'26 SEP 22 PM 4:14:09

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

Date: 09/21/2026

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
Jenkins, Richard, O.		1892 NJ

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

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

Date & Place of Death: 1960 FL

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (CT/NJ/NY) 3rd District	From: 1927	To: 1927
(Agency & Location)	From:	To:
(Agency & Location) J 525	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: G-000824 3817

Attendant Signature:

CMRS Search Request Number(s): Rqst sent 9/29/26 mc

Remarks:

'26 OCT 14 PM 12:14

SCREENING NOTES

☐ Reviewed and Nothing Removed JMH

☐ 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:

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

Richard O. Jenkins (Name) N.H. (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	1320	3rd Dist L-H.-Penfield Reef L.S.	Mar. 14. 1927
"	Prom.	1380	" " " "	5-16-27
"	Trans	1200	" Little Gull Isl "	
	RESIGNED CLOSE OF		Dec. 28, 1927.	

Ozet

Resigned close 12/28/27

RICHARD O. JENKINS

RICHARD O. JENKINS

ACTING COMMISSIONER OF LIGHTHOUSES

Washington DC SEP 13 1927

Lighthouse Superintendent
Saint George New York

~~Transfer jenkins approved~~ Promotion copy and transfer jenkins approved

CONWAY

****

Richard O. Jenkins - from Penfield Reef
to Little Gull Is. - to Dept. 9/9

Postal 2.50 P.M. 9/13/27

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

September 16, 1935

Superintendent of Lighthouses:

Staten Island, N.Y.

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION Richard O. Jenkins, keeper

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard from 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary,
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

RECEIVED
SEP 18 1935
SUPT OF LIGHTHOUSES
1935 SEP 20 AM 8:20
LIGHTHOUSES

For the Commissioner:

Chief of Personnel Division.
Administrative Assistant

District Third Date Sept.19,1935

Returned to Commissioner of Lighthouses:

Herewith, one (1) copy certified form 2806, requested.

J. P. Rees
Superintendent of Lighthouses.

To Dept
9/25/35

2519

No. _____

Jenkins (SURNAME) Richard (FIRST NAME) Otis (SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
SEX	RACE	
RETIREMENT AGE		

DATE	DESIGNATION	OFFICE

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD	TOTAL CREDITED TO EMPLOYEE	DATE OF ORIGINAL APPOINTMENT / REMARKS
No deductions. Service history certified correct:						F. A. DELONG	Acting Chief, Appt. Div. Commerce SEP 27

NO.

Jenkins	Richard	Otis
(SURNAME)	(FIRST NAME)	(SECOND NAME)

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
Oct.	24	1892	N.H. 1st	Rockingham	Portsmouth

SEX M RACE W

RETIREMENT AGE

MILITARY SERVICE ____ YES X NO ____

MILITARY PENSION OR WAR RISK COMPENSATION ____ YES ____ NO X

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	BASIC PAY			MOS.	DAYS	YRS.
	Enlisted				3-9-09	U.S.Navy,not verified			
	Disch.				10-23-12	do			
	Enlisted				5-1-19	Coast Guard, not verified			
	Disch.				10-13-20	do			
	Enlisted				6-9-21	U.S.Navy,not verified			
	Disch.				8-24-26	do			
	Enlisted				8-27-26	Coast Guard,not verified			
	Disch.				2-27-27	do			
	Prob.Appt.	Keeper		$1320 pa	3-14-27	Com-3d LHS dist-Staten Is.,N.Y.(Penfield Reef			
	Pay Incr.	do		1380	5-16-27	do			
	Tr.	do		1200	9-19-27	do			(Little Gull)
	Resigned	do		1200	12-28-27	do			

EDUCATION: (INDICATE NUMBER OF YEARS) COMMON SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4 DEGREES, IF ANY ____

SPECIAL QUALIFICATIONS ____

16—153

REQUEST FOR SERVICE RECORD

Interior
(Department or Establishment)

August 23, 1935.
(Date)

DEPARTMENT OF COMMERCE
SEP 6 - 1935
DIVISION

U. S. CIVIL SERVICE COMMISSION
AUG 30 1935
Retirement Chief

SERVICE RECORD AND RETIREMENT DIVISION
U.S. CIVIL SERVICE COMMISSION
WASHINGTON, D.C.

Gentlemen:

It is requested that the complete official service record and retirement deductions by fiscal years be furnished for the following-named employee:

1. Name in full (Mr., Mrs., or Miss) JENKINS, RICHARD O.
(Give name or names under which service was rendered) (Surname) (First name) (Middle name)
2. Date of birth Oct. 24, 1892 Date appointed to this office July 19, 1926.
3. Service claimed as follows:

Department and Bureau	Place of Employment	Position	Salary	Date Appointed			Date Separated		
				Month	Day	Year	Month	Day	Year
Lighthouse Service	3rd Dist. New York.	Asst.Keeper	$60 mo.	Mar.		1926	Dec.		1926

APPOINTMENT PAPERS NECESSARY ACTION TAKEN
SEP 10 1935
DEPARTMENT OF COMMERCE

4. Military and Naval Record. If any, check (✓) to indicate branch and other information, also give dates of enlistment and discharge. Under organization give company, regiment, and branch of service, i. e., infantry, artillery, marines, vessel, etc.:

None	Army	Navy X	Marine Corps	Coast Guard X	Pensioner	Veterans Bureau beneficiary

World War ☐ War with Spain ☐ Other ☐

MILITARY RECORD

Organization	Date of Enlistment or Commission	Date of Honorable Discharge
U. S. Navy	Mar. 9, 1909 May 1919 June 9, 1921	Oct. 24, 1918 Oct. 1920 Aug. 1926
U. S. Coast Guard	Aug. 1926	Feb. 1927

National Park Service,
Buildings Branch.

Very respectfully,

(Sgd.) GUY W. NUMBERS
Guy W. Numbers,
Acting Chief, Division of Appointments,
(Title of appointing officer)

CIVIL SERVICE COMMISSION
Form 2865—March 1933
HLB

U. S. GOVERNMENT PRINTING OFFICE: 1933 16-41

Emile and Filed.

Form A-32

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 4, 1928.

Mr. Richard O. Jenkins,

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 December 28, 1927.

Bureau.....Lighthouses

Position.....Keeper

Allocation.....

Salary.....$1200 per annum

Station.....Little Gull Island Light Station, New York.

By direction of the Secretary:

Respectfully,

JAN 12 1928
EDW. J. GARDNER,
Acting Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED 1783 JAN 21 1928 ON JOURNAL DEPARTMENT OF COMMERCE.

CANCELED

Form 93

NOTICE OF RESIGNATION OR DEATH

FWO-JHG

CHIEF CLERK

1928 JAN 4 AM 10 42

LIGHTHOUSES
1927 DEC 28 AM 8 58

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
JAN 4 1927
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N. Y., Dec. 27, 1927

SUPERINTENDENT OF LIGHTHOUSES
JAN 3 1928
RECEIVED
TOMPKINSVILLE, N.Y.

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard O. Jenkins Position, Keeper

Legal residence, New Hampshire Station, Little Gull Island Lt.Sta., N.Y.

Salary, $1200.00 per annum

The acceptance of this resignation is recommended effective at the close of Dec. 28, 1927

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

Remarks:

J. T. Tyree

8/1-4-27

✓

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 31 1927

Submitted to the Secretary of Commerce, approved.

11—4023

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JAN 11 1928
DEPARTMENT OF COMMERCE

J. S. CONWAY

Acting Commissioner of Lighthouses.

✓Rec

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
DEC 28 1927
THIRD DISTRICT

Per accept eff close 1-8

LIGHTHOUSES
1927 DEC 28 AM 8-58

Little Gulf L.S.
(Station, Depot, or Vessel)
Dec 21 1927

SUPERINTENDENT OF LIGHTHOUSES
JAN 30 1928
RECEIVED
TOMPKINSVILLE, N.Y.

Supt of Lighthouses.
3rd Dist., Staten Island, N.Y.

Subject: Resigning

Due to troubles which have arisen in my family since receiving the last mail, and one which I have no control, it is necessary that I resign from the L.H. Service Dec 20 1927. in order that I may settle same.

Owing to the short notice which I remit, it makes it impossible for me to give the required notice, which I would like to give very much.

I would like to have my pay check sent to me in Co Postmasters New London Conn.

P. Jenkins
2nd Asst Kpr.
E.E. Law, Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1617

FWO-JHG

LIGHTHOUSES
1927 OCT 26 AM 9 07

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

CHIEF CLERK
1927 OCT 29 PM 2 40

Oct. 25, 1927

DEPARTMENT OF COMMERCE
OCT 31 1927
APPOINTMENT DIVISION

Commissioner of Lighthouses.

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

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

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
Richard O. Jenkins	K	$1200 p.a.	Transfer	9-13-27	9-19-27
Joseph T. Covo	K	1260 "	Promotion	9-13-27	9-21-27
Wm. A. Shackley	K	1320 "	Transfer	9-15-27	9-19-27
Clinton H. Durfee	K	1380 "	Promoted	9-13-27	9-21-27
George Zuius	K	1320 "	Transfer	9-23-27	10-1-27
Michael Sikora, Jr.	K	1440 "	Promoted	9-29-27	10-5-27
Carl S. Chellis	K	1440 "	Promoted	9-24-27	10-20-27

CARDED

Bureau of Lighthouses, Washington
OCT 29 1927

Submitted to Secretary of Commerce for his information

C. S. CONWAY
Acting Commissioner of Lighthouses

C. S. REPORT DATA ENTERED

Airways
Surveys
Lighting
Radio
Weather
Clerical
Chief Engr.
Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prep.
Adm. Assist.
Dep. Comm'r.
Commissioner.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 13, 1927.

Mr. Richard O. Jenkins,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1380 per annum to $1200 per annum, effective September 14, 1927, or as soon thereafter as you may enter on duty.

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

By direction of the Secretary:

Respectfully,

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION SEP 14 1927 DEPARTMENT OF COMMERCE

R CARDED

3rd.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO:FM

LIGHTHOUSES 1927 SEP 9 AM 9 02

TELEGRAPHIC REPLY IS REQUIRED

1927 SEP 12 AM 11 34 CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N.Y. Sept. 8, 1927, 19....
(City) (Date)

DEPARTMENT OF COMMERCE SEP 12 1927 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Richard O. Jenkins

Position, Keeper

Location, Little Gull Island Lt.Sta.,N.Y.

Effective, September 14 1927

Legal residence, N.H.

Proposed salary, $1200 p.a.

Proposed range, $1140-$1500 p.a.

Appropriation, Salaries, Keepers of Lighthouses.

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

Former position, Keeper

Location, Penfield Reef Lt.Sta.,

Former salary, $1380 p.a.

Former range, $1320-$1680

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

Previous incumbent, Paul A. Southard

Reason, Resigned (Salary $1140 p.a.)

Services terminated, September 8, 1927.

Members of family in Government service,

Date of birth,

Remarks: Letter from Mr. Jenkins requesting this transfer attached hereto.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 13 1927 DEPARTMENT OF COMMERCE

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

For and in the absence of the Supt.

Secretary, Civil Service District.

Assistant Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

September 9, 1927.

Submitted to the Secretary of Commerce, approved.

9-13-27 APPROVED:

ACTING ASSISTANT SECRETARY

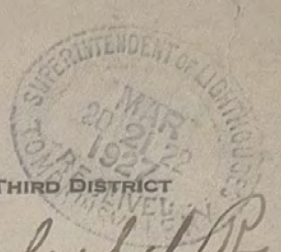
J. S. CONWAY
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

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

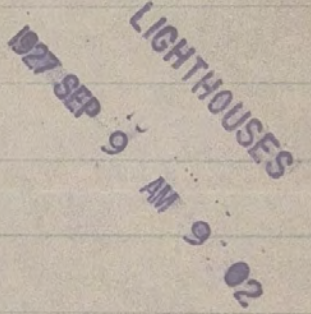
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



Penfield Reef
(Station, Depot, or Vessel)

March 19, 1927.

Supt of Lighthouses
Staten Island N.Y.



Subject Station List.

1 Bluestone
2 Black Island.
3 Catans Neck.
4 Falkner Island.
5 Little Gull Island.
6 Hayes Harbor
7 Nehantic
8 Plum Island
9 Princes Bay
10 Shinnecock Bay
11 Staten Island
12 Stratford Point
13 Tucker Rock
14 Watch Hill

Richard U. Sutton
2nd Asst Keeper

H. B. White
Keeper

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

DEPARTMENT OF COMMERCE
AUG 15 1927
APPOINTMENT DIVISION

FWO-JHG

REPORT ON PROBATIONARY APPOINTEE

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

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

DEPARTMENT OF COMMERCE
(Department)

Third Lighthouse District (Bureau or office) Staten Island, N.Y. Aug. 11, 1927 (Place and date)

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on Sept. 13, 1927, 192 .

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

Name Richard O. Jenkins

Position Keeper

Salary $1380.00 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Penfield Reef Lt.Sta., Conn.

Date of entrance on duty March 14, 1927

Remarks:

FOR AND IN THE ABSENCE
OF THE SUPERINTENDENT

EMF August 12, 1927.

(Signature of immediate superior)
[Asst.] Supt., 3d Lighthouse Dist.

Submitted:

By direction of the Commissioner:

(Head of bureau or office)
Chief Clerk, Bureau of Lighthouses.

GOVERNMENT PRINTING OFFICE 10—1731

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES 7617

1927 MAY 19 AM 9 01

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

FWO-JHG

May 18,1927

5

1927 MAY 20 AM 10 19

Commissioner of Lighthouses.

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

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

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
Richard O. Jenkins	Keeper	$1380 p.a.	Increase in pay.	4-30-27	5-16-27

For and in the absence of the Superintendent.

CARDED

1st Asst. Supt.

Airways
Surveys
Lighting
Radio
Weather
Clerical
Chief Engr.
Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner.

Bureau of Lighthouses, Washington
MAY 18 1927

Submitted to Secretary of Commerce for his information

eff date

Acting Commissioner of Lighthouses.

REFER'S DATA ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 30, 1927.

Mr. Richard O. Jenkins,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

MAY 7 1927

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

C
B

APPOINTMENT DIVISION ENTERED MAY - 7 1927 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG
LIGHTHOUSES
1927 APR 29 AM 8 56

DEPARTMENT OF COMMERCE MAY 3 1927 APPOINTMENT DIVISION
DEPARTMENT OF COMMERCE APR 30 1927 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N.Y., April 28, 1927 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay. (Reg. reason given below)

Name, Richard O. Jenkins — Legal residence, New Hampshire

Position, Keeper appntd Prob. 3-14-27 — Salary, $1380 p.a. (Pay Range $1320-$1680

Location, Penfield Reef Lt.Sta.,Conn. — Appropriation, Salaries, Keepers of Lighthouses

Effective May 16, 1927 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1320 p.a.

Location, Penfield Reef Lt.Sta.,Ct. — Former range-$1320-$1680

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

APPOINTMENT NECESSARY "ACTION TAKEN" MAY 7 1927 DEPARTMENT OF COMMERCE

Previous incumbent, Services terminated,

Reason,

Members of family in Government Service,

Date of birth,

Remarks: On Apl.14,'27 Mr.Jenkins took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 p.m.while serving at a station having power fog signal operated by oil engine. Mr.Jenkins received a rating of 81.4% based on the written examination and actual performance of work at the station.He is accordingly entitled to receive the additional compensation of $60 p.a.and it is therefore recommended that his pay be incceased as above.

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

For and in the absence of the Supt.

Secretary, Civil Service District.

Asst.Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 29 1927

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

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

II—2314

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

PERSONAL HISTORY

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

LIGHTHOUSES
MAR 17 1927
SUPERINTENDENT OF LIGHTHOUSES
98.52

Bureau, division, or office Dept of Commerce, Lighthouse Service

1. Name in full Richard Otis Jenkins

2. Legal (voting) residence N.H.-1st (State and Congressional District) Rockingham (County) Portsmouth (City or town)

3. Where born? New Jersey (State or foreign country) Elizabeth (City or town) When born? Oct 24 1892 (Date)

4. If foreign, state whether naturalized or alien American born

DEPARTMENT OF COMMERCE
MAR 17 1927
APPOINTMENT DIVISION

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

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

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

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

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

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

Enlisted March 9. 09 Discharged Oct 23. 1912 Enlisted May 1 1914 Discharged Oct 13 1920

Enlisted June 9 1912 Discharged Aug 24 1914 Enlisted Aug 27. 20 Discharged Feb 27 1927

Organization Organization

8. EDUCATION (Circle number of years)

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

9. State special qualifications Aboard machinist. Holds 1st asst Engineer's License (Motor)

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

Mrs R. O. Jenkins (Name) Wife (Relationship)

69 Mt. Vernon St. (Post office address) Portsmouth N.H.

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

CARDED

Richard O. Jenkins.
(Name as usually written and which will be used as official signature)

March 12. 27. (Date) Present address 69 Mt. Vernon St. Portsmouth N.H.

10—1659

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1927 MAR 17 AM 11 17

1927 MAR 17 ✓

DEPARTMENT OF COMMERCE MAR 17 1927 APPOINTMENT DIVISION

LIGHTHOUSES 1927 MAR 17 AM 8 52

I, Richard O. Jenkins

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.

Richard O. Jenkins
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 12th day of March, A. D. 1927

(Affix official seal here)

[4](Name) Robert M. Herrick

(Official title) Notary Public

My commission expires June 28 – 1928

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$1320 p.a.	Penfield Reef Lt. Sta., Conn.
Former[5]		

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

Office of Superintendent of Lighthouses, 3RD District

Staten Island, N. Y. (Address), Mar. 16 1927 (Date)

The above-named appointee entered upon duty on Mar. 14 1927 (Date)

CARDED

J. F. Yates
(Signature, followed by title)
Supt. of Lighthouses, 3rd Dist.

[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

U. S. REPORT DATA ENTERED

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 1, 1927.

Mr. Richard O. Jenkins,
Through the
Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Thirteen Hundred and Twenty dollars per annum

effective March 8, 1927, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Secretary, Second Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

MAR 7 1927

CARDED

(SIGNED) CLIFFORD HASTINGS.
Chief of Appointment Division.

F
5

Appropriation: Field.

Vice: William Stephenson.

Legal Residence: New Hampshire.

