REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

RE MAY 27 PM 3:47:53
Date: 05/29/2026

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
Manyon, Norman, C.		1890 NY

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: 1949 PA

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	From:	To:
Lighthouse Service (MD) 5th District	1912	1930
Lighthouse Service (PR) 9th District	1930	1934
Lighthouse Service (VA) 5th District	1937	1939

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

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2 folders

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00075d2517

Attendant Signature:

CMRS Search Request Number(s):

Remarks:

25 JUN 17 PM 1:08:25

SCREENING NOTES

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

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield.
Secretary.

Norman C. Manyon 23

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)
Mr. Norman Cyril Manyon

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

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

City or town.	State or Territory.	County.	Congressional district.
New York	New York	Bronx	23

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

5. Where were you born? New York City, New York.

6. When were you born? September 12th 1890

Month. Day. Year.

11—1434

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

Frank J. Manyoo (Name.) 1118 So. Boulevard (Number and street.)

New York (City or town.) New York (State or Territory.)

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
None				

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

May 4th, 1913 Civil Service Exam July 27/13

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

None.

11. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Commerce	Lighthouse	Quartermaster	$45 per month	Jan 5th 1913	Dec 1913

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

No.

13. Were you in the military or naval service of the United States during the Civil or Spanish-American War? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U.S.S. Salem	May 22, 1908	Sept 11th, 1911	Expiration of Enlistment.

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered No

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

To the SECRETARY OF COMMERCE:

SIR: I acknowledge receipt of a copy of Department Circular No. 253, of December 5, 1913, relating to political activity of officeholders, and fully understand its purport.

Norman C. Manyon
(Name.)

Second Officer
(Position.)

Lighthouse Service
(Bureau, Office, or Service.)

Date, 1-26-14

11—3914

Lawyer, or Civil Engineer, or Translator, or Interpreter, or Draftsman, or Carpenter.)

None.

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

None.

20. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

Yes

21. State the date upon which the above blanks were filled. Dec. 30th, 1913.

Witness:

In case signature is by mark.

(Signature) Norman C. Manyon

P. O. Address: 1118 So. Boulevard
City or town.

Bronx
Number and street.

New York.
State or Territory.

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

Reviewed, approved, and forwarded Jan 6, 1914

(Signature)

11—1434

(Official title)

question shall state briefly the kind of work you have done in your service indicated in answer to questions 11, 12, 13, and 14.)

Quartermaster, U. S. Navy.

17. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Graduate Public School, 2 years high school.

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

None.

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

None.

20. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

Yes

21. State the date upon which the above blanks were filled. Dec. 30th, 1918

(Signature) Norman C. Manyow

Witness:

In case signature is by mark.

P. O. Address: 1118 So. Boulevard
City or town.
Bronx
Number and street.
New York.
State or Territory.

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

Reviewed, approved, and forwarded Dec 30, 1918

(Signature)

(Official title)

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
L K Service / Bureau or Service. — L H Feeder Skagway / Place (city, town, station, or vessel.) — 3 / District.

2. To what position has he been appointed? Additional 2d officer

3. State the date of appointment. Nov 27/1913

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

5. State the date of the oath. Dec 30/13

6. State the date the employee entered on duty. Jany 1/1914

7. What is his salary? $1680 p.a.

8. From what appropriation is he paid? Salaries L.H.V.

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

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

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)
Local Civ Ser Exam. July 27/1913

12. Is the employee required to give bond? No

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) _____

(Official title) _____

Date: _____, 19

M—1484

601

HRW

N.C.Manyon,
transfer.

(COPY)

LIGHT-HOUSE INSP. 3d DIST. OCT 12 1914 RECEIVED ITHACA, N.Y.

October 8, 1914.

75

Lighthouse Inspector, Baltimore, Md.

Referring to your indorsement of October 3, 1914, to the Third Inspector, on letter of September 28, 1914, addressed by N. C. Manyon, second officer of the tender Ivy on detail to the tender Orchid, relative to his desire to be considered for transfer to the position of second officer on the tender Tulip.

The Third Inspector does not recommend the transfer of Mr. Manyon at this time, but his application will be placed on file and given proper consideration as soon as opportunity will permit. Advise Mr. Manyon accordingly.

(Signed) G T Putnam

Commissioner

Bureau of Lighthouses, Washington.

OCT 8 - 1914

To Lighthouse Inspector, Tompkinsville, N. Y.
for his information, guidance, and files of office.

