mr. Yeatman, the keeper, who happened to be on shore liberty during the prevalence of the unfavorable weather conditions.

Return of amended Dept. Letter is requested.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
FEB 6 1918
DEPARTMENT OF COMMERCE

King
Lighthouse Inspector.

AKT
2 incls.

Bureau of Lighthouses,
Feb. 6, 1918.

Submitted to Secretary of Commerce, recommended for approval, there being inclosed Department letter of Dec. 27, 1917, in duplicate, for amendment.

2-6-18

Galloway
Acting Commissioner

FEB 6 1918 11 34 AM

February 6, 1918.

Commissioner of Lighthouses:

For the reasons stated in the Fifth Inspector's letter of the 30th ultimo, and in accordance with the Bureau's recommendation of this date, the Department has amended its order accepting the resignation of John E. Hudgins as assistant keeper of Point No Point Light Station, Maryland, by changing the date of effect to read January 26, 1918, instead of January 5, 1918.

The carbon copies of the communication addressed to Mr. Hudgins under date of December 27, 1917, notifying him of the acceptance of his resignation, have been amended accordingly and are returned herewith.

By direction of the Secretary:

(Signed) Clifford Hastings.

Chief of Appointment Division.

CARDED.

APPOINTMENT DIVISION ENTERED FEB 6 1918 DEPT OF COMMERCE

Enclosure 1024.
C
N

Form 73

MEM

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md., July 31, 1920, 19
(City.) (Date.)

Fourth District
AUG-2 1920
Received

COMMISSIONER OF LIGHTHOUSES:
(Thro' Secy, 4th Civil Service Dist.)

**Action recommended,** Probationary appointment

Name, John E. Hudgins — Legal residence, Va.

Position, Keeper — Salary, $ 720. p.a.

Location, Baltimore L.S., Md. — Appropriation, Salaries, Keepers of Lighthouses, 1920

Effective August 8, 1920 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

LIGHT AUG 1920 HOUSES

**Former position,** ------- — Former salary, ------

Location, -------

CHIEF CLERK

**Rank on eligible list,** 1 — Rating, Kpr — Percentage, 84.2 — Other eligibles considered:
Geo. C. Hunley - 84.2 -C
Alex. B.Curtis - 84. -C

1920 AUG 4 PM 4 07

APPOINTMENTS

**Previous incumbent,** James W. Simpson — Services terminated, Close of July 31,1920

Reason, Promoted and transferred

1920 AUG 5 AM 9 20

**Members of family in Government Service,** Cousin, Kpr., L.H.S.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
AUG 6 - 1920
DEPARTMENT OF COMMERCE.

**Remarks:**

8/5/20.

Selection regular, subject to the action of the U. S. Civil Service Commission, Aug 2, 1920

For and in the absence of the Superintendent.

F. H. Fisher
Secretary, 4 Civil Service District.

D. P. Deeean
Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 3 1920

Submitted to the Secretary of Commerce, approved.

1920 AUG 4 12 05
E. C. Gillette
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

Mr. John B. Hudgins, August 6, 1920.

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 Seven Hundred and Twenty 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 of the Fourth Civil Service District.

By direction of the Secretary:

Respectfully,

CARDED
REPRODUCTION DATA
ENTERED
U. S.

AUG 6 1920
APPOINTMENT DIVISION
DEPT. OF COMMERCE

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

S
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James W. Simpson.

Legal Residence: Virginia.
5th district

(See reverse side.)

11—5080

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE

LIGHTHOUSES

LIGHTHOUSE SERVICE

1920 AUG 16 AM 8 51

I, John E. Hudgins

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.

1920 AUG 16 AM 11 50

John E. Hudgins

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 11th day of August, A. D. 1920

(Affix official seal here)

[4] (*Name*) H. G. Puffenbarger

(*Official title*) Chief Clerk, 5th L.H. Dist.

My commission expires

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Keeper | $720. per an. (base pay) | Baltimore L.S., Md. |
| Former [5] | | |

CARDED

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

Office of Superintendent of Lighthouses, 5th District

Baltimore, Md., Aug. 11, 1920
(Address) (Date)

The above-named appointee entered upon duty on August 10, 1920 (Date)

For and in the absence of the Supt.,

F. P. Dillon

(Signature, followed by title) Asst. Supt.

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Draftsman
2 Draftsman
Hydrog.
Accounts
Ordering
Personnel
Corr. Kpr.
File Clk.
Stenog.
Messenger
File

[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

Form 93

**NOTICE OF RESIGNATION OR DEATH**

MEM

# DEPARTMENT OF COMMERCE

## LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF LIGHTHOUSE ~~INSPECTOR,~~ Supt. 5 DISTRICT.

Baltimore, Md. September 14, 1920 1920 SEP 15 AM 8 1931

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, John E. Hudgins Position, Keeper

Legal residence, Va. Station, Baltimore L.S.,Md.

Salary, $ 720.00 per annum

CHIEF CLERK 5

1920 SEP 15 12 3 02

The acceptance of this resignation is recommended effective at the close of October 2, 1920.

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

**Remarks:** Letter of resignation attached hereto. Steps will be taken to appoint successor to Mr. Hudgins.

APPOINTMENTS

1920 SEP 16 PM 3 2

9/16/20.

H. D. King

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

SEP 15 1920

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 18 1920 DEPARTMENT OF COMMERCE.

Submitted to the Secretary of Commerce, approved.

11—4623

1920 SEP 16 PM 1 52

H. B. Bowerman

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
SEP 11 1920
BALTIMORE, MD.

FIFTH DISTRICT
Baltimore Light
(Station, Depot, or Vessel)
Sept. 10, 1920

LIGHTHOUSES
1920 SEP 11 AM 8 31

Supt. of Light Houses

Sir

please except my resignation to take place from Baltimore light station on Oct. 12/ 9.20 and my name still remain on register for appointment some future date. I dont like this station and I cant stay here to wait for a transfer down in Va. for that will be two long for me to stay here I am two far from my home

Your respectfully
John E. Hudgins
Boone Station Md.
Asst Keeper Balto Light Station

John Spencer Keeper

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
File

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 18, 1920.

Mr. John E. Hudgins,

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 October 12, 1920.

Bureau.....Lighthouses

Station.....Baltimore Light Station, Md.

Position.....Keeper

Salary.....$720 per annum.

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) H. M. CROSS

Acting Chief of Appointment Division.

P
C
5th

U. S. REPORT DATA ENTERED