11-8657

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO LIGHTHOUSES 1927 FEB 28 AM 9 22

CHIEF CLERK 1927 FEB 25 PM 4 14

DEPARTMENT OF COMMERCE MAR 1 1927 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y., Feb. 25, 1927
(City) (Date)

RECD. FEB 26 1927

COMMISSIONER OF LIGHTHOUSES:
(Thr.Sec'y 2nd C.S.Dist.)

Action recommended, Probationary appointment. Legal residence, New Hampshire

Name, Richard O. Jenkins Proposed salary, $1320 p.a.

Position, Keeper Proposed range, $1320-$1680 p.a.

Location, Penfield Reef Lt.Sta.,Conn. Appropriation, Salaries, Keepers of Lighthouses

Effective, March 8,1927 [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 5 1927 DEPARTMENT OF COMMERCE

Former position, Former salary,

Location, Former range,

Rank on eligible list, 1 Rating, Keeper Percentage, 90.4, Other eligibles considered:

David R. Roth----C. Bernard I.Carson----C.

Previous incumbent, William Stephenson 1320 Services terminated, March 7,1927

Reason, Resigned (Salary $1320 p.a.)

Members of family in Government service, None

Date of birth, Oct.24,1892

No employee of District desired transfer to this position. There are no quarters for families of keepers at this station.

Remarks: Mr.Jenkins has had no previous service in the Lighthouse Service.

Selection regular, subject to the action of the U. S. Civil Service Commission, Feb. 26, 1927
Subject to physical examination

A C Ellis
Secretary, 2nd Civil Service District.

J. T. Yates Asst.

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 28 1927

Submitted to the Secretary of Commerce, approved.

APPROVED BY THE ACTING ASST. SECRETARY 3/3/27
FILE 1093/4

J. G. Oldenburg
Acting Commissioner of Lighthouses

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

11—2314

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

Oath of office x } fwd to Washington 3/16/27

PERSONAL HISTORY

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

Bureau, division, or office Dept of Commerce (Lighthouse Service).

1. Name in full Richard Otis Jenkins.

2. Legal (voting) residence N.H.-1st (State and Congressional District) Rockingham (County) Portsmouth (City or town)

3. Where born? New Jersey (State or foreign country) Elizabeth (City or town) When born? Oct 24 1892 (Date)

4. If foreign, state whether naturalized or alien American born.

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

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

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

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

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

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

Enlisted March 9 1909 Discharged Oct 23 1912 Enlisted May 1 1919 Discharged Oct 29 1920

Enlisted Feb 9 1921 Discharged Aug 24 1921 Enlisted Aug 27 1926 Discharged Feb 27 1927

Organization Navy Organization Coast Guard.

8. EDUCATION (Circle number of years)

	Common school	High school	College	Degrees, if any
	1 2 3 4 5 √ 7 8	1 2 3 4	1 2 3 4	none

9. State special qualifications Allround machinist, Hold 1st Asst Engineer's License (Motor)

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

Mrs R. O. Jenkins (Name) Wife (Relationship)

69 Mt. Vernon St. Portsmouth N.H. (Post office address)

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

Richard O Jenkins. (Name as usually written and which will be used as official signature)

March 12. 27. (Date) 10—1659 Present address 69 Mt. Vernon St. Portsmouth. N.H.

I acknowledge receipt of a copy of Department Circular No. 253 (second edition), of September 22, 1914, relating to political activity of officeholders, and fully understand its purport.

Richard A. Funkhouser
(Name.)

Keeper
(Position.)

Lighthouse Service.
(Bureau, Office, or Service.)

Date, March 12, 27.

(This acknowledgment should be forwarded to, and filed in, the bureau or office to which appointee is assigned.)

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

September 16, 1935.

Superintendent of Lighthouses: Staten Island, N.Y.

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION Richard O. Jenkins, keeper

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard from 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

For the Commissioner:
W.P. Harman
Administrative Assistant.

Third District Sept. 19, 1935 Date

Returned to Commissioner of Lighthouses:
Herewith, one (1) copy certified form 2806, requested.

Superintendent of Lighthouses.

2519

DEPARTMENT OF COMMERCE
APOINTMENT DIVISION
WASHINGTON

9/10/35.

SEP 18 1935 AM

SUPT. OF LIGHTHOUSES 6 STATEN ISLAND N.Y. 2 FEB

RECEIVED

TRANSMITTED Miss Kangas, Bureau of Lighthouses:

For action as indicated:

Returned as requested
For information and file
For Amendment and return
Request for Abstract of Official Record
In accordance with telephonic arrangement
x Request for Form 2806 (in duplicate)

Jenkins, Richard O., 3rd Dist., New York, Asst. Keeper, 3/1926--12/1926.

ADM. J. GARDNER

Enlisted	Navy	3/9/09	– "Not Verified"
Disch	"	10/23/12	– do –
Enlisted	Coast Guard	5/1/19	– do –
Disch	" "	10/13/20	do –
Enlisted	Navy	6/9/21	do –
Disch	"	8/24/26	do –
Enlisted	Coast Guard	8/27/26	do –
Disch	" "	2/27/27	do –

Probapt to	Kpr –	1320.	3/14/27	Coast Pilot 5 2 Class
Pay Incr	"	1380 –	5/16/27	– do –
Transfer	"	1200 –	9/19/27	do –
Resgn	"	1200 –	12/28/27	– do –

	Days	Mos	Yrs
3/9 – 31/09	23		
4/1 – 12/31/09		9	
1910 – 1911			2
1/1 – 9/30/12		9	
10/1 – 23/12	23		
5/1 – 12/31/19		8	
1/1 – 9/30/20		9	
10/1 – 13/20	13		
6/9 – 30/21	21	6	
1922 – 1923 – 1924 – 1925			4
1/1 – 7/31/26		7	
8/1 – 24/26	24		

	10	8	6
8/27 – 31/26	4		
9/1 – 12/31/26		4	
1/1 – 31/27		1	
2/1 – 27/27	27		
3/14 – 31/27	17		
4/1 – 11/30/27		8	
12/1 – 28/27	28		
	180	6	6
6		6	11
30 180		7	
180			
12/61			

CROSS - REFERENCE SHEET

Cross-file UNIT Personnel Number 75

Letter from E. E. Carr Keeper - Little Gull Island Sta

Date Sept 21st 1927

Subject Richard O. Jenkins reported for duty at above station as 2nd Asst Keeper Sept 19th 1927

Original filed under

Unit Operations Number 601

CROSS - REFERENCE SHEET

Cross-file UNIT Personnel Number 75

Letter from F.B. White Keeper Penfield Reef Lt Sta

Date Sept 17th 1927

Subject R.O. Jenkins 2nd Asst Keeper left above station Sept 17th 1927

Original filed under

Unit Operations Number 601

WJL:CFH

January 14, 1928.

The New York, New Haven and Hartford Railroad Company,
H. Walsh, Asst. to General Manager,
2 Hill Street,
New Haven, Conn.

SUBJECT: Richard Jenkins.

REFERENCE: Your letter January 11, 1928.

Sirs:-

Richard Jenkins was employed in the Lighthouse Service as Assistant Keeper of Penfield Reef Light Station from March 14, 1927, to September 18, 1927, and as Second Assistant Keeper of Little Gull Island Light Station from September 19, 1927, to December 28, 1927, on which latter date he resigned. During his period of employment his services were satisfactory.

For and in the absence of the Superintendent.

Respectfully,

F. W. OCKENFELS

Asst. Superintendent.

FORM LH.33

(75)

THE NEW YORK, NEW HAVEN AND HARTFORD RAILROAD COMPANY

NEW HAVEN, CONN.

H. WALSH
ASSISTANT TO GENERAL MANAGER

SUPERINTENDENT OF LIGHTHOUSES JAN 12 1928 3RD DIST. N.Y.

January 11, 1928.

2737 record letter

Office Supt. of Lighthouse
3rd District, Dept. of Commerce,
Staten Island, N.Y.

Dear Sir:-

Mr. Richard Jenkins has applied to this Company for employment and states on his application that he was in your employ as Keeper under Mr. J. Yates at Staten Island, N.Y. from Mar. 1927 to Dec. 19, 1927.

Will you kindly advise between what dates this man was in your employ, in what capacity he served and were his services satisfactory?

yes

Assuring you that any information you give will be treated with the utmost confidence, I am

Very truly yours,

H. Walsh
Assistant to General Manager

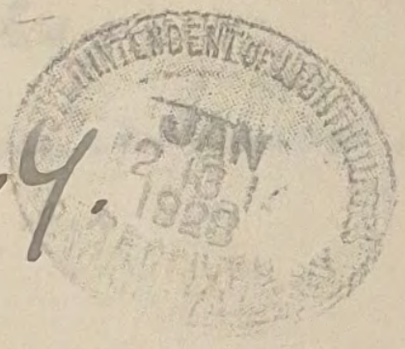
By G W Bracket

S

VCS 1/13/28

Jan. 11. 1928.

Supt of Lighthouses
3rd Dist. Staten Is. N.Y.



Dear Sir.

It was requested when I resigned that my pay check be sent in care of Postmaster, New London Conn. up to date I have not returned it. Would like very much if possible that it be forwarded to me by Friday Jan 13th as I am going to New London the 15th. Check may not be in the United States for a few months.

Hoping that I may receive the check at

this shall meet with
your approval.

Yours Truly.
Richard Jenkins.

Sam Fish.
New London.
Conn.

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 4, 1928.

Mr. Richard O. Jenkins,

Through the Commissioner of Lighthouses.

LIGHTHOUSES

1928 JAN 12 PM 3 34

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 December 28, 1927.

Bureau..... Lighthouses

Position..... Keeper

Allocation.....

Salary..... $1200 per annum

Station..... Little Gull Island Light Station, New York.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

WJL:HL

January 3, 1928.

Commissioner of Lighthouses.

SUBJECT: Mis-sent Mail.

Returned herewith is Form 93 and Bureau's endorsement December 31 regarding Richard O. Jenkins, the Bureau having forwarded this notice of resignation to this office by error instead of to the Secretary of Commerce. Also inclosed is envelope in which same was received.

For and in the absence of the Superintendent.

F. W. OCKENFELS

Form 93

NOTICE OF RESIGNATION OR DEATH

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N. Y., Dec. 27, 1927, 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard O. Jenkins Position, Keeper

Legal residence, New Hampshire Station, Little Gull Island Lt.Sta., N.Y.

Salary, $1200.00 per annum

The acceptance of this resignation is recommended effective at the close of Dec. 28, 1927

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

Remarks:

Check to be sent
C/O Postmaster
New London, Conn
B. 12/31/27

J. T. YATES

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4023

VC
B. 12/31/27

Form 93

NOTICE OF RESIGNATION OR DEATH

FEO-JIO

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N. Y., Dec. 27, 1927 , 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard O. Jenkins Position, Keeper

Legal residence, New Hampshire Station, Little Gull Island Lt.Sta., N.Y.

Salary, $1200.00 per annum

The acceptance of this resignation is recommended effective at the close of Dec. 28, 1927

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

Remarks:

2745

J. T. YATES

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4023

Form 93

NOTICE OF RESIGNATION OR DEATH

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N. Y., Dec. 27, 1927, 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard O. Jenkins Position, Keeper

Legal residence, New Hampshire Station, Little Gull Island Lt.Sta., N.Y.

Salary, $1200.00 per annum

The acceptance of this resignation is recommended effective at the close of Dec. 28, 1927

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

Remarks:

12/1-25/27 { Paid 1/14/28 Vou. No. 24427 Check No. 106149 $83.33

To be paid only to close Dec 25-1927

J. T. YATES

12/27 Copy to Wm

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4023

VC 1/16/28

FWO-JHG

Richard O. Jenkins, 2d Asst.Keeper, Dec. 27,1927
Through the Keeper,
Little Gull Island Lt.Sta.,
Fort Michie, Gull Island,N.Y.

SUBJECT: Resignation.
REFERENCE: Your letter Dec. 21,1927.

1. Your letter dated Dec.21,1927 resigning your position as 2nd Assistant Keeper of Little Gull Island Light Station, has been received and forwarded to Washington, with recommendation that same be accepted, effective at the close of December 28,1927.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

- -

1. Copy forwarded for his information to the Keeper of Little Gull Island Lt.Sta. Report to this office promptly by mail the date Mr.Jenkins leaves Little Gull Island Lt.Sta. Also forward detailed report of leave taken by him during the month of December.

J. T. YATES
Superintendent

By: W. J. Lawton,
Chief Clerk

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

Little Gull Island
(Station, Depot, or Vessel)

December 30, 1927

To: Superintendent.
Subject: Resignation of R. O. Jenkins 2nd Asst Kpr.
Reference. Letter dated Dec. 27, 1927.

R. O. Jenkins, 2nd asst. Keeper left this station at 8:15 a.m. December 27, 1927.
The leave taken by Mr. Jenkins during the month of December was as follows.
Left station Dec. 10, 1927, at 11:a.m., and returned Dec. 13, 1927 at 9:30a.m. also again at 4:00 P.M. Dec. 17, 1927, and returned at 4:15 P.M. Dec. 20, 1927, The purpose of both absences is recorded as leave.

Respectfully,
E. E. Carr, Kpr.

12/10 to 12/13 = 4/3.
12/17 to 12/20 = 3
12/27 to 12/28 = 1 5/6
7 5/6

{To be paid only to Close Dec 25-1927
Noted S. 1/14/28}

C O P Y

Little Gull Is.,

Dec. 21,1927

2745

Supt. of Lighthouses

3rd District, Staten Island, N. Y.

SUBJECT: Resignation.

Due to troubles which have arisen in my family since receiving the last mail, and over which I have no control, it is necessary that I resign from the L. H. Service Dec. 28,1927 in order that I may settle same.

Owing to the short notice which I received, it makes it impossible for me to give the required notice, which I would like to give very much.

I would like to have my pay check sent to me in care of Postmaster, New London, Conn.

/s/ R. Jenkins

2nd Asst.Keeper

/s/ E. E. Carr, Keeper.

FWO-JHG

(15)

Richard Jenkins, 2nd Asst.Keeper, Dec. 5,1927
Through the Keeper,
Little Gull Island Lt.Sta.,
Fort Michie, Gull Island,N.Y.

SUBJECT: Transfer to lightship.
REFERENCE: Your letter Dec. 3,1927.

1. You are advised that in order to be selected for position of assistant engineer on a lightship, it will be necessary for you to file in this office an application for examination for that position. The required application blank is enclosed.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Asst Supt

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
DEC
4 5 6
1927
RECEIVED
THIRD DISTRICT

Ans nec to file appl (if not already done) + send him appl

2194

Little Gull.
(Station, Depot, or Vessel)

Dec 3, 1927.

Supt of Lighthouses
3rd Dist Staten Island, N.Y.

Subject. Transfer to Lightship.

It is requested that I be given the necessary information in regards to being transferd or appointed as engineer to light ships. I hold 1st Asst Engineers License unlimited tonnage. And if possable, I would like to go to either "Bartletts Reef" or "Cornfield" lightships as engineer or asst engineer.

Richard Jenkins
2nd Asst Kpr.
E. E. Farr, Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES SEP 22 1927 THIRD DISTRICT

601/X75

75

THIRD DISTRICT

Little Gull Island
(Station, Depot, or Vessel)

September 21, 1927

To; Superintendent:-

Subject: Arrival of 2nd. Asst. Keeper

Richard A. Jenkins reported for duty as 2nd Asst. Keeper of this Station at 5 P.M. September 20, 1927.

Respectfully,
C. E. Carr, Keeper.

~~E O D at Penfield Reef~~

E O D at Little Gull on Sept 19-1927

Noted A. 9/19/27

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

Sept 17, 1927

Supt of Lighthouses
3rd Dist Staten Island. N.Y.

Subject: Reporting for duty.

Am tied up in New London, unable to get boat till Tuesday. Left Penfield Reef 7:30 A M this morning.

R. Jenkins
2nd Asst. Kpr.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

601/x76

Per

THIRD DISTRICT

Penfield Reef.
(Station, Depot, Vessel)

Sept. 17, 1927.

Supt. of Lighthouses
Staten Island N.Y.

SUPERINTENDENT OF LIGHTHOUSES
SEP 20 1927
RECEIVED
STATEN ISLAND, N.Y.

Subject: Transfer of P. O. Jenkins 2nd asst.

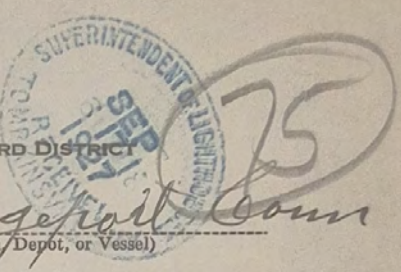
P. O. Jenkins left this station
Sept. 17, 1927. at 9 a.m.

F. B. White
Keeper.

Per order

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



75

1st

Bridgeport Conn
(Station, Depot, or Vessel)

Sept 16, 1927

The letter to 2d asst Keeper Jenkins re transfer to Little Gull Island Lt Sta from Penfield Reef was missent and not received by him until yesterday. he desires the transfer and has a letter on the way announcing his desire.

O C Ruther

FWO:FM

(75)

September 15, 1927.

Richard O. Jenkins, 2nd Asst. Kpr.,
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

SUBJECT: Transfer.

REFERENCE: Letter from this office September 9, 1927.

You are advised that you have been selected for transfer to Little Gull Island Light Station, Fort Michie, Gull Island, N. Y., and in accordance therewith are directed to report for duty at that Station at the earliest practicable date. Advise this office the date you expect to report for duty as 2nd Assistant Keeper of Little Gull Island Light Station.

J. T. YATES,
Superintendent.

By: W. J. Lawton,
Chief Clerk.

FWO:FM Office of Superintendent of Lighthouses,
Staten Island, N. Y., 3rd District.
September 15, 1927.

Copy forwarded to Keeper, Little Gull Island Light Station, Fort Michie, Gull Island, N. Y.

Advise this office promptly by letter the date on which Mr. Jenkins reports for duty as 2nd Assistant Keeper of Little Gull Island Light Station.

J. T. YATES,
Superintendent.

By: W. J. Lawton,
Chief Clerk.

POSTAL TELEGRAPH – COMMERCIAL CABL

CLARENCE H. MACKAY, PRESIDENT.