Bowerman
Acting Commissioner.

Irrigation, St. 6.

601

REOM.
Tender Orchid.

Letter dated Sept.28,1914
from 2nd offr.Manyon, tender
Orchid,requesting transfer to
2nd Officer.,Tulip

Office of Inspector 5th Dist
Baltimore, Md.

73

Oct. 3,1914.

referred to the Inspector of the Third Lighthouse District,

approved.

This office knows of no objection to Mr.Manyon's transfer to the pisition in question if such action is desired by the Third District.

sgd Ruland
Inspector

Office of Inspector,3rd District,
Tompkinsville,N.Y.,Oct.6.1914.

Forwarded to Commissioner:
The transfer of Mr.Manyon to the position of second officer on the Tender Tulip is not recommended.

Yates

Tulip personnel

WJL

October 1, 1914.

N.C.Manyon, 2nd Officer,
Through the Captain,
Tender Orchid.

Enclosed is your letter of September 28th 1914 making application for the position of 2nd Officer on the Tender Tulip. This application should be forwarded through the Inspector of the Fifth District.

Yates

Manyon N C

Manyon N. C.

(101)

WJL

(78)

October 1,1914.

N.C.Manyon, 2nd Officer,
Through the Captain,
Tender Orchid.

Enclosed is your letter of September 28th 1914 making application for the position of 2nd Officer on the Tender Tulip. This application should be forwarded through the Inspector of the Fifth District.

Yates

Copy WJL .

Tender Orchid
Tompkinsville, S. I.
Sept. 28th

Inspector, 3rd L.H.Dis t.

Sir:-

I reppectfully request that I be considered for the position of 2nd officer on board the tender Tulip.

I have been in the service since Jan 5th 1912 and have been 2nd officer since Jan 1st 1914 having served aboard the tender Myrtle in the 3rd District and on her trip to Porto Rico and on the Tender Ivy on the return trip and in the 5th District I have also served aboard the tender Holly, and am at present attached to the tender Orchid in that capacity My license is for second mate, any tonnage, all oceans.

My home is here, and having served aboard the Tender Larkspur for 1 year and 10 months as quartermaster would be of more service, to the service in the 3rd District.

Respectfully

sgd N.C.Manyon
2nd Officer, U.S.L.H.S.

Respectfully forwarded through the Captain.

sgd H.Almy Captain

Copy WJL

Tender Orchid
Tompkinsville, S.I. Sept 28th

Inspector, 3rd L.H.Dist.
Sir:-

I respectfully request that I be considered for the position of 2nd officer on board the tender Tulip.

I have been in the service since Jan 5th 1912 and have been 2nd officer since Jan 1st 1914 having served aboard the tender Myrtle in the 3rd District and on her trip to Porto Rico and on the Tender Ivy on the return trip and in the 5th District I have also served aboard the tender Holly and am at present attached to the tender Orchid in that capacity. My license is for second mate, any tonnage all oceans.

My home is here, and having served aboard the Tender Larkspur for 1 year and 10 months as quartermaster would be of more service to the service in the 3rd district.

Respectfully
sgd N.C.Manyon
2nd Officer, U.S.L.H.S.

Respectfully forwarded through the Captain.

sgd H.Almy Captain

Copy WJL

Tender Orchid
Tompkinsville, S.I. Sept 28th

Inspector, 3rd L.H.Dist.
Sir:-

I respectfully request that I be considered for the position of 2nd officer on board the tender Tulip.

I have been in the service since Jan 5th 1912 and have been 2nd officer since Jan 1st 1914 having served aboard the tender Myrtle in the 3rd District and on her trip to Porto Rico and on the Tender Ivy on the return trip and on the 5th District I have also served aboard the tender Holly and am at present attached to the tender Orchid in that capacity. My license is for second mate, any tonnage all oceans.

My home is here, and having served aboard the Tender Larkspur for 1 year and 10 months as quartermaster would be of more service to the service in the 3rd district.

Respectfully
sgd N.C.Manyon
2nd Officer, U.S.L.M.S.

Respectfully forwarded through the Captain.

sgd H.Almy Captain

COPY

Norman C. Manyon.

JEL

Files

LIGHT-HOUSE INSPECTOR 32 D. S. MAY 6 1914 RECEIVED TOMPKINSVILLE, N.Y.

Norman C. Manyon,
date of entrance
on duty.

May 2, 1914.

Lighthouse Inspector