RECEIVED AT
QUARANTINE ROSE BANK, S. I.
ST. GEORGE, 71

This is a fast Telegram unless otherwise indicated by signal after the number of words—"Blue" (Day Letter) "N. L." (Night Letter) or "Nite" (Night Telegram)

TELEGRAMS TO ALL AMERICA

THE MACKAY SYSTEM
POSTAL TELEGRAPH
COMMERCIAL CABLES
"THE PULSE OF THE WORLD"

CABLEGRAMS TO ALL THE WORLD

DELIVERY NO. 37

STANDARD TIME INDICATED ON THIS MESSAGE

15 M.D. BO 6 GOVT 6 19 P.M.

G WASHINGTON.D.C. 13TH

Per

LIGHTHOUSE SUPT,
ST GEORGE.S.I.N.Y.

PROMOTION COVO AND TRANSFER JENKINS APPROVED.

CONWAY.

DUPLICATE OF TELEGRAM TELEPHONED
Received by
Time 6.41 P.M.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

Sept 15, 1927.

Supt of Lighthouses
3rd Dist. Staten Island N.Y.

Subject Acknowledgement of Offic
letter of Sept 9th

Notice of lamp selected for Gull
Island Lt Sta received. The letter
was missent. Am ready at any
time I receive definite orders.

P Jenkins, 2nd Asst Kpr.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

LIGHTHOUSES 75

1927 SEP 19 AM 9 46

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 13, 1927.

Mr. Richard O. Jenkins,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1380 per annum to $1200 per annum, effective September 14, 1927, or as soon thereafter as you may enter on duty.

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

By direction of the Secretary:

Respectfully,

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

11—8074 GOVERNMENT PRINTING OFFICE

R

3rd.

Pan

Telegram

645 PM
9/18/27

75

Promotion Conv & transfer
Jenkins Approved

Conway

Adj

FWO:FM

75

September 9, 1927.

Richard O. Jenkins, 2nd Asst. Kpr.,
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

SUBJECT: Transfer.

You are advised that you have been selected for transfer to Little Gull Island Light Station, Fort Michie, Gull Island, N.Y., and in accordance therewith are directed to hold yourself in readiness to report for duty as soon as definite orders are sent you. Your services at the new position will probably be required about September 14, 1927. Acknowledge receipt of this letter.

J. T. YATES,
Superintendent.

By: W. J. Lawton,
Chief Clerk.

Form 73

NOMINATION

FWG:FM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

TELEGRAPHIC REPLY IS DESIRED

15

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N.Y. Sept. 8, 1927. 19
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Richard O. Jenkins

Position, Keeper

Location, Little Gull Island Lt.Sta.,N.Y.

Effective, September 14 1927

Legal residence, N.H.

Proposed salary, $1200 p.a.

Proposed range, $1140-$1500 p.a.

Appropriation, Salaries,Keepers of Lighthouses.

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

Former position, Keeper

Location, Penfield Reef Lt.Sta.,

Former salary, $1380 p.a.

Former range, $1320-$1680

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

Previous incumbent, Paul A. Southard

Reason, Resigned (Salary $1140 p.a.)

Services terminated, September 8, 1927.

Members of family in Government service,

Date of birth,

Remarks: Letter from Mr. Jenkins requesting this transfer attached hereto.

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

For and in the absence of the Supt.

F. W. OCKENFELS,

Assistant Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Form 73

NOMINATION

TELEGRAPHIC REPLY IS DESIRED

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y. Sept. 8, 1927., 19....
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer — Legal residence, N.H.

Name, Richard O. Jenkins — Proposed salary, $1200 p.a.

Position, Keeper — Proposed range, $1140-$1500 p.a.

Location, Little Gull Island Lt.Sta., N.Y. — Appropriation, Salaries, Keepers of Lighthouses.

Effective, September 14 1927 — {1 the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1320 p.a.

Location, Penfield Reef Lt.Sta., — Former range, $1320 - $1680

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

Previous incumbent, Paul A. Southard — Services terminated, September 8, 1927.

Reason, Resigned (Salary $1140 p.a.)

Members of family in Government service,

Date of birth,

Remarks: Letter from Mr. Jenkins requesting this transfer attached hereto.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19.... For and in the absence of the Supt.

F. W. OSBORNE,
Assistant Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

9/8 Capt. [illegible]

VC 9/28/27

1 Strike out the clause which does not apply.

11—2314

Form 73

NOMINATION

FWOFM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

TELEGRAPHIC REPLY IS DESIRED

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N.Y. Sept. 8, 1927.
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Richard C. Jenkins

Position, Keeper

Location, Little Gull Island Lt.Sta.,N.Y.

Effective, September 14, 1927

Former position, Keeper

Location, Penfield Reef Lt.Sta.,

Legal residence, N.H.

Proposed salary, $1200 p.a.

Proposed range, $1140-$1500 p.a.

Appropriation, Salaries, Keepers of Lighthouses.

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

Former salary, $1320 p.a.

Former range $1320 - $1680

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

Previous incumbent, Paul A. Southard

Services terminated, September 8, 1927.

Reason, Resigned (Salary $1140 p.a.)

Members of family in Government service,

Date of birth,

Remarks: Letter from Mr. Jenkins requesting this transfer attached hereto.

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

For and in the absence of the Supt.
F. W. OCKENFELS,
Assistant Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

V.C.

9/8/27

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

11—2314

WJL:FM

75

September 1, 1927.

Richard Jenkins, 2nd Asst. Kpr.,
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

SUBJECT: Transfer to Long Beach Bar Light Station.

REFERENCE: Your letter August 31, 1927.

You are advised that the vacancy in the position of keeper of Long Beach Bar Light Station has been filled by the transfer of the keeper of Old Orchard Shoal Light Station.

J. T. YATES,
Superintendent.

By:W. J. Lawton,
Chief Clerk.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

15

SUPERINTENDENT OF LIGHTHOUSES
SEP 12 1927
RECEIVED

THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

Aug 31, 1927.

683 per

Supt of Lighthouses
3rd Dist Staten Island. N.Y.

Subject Transfer.

I understand there is to be a vacancy at Long Beach Bar Lt Sta., If such is the case I would like to be considered for the position as keeper.

Richard Jenkins 2nd/Ass

Fred B. White
Keeper.

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

FWO-JHG

REPORT ON PROBATIONARY APPOINTEE

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

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

DEPARTMENT OF COMMERCE
(Department)

Third Lighthouse District (Bureau or office) Staten Island, N.Y. Aug. 11, 1927 (Place and date)

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on Sept. 13, 1927, 192 .

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

Name Richard O. Jenkins

Position Keeper

Salary $1380.00 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Penfield Reef Lt.Sta., Conn.

Date of entrance on duty March 14, 1927

Remarks:

J. T. YATES
(Signature of immediate superior)

Submitted: Supt., 3d Lighthouse Dist.

(Head of bureau or office)

GOVERNMENT PRINTING OFFICE 10—1731

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75

SUPERINTENDENT OF LIGHTHOUSES
JUL 20 1927
THIRD DISTRICT

Per OK
Ch 7/20

Perfield Perf Lt.
(Station, ~~Depot or Vessel~~)

July 18, 1927

Supt of Lighthouses
Staten Island N.Y.

Subject: Probation of P.C. Jenkins 2nd asst.

I finde Jenkins to be satisfactory and suitable in all ways.

Fred A White
Keeper.

75

FWO-JHG

Fred B. White, Keeper,
Penfield Reef Light Station,
Fairfield, Connecticut

July 13,1927

SUBJECT: Probation of Richard C. Jenkins, 2nd Asst.Keeper.

1. The probationary period of employment of Richard C. Jenkins, 2nd Assistant Keeper of Penfield Reef Light Station, will expire on September 13,1927. Advise this office by return mail if his services have been satisfactory, and whether or not, in your opinion, he is a suitable and competent man to receive a permanent appointment in his present position. If you do not consider him competent, state fully in what respects he is incompetent.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

FWO-JHG

Richard O. Jenkins

Richard O. Jenkins, 2nd Asst.Keeper, June 16,1927
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Connecticut

SUBJECT: Transfer.
REFERENCE: Your letter June 9,1927.

1. The proposed exchange of positions between yourself and Richard J. White, Assistant Keeper of Falkner Island Light Station, is not approved at this time. After the expiration of your six months probationary period your application may be renewed if desired.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

- -

June 16,1927

1. Copy forwarded for his information, to Richard J. White, assistant keeper of Falkner Island Lt.Sta., attention being invited to your letter of June 8,1927 re exchange of positions with Mr.Jenkins.

J. T. YATES
Superintendent

By: W. J. Lawton,
Chief Clerk

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

Penfield Reef.
(Station, Depot, or Vessel)

June 9, 1927.

Supt. of Lighthouses.
3rd Dist. Staten Island, N.Y.

Subject. Exchange of Stations.

It is requested that I be granted an exchange of Stations, with Richard J. White, Asst. Keeper "Falkner Island," Light Station.

Richard A. Jenkins
2nd Asst Keeper.

White Kpr.

COD 3-14-27-
Efficiency rating 98%
married
Record OK

Per ans - The proposed exchange of posts is not approved at this time. After the expiration of your 6 mo probationary period you may be reconsidered if desired

Send copy to White

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

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

400
1

FWO-JHG

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

4367

May 18,1927

Commissioner of Lighthouses.

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

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

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
Richard O. Jenkins	Keeper	$1380 p.a.	Increase in pay.	4-30-27	5-16-27

For and in the absence of the Superintendent.

F. W. Ockenfels

1st Asst. Supt.

75

FWO-JHC

Richard C. Jenkins, 2nd Asst.Keeper, May 10,1927
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Connecticut

SUBJECT: Examination re Power Fog Signals.

1. You are advised that you were successful in passing the examination you took on April 14,1927 in reference to the care and operation of Power Fog Signals, and as a result thereof your salary has been increased $5.00 per month, which will be effective May 16,1927. Department letter dated April 30,1927 notifying you of change in salary, is attached hereto.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

A-21

FWO-JHG

Richard O. Jenkins, 2nd Asst.Keeper, May 2,1927
Through the Keeper,
Penfield Reef Lt.Sta.,
Fairfield, Conn.

SUBJECT: Transfer.
REFERENCE: Your letter April 30,1927.

1. Your letter dated April 30,1927 stating you would like to be transferred to any station in this District with family quarters, has been received, and your attention is invited to instructions previously sent you - copy enclosed - in regard to filing in this office a list of the stations and positions to which you would accept transfer in the event of a vacancy.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

75

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1927 MAY 9 PM 12 16

April 30, 1927.

Mr. Richard O. Jenkins,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1380 per annum, effective May 16, 1927, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

C
3

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

Sept. 30, 1927.

Supt of Lighthouses
Staten Island. N.Y.

Subject. Request for change of station.

I would like to be transfered to any station in the 3rd Dist with family quarters.

Richard L Jenkins
2nd Asst Keeper.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

75

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, third DISTRICT,

Staten Island, N.Y., April 28, 1927 (City.) (Date.), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Richard O. Jenkins — Legal residence, New Hampshire

Position, Keeper — Salary, $1380 p.a. (Pay Range $1320-$1680

Location, Penfield Reef Lt.Sta.,Conn. — Appropriation, Salaries, Keepers of Lighthouses

Effective May 16, 1927 — {1 the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1320 p.a.

Location, Penfield Reef Lt.Sta.,Ct. — Former range-$1320-$1680

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

Previous incumbent, Services terminated,

Reason,

Members of family in Government Service,

Date of birth,

Remarks: On Apl.14,'27 Mr.Jenkins took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 p.m.while serving at a station having power fog signal operated by oil engine. Mr.Jenkins received a rating of 81.4% based on the written examination and actual performance of work at the station.He is accordingly entitled to receive the additional compensation of $60 p.a.and it is therefore recommended that his pay be increased as above.

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

For and in the absence of the Supt.

Secretary, *Civil Service District.*

Asst.Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

VC

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

11—2314

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, third DISTRICT,

COMMISSIONER OF LIGHTHOUSES: Staten Island, N.Y., April 28, 1927 (City.) (Date.) 19

Action recommended, Increase in pay.

Name, Richard O. Jenkins — Legal residence, New Hampshire

Position, Keeper — Salary, $1380 p.a. (Pay Range $1320-$1680

Location, Penfield Reef Lt.Sta., Conn. — Appropriation, Salaries, Keepers of Lighthouses

Effective May 16, 1927 — {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $1320 p.a.

Location, Penfield Reef Lt.Sta., Ct. — Former range-$1320-$1680

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

Previous incumbent, Services terminated,

Reason,

Members of family in Government Service,

Date of birth,

Remarks: On Apl.14,'27 Mr.Jenkins took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 p.m. while serving at a station having power fog signal operated by oil engine. Mr.Jenkins received a rating of 81.4% based on the written examination and actual performance of work at the station. He is accordingly entitled to receive the additional compensation of $60 p.a. and it is therefore recommended that his pay be increased as above.

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

For and in the absence of the Supt.

Secretary, Civil Service District.

Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

[1] Strike out the clause which does not apply

11—2314

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

75

Staten Island, N.Y., April 28, 1927 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay.

Name, Richard O. Jenkins

Position, ~~Keeper~~

Location, Penfield Reef Lt.Sta.,Conn.

Effective May 16,1927 {1 the actual date of entrance on duty, or / as soon thereafter as he enters on duty.

Legal residence, New Hampshire

Salary, $1380 p.a. (Pay Range $1320-$1680

Appropriation, Salaries,Keepers of Lighthouses

Former position, Keeper

Location, Penfield Reef Lt.Sta.,Ct.

Former salary, $1320 p.a.

Former range-$1320-$1680

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

Previous incumbent,

Reason,

Services terminated,

Members of family in Government Service,

Date of birth,

Remarks: On Apl.14,'27 Mr.Jenkins took the required examination to determine whether or not he was sufficiently familiar with the operation of power fog signals to entitle him to receive additional compensation at the rate of $5 p.m.while serving at a station having power fog signal operated by oil engine. Mr.Jenkins received a rating of 81.4% based on the written examination and actual performance of work at the station.He is accordingly entitled to receive the additional compensation of $60 p.a.and it is therefore recommended that his pay be inceeased as above.

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

For and in the absence of the Supt.

5/10 Copy to Mass

Secretary, Civil Service District.

Asst.Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

VC 5/12/27

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

11—2314

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75

FWO-JHG

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

Richard O. Jenkins, 2nd Asst. Keeper,
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

March 23,1927

SUBJECT: Examination re operation of power fog signals.
REFERENCE: Your letter 3-21-1927

1. If you desire to take the examination re operation of power fog signals, you are directed to report at this office, at 10 A.M., April 14,1927.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

(75)

FWO-JHS

Richard O. Jenkins, 2nd Asst.Keeper, March 23,1927
Through the Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

SUBJECT: Examination re operation of power fog signals.
REFERENCE: Your letter 3-21-1927

1. If you desire to take the examination re operation of power fog signals, you are directed to report at this office, at 10 A.M., April 14,1927.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT
MAR 22 23 24 1927
RECEIVED

4-13
14

THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

March 21, 1927.

75

4221 Pen-ans apr 14

Supt of Lighthouses
Staten Island N.Y.

Subject Examination
Reference Dist Circular # 227.

I request to be given an examination in accordance to Dist Circular # 227. Have had over 7 years experience on oil engines. 4 years of which I had charge of engine rooms of U.S. Submarines. (U.S.N.) also I can run all standard machines and feel that I am qualified to take the examination.

Richard O Sutcliffe
2nd Asst Keeper.

F. B. White Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAR 20 1927
RECEIVED
THIRD DISTRICT

Per
Steamer Fortune
to Shinnecock Bay
Aug 9/8

Transfer to Little Gull I.S.

5172

Penfield Reef
(Station, Depot, or Vessel)
March 19, 1927.

Supt of Lighthouses
Staten Island N. Y.

Subject: Station List.

XXX	1	Bonnet P. I.	
XXX	2	Black Island SE	K
XX	3	Cotton Neck.	1st Asst
XX	4	Falkner Island.	2d Asst
XXX	5	Little Gull Island	
X	6	Lloyds Thin	
XXX	7	Matinicus	
X	8	Plum Island	
X	9	Prudence Bay	
XXX	10	Shinnecock Bay.	
X	11	Staten Island	
XX	12	Stratford Point.	
X	13	Tuckers Beach	
XX	14	Watch Hill.	

F. B. White
Keeper.

Richard O Jenkins
2nd Asst Keeper

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAR 21 1927
THIRD DISTRICT

Penfield Reef
(Station, Depot, or Vessel)

March 19, 1927.

Via

Supt of Lighthouses
Staten Island N.Y.

Subject: Transfer in case of vacancy.

In case of a vacancy on any of the enclosed list of Lights. I would except appointment for Keeper 1st Asst or 2nd Asst.

I hold 1st Asst Engineers License (Motor) inclosed Tonnage and feel that I am able to handle any engine or station which I may be sent.

Richard A Jenkins
2nd Asst Keeper.

F. B. White
Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



FWC-JHG

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

16535

HL

March 16,1927

Fred B. White, Keeper,
Penfield Reef Lt. Sta.,
Fairfield, Conn.

Transf to Little Gull 4/19/27

1. Furnish the information called for below in regard to Assistant Keeper Richard C. Jenkins and return this sheet to this office.

2. Be careful to see that the information given is accurate.

Born in (Country or State) New Jersey

Age 34

Height 5 feet 10 1/4 inches

Weight 178 pounds

Color of hair gray

Color of eyes hazel Dalto.

Distinguishing marks Full ringed ship on chest. middl. finger missing on right hand

J. T. YATES
Superintendent.

x - x - x - x - x - x - x - x - x - x - x - x - x - x - x - x -

1. Returned to Superintendent, the information required having been inserted above.

Fred B. White
Keeper

CFG

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of Superintendent,
Third Lighthouse District
Staten Island, New York.

Richard O. Jenkins, 2nd Asst.Keeper,
Penfield Reef Light Station,
Fairfield, Conn.

March 21,1927

Enclosed is Form 206 "Record of Physical Examination of Light Keeper or Assistant Light Keeper," addressed to the U.S. Public Health Service, requesting that you be given a physical examination, for the purpose of determining whether or not you are entitled to medical relief without charge at hospitals and other stations of the Public Health Service, pursuant to the Act of Congress, approved August 28,1916. A copy of the provision contained in Said Act is quoted in District Circular Letter No. 187, dated May 21,1917.

Under the terms thereof it will be necessary for you to submit to said examination and be found phtsically qualified beforc you will be entitled to the benefits provided for by the Act of August 28,1916. As said benefits will be solely to your personal advantageit is to your interest to give this matter attention at the earliest opportunity.

After you have been given a physical examination by the medical officer designated on attached Form 206, said Form 206 will be returned to you by the medical officer. You will then send it to this office so that it may be recorded, after which it will be returned to you. The original copy of Form 206 will then be your property, and you are directed to preserve it and keep it in your posession for future reference.

The Assistant Keeper is to sign Form 206 where marked "A" and the keeper to sign where marked "B".

J. T. YATES

Superintendent.

Form 206 File No. 8

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHS

OFFICE OF LIGHTHOUSE INSPECTOR, 3rd DISTRICT,

PLACE, Staten Island, N. Y.

DATE, March 21,1927, 191

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,
New London, Conn.
~~Bridgeport, Conn.~~

SIR:

Please examine Richard O. Jenkins, 2nd Asst.Keeper, Penfield Reef Lt.Sta.

nativity, New Jersey; age, 34; height, 5 feet 10½ inches;

weight, 178 pounds; color of hair, gray; color of eyes, hazel

distinguishing marks Full ringed ship tattooed on chest; middle finger on left hand missing.

as to eyesight, hearing, and physical condition.

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

Respectfully,

J. T. YATES
Superintendent

By: W. J. Lupton, Chief Clerk *Lighthouse Inspector.*

A

(Signature of applicant:) /s/ Richard O. Jenkins

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

B Witnessed by Earl E.Carr Keeper, Penfield Reef Lt.Sta. Little Gull Is.

U. S. PUBLIC HEALTH SERVICE

PLACE, New London, Conn.

DATE, 10-24-27, 191

To LIGHTHOUSE INSPECTOR,

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

He is disqualified for the reasons shown on page 3.

/s/ J. M. Ganey

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

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

11—5999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, New London, Conn.

DATE, 10-24-27, 191

Name of applicant, Richard O. Jenkins

Eyes: Color, grey; exophthalmus, no

chronic inflammation, None; other anbormality, None

Eyelids: Ptosis, No; condition of conjunctiva on eversion, Normal

other conditions, Normal

Eyesight:

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

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

Is applicant partially or wholly color-blind? No

If color-blind, state which color he confuses

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

Ears:

Abnormalities, None; shape, Normal

Position, Normal; condition of drums Normal

Evidence of mastoid disease, No

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

Distance conversational speech can be heard: Right ear, 14 + feet; left ear, 14 + feet.

Distance whispered speech can be heard: Right ear, 8 feet; left ear, 8 feet.

Lungs: Normal

Heart: Normal

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

11—5099

Reasons for certification of disqualification: .....

SEAL
U.S.P.H.S.

PLACE FOR SEAL OF THE U. S. PUBLIC HEALTH SERVICE.

(Signature of applicant:) /s/ Richard O. Jenkins

(To be signed in the presence of the medical examiner.)

11—5959

FWO-JHG

Richard O. Jenkins, 2nd Asst.Keeper, Oct. 27,1927
Through the Keeper,
Little Gull Island Lt.Sta.,
Fort Michie, Gull Island, N. Y.

SUBJECT: Record of Physical Examination.
REFERENCE: Form 206 dated Mar.21,1927.

1. Form 206 - record of your physical examination - is returned herewith, a copy of same having been made for the files of this office.

J. T. YATES

Superintendent

FWO-JHG

Secretary 2nd C. S. District,
Custom House,
New York, N. Y.

Oct. 26,1927

SUBJECT: Physical Examination of Keepers under Executive Order of June 18,1925.
REFERENCE: Letter from this office June 16,1925.

1. Enclosed is Form 206 - "Record of Physical Examination of Light Keeper or Assistant Light Keeper" - pertaining to the employee named below, which is forwarded for your files in lieu of Form 2413:-

Richard O. Jenkins 2d Asst.Keeper Little Gull Is.Lt.Sta.,N.Y.

J. T. YATES

Superintendent

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75

SUPERINTENDENT OF LIGHTHOUSES
MAR 16 1927
THIRD LIGHTHOUSE DISTRICT

Per

75
15

THIRD DISTRICT

Penfield Reef Lt.
(Station, Depot, or Vessel)

March 15, 1927

Supt. of Lt. Houses
Staten Island N.Y.

Richard O. Jenkins reported for duty March 14, 1927 at 4. P.M.

F. W Hill
Keeper.

EOD March 14-1927

Noted 3/16/27

Per

March 12. 27.

Supt of Lighthouses
Statue Island N.Y.

75

SUPERINTENDENT OF LIGHTHOUSES
THIRD DISTRICT
RECEIVED

Dear Sir.

Appointment, orders and letter received Sat. 2. P.M. March 12.

Will report to Keeper Penfield Reef Lt Sta. as early as possible Mon March 14 1927.

P. Jenkins.

69 Mt. Vernon St.
Portsmouth N.H.

75

FWO-JHB

Richard C. Jenkins,
69 Mount Vernon Street,
Portsmouth, New Hampshire

March 10,1927

SUBJECT: Position of 2nd Asst.Keeper, Penfield Reef Lt.Sta.
REFERENCE: Letter from this office Feb. 25th and your letter Feb.26.

1. Transmitted herewith is Department letter dated March 1, 1927 appointing you to the position of 2nd Assistant Keeper of Penfield Reef Light Station, Connecticut, and in accordance therewith you are hereby directed to report for duty at that station at the earliest practicable date after receipt of this letter. Transportation charges will be at your own expense. Show this letter to the Keeper of the station, which will be his authority for assigning you to duty. The name and address of the Keeper is Fred B. White, Fairfield, Connecticut. Acknowledge receipt of this letter and state on what date you expect to report for duty.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

- -

1. Copy forwarded for his information to the Keeper of Penfield Reef Lt.Sta. Report to this office promptly by letter the date on which Mr. Jenkins reports for duty.

J. T. YATES
Superintendent

By: W. J. Lawton,
Chief Clerk

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

75

March 1, 1927.

Mr. Richard O. Jenkins,
Through the Commissioner of Lighthouses.

Sir:

LIGHTHOUSES
1927 MAR 7 PM 2 24

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

Keeper

in the Lighthouse Service

at a salary of Thirteen Hundred and Twenty dollars per annum

effective March 8, 1927, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Secretary, Second Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HARTRIDGE
Chief of Appointment Division.

F
S

Appropriation: Field.

Vice: William Stephenson.

Legal Residence: New Hampshire.

11-8057

for

Feb. 26. 27.

SUPERINTENDENT OF LIGHTHOUSES
FEB
28 PM
1927
RECEIVED

15

Light of Lightkeeper
3rd Dist. Staten Island.
New York.

Dear Sir.

Your letter of Feb 25-27.
notifying me of nomination
for appointment received today.

I will hold myself in readiness to report for duty as soon as definite orders are received.

Yours Truly
Richard Jenkins

69 Mt. Vernon St.,
Portsmouth, N.H.

Form 73

NOMINATION

75

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWC-JHC

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y., (City) Feb. 25, 1927 (Date) 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, (Thr.Sec'y 2nd C.S.Dist.) Probationary appointment. Legal residence, New Hampshire

Name, Richard O. Jenkins Proposed salary, $1320 p.a.

Position, Keeper Proposed range, $1320-$1680 p.a.

Location, Penfield Reef Lt.Sta.,Conn. Appropriation, Salaries,Keepers of Lighthouses

Effective, March 8,1927 [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Former salary,

Location, Former range,

Rank on eligible list, 1 Rating, Keeper Percentage, 90.4, Other eligibles considered:

David R. Roth----C. Bernard I.Carson----C.

Previous incumbent, William Stephenson Services terminated, March 7,1927

Reason, Resigned (Salary $1320 p.a.)

Members of family in Government service, None

Date of birth, Oct.24,1892

No employee of District desired transfer to this position. There are no quarters for families of keepers at this station.

Remarks: Mr.Jenkins has had no previous service in the Lighthouse Service.

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

3/10 Copy to Mr. [illegible]

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

V C B. 3/16/27

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

11—2314

Form 73

NOMINATION

3146

75

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y., (City) Feb. 25, 1927 (Date) 19....

COMMISSIONER OF LIGHTHOUSES:

Action recommended, (Thr. Sec'y 2nd C.S.Dist.) Probationary appointment. Legal residence, New Hampshire

Name, Richard C. Jenkins Proposed salary, $1320 p.a.

Position, Keeper Proposed range, $1320-$1600 p.a.

Location, Penfield Reef Lt.Sta., Conn. Appropriation, Salaries, Keepers of Lighthouses

Effective, March 8, 1927 [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Former salary,

Location, Former range,

Rank on eligible list, 1 Rating, Keeper Percentage, 90.4, Other eligibles considered:

David E. Roth----C. Bernard I. Carson----C.

Previous incumbent, Willian Stephenson Services terminated, March 7, 1927

Reason, Resigned (Salary $1320 p.a.)

Members of family in Government service, None

Date of birth, Oct. 24, 1892

No employee of District desired transfer to this position. There are no quarters for families of keepers at this station.

Remarks: Mr. Jenkins has had no previous service in the Lighthouse Service.

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

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Mes

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

11—2314

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

75

FWO-JHC

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT,

Staten Island, N.Y., (City) Feb. 25, 1927 (Date), 19

COMMISSIONER OF LIGHTHOUSES:

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

Name, Richard O. Jenkins

Position, Keeper

Location, Penfield Reef Lt.Sta., Conn.

Effective, March 8, 1927 [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Legal residence, New Hampshire

Proposed salary, $1320 p.a.

Proposed range, $1320-$1680 p.a.

Appropriation, Salaries, Keepers of Lighthouses

Former position,

Location,

Former salary,

Former range,

Rank on eligible list, 1 Rating, Keeper Percentage, 90.4, Other eligibles considered:

David R. Roth----C. Bernard I. Carson----C.

Previous incumbent, William Stephenson Services terminated, March 7, 1927

Reason, Resigned (Salary $1320 p.a.)

Members of family in Government service, None

Date of birth, Oct. 24, 1892

No employee of District desired transfer to this position. There are no quarters for families of keepers at this station.

Remarks: Mr. Jenkins has had no previous service in the Lighthouse Service.

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

J. T. Yates

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

VC 3/11/27

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

11—2314

75

FWO-JHS

Richard C. Jenkins,
69 Mount Vernon Street,
Portsmouth, New Hampshire

Feb. 25,1927

SUBJECT: Position of 2nd Asst.Keeper, Penfield Reef Lt.Sta.
REFERENCE: Your letter Feb.24,1927.

1. Referring to your letter dated Feb.24,1927 stating you were willing to accept the position of 2nd Asst.Keeper of Penfield Reef Light Station; you are advised you have to-day been nominated for appointment to this position, and in accordance therewith are hereby directed to hold yourself in readiness to report for duty as soon as definite orders are sent you. Should you be appointed to this position your services will probably be required about March 8,1927. Kindly acknowledge receipt of this letter.

J. T. YATES

Superintendent

By: W. J. Lawton,
Chief Clerk

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1927 R. O. Jenkins 75

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.,

Staten Island, N. Y., Feb. 21, 1927, 19

3146

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)
of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $ 1320.00 per annum (~~which includes: Salary, $ per annum; bonus, $ per annum; and subsistence, cents per day.~~)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum, after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 2 keepers at this station, but not for families of keepers. Family quarters can probably be rented Fairfield, Conn.
(State whether or not quarters and fuel are provided for families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State what furniture is to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 72 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you?

If selected, I can report for duty in days from to-day.

Do you wish your name restored to the register at this time?

Are you willing to accept the next appointment offered?

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." If yes, state how many ; and fill in the following blanks. Similar letter to A or Dec 25

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
R. O. Jenkins	A			
D. B. Roth		Position		
R. J. Carson	A	Department or office		
Edw. Sullivan	A	Position		
H. E. Freeman	A	Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature)

Date (Post-office address)

11—749

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.,

B. J. Carson

Staten Island, N. Y., Feb. 21, 1927, 19

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)

of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $ 1320.00 per annum (~~which includes: Salary, $ per annum; bonus, $ per annum, and Subsistence, cents per day.~~)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum, after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented at Fairfield, Conn.
(State whether or not quarters and fuel are provided by the Government for families of keepers; if not, state whether quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State articles of furniture to be furnished by the Government)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 28 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes.

If selected, I can report for duty in 6 days from to-day.

Do you wish your name restored to the register at this time? Yes

Are you willing to accept the next appointment offered? Yes

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." No If yes, state how many —; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
		Position Department or office		
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Bernard L. Carson

Date Feb 23, 1927

(Post-office address) Noank Conn

11—749

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.,

H. E. Freeman

Staten Island, N. Y., Feb. 21, 1927 , 19

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)
of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $ 1320.00 per annum (~~which includes: Salary, $ per annum; bonus, $ per annum; and subsistence, cents per day.~~)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum, after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented Fairfield, Conn.
(State whether or not quarters and fuel are provided for keepers or families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State whether or not furniture is to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 72 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. F. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? yes

If selected, I can report for duty in 5 days from to-day.

Do you wish your name restored to the register at this time? yes

Are you willing to accept the next appointment offered? yes if the pay is the same as above

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." no If yes, state how many ; and fill in the following blanks.

Name.	Post-office address.	Where employed.	~~Relationship.~~	Married or single.
Harry E. Freeman	Hamilton R. I. box. 11.	Position. watchman Department or office.	none	single.
		Position. watchman Department or office. I was on the State Road		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Harry E. Freeman.

Date Feb. 22, 1927. (Post-office address) Hamilton R. I. box. 11.

11—749

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.,

FEB 23 24 25 1927 RECEIVED

Edw. Sullivan

Staten Island, N. Y., Feb. 21, 1927 . 19

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)
of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $ 1320.00 per annum (~~which includes: Salary, $ per annum; bonus, $ per annum; and subsistence,~~ cents per day.)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum, after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented Fairfield, Conn.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 72 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes.

If selected, I can report for duty in 4 days from to-day.

Do you wish your name restored to the register at this time? Yes.

Are you willing to accept the next appointment offered? Yes.

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." Yes If yes, state how many 1; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
John. Sullivan.	1277. Bedford St.	Position Carrier. Department or office Postal.	Father.	Yes.
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Edward Sullivan.

Date

(Post-office address) 1277 Bedford St.

11—749

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.

R. O. Jenkins

Staten Island, N. Y., Feb. 21, 1927 19

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)
of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $1320.00 per annum (~~which includes: Salary, $ per annum~~; ~~bonus, $ per annum; and subsistence, cents per day.~~)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented at Fairfield, Conn.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 72 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes

If selected, I can report for duty ~~in~~ at once ~~days from to day~~.

Do you wish your name restored to the register at this time? Yes

Are you willing to accept the next appointment offered? Yes

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." Yes If yes, state how many ----; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
P Tark.	69 Mt. Vernon Portsmouth N.H.	Position Anglesmith Department or office Navy Yard	Father in law	married.
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Richard O. Jenkins.

Date Feb 24 27

(Post-office address) Portsmouth N.H.
(69 Mt. Vernon St.)

11—749

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DIST.

D. R. Roth

Staten Island, N. Y., Feb. 21, 1927.

SIR: You are hereby informed that you are being considered for the position of 2nd Asst. Keeper
(State position, location, and whether station is ashore or afloat.)

of Penfield Reef Lt. Sta., located off shore in Fairfield Harbor, Long Is. Sound, Conn.

Total Compensation: $1320.00 per annum (~~which includes: Salary, $ per annum; bonus, $ per annum; and subsistence, cents per day.~~)

~~**Longevity Pay:** In addition to the above keepers receive $ per annum, after years of continuous service, as longevity pay.~~

Quarters and Fuel: Quarters are provided for the 3 keepers at this station, but not for families of keepers. Family quarters can probably be rented at Fairfield, Conn.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station; if quarters can be rented by appointee in the vicinity.)

Furniture: Necessary furniture will be supplied by the Government.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 72 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

J. T. YATES

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes.

If selected, I can report for duty in 5 days from to-day. 5 days notice as I owned give my present employer notice of leaving

Do you wish your name restored to the register at this time? —

Are you willing to accept the next appointment offered? yes

Do you wish your name restored to the register at some future time? If so, give date. —

Willing to accept position if appointed.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." ---- If yes, state how many ----; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
Chas Miller	U. S. Mint	Position Foreman	uncle	yes
	Springgarden	Department or office Coin Dept.		
	Street	Position		
	Phila. Pa	Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) David R. Roth

Date ----

(Post-office address) 108 Marion Ave
Hillcrest, Merchantville N.J.

File under
R O Jenkins - Copy
of license as Asst Engr.

(75)

3749

(75)

45 RECORD OF LICENSE

Name.....Richard O. Jenkins.....License No.....22730.....Date of License.....12-30-26.....

License issued by U. S. Local Inspectors at.....Portland Maine.....

The following is a true copy of my license:

"This is to certify that Richard O Jenkins having been duly examined by the undersigned U. S. Local Inspectors, Steamboat Inspection Service for the Dist. of Portland, Maine, as to his qualifications for position of 1st Asst. Engineer of vessels of not over gross tons, and of above fifteen gross tons carrying greight or passengers for hire, but not engaged in fishing as a regular business, propelled by gas, fluid, naptha, or electric motors, and of more than sixty-five feet in length, and found competent, is hereby licensed as such Engineer for the term of five years from this date

Given under our hands this 30th day of December, 1926

(Name).....Osiny W. Berry.....
U.S. Local Inspector of Hulls

(Name).....Walter L. Blaisdell.....
U.S. Local Inspector of Boilers

(Date).....191

(Signature).....

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D.C.

C. S. C. Report No.

Name: Richard O. Jenkins

February 25, 1943

Civil Service or Other Legal Authority

Through the Regional Director, Philadelphia

NATURE OF ACTION: Resignation (Voluntary)

Effective Date: ~~March~~ Feb 27, 1943 at 2:45 p. m.

	FROM	TO
Position	Shipyard Inspector(Machinery)	
Grade and Salary	CAF-9 - $3200	
Division	Regional Construction Office	
Section	Ship Construction	
Branch	(Federal Shipbuilding and Dry Dock Co.)	
Unit		
Headquarters	Kearny, New Jersey	
Departmental or Field	Field	

Remarks:

Reason: To receive medical treatment and eventually go back to sea.

This action is subject to the provisions of paragraphs listed on the reverse side of this notification.

By direction of
United States Maritime Commission

Date of Birth
10-25-91

BUDGET APPROVAL

B. P. No.

$

Date

NATURE OF POSITION
New, Received

Additional Identical

M. C. Number
Vice

Reallocation Received

Duration of Position

M. C. Number

Date of Oath

Division 5211 No.

MC 2-23-43

Approved:

PERSONNEL FILE

9-A dvn

THIS ACTION VOID UNLESS PERFORATED

93

Form 670
Rev. 10-1941

UNITED STATES MARITIME COMMISSION

Washington

February 8, 1943, ~~1941~~

*To: Mr. Joseph Bonner
Chief Machinery Inspector
1015 Chestnut Street
Philadelphia, Pa.

Sir:

I hereby tender my resignation from the position of Shyd. Inspector (Machinery)

CAF-9 $3,200 (Grade and salary), at Kearny, N. J. (Station), to become effective Feb. *2-27-43 @ 2:45 P.M. (per 5211 attached from Mc Innis - Phila.)

~~February 20,~~ * as attached memo dated 2/20/43, 1943, which (includes / ~~does not include~~) accrued annual leave.* The last day of my actual service is to be February 5, 1943.

My reason for leaving the service is:

To receive medical treatment and eventually go back to Sea.

J. Kirkpatrick
Chief, Ship Construction Section
Mailing address: 39 Camp St., Newark, N. J.

Richard P. Lunsford
(Signature)

It is recommended that this resignation be accepted (~~with~~ / without) prejudice.

This employee (is / ~~is not~~) recommended for further government employment.

Supervisor's remarks The subject employee requires medical attention.

H. G. Garrison
(Signature)

Prin. Mach. Insp.
(Title)

Resignation accepted:

FEB 23 1943
U.S. Maritime Commission
Division of Personnel
Washington, D. C.

District Manager

Division Director

W. Adams FEB 23 1943
Director, Division of Personnel

*Note:
Address resignation to the Director of your Division.
Submit "Application for Leave" Form 1034 to cover accrued annual leave.
If you are accepting other Federal employment give name of Agency and the date you are to enter on duty there.

Form 5211—Revised Sept. 1940

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

1. City: Philadelphia, Pennsylvania Date: February 18, 1943
2. Nature of recommendation: Resignation
3. Name: Richard O. Jenkins FEB 20 1943
4. Probable duration of employment:

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title	Shipyard Inspector (Machinery)	
Grade	CAF-9 MC-F-I-1084	
Salary	$3200	
Division	Regional Construction Office, East	
Section	Ship Construction Coast	
Unit	Federal Shipbuilding & Dry Dock Co.	
Station	Kearny, New Jersey	

6. Are travel expenses to be allowed? No Is transportation of household effects to be requested? No

7. Nature of position:
   - ☐ New position.
   - ☐ Additional identical position to that occupied by
   - ☐ Similar position to that occupied by
   - ☐ To fill vacancy left by
   - ☐ To fill vacancy approved by Maritime Commission.
   - ☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

EFFECTIVE DATE:

March 27, 1943 at 2:45 P.M.
Last day of service - February 5, 1943

Please retain vacancy.

Name of supervisor:

9. Justification for action:

Mr. Jenkins is resigning to receive medical care. Attached is Form 670.
It is recommended that this resignation be accepted w/O prejudice.

10. Signatures:

J. F. McInnis, Regional Director of Construction H. L. Vickery, Commissioner

16—17641

FOR USE OF DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

Placement and Training Section

Available: Citizenship:

Present employment verified:

References investigated:

Eligible by:

Transfer ☐ Department advised:

Reinstatement ☐

Civil Service Certificate No. Date:

Present employment:

Hold for replacement: Yes ☐ No ☐

Remarks:

Approved for clearance:

Date:

Classification Section	Appointments and Pay Roll Section
Type of action:	Nature of action:
	M. C. vacancy:
Title:	Classification:
Grade: M. C. No.	
Location:	
	C. S. authority:
	Budget clearance:
	Salary increase:
	Recommended:
	Director, Division of Personnel Supervision and Management.

INSTRUCTIONS

COPIES REQUIRED: Original and one copy. ROUTING: After approval by Director of Division, transmit in duplicate to Division of Personnel. Field service recommendations will be forwarded by the District Managers to the Director of the Division in Washington having jurisdiction over position.

1. Give location and date. 2. NATURE OF RECOMMENDATION: (*a*) Establish new position. (*b*) Appointment. (*c*) Temporary appointment. (*d*) Extension of temporary appointment. (*e*) Transfer. (*f*) Salary increase. (*g*) Salary reduction. (*h*) Reclassification. (*i*) Change in title. (*j*) Change in headquarters. (*k*) Separation (reduction of force; for cause). (*l*) Furlough. (*m*) Change in name (marriage or by order of court). 3. NAME: Give name of individual. If not yet selected, insert "Qualified eligible." 4. PROBABLE DURATION OF EMPLOYMENT: Show as permanent, permanent—indefinite (give approximate period). If temporary, show whether "Pending establishment of register" or "For period not to exceed ..... months. 5. STATUS DATA: If change in status, fill in both blocks. If new appointment, fill in proposed status. 6. TRAVEL EXPENSES AND TRANSPORTATION OF HOUSEHOLD EFFECTS: Answer "Yes" or "No." 7. NATURE OF POSITION: Indicate by check mark (V). Give name and date where required. 8. DUTIES OF POSITION: Give complete description of the work to be performed, and name of supervisor. 9. JUSTIFICATION FOR ACTION: State necessity for action recommended in terms of volume or need. 10. Affix signature and titles.

16—17641 U. S. GOVERNMENT PRINTING OFFICE

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT
WASHINGTON, D. C.

C. S. C. Report No.

Civil Service or Other Legal Authority

Name: Richard O. Jenkins March 30, 1943

Through the Regional Director, Philadelphia

NATURE OF ACTION: Amendment to * Resignation - (Voluntary)

Effective Date: February 27, 1943 at 2:45 P.M.

	FROM	TO
Position	Shipyard Inspector (Machinery)	
Grade and Salary	CAF-9 - $3200	
Division	Regional Construction Office	
Section	Ship Constructon	
Branch	(Federal Shipbldg. and Dry Dock Co.)	
Unit		
Headquarters	Kearny, New Jersey	
Departmental or Field	Field	

Remarks:

Reason: To receive medical treatment and eventually go back to sea.

*Amended to show correct effective date as shown above, instead of March 27, 1943 at 2:45 P.M.

This action is subject to the provisions of paragraphs listed on the reverse side of this notification.

By direction of
United States Maritime Commission

Date of Birth
10-25-91

BUDGET APPROVAL
B. P. No. LR
$
Date

NATURE OF POSITION
New, Received

Additional Identical

M. C. Number
Vice

Reallocation Received

Duration of Position

M. C. Number

Date of Oath

Division 5211 No.

Approved:

MC 2-23-43
Amend. 3-24-43
10
ls

PERSONNEL FILE

THIS ACTION VOID UNLESS PERFORATED

UNITED STATES MARITIME COMMISSION

WASHINGTON

Name: **Richard O. Jenkins** **March 12, 1942**

Report No.

Civil Service or other legal authority:

Cert. No. M1670289 dated 2-12-42

This is to notify you that the Maritime Commission has taken the following action concerning your employment:

NATURE OF ACTION: **Probational Appointment (Indefinite)**

EFFECTIVE DATE: **March 2, 1942**

	From	To
Position		**Shipyard Inspector (Machinery)**
Grade and salary		**CAF-9 $3200**
Division		**Construction**
Section		**Inspection**
Branch		
Unit		
Headquarters		**Kearny, New Jersey**
Departmental or Field		**Field**

Appropriation

Date of Birth

October 25, 1891

Subject to: (x) Retirement deductions.
(x) Satisfactory completion of a probationary period of **six** months.
(x) Satisfactory character investigation.

Retention after the expiration of your probationary period confers Civil Service status upon you.

By direction of the Maritime Commission

Oath of Office: **March 2, 1942**

Classification: **New Permanent Position**

MC Approval: **2-26-42**

Guy E. Needham, Director
Division of Personnel

cc: Payroll
Civil Service Commission
Finance **B.P. No. 6481 Appr. 2-25-42**
File
bg Classification
Division
District Manager
C.S.C. District Manager

Federal Shipbuilding and Dry Dock Co. **1-669**

3-13-42

2-15-42

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

U. S. Maritime Commission (Department or agency) Construction Division (Bureau or division) Kearny, New Jersey (Place of employment)

Name Richard O. Jenkins
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * * * *

I, Richard O. Jenkins, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Richard Otis Jenkins.
(Signature of employee)

Subscribed and sworn to before me this 27th day of February A. D., 19 42,

at Washington (City or place), D.C. (State)

Gladys I Gebicke
Notary Public

[SEAL]

U. S. GOVERNMENT PRINTING OFFICE : 1940— O

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

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

U. S. Maritime Commission
(Department or Establishment)

Construction Division
Inspection Section
Kearny, New Jersey
(Bureau or Office)

I, Richard O. Jenkins, do
(Name in full, printed or typed)
solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So HELP ME GOD.

Richard O. Jenkins
(Signature of Appointee)

Subscribed and sworn to before me this 2nd day of March, A.D. 1942

at Kearny, (City or place) N-J (State)

[SEAL]

D. D. Keighley

NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES JUNE 2, 1942

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

Position to which appointed Shipyard Inspector (Machinery) CAF-9, $3200 per annum

Date of entrance on duty March 2, 1942

U. S. GOVERNMENT PRINTING OFFICE 10—1689

W.M.
E.R.G.

Miss Nance

Form 3613
June 1941

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

2-17-42

Maritime Commission

Washington, D.C.

The examination papers of each eligible named below are submitted herewith in connection with certificate No. L-16702 S-9 which was issued under date of 2-17-42 to cover - vacancies in the position of Shipyard Inspector , Washington, D.C.

UNITED STATES CIVIL SERVICE COMMISSION

By W.A.Millard

- - - -

SHIPYARD INSPECTOR (MACHINERY)
CAF-9

Construction Division
Inspection Section
Kearny, New Jersey

Richard O. Jenking
$3200

Under general supervision of the Principal or Senior Shipyard Inspector (Machinery) to conduct regular inspections of machinery installation work being carried on at the shipyard to determine that workmanship, methods of assembly and installation are in accordance with approved plans and contract requirements, referring only the most difficult problems to the superior; subject to general review of the Principal or Senior Shipyard Inspector, to prepare reports covering the progress of installation and construction; to maintain a daily log of observations outlining unsatisfactory methods and including criticisms, corrections and recommendations; to witness operating test and shop tests of boilers, machinery, piping, refrigerating equipment and other auxiliary machinery; to record and compare the results of these tests and investigations with approved specifications; individually to dispose of all but the most difficult problems in connection with construction and performance of marine machinery in accordance with contract requirements and specifications, and to perform related responsible investigation and inspection duties as required.

New Permanent Position
Prob. Appt. (Indef)
Effective 3/2/42

February 20, 1942

TO: Budget Officer

The following personnel recommendation has been received for consideration:

Nature of Action: **NEW POSITIONS**

Permanent

1	Shipyard Inspector (Machinery) CAF-9	$3200
	Construction Division	
	Inspection Section	
1-669	Kearny, New Jersey	

Federal Shipbuilding and Dry Dock Company

It is recommended the Commission approve the indefinite appointment of Richard O. Jenkins to fill the above CAF-9 vacancy, effective entrance on duty.

Please advise this office promptly on the duplicate copy attached, as to the availability of funds in this connection.

cws

BUDGET APPROVAL: NO. 6481

GRADE CAF-9 $ 3,200

DATE 2-25-42

ASST. BUDGET OFFICER

Guy E. Needham

Guy E. Needham, Director
Division of Personnel

Form 5211--Revised
Sept. 1940

1-669

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

1. City: Washington, D.C. Date: January 15, 1942
2. Nature of recommendation: Appointment
3. Name: JENKINS, Richard
4. Probable duration of employment: Permanent

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

JAN 20 1942

5.	From (present status)	To (proposed status)
Title		Shipyard Inspector (Machinery)
Grade		CAF-9
Salary		$3200
Division		Construction
Section		Inspection
Unit		Field
Station		Kearny, N.J. (Federal ~~Shipbuilding & DD~~ Co.)

6. Are travel expenses to be allowed? No Is transportation of household effects to be requested? No

7. Nature of position:
x New position.
☐ Additional identical position to that occupied by
☐ Similar position to that occupied by
☐ To fill vacancy left by
☐ To fill vacancy approved by Maritime Commission
☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

See description of duties for Shipyard Inspector (Machinery)

Name of supervisor: Geo. E. Nelson

FEB 26 1942

9. Justification for action:

Position necessitated by reason of conditions at this Yard necessitating this appointment

10. Signatures:

L. R. Sanford, Chief, Inspection Section

J. E. Schmeltzer, Director, Construction Division

H. L. Vickery, Commissioner

16-17841

UNITED STATES MARITIME COMMISSION

Washington

Personnel Questionnaire:

Pursuant to Section 201 (b), Merchant Marine Act of 1936, which reads as follows, each appointee is required to answer the questions listed below:

> "It shall be unlawful for any member, officer, or employee of the Commission to be in the employ of any other person, firm, or corporation, or to have any pecuniary interest in, or hold any official relationship with, any carrier by water, shipbuilder, contractor, or other person, firm association or corporation with whom the Commission may have business relations."

———— O ————

Questionnaire:

(1) Are you now in the employ of any person, firm or corporation other than a Governmental agency? ___Yes. ✓No.

(2) Have you any financial interest in any unit of the shipping industry? ___Yes. ✓No.

(3) Have you any official relationship with any unit of the shipping industry? ___Yes. ✓No.

(4) Are you related, by blood or marriage, to one who has any financial interest in or who holds any official relationship with any unit of the shipping industry? ___Yes. ✓No.

(If the answer to any of the above is "Yes", please attach hereto a brief statement of explanation.)

Richard C. Jenkins

Signature of Appointee

United States Maritime Commission

PERSONNEL INFORMATION

Date _____

The Division of Personnel maintains a file designed to assist in selecting employees for advancement or placing them in positions for which they have particular training or interest. For this purpose, as well as to complete general personnel records, the following information is required. This data will be brought up to date from time to time.

1. Name in full (Mr., ~~Miss~~, or ~~Mrs.~~) Jenkins (Last) Richard (First) Otis (Middle)

   If your name has ever been different from that stated above, give name or names formerly used: _____

2. Legal (voting) residence N.J. (State) 13 (Congressional Dist.) Union (County) Elizabeth (City)

3. Place of birth Elizabeth N.J. (State or Foreign Country) (City or Town) Date of birth Oct 26-1891 (Month, day, year)

4. Are you at present a member in any Reserve Organization of the Army, Navy, Marine Corps, or Coast Guard (Including National Guard or Naval Militia)? No (Yes or No) If answer is YES, supply the following data:
   1. Name of Service _____
   2. Class of Service _____
   3. Branch or Arm of Service _____
   4. Rank or Rating _____

5. Check any of the following skills which you possess or occupations in which you have had experience. Be sure that each check mark is justified and supported by statements as to educations and experience made in your Application for Employment.

Stenographic	Construction Inspector	Marine Surveyor	Legal
Statistical	Drafting	Vessel Operations ✓	Insurance
Typing	Bookkeeping	Administrative Asst.	Economist
General Clerical	Auditing	Terminal Operations	Teletype Operator
Filing	Purchasing	Regulation Examiner	Materials Inspector
Calculating Machine	Stock Keeping	General Research	Materials Engineer
Multigraph	Naval Architect	Traffic	Mimeographing
Photostat	Marine Engineer	Labor Relations	

Others _____

6. EDUCATION. Indicate years completed by circling the appropriate number:

Common School	High School	College or University	Major Subject	Degree & Year
1 2 3 4 5 6 7 8	1 2 3 4	1 2 3 4		
		1 2 3 4		

Other courses taken _____

7. What foreign languages can you use? (Specify the degree of ability in each - read, translate, write, speak) None

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

(Official Signature) Richard Otis Jenkins (First name, middle initial, and last name)

Present Address 486 F St S W Wash DC Telephone Number Re 3837

In Case of Emergency, Notify Mrs R Jenkins Relationship Wife

Address 486 F. St. S W. Wash DC Telephone Number Re 3837

JENKINS Richard O

Form No. 4570

SENT TO	DATE ISSUED	DATE RETURNED	SENT TO	DATE ISSUED	DATE RETURNED
Draine	7/21				
Ballard	9/18	9/16			
Kitemire	10/24	11/7			
Pleak	12/29	12/30			
Bullard	3/22	4/2			
Hurael	10/4	10/20			
Schmid	4/11/45	4/21/45			
Dr. Schmid	7/2/45	7/21/45			
Drake	2/17-47	2/21/47			
"	5-25-48	5-25-48			
Mann	5-26-48	8/20/48			
Sykes CSC	11/17/46	11/17/46			
Jones	1-5-57	2/7/57			

U. S. GOVERNMENT PRINTING OFFICE 460563

Jenkins, Richard O. LR
Ship Construction Section
Federal Shipbuilding and Dry Dock Co.
Kearny, N. J.

CAF-9 Shipyd. Inspl $3200

39 Comp St
Newark, NJ

resigned 2/5/43 cob
eff 2/27/43 - 2:45 pm
MC - 2/23/43

FORM NO. 5211-A

10

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Civil Service or Other Legal Authority

Name: Richard O. Jenkins — March 30, 1943

Through the Regional Director, Philadelphia

NATURE OF ACTION: Amendment to * Resignation - (Voluntary)

Effective Date: February 27, 1943 at 2:45 P.M.

	From	To
Position	Shipyard Inspector (Machinery)	
Grade and Salary	CAF-9 - $3200	
Division	Regional Construction Office	
Section	Ship Construction	
Branch	(Federal Shipbldg. and Dry Dock Co.)	
Unit		
Headquarters	Kearny, New Jersey	
Departmental or Field	Field	

Remarks:

Reason: To receive medical treatment and eventually go back to sea.

*Amended to show correct effective date as shown above, instead of March 27, 1943 at 2:45 P.M.

This action is subject to the provisions of paragraphs listed on the reverse side of this notification.

By direction of
United States Maritime Commission

RECEIVED APR 5 1943 Maritime Commission E.C. Regional Office Personnel

Approved: [illegible] — *DIVISION* [illegible]

THIS ACTION VOID UNLESS PERFORATED

Date of Birth 10-27-91

BUDGET APPROVAL

B. P. No. 12

$

Date

NATURE OF POSITION

New, Received

Additional Identical

M. C. Number

Vice

Reallocation Received

Duration of Position

M. C. Number

Date of Oath

Division 5211 No.

NO 2-23-43
Amend. 3-24-43
10
12

FORM NO. 5211-A

10

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Civil Service or Other Legal Authority

Name: Richard C. Jenkins February 25, 1943

Through the Regional Director, Philadelphia

NATURE OF ACTION: Resignation (Voluntary)

Effective Date: March 27, 1943 at 2:45 p. m.

	From	To
Position	Shipyard Inspector(Machinery)	
Grade and Salary	CAF-9 - $3200	
Division	Regional Construction Office	
Section	Ship Construction	
Branch	(Federal Shipbuilding and Dry Dock Co.)	
Unit		
Headquarters	Kearny, New Jersey	
Departmental or Field	Field	

Date of Birth 10-25-91

BUDGET APPROVAL

B. P. No.

$

Date

NATURE OF POSITION

New, Received

Additional Identical

M. C. Number

Vice

Reallocation Received

Duration of Position

M. C. Number

Date of Oath

Division 5211 No.

Remarks:

Reason: To receive medical treatment and eventually go back to sea.

This action is subject to the provisions of paragraphs listed on the reverse side of this notification.

By direction of
United States Maritime Commission

RECEIVED MAR 8 1943 U.S. Maritime Commission E.C. Regional Office Personnel

Approved:

DIVISION

THIS ACTION VOID UNLESS PERFORATED

Form 5211—Revised Sept. 1940

UNITED STATES MARITIME COMMISSION

FEB 18 1943

1235

PERSONNEL RECOMMENDATION

1. City: Philadelphia, Pennsylvania Date: February 18, 1943
2. Nature of recommendation: Resignation
3. Name: Richard O. Jenkins
4. Probable duration of employment:

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title	Shipyard Inspector (Machinery)	
Grade	C-F-9 MC-F-I-1084	
Salary	$3200	
Division	Regional Construction Office, East Coast	
Section	Ship Construction	
Unit	Federal Shipbuilding & Dry Dock Co.	
Station	Kearny, New Jersey	

6. Are travel expenses to be allowed? No Is transportation of household effects to be requested? No

7. Nature of position:
   - ☐ New position.
   - ☐ Additional identical position to that occupied by
   - ☐ Similar position to that occupied by
   - ☐ To fill vacancy left by
   - ☐ To fill vacancy approved by Maritime Commission.
   - ☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

EFFECTIVE DATE:

February
~~March~~ 27, 1943 at 2:45 P.M.
Last day of service - February 5, 1943

Please retain vacancy.

DA - 2/25/43
ED - 3/27/43

Name of supervisor:

9. Justification for action:

Mr. Jenkins is resigning to receive medical care. Attached is Form 670. It is recommended that this resignation be accepted w/o prejudice.

10. Signatures:

J. F. McInnis, Regional Director of Construction H. L. Vickery, Commissioner

16—17641

FEB 18 1943

1-35

UNITED STATES MARITIME COMMISSION
Personnel Section
Personnel Action Request

5211 Date _____ To _____ Date _____

By M&P Date 2-17

Name Richard O. Jenkins

Action Accept resig (w/o prej)

	From	To
Pos.#	1084	
Title	Shipyard Insp (Mech)	
Grade	CAF-9	
Sal.	3200	
Sect.	Ship Const	
Branch		
Unit	Federal SB & DD Co.	
Loc.	Kearny, N.J.	
Sup'r	D. S. Garrison	

Job Actions	Personnel Actions
Retain ✓	5211
P.A.R. Check BC - 2/17	P.A.R. Check LA
5211 Check	5211 Check LA
Pos. Auth:	Pers. Auth

REMARKS: Mr. J is resigning to receive medical care. Attached is Form 670. Ck is recommended that this resig be accepted w/o prej.

Last day of service 2-5-43
Effective Date: 3-17-43 at 2:45 P.M.

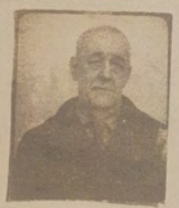
Pers. 5211 # _____

U. S. MARITIME COMMISSION
WAR SHIPPING ADMINISTRATION

The employee whose picture, signature and position appear hereon is authorized to exercise and perform the duties of his office in accordance with the laws of the United States and the regulations of the U. S. Maritime Commission or War Shipping Administration and his authority shall be respected accordingly.

E. S. Land

E. S. LAND
Chairman, U.S.M.C.
Administrator, W.S.A.



U. S. MARITIME COMMISSION

R. O. Jenkins

Shyd. Inspector

U S MARITIME COMMISSION
1015 Chestnut St.
Philadelphia 7, Pa.

fil

To: Mr. Warren Adams, Associate Director
Division of Personnel
U. S. Maritime Commission
Washington 25, D. C.

From: Personnel Section - Payroll Branch

Attached is Form 3005, Application for refund of Retirement Deductions, completed by Mr. Richard O. Jenkins.

Please furnish the U. S. Civil Service Commission, Retirement Division, with the required information as to total amount of deductions so that refund may be made to Mr. Jenkins.

cc: Mr. Richard O. Jenkins, 123 Tudor Place., Bronx 52, N. Y. C.

This copy is sent you for your information as to the disposition of your application for refund of retirement deductions. Retirement records are maintained in the Washington Office, and any inquiries regarding refund should be addressed to the Washington office, as above.

CC: Personnel File

RH
Title

Bronx 52 - N.Y.C.
June 28 - 1944

U. S. Maritime Comm.
Philada. Pa.

Dear Sirs:-

Please foward required information with enclosed Civil Service application for with drawel of retirement money.

Thanking you
Respectfully Yours.

Richard O Jenkins

123 - Tudor Place
Bronx 52 - N.Y.C.

File

May 21st 1944.
New York City 52-N.Y.

MAY 26 1944
M & F SEC.
Retirement Division

Civil Service Commission
Retirement Divison.
Washington. D.C.

RECD
MAY 23 1944
U.S.C.S.C.
COM. DIV.

U.S. CIVIL SERVICE COMM.
MAIL UNIT
M & F SEC.
Retirement Division

Dear Sir:-

I was employed by the Maritime Commission as a Machinery Inspector at Kearny. N.J. From March 1-1942 to Feb. 1943

During that time 3½ per cent for the portion of the time was deduced later 5 per cent. I would like to draw my retirement fund from the Civil Service.

Please send me forms also amount due.

Respectfully Yours
Richard O. Jenkins.
123- Tudor Place.
Bronx 52- N.Y.C
N.Y.

March 20, 1943

Warren Adams, Director
Division of Personnel
U. S. Maritime Commission
Washington, D. C.

Dear Mr. Adams:

Reference is made to our Form 5211, dated February 18, 1943, for the resignation of Mr. Richard O. Jenkins from the position of Shipyard Inspector (Machinery) at Federal Shipbuilding and Dry Dock Company, Kearny, New Jersey.

Through an inadvertency, the effective date of Mr. Jenkin's resignation was reported as March 27, 1943, at 2:45 P.M., although his terminal annual leave actually expired on February 27, 1943, at 2:45 P.M.

It will be appreciated if you will forward a revised Personnel Notification which reflects the proper effective date of Mr. Jenkin's resignation.

Very truly yours,

J. F. McInnis
Regional Director of Construction
East Coast

RHochfeld/MSP/lgl

February 13, 1943

To: Mr. H. Hochfeld
Chief, Personnel Section

From: Mr. J. Kirkpatrick
Chief, Ship Construction Section

Subject: Resignation - RICHARD O. JENKINS

Enc.(a): Resignations form dated 2-8-43 in duplicate

JENKINS, Richard
CAF-9
Shipyard Inspector (Machinery)
$3200

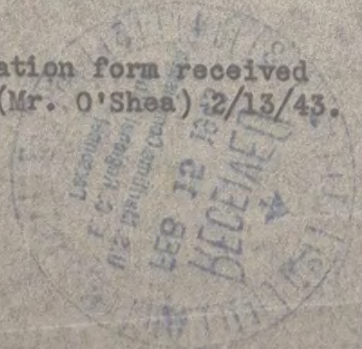
Federal Shipbuilding & Dry Dock Co.
Kearny, New Jersey

Resignation Forms dated February 8, 1943
Last day of service February 5, 1943

J. Kirkpatrick

J.Kirkpatrick.mc

Memo and resignation form received
by this office (Mr. O'Shea) 2/13/43.



FO[illegible]3106 COPY H

UNITED STATES MARITIME COMMISSION

TO: Mr. Joseph Bonner
Chief Machinery Inspector

FROM: Mr. D. G. Garrison
Principal Machinery Inspector

Subject: R. O. Jenkins
Shipyard Inspector (Machy.)

Attached hereto is signed resignation form for the subject employee.

According to our records, Mr. Jenkins is entitled to 13 days' Annual Leave which would end on February 20, 1943. Annual Leave slips covering this period have already been forwarded to you.

/s/ D. G. Garrison

D. G. Garrison

RECEIVED
FEB 1943
U.S. Maritime Commission
E. C. Regional Office
Personnel

OPO 16—8544

FORM 3106

UNITED STATES MARITIME COMMISSION

TO: Personnel Section

FROM: D. G. Garrison
Principal Machinery Inspector

Subject: R. O. Jenkins

Please be advised that the subject employee has resigned.

We are, therefore, returning his identification badge.

D. G. Garrison
Ex.

Last day C.O.B. Feb 5

RECEIVED
FEB 3 1943
U.S. Maritime Commission
E. C. Regional Office
Personnel

OPO 16—6544

FORM 3106

UNITED STATES MARITIME COMMISSION

TO: Files

FROM: M M

Please make up a personnel folder for him

OFO 16—6544

November 2, 1942

In reply please
refer to OD:EMR

Mr. Richard O. Jenkins
39 Camp Street
Newark, New Jersey

Dear Mr. Jenkins:

We have your letter of October 19, 1942, relative to your possible transfer to Baltimore, Maryland, from your present headquarters in Kearny, New Jersey.

While this office is sympathetic concerning the difficulties presented in your letter, such a transfer from Kearny to Baltimore would be entirely within the jurisdiction of the Regional Construction Office at Philadelphia. It is suggested that you write to Mr. J. F. McInnis, East Coast Regional Construction Director, 1015 Chestnut Street, Philadelphia, Pennsylvania, attention Mr. Hochfeld, explaining your situation in detail. We feel sure that every possible consideration will be given to assisting you in making the necessary personal adjustments.

A copy of your letter and of this reply are being forwarded to Mr. McInnis for his information.

Very truly yours,

Warren Adams

Warren Adams, Director
Division of Personnel

EReece:ntw

cc: Mr. McInnis

C
O
P
Y

Newark, N. J.

October 19th 1942

Chief of Personnel
Maritime Commission
Washington, D. C.

Dear Sirs:-

I am employed as a machinery inspector at Kearney, N. J.

I have requested a few times for a transfer to Baltimore, Maryland but have never received a very satisfactory reply.

The conditions at Kearny, N. J. are very satisfactory, and my only reason for wanting this transferr is due to the financial state which I am in.

Is it possible that the government will move my furniture here, which is in storage in Washington, D. C. to N. J. as it is costing me a great deal of expence and with other responsibilities, it is almost impossible to see my way clear living here in Newark, N. J. And to move furniture etc here I have not the means to do so, and if something can't be done I will lose all besides paying a balance on my furniture which is being paid monthly.

If some of the arrangements can be made along these lines due to the fact other government employees being located in Newark and their household goods etc transported by government expence.

I feel at this time it is only proper I be placed in the same class due to conditions.

Hoping I may be advised at an early date.

Respectfully yours,

/S/ Richard O. Jenkins
#39 - Camp St.
Newark, N. J.

EC-41

REGIONAL CONSTRUCTION OFFICE, EAST COAST
UNITED STATES MARITIME COMMISSION
Philadelphia, Pennsylvania

RESIGNATION FORM
(To be submitted in duplicate)

Copy

Do Not Fill In
L.D.S. 2/5/43
A.A.L. 17 days - 5 1/2 hrs.
E.D.S. 2/27/43 - 2:45 P.M.
Remarks

February 8, 1943
(Date)

To: Regional Director of Construction, East Coast
Philadelphia, Pennsylvania

Sir:

I hereby tender my resignation from the position of Shyd.Inspector (Machinery)

CAF-9 $3.2 (Grade and Salary), at Kearny, N.J. (Station), for the following reasons:*

To receive medical treatment and eventually go back to sea.

The last day of my actual duty is to be close of business February 5, 1943.

It is requested that terminal annual leave be paid me beyond that date.

(Signed) Richard O. Jenkins
(Signature)

39 Camp St., Newark, N. J.
(Mailing Address)

It is recommended that this resignation be accepted (without) (~~with~~) prejudice.

This employee (is) (~~is not~~) recommended for further government employment.

Remarks:

The subject employee requires medical attention.

D. G. GARRISON (Signed)
Principal Machinery Inspector

J. Kirkpatrick
Chief, Ship Construction Section
(Signature of Section Chief)

Regional Construction Office Acceptance of Resignation as Recommended: Yes ___ No ___

Remarks:

Regional Director of Construction

U.S. Maritime Commission Acceptance of Resignation as Recommended: Yes ___ No ___

Remarks:

Director, Division of Personnel

*If you are accepting other Federal employment give name of Agency and the date you are to enter on duty there.

no information in folder

PERSONNEL QUESTIONNAIRE
(MILITARY)

1. Name: Richard O Junkins

2. Home Address: 39 Camp St. Newark. N.J.

3. Marital Status: (Circle which applies)
1. (Married) 2. Single 3. Widowed 4. Divorced

4. If married, is wife employed: ("Yes" or "No") No.

5. Dependents: (State relationship and whether wholly or partially dependent)

	Relationship	Wholly or Partially
1.	Wife	Wholly.
2.		
3.		
4.		
5.		

6. Have you registered under the Selective Training and Service Act? (Answer "Yes" or "No") Yes.

7. If so, give Local Board number and location:
Polo Place Newark N.J.

8. Give home address registered with Local Board
39 Camp St Newark. N.J.

9. If registered have you filed your Selective Service Questionnaire? (Answer "Yes" or "No") No

10. Have you received notice of your classification? (Answer "Yes" or "No") No

11. (a) If so, state classification assigned and expiration date, if any:
(1) Class _____ (2) Expires _____

(b) If not, notify this Division of Class and Expiration Date as soon as assigned.

Date: Sept 4 1942 Signature: Richard O Junkins

NOTE: If there is any subsequent change in your classification you are required to notify immediately (by memorandum) the Division of Personnel through the Director of your Division.

Receipt form not completed

UNITED STATES MARITIME COMMISSION

Date:_____

Personnel Section
Regional Construction Office, East Coast
U. S. Maritime Commission
1015 Chestnut Street
Philadelphia, Pennsylvania

This is to signify that I have received this date U. S. Maritime Commission Identification Pass showing my photograph and my signature.

Name:_____

Title on Pass:_____

Section or
Shipyard:_____

Badge returned

STANDARD FORM NO. 64

Mr. Eckert

Office Memorandum • UNITED STATES GOVERNMENT

TO : E.G. Montgomery, Chief, Division of Personnel Management, Washington, D.C. Att: G.R. Griffiths DATE: June 16, 1948

FROM : L.F. Nichols, Chief, Atlantic Coast Branch, Personnel Management Division - New York

SUBJECT: Richard O. Jenkins

We have given careful consideration to your memorandum of June 10th on the subject employee. We have no record whatsoever that Mr. Jenkins ever appeared at this office or applied for restoration from furlough. The only information that we do have on Mr. Jenkins is the Washington file which was sent to us. We do not have a Philadelphia file as Mr. Jenkins was not an active employee at the time that we took over personnel then on duty at the Regional Construction Office.

The only information that we find in the Washington file is that Mr. Jenkins resigned voluntarily to receive medical treatment and eventually go back to sea. We have no further evidence that he ever had gone back to sea nor do we have any indication that he is in possession of a Certificate of Continuous Service.

It is doubtful if he is entitled to restoration from furlough that he could return and "bump" a Machinery Inspector, CAF-9 on the east coast as the only two men we have left are both A1's, one with twenty-three retention credits and the other with twenty-four retention credicts. If it is found that he does have the satisfactory Certificate of Continuous Service, and that he is entitled to restoration, it would then appear that some other position would have to be developed for which he is qualified.

I would assume that you might be able to determine from the Merchant Marine Record Section in Washington as to whether or not the Certificate of Continuous Service was issued to him. We regret that we do not have any information whatever in our files concerning this employee other than his Washington file which we are sending to you for your review.

Attachment

E.G. Montgomery, Chief, Division of Personnel Management,
Washington, D.C. Att: G.R. Griffiths June 16, 1948

L.F. Nichols, Chief, Atlantic Coast Branch,
Personnel Management Division - New York

Richard O. Jenkins

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Attachment

L. F. Nichols, Personnel Officer
New York, New York
Chief, Personnel Management Division

June 10, 1948

Richard O. Jenkins

Mr. Richard O. Jenkins who was formerly employed as Shipyard Inspector (Machinery), CAF-9, Kearny, New Jersey has made recent inquiry to this office concerning his eligibility for restoration from furlough.

According to our records this employee was separated by voluntary resignation effective March 27, 1943 at which time he gave as his reason "to receive medical treatment and eventually go back to sea." Mr. Jenkins is at present a temporary employee out of Washington and his wife has contacted us in an attempt to explain the situation. However, in our discussion with her we have had difficulty in explaining the technicalities of restoration from furlough and the requirements thereunder.

Since Mrs. Jenkins has indicated that her husband originally applied through your office for restoration it is requested that you investigate your records to determine what action was taken. We are not at all certain that this former employee has restoration rights since it has not yet been established whether he resigned to take medical treatment or to enter the Maritime Service. In addition we also need to know the dates and extent of Merchant Marine service, if he secured a certificate of satisfactory service, and the dates concerning his application for restoration.

It is our impression from Mrs. Jenkins that her husband is in need of a stable position and it will be appreciated if you will enlighten us as to the full extent of this mans rights, if any, so that we may inform him or his wife.

Attached for your information is the file of Mr. Jenkins.

George R. Griffiths, for
E. G. Montgomery, Chief
Personnel Management Division

Attachment

AMEckert:dt

cc: Personnel File
Reading File
Section Reading File

May 28, 1948

Mr. Richard O. Jenkins
2912 Second Street, S. E.
Washington, D. C.

Dear Mr. Jenkins:

In connection with your recent visit to this office regarding reemployment we have been unable to determine the extent of your restoration rights due to lack of proper information.

In order to alarify your case it is suggested that you discuss it with Mr. Eckert of this office either by phone, EXecutive 3340, Extension 731, or interview, Room 2510, Tempo "Y" Building, 14th and Pa. Avenue, N. W., at your convenience. It is our desire to assist you in this matter to your best advantage.

Very truly yours,

William Kerr Bassett, for
E. G. Montgomery, Chief
Personnel Management Division

AWEckert/df

cc: Personnel File
Reading File

Jenkins, Richard O. DATE RECD 5-26-58

LETTER APPLICATION x
for Restoration
MISC.__

ADDRESSED TO: USMC FROM: Jenkins

Subject:Application of Restoration after Merchant Marine service.

REFERRED TO: Eckert DATE 5-26-48

REMARKS BY PERSONNEL TECHNICIAN OR DIVISION:

ANSWERED: DATE

1- Did he resign to enter
the mm or to enter hosp.

2- When did he enter mm

3 - " " " leave " "

4- Date of mil. Serv.

5- Ct. of serv.

6- has he applied to ny.

UNITED STATES MARITIME COMMISSION
PERSONNEL MANAGEMENT DIVISION

5-26 1948

TO	FROM
Mr. Montgomery, Chief	
Mr. Miller, Asst. Chief	
Miss Borek, Adm. Asst.	
Mr. Bassett, Chief, Employment	
Mr. Griffiths, Asst. Chief, Emp.	
Mrs. Hilligoss, Employment	
Mr. Adams, Employment	
Miss Tillman, Employment	
Mrs. Jones, Employment	
xx Mr. Eckert, Employment	
Miss Mann, Employment	xx
Mr. Hochfeld, Chief, Class-Org.	
Mr. Kent, Asst. Chief, Class-Org.	
Mr. Andersen, Classification	
Mr. Meng, Classification	
Mr. Ormasa, Classification	
Mrs. Pillars, Classification	
Mrs. McGrath, Classification	
Mr. Hockman, Classification	
Mrs. Martino, Chief, Appts.	
Mrs. Henes, Files	
Mrs. Sacrey, Records & Processing	
Mr. Lee, Records & Processing	

REMARKS

You may have talked with this man before. He was in Tuesday and while it was difficult to gather just what he wanted, he seemed to think he should be given preference for reemployment because of his sea service. He said he had never filed application for restoration so I suggested he do so, even tho, as I told him, I didn't think he had reemployment rights. He has also filed for the Fleet examinations and can't understand why he isn't employed at once - again because of his service. I told him I'd pass his case on for consideration and he would hear from us.

Pers. Form 45-1
(March 1945)

APPLICATION FOR RESTORATION

AFTER MILITARY, NAVAL, OR MERCHANT MARINE SERVICE

Date Rec'd. in Pers.

NAME (Last, first, middle initial) (4330-07146)
Jenkins Richard Otis

PRESENT ADDRESS (Number, street)
2912 - Second St S.E.

(City) (State) Telephone No.
Wash. 20 D.C Atlantic 4066

If you wish to be considered for a type of position different from the one you left, indicate the type of work you desire:
Asst Engineer Shipkeeper Engine
merchant Marine Service Eng.
Operating Eng. Air + Refg. Eng.

INSTRUCTIONS

1. Application for restoration must be made within 90 days of discharge or release from active duty (or from hospitalization).
2. Answer all questions in full to facilitate your restoration with full protection of your rights.
3. Attach the original or a copy of your honorable discharge, certificate of satisfactory service, etc.
4. You will be reinstated within 30 days of the receipt of this application unless a longer period is arranged by mutual consent.

ARMED SERVICE INFORMATION (Use other side if more space is needed)

Branch of service	Rank	Date of entrance	Date of separation	Nature of discharge
W.S.M.M. C (E) W.S.C.G.	Ensign Lieut [illegible]	1944		1947

	Service Schools Attended	Type of Training or Course	Date Began	Date Ended
1.	U.S.M.S. Diesel School	Milwaukee Wisconsin Diesel	Do not have correct	
2.	Nordberg Propulsion Machinery		dates.	
3.	aboard C1-a	+ C1 M-a V1		

Other training or experience received since entry into military service applicable to a civilian position (describe nature and amount):
Completed the Course for M.M. officers at the U.S. Maritime Service Diesel School: Milwaukee Wisconsin, & U.S.M.S. Training Ship Cape Isis New York City March 26 - 1945 Lieut Comdr. U.S.M.S. Have Certificate of Graduation 95 rating. Hold Chief Eng. license 5th issue any waters unlimited tonnage

Have you incurred any disability? [+] Yes [ ] No If so, indicate nature:
Peace time disability while serving in Navy
10 per cent disability Loss of middle half finger right hand

Attached is:
- [ ] Honorable discharge certificate
- [ ] Certificate of satisfactory service
- [ ] Army

Best discharge certificate has been sent to Board of W.S.C.G. Examiners U.S.M.S. Commission Base Norfolk Va

Do you want this document returned to you?
[ ] Yes [ ] No

Signature
Richard O. Jenkins

Date
May 26 1948

14-2638 with an application filed with them for a mt has not been returned.

May 26 1948

Ship sold in Manila P.I. W.S. Maritime Com. sent back as Workaway, released Jan 9 - 1947 1944
Lykes Bros. S.S.Co. San Francisco W.S. M.C.
one month later on my return to
Wash. D.C applied to General agents
have applications in for positions in
the W.S. Gov - Service up until date
have not been reinstated for work.
applications in Naval Gun Factory
Wash D.C Bureau of Standards
Fleet Engineer at Norfolk Va. also
Beaumont Texas Public Bldgs
Branch & the National Gallery of
art. From 1941 until 1947 I
served in the W.S. M.S. W.S.M.C
W.S. Coast Guard up until date
have not been reinstated or
have a position since Jan 1947
to May 1948 & applied Sept 1946
for work.
Chief Eng Diesel Richard D. Jenkins
5th issue 2912 - 2 St NE
any waters unlimited tonnage Wash 20. D.C.

May 5, 1948

Mr. Richard O. Jenkins
2912 2nd Street, S. E.
Washington, D. C.

Dear Mr. Jenkins:

In accordance with the telephone request from Mrs. Jenkins, we are enclosing Announcement No. 14-38-1 together with the necessary forms to be filed for examination for probational appointments to positions in our Beaumont Reserve Fleet, Beaumont, Texas.

We wish to call your attention to the closing date, May 10, 1948, and urge you to file your application immediately if you are eligible for any of the positions listed in the announcement.

Very truly yours,

William Kerr Bassett for
E. G. Montgomery, Chief
Personnel Management Division

Enclosures

Personnel Files
Reading File

25, D. C.

February 18, 1947

Board of U. S. Civil Service Examiners
Army Map Service
6500 Brooks Lane
Washington 16, D. C.

Gentlemen:

Reference is made to your questionnaire dated February 13, 1947, concerning Mr. Richard O. Jenkins.

Mr. Jenkins was appointed by the Maritime Commission March 2, 1942 as a Shipyard Inspector (Machinery), CAF-9, $3200 per annum, Regional Construction Office, Federal Shipbuilding and Dry Dock Company, Kearny, New Jersey, which position he resigned voluntarily to receive medical treatment and eventually go back to sea, February 27, 1943.

His efficiency rating for the period March 2, 1942 to March 31, 1942 was "Good." There is nothing in his file that would indicate information of a derogatory nature.

Last day 2/15/43
a/26/47

Very truly yours,

William Kerr Bassett for
E. G. Montgomery, Director
Personnel Management Division

MDrake/dh

cc: Personnel File
Reading File

Form approved.
Budget Bureau No. 50-R057.

UNITED STATES CIVIL SERVICE COMMISSION

CONFIDENTIAL INQUIRY — TRADES AND SKILLED OCCUPATIONS

13 February 1947

U. S. Maritime Commission

Washington, D. C.

ATTENTION: Personnel Office

Richard O. Jenkins is an applicant for the position of operator-mechanic (air condition). It is understood that you have knowledge of his character, qualifications, and fitness for the position he seeks. The Commission therefore requests that you complete this form, answering all the questions below and on the reverse as fully and as specifically as possible. The information you furnish will be treated as confidential, and is for the inspection and scrutiny of the Commission and of the Department to which the applicant's name may be certified. It will be appreciated if this form is filled out *immediately* upon its receipt and returned at once in the enclosed self-addressed envelope which requires no postage.

BOARD OF U.S. CIVIL SERVICE EXAMINERS
ARMY MAP SERVICE
6500 BROOKS LANE
WASHINGTON 16, D.C.

STATEMENT OF PERSON TO WHOM THIS INQUIRY IS ADDRESSED

1. APPLICANT'S TRADE OR OCCUPATION	2. LENGTH OF SERVICE AT TRADE OR OCCUPATION
Shipyard Inspector (Machinery)	YEARS MONTHS

3. IS HE NOW EMPLOYED?	(A) IF "YES," GIVE COMPANY OR FIRM, AND ADDRESS
☐ YES ☐ NO	

(B) PRESENT TRADE OR OCCUPATION	(C) SALARY

4. HAVE YOU EVER EMPLOYED OR WORKED WITH APPLICANT?	(A) IF "YES," GIVE COMPANY OR FIRM, AND ADDRESS	(B) DATE
☐ YES ☐ NO		FROM: TO:

(C) IS APPLICANT SPECIALLY QUALIFIED IN ANY PARTICULAR BRANCH OF THE TRADE IN WHICH HE IS SEEKING EMPLOYMENT?	(D) IF "YES," GIVE BRANCH
☐ YES ☐ NO	

5. CHECK THE QUALIFYING TERM WHICH MOST NEARLY EXPRESSES YOUR OPINION AS TO APPLICANT'S ABILITY IN THE TRADE OR OCCUPATION IN WHICH HE SEEKS TO BE EMPLOYED:

	OUTSTANDING	GOOD	SATISFACTORY	POOR
SKILL				
CAREFULNESS				
INDUSTRY				
EFFICIENCY				

6. PLEASE CHECK THE QUALIFYING TERM WHICH MOST NEARLY EXPRESSES YOUR OPINION WITH RESPECT TO THE APPLICANT'S CHARACTER AND REPUTATION:

☐ OUTSTANDING ☐ GOOD ☐ SATISFACTORY ☐ POOR

7. WOULD YOU EMPLOY HIM IN A POSITION OF THE KIND HE SEEKS?	8. ARE YOU RELATED TO APPLICANT?	(A) IF "YES," STATE RELATIONSHIP
☐ YES ☐ NO	☐ YES ☐ NO	

16—48365-2

(OVER)

Form 1800 a
(May 1946)

Form approved.
Budget Bureau No. 50-R057.

UNITED STATES CIVIL SERVICE COMMISSION

CONFIDENTIAL INQUIRY—TRADES AND SKILLED OCCUPATIONS

13 February 1947

U. S. War Shipping Administration

Washington, D. C.

ATTENTION: Personnel Office

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BOARD OF U.S. CIVIL SERVICE EXAMINERS
ARMY MAP SERVICE
6500 BROOKS LANE
WASHINGTON 16, D.C.

STATEMENT OF PERSON TO WHOM THIS INQUIRY IS ADDRESSED

1. APPLICANT'S TRADE OR OCCUPATION		2. LENGTH OF SERVICE AT TRADE OR OCCUPATION YEARS MONTHS
3. IS HE NOW EMPLOYED? ☐ YES ☐ NO	(A) IF "YES," GIVE COMPANY OR FIRM, AND ADDRESS	
(B) PRESENT TRADE OR OCCUPATION		(C) SALARY
4. HAVE YOU EVER EMPLOYED OR WORKED WITH APPLICANT? ☐ YES ☐ NO	(A) IF "YES," GIVE COMPANY OR FIRM, AND ADDRESS	(B) DATE FROM: TO:
(C) IS APPLICANT SPECIALLY QUALIFIED IN ANY PARTICULAR BRANCH OF THE TRADE IN WHICH HE IS SEEKING EMPLOYMENT? ☐ YES ☐ NO	(D) IF "YES," GIVE BRANCH	

5. CHECK THE QUALIFYING TERM WHICH MOST NEARLY EXPRESSES YOUR OPINION AS TO APPLICANT'S ABILITY IN THE TRADE OR OCCUPATION IN WHICH HE SEEKS TO BE EMPLOYED:

	OUTSTANDING	GOOD	SATISFACTORY	POOR
SKILL				
CAREFULNESS				
INDUSTRY				
EFFICIENCY				

6. PLEASE CHECK THE QUALIFYING TERM WHICH MOST NEARLY EXPRESSES YOUR OPINION WITH RESPECT TO THE APPLICANT'S CHARACTER AND REPUTATION:

☐ OUTSTANDING ☐ GOOD ☐ SATISFACTORY ☐ POOR

7. WOULD YOU EMPLOY HIM IN A POSITION OF THE KIND HE SEEKS? ☐ YES ☐ NO	8. ARE YOU RELATED TO APPLICANT? ☐ YES ☐ NO	(A) IF "YES," STATE RELATIONSHIP

FORM 3106

10-21-43.

UNITED STATES MARITIME COMMISSION

TO: Mr. Warren Adams, Associate Director
Division of Personnel
U. S. Maritime Commission
Washington 25, D. C.

FROM: Personnel Section - Payroll Branch

Attached is Form 3005, Application for refund of Retirement Deductions, completed by Mr. Richard O. Jenkins.

Please furnish the U. S. Civil Service Commission, Retirement Division, with the required information as to total amount of deductions so that refund may be made to Mr. Jenkins.

Form 3005 forwarded to U S Civil Service Commission on July 6, 1944.

JUL 3 1944

0F0 16—6544

AMENDMENT

Separation - Resignation - Approved 2-23-43				Effective
Richard O. Jenkins	Shipyard Inspector (Machinery) Regional Construction Office Ship Construction Section Kearny, N. J.	CAF-9	$3200	2-27-43 at 2:45 P.M. instead of 3-27-43 at 2:45 P.M.

Last day of actual service - February 5, 1943

To receive medical treatment and eventually go back to sea.

10-25-91
LR

MAR 24 1943
U.S. Maritime Commission
Division of Personnel
Washington, D. C.

MAR 25 1943

Approved for the Commission
Date: MAR 24 1943
Warren Adams
Director, Division of Personnel

3-23-43 ab

UNITED STATES MARITIME COMMISSION
REGIONAL CONSTRUCTION OFFICE
EAST COAST
JEFFERSON BUILDING, 1015 CHESTNUT STREET
PHILADELPHIA, PA.

March 20, 1943

Warren Adams, Director
Division of Personnel
U. S. Maritime Commission
Washington, D. C.

Dear Mr. Adams:

Reference is made to our Form 5211, dated February 18, 1943, for the resignation of Mr. Richard O. Jenkins from the position of Shipyard Inspector (Machinery) at Federal Shipbuilding and Dry Dock Company, Kearny, New Jersey.

Through an inadvertency, the effective date of Mr. Jenkin's resignation was reported as March 27, 1943, at 2:45 P.M., although his terminal annual leave actually expired on February 27, 1943, at 2:45 P.M.

It will be appreciated if you will forward a revised Personnel Notification which reflects the proper effective date of Mr. Jenkin's resignation.

Very truly yours,

J. F. McInnis
Regional Director of Construction
East Coast



SEPARATION - RESIGNATION

				Effective
Richard O. Jenkins	Shipyard Inspector (Machinery) Regional Construction Office Ships Construction Section Kearny, N. J.	CAF-9	$3200	3-27-43 at 2:45 P.M. ✓ 10-25-91

Last day of actual service - February 5, 1943

2-22-43 ab

Newark. N. J.
Oct 19th 1942

File

Chief Of Personnel.
Maritime Commission.
Washington, D. C.

November 2, 1942

In reply please
refer to OD:EMR

Richard C. Jenkins Jr

Mr. Richard C. Jenkins
39 Camp Street
Newark, New Jersey

employed as a machinery inspector

Dear Mr. Jenkins: Kearney. N. J.

We have your letter of October 19, 1942, relative to your possible transfer to Baltimore, Maryland, from your present headquarters in Kearny, New Jersey.

for a transfer to Baltimore, Maryland

While this office is sympathetic concerning the difficulties presented in your letter, such a transfer from Kearny to Baltimore would be entirely within the jurisdiction of the Regional Construction Office at Philadelphia. It is suggested that you write to Mr. J. F. McInnis, East Coast Regional Construction Director, 1015 Chestnut Street, Philadelphia, Pennsylvania, attention Mr. Hochfeld, explaining your situation in detail. We feel sure that every possible consideration will be given to assisting you in making the necessary personal adjustments.

A copy of your letter and of this reply are being forwarded to Mr. McInnis for his information.

Very truly yours,

Warren Adams

Warren Adams, Director
Division of Personnel

EReece:ntw
cc: Mr. McInnis

but I am satisfactory, replies

Philadelphia, Penn. 1015 Chestnut St. Philadelphia, Penn.

are

for wanting this transfer is due to the personal state which I am in

Is it possible that the goverment will move my furniture here, which is in storage in Washington. D.C to N.J.

as it is costing me a great deal of effence and with other responsabliea, it is almost impossible to see my way clear living here in Newark. N.J.

And to move furniture etc here I have not the means to do so, and if something cant be done. I will lose all besides paying a advance on my furniture

Newark. N. J
Oct 19th 1942

Chief Of Personnel.
Maritime Commission.
Washington. D.C.

Jenkins, Richard O.

Dear Sirs:-

I am employed as a machinery inspector at Kearney. N. J.

I have requested a few times for a transfer to Baltimore, Maryland but have never received a very satisfactory reply.

The conditions at Kearny. N. J. are very satisfactory, + my only reason for wanting this transfer, is due to the finmacial state which I am in.

Is it possible that the Government will move my furniture here, which is in storage in Washington. D.C to N. J. as it is costing me a great deal of effence and with other responsabilies, it is almost impossible to see my way clear living here in Newark. N. J.

And to move furniture etc here I have not the means to do so, and if something cant be done. I will lose all besides paying a balance on my furniture

which is being paid monthly.

If some of the arrangements can be made along these lines due to the fact athey Goverment employees being located in Newark and their household goods etc transported by Government effence. I feel at this time it is only proper I be placed in the same class due to conditions.

Hoping I may be advised at an early date.

Respectfully Yours.
Richard O. Jenkins
39- Camp St.
Newark. N. J.

Personnel

UNITED STATES MARITIME COMMISSION
Federal Shipbuilding and Dry Dock Company
Kearny, N. J.

April 21, 1942
File Ref. P18 (I)- 3917

Inspection Section, Production Division
United States Maritime Commission
Washington, D. C.

Subject: Application for Leave
Richard O. Jenkins

Enc. (A) Application for Sick Leave
One (1) day

Gentlemen:

Enclosure (A), Application for one day sick leave, beginning April 20 and ending April 20, 1942, is forwarded herewith for approval.

Very truly yours,

George E. Nelson

George E. Nelson
Principal Machinery Inspector

FDT
Enc.

cc: Inspection (3)

Fed. S. P

GENERAL FILE

FORM 3106

UNITED STATES MARITIME COMMISSION

4-14-42

TO: Mr. W. H. Blakeman
Inspection Section
Division of Construction

FROM:
Miss Martha Nance
Division of Personnel

Mr. Richard O. Jenkins, Shipyard Inspector (Machinery), CAF-9, $3200 per annum, who is now stationed at Kearny, New Jersey, has indicated to this office his desire to secure a transfer to Baltimore, Maryland.

Mr. Jenkins' home is in Washington, D. C. and since his wife is in ill health he is interested in being located as near as possible to Washington.

o-r-o 16—6544

7

April 7, 1942

FOR THE RECORDS

Mr. Richard O. Jenkins, Shipyard Inspector (Machinery), CAF-9, $3200 per annum, is now stationed at Kearny, New Jersey. Mr. Jenkins' home is in Washington, D. C. He advises that his wife is in ill health and for this reason, he would like to secure a transfer to Baltimore, Maryland, so that he may be nearer home.

File

March 14, 1942

U. S. Civil Service Commission
Washington, D. C.

Attention: Certification Division

Gentlemen:

The following forms are transmitted in connection with the appointment of:

Name:	**Richard O. Jenkins**
Title and Grade:	**Shipyard Inspector (Machinery) CAF-9**
Duration:	**Permanent Appointment**
Effective:	**March 2, 1942**
Duty Station:	**Kearny, New Jersey**
Civil Service Authority:	**Cert. No. 16702 S9**

(x) Declaration of Appointee
(x) Medical Certificate
(x) Fingerprint Chart or Letter
( ) Proof of date of birth
(It is requested that original proof be returned to this office after it has served its purpose)
( ) Proof of date of birth to be submitted later.
(x) Form 8

Very truly yours,

Guy E. Needham, Director
Division of Personnel

bg

Rec'd

UNITED STATES MARITIME COMMISSION
Federal Shipbuilding and Dry Dock Company
Kearny, N. J.

19

March 11, 1942

Mr. Guy E. Needham
Director, Division of Personnel
U. S. Maritime Commission
Washington, D. C.

Subject: Medical Certificate

Dear Mr. Needham:

This is to advise you that my Medical Certificate was mailed to your office on Monday, March 9, 1942.

Very truly yours,

Richard O. Jenkins.

Richard O. Jenkins
Machinery Inspector

FDT

March 9, 1942

Mr. Richard O. Jenkins
Machinery Inspector
U. S. Maritime Commission
c/o Federal Shipbuilding and Dry Dock Company
Kearny, New Jersey

Dear Mr. Jenkins:

Reference is made to your appointment in this Commission as Shipyard Inspector (Hull) CAF-9, $3200 per annum, which was effective March 2, 1942. As yet this office has not received copy of your Medical Certificate. This Certificate must be approved by the Civil Service Commission before your name can be entered on the payroll.

For your convenience another form is attached. Please return it to this office immediately.

Very truly yours,

Guy E. Needham, Director
Division of Personnel

Attachment
HMPoole/cws

OK to release check if he is working check can't be held on this medical certificate

March 4, 1942

To: Mr. Van Riper
Mr. Turner
Miss Schram
Miss Escherich
Mr. McKeown

From: L. R. Sanford
Chief, Inspection Section

Subject: Personnel - New Appointment

Jenkins, Richard O.
Machinery Inspector
CAF-9
$3200

Federal Shipbuilding and Dry Dock Company
Kearny, New Jersey
Reported 3/2/42

(Sig)

L. R. SANFORD

L. R. Sanford
Chief, Inspection Section

WD60 14 SER 1 EXTRA

WUX WASHINGTON DC MAR 3 941A

U S MARITIME COMMISSION INSPECTION SECTION CONSTRUCTION DIV

MR RICHARD O JENKINS REPORTED FOR DUTY MARCH 2ND AS SHIPYARD INSPECTOR MACHINERY

G E NELSON PRINCIPAL MACHINERY INSPECTOR FEDERAL SHIPBLDG AND DRYDOCK KEARNY.

9/XXXX 1005A

2

Fed S.-P

GENERAL FILE

3 cwr

WESTERN UNION

WESTERN UNION

WESTERN UNION

WD62 14 SER 1 EXTRA

WASHINGTON DC MAR 3 951A

U S MARITIME COMMISSION

DIVN OF PERSONNEL GUY E NEEDHAM

MR RICHARD O JENKINS REPORTED FOR DUTY MARCH 2ND AS SHIPYARD INSPECTOR MACHINERY

G E NELSON PRINCIPAL MACHINERY INSPECTOR

FEDERAL SHIPBLDG AND DRYDOCK KEARNY.

1005A

2.

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		ORDINARY	
DAY LETTER		URGENT RATE	
SERIAL		DEFERRED	
NIGHT LETTER		NIGHT LETTER	
SPECIAL SERVICE		SHIP RADIOGRAM	

Patrons should check class of service desired, otherwise the message will be transmitted as a telegram or ordinary cablegram.

WESTERN UNION

1214-C

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

CHECK
ACCOUNTING INFORMATION
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

To GUY E NEEDHAM DIR DIV OF PERSONNEL MARCH TWO 1942

Street and No. U S MARITIME COMMISSION

Place WASHINGTON D C

MR RICHARD O JENKINS REPORTED FOR DUTY MARCH TWO AS SHIPYARD INSPECTOR (MACHINERY)

GEORGE E NELSON

CONFIRMATION

PRINCIPAL MACHINERY INSPECTOR

Sender's address for reference

TELEGRAPH BIRTHDAY GREETINGS—25c TO ANY WESTERN UNION POINT IN U. S.

Sender's telephone number

UNITED STATES MARITIME COMMISSION
Federal Shipbuilding and Dry Dock Company
Kearny, N. J.

Personnel

March 2, 1942
File Ref. P16-(I)-3712

Inspection Section, Construction Division
United States Maritime Commission
Washington, D. C.

Subject: Mr. Richard O. Jenkins
Shipyard Inspector (Machinery)
REPORTING FOR DUTY

Enc. (A) Copy of our telegram of March 2.

Gentlemen:

Confirming enclosure,(A) Mr. Richard O. Jenkins, reported to this office today, Monday, March 2, 1942, for duty as Shipyard Inspector (Machinery).

Very truly yours,

George E. Nelson

George E. Nelson
Principal Machinery Inspector

FDT

Enclosure

cc: Inspection (3)

Fed. S. - P

GENERAL FILE

February 27, 1942

Mr. George E. Nelson
Principal Machinery Inspector
U. S. Maritime Commission
c/o Federal Shipbuilding and Dry Dock Company
Kearny, New Jersey

Dear Mr. Nelson:

This will introduce Mr. Richard O. Jenkins who has been appointed to a position as Shipyard Inspector (Machinery) CAF-9, $3200 per annum, Construction Division, Inspection Section, for assignment to duty at Kearny, New Jersey in the Federal Shipbuilding and Dry Dock Company, effective entrance on duty.

Mr. Jenkins has executed all appointment forms in the Washington office. He is to take the Oath of Office the day he reports for duty. Please indicate on the Oath the date of entrance on duty, have it properly notarized, and return it direct to this office.

Very truly yours,

Guy E. Needham, Director
Division of Personnel

Attachment
HMPoole/cws

February 27, 1942

U. S. CivilService Commission
Washington, D. C.

Sir:

This letter will be presented to you by Richard O. Jenkins who has been appointed to a position in this Commission, in order that you may make the necessary fingerprint chart record.

Please forward fingerprint record to the United States Maritime Commission, Washington, D. C.

Very truly yours,

Guy E. Needham

Guy E. Needham, Director
Division of Personnel

Shipyard Inspector (Machinery) CAF-9
Kearny, New Jersey

Permanent-Indefinite from Certificate

February 4, 1942

United States Civil Service Commission
Washington, D. C.

Attention: Mr. L. C. Dodd

Gentlemen:

Attached is application form 8 executed by Mr. Richard O. Jenkins who has been given ratings in the Shipyard Inspector (Machinery) examination of 81.50 for the Principal, and 84.50 for the Senior grades.

Mr. Jenkins was recently certified to this Commission on certificates M-28268 and M-28256, which were issued for filling the positions of Senior Shipyard Inspector (Machinery), and Principal Shipyard Inspector (Machinery) respectively.

Mr. Jenkins has advised that he is available for appointment as Shipyard Inspector (Machinery), CAF-9, $3200 per annum, and we are anxious to effect his appointment to that position. It will, therefore, be appreciated if Mr. Jenkins application is rerated for the CAF-9 grade and his name certified to us if possible.

Very truly yours,

Guy E. Needham, Director
Division of Personnel

Attachment

WAdams:hwm

2/7 Cancel c/c to preparing

Form 1992a (C.S.C.)
May 1941

This is a letter of inquiry and NOT an offer of appointment.

January 26, 1942

Certificate No. MN

Position: Shipyard Inspector
(Machinery)
Place: Kearny, New Jersey

Kind of appointment:
Probational-Indefinite
Salary: $3200 per annum
Probable duration:
For duration emergency.

Mr. Richard O. Jenkins
486 F Street, S. W.
Washington, D. C.

Dear Sir:

You have been certified by the Civil Service Commission as eligible for the employment described below. Fill out the "Availability Statement" below indicating whether or not you would accept this position if offered and return the entire letter to this office. Appointment would be subject to the civil service requirements described on the back of this letter. Whether you are available or not, please reply within 1 days in order that one of those who are available may be selected as promptly as possible to fill this vacancy. If selected, you will be notified and given further instructions.
Other informat[illegible]

Yours truly,

W. Adams

W. Adams, Chief
Placement and Training Section

Notice

If there has been a change in the conditions under which you have previously indicated that you were available, or in your address, fill out the form on the back of this sheet, giving the conditions under which you are willing to accept appointment in the future.

AVAILABILITY STATEMENT

☒ I am available and wish to be considered for the position described above. I can report for duty within 10 days after notification. I am now employed by Sun Oil Co. Marine Dept. Marcus Hook, Pa. as Engineer.

☐ I am not available and do not wish to be considered for the position described above for the following reasons:

Richard O. Jenkins
(Signature)

I request the Civil Service Commission to take the following action if I am not available or am not selected:

☐ Consider me available for other appointments (Subject to such new conditions as I may have indicated on the other side.)

☐ Remove my name from the register until _____ __, 19__ when I will be available for appointment.

☐ Remove my name from the register until I notify the Civil Service Commission that I am available.

INFORMATION FOR ELIGIBLES

KINDS OF APPOINTMENTS

Temporary appointment is for a limited time only, rarely extending beyond six months, and does not prevent consideration in regular order for probational or probational-indefinite appointment. Ordinarily temporary appointment will not be offered to persons who live far from the place of employment.

Probational-indefinite appointment is for an indefinite period of time. The appointee is included under the system of retirement and disability benefits provided by the Civil Service Retirement Act and he may be considered for both transfer and promotion. If his employment ends and he has done satisfactory work, he is eligible for reinstatement and may request that his name be placed on the Reemployment List, which has priority over other Civil Service lists. Positions connected with the National Defense program are usually filled by probational-indefinite appointments and frequently require entrance on duty after very short notice. The duration of such employment is dependent upon the course of defense activities in future years and cannot be predicted with accuracy.

Probational appointment confers all the privileges associated with probational-indefinite appointment. While this type of appointment is usually made to provide personnel for regular and continuing government work, the duration of such employment is also affected by the course of government policy and appropriations.

A probationary period or trial period of six months (sometimes one year) follows each probational or probational-indefinite appointment, during which the appointee's eligibility for transfer and promotion is restricted.

APPOINTMENTS ARE SUBJECT TO THESE REQUIREMENTS:

1. A physical examination is required of every person selected for probational or probational-indefinite appointment. Eligibles are cautioned not to resign from any position now held until definite instructions to report for duty have actually been received, usually only after satisfactory completion of the physical examination.

2. All appointments are subject to fingerprinting and for many positions, appointment is made subject to character investigation.

3. Proof of date of birth is required for all probational and probational-indefinite appointments in the departmental service at Washington, D. C., and for certain appointments outside of Washington. When this is required, an appointee should endeavor to bring birth or baptismal certificate with him when reporting for duty. If this is not possible, the appointee will in most cases be granted an additional six months in which to obtain a certificate or to furnish proof in some other way.

4. Whenever there are already two or more members of a family in the classified service, no other members of that family are eligible for appointment in that service. Eligibles are warned not to accept appointment contrary to this provision of the law. The Civil Service Commission interprets the word "family" in a rather restricted sense, however, and eligibles are advised to submit all facts on the matter to the Commission, which will determine whether this restriction is applicable.

5. Subject to certain statutory exceptions, no person accepting appointment to a position in the classified civil service may remain on any other Federal payroll. With some exceptions, including among others the appointees to certain positions directly related to the National Defense program, no person may hold any state, county or municipal office while employed in the classified civil service. This prohibition does not apply to offices in certain municipalities adjacent to the District of Columbia.

OTHER INFORMATION

Suspension of eligibility. When a person is unable to accept an appointment he should notify the Civil Service Commission and request that his name be removed from the eligible list until he is again able to accept appointment. At any time while this list is still in use, his name may be replaced in its proper position upon request. If the conditions under which he will accept appointment have changed, he should notify the Commission of these new conditions. The Commission may also remove a person's name from the eligible list if he fails to reply to official correspondence or indicates that he would be unwilling to accept a position.

Procedure in case of non-se[illegible]n. When a person replies to an official inquiry and state[illegible]at he is available for the position if offered, he is considered with others who are also available. The appointing officer may select any one of the three highest available eligibles to fill the vacancy. Ordinarily the person selected will be the only one notified. The names of those eligibles who were not selected will be returned to the Civil Service Commission for restoration to the register. The fact that they were not selected will not affect their eligibility for other positions.

Cost of transportation. The person selected for a position must pay all transportation costs connected with reporting for duty. If he should subsequently fail to meet the requirements to which appointment is subject, or if his employment is terminated for any reason, he must pay for his return also.

AVAILABILITY INFORMATION CARD

Average rating _____

(State of legal or voting residence claimed in application) _____

(Exact title of examination) _____

(Option, if any) _____

JENKINS (Last name) RICHARD O (First name)

486 F St. S.W. (Street address)

(City) _____ (State)

District 0197 (Telephone)

IMPORTANT -- Fill in all information and answer all questions.

1. For each of the localities listed below, indicate separately whether you would accept probational or probational-indefinite appointment and in each case checked "Yes" indicate the lowest acceptable yearly salary.

Probational Yes	Probational No	Probational Salary		Prob-Indefinite Yes	Prob-Indefinite No	Prob-Indefinite Salary
☐	☐	$	State of present address?	☐	☐	$
☐	☐	$	Adjoining states?	☐	☐	$
☐	☐	$	Washington, D. C.?	☐	☐	$
☐	☐	$	Anywhere in the United States?	☐	☐	$
☐	☐	$	Outside continental United States?	☐	☐	$

If you will accept appointment only in certain cities, name these cities: any cities.

2. Indicate your availability for temporary appointment within commuting distance of present address and lowest acceptable yearly salary.

	Yes	No	Salary
1 month?	☐	☐	$
2 months?	☐	☐	$
3 months?	☐	☐	$
6 months?	☐	☐	$

3. Do you belong to any military or naval organization?
Yes ☐ No ☒
If so, specify service and branch.

Are you now on active duty?
Yes ☐ No ☒

UNITED STATES MARITIME COMMISSION
Federal Shipbuilding and Dry Dock Company
Kearny, N. J.

March 10, 1942

Comm - Cmd
3-11-42

Miss C. McLain
Room 301, U. S. Maritime Comm.
1200 - 15th Street, N. W.
Washington, D. C.

Dear Miss McLain:

As per your request, below please find my office telephone number, present address and residence telephone number:

Business: Market 2-3150, Extension 54

Residence: 11 Marshall Street
Newark, New Jersey
Mitchell 2-0332

Very truly yours,

Richard O. Jenkins.

Richard O. Jenkins

FDT

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

"LESS THAN 90 DAYS"

REPORT OF EFFICIENCY RATING

REGULAR (X); INTER( ) PROBATIONARY—1ST ( )

Classification Symbols		
CAF (Service)	9 (Grade)	(Class)

As of March 31, 1942 based on performance during period from 3/2/42 to 3/31/42

Jenkins, Richard O. (Name of employee) | Shipyard Inspector (Title of position) | U. S. Maritime Commission (Bureau) | Federal Construction (Division) | Kearny, Inspection (Section) | New Jersey Shipbuilding Company (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

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

CHECK ONE:

Administrative, supervisory, or planning ☐

All others ☐

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	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	Good	
Reviewing official	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 George Nelson (Signature of rating official) Principal Machinery Inspector (Title) ____ (Date)

Reviewed by J. Thompson (Signature of reviewing official) Chief, Ship Construction Section (Title) 6-12-43 (Date)

Rating approved by efficiency rating committee 8/23/43 (Date) Report to employee ____ (Adjective rating) ____ (Numerical rating)

16—26177-1

No Annual Efficiency Rating received to date on Jenkins, Richard ,

for year ending March 31, 1942.

Division of Personnel

Date: June 1, 1943 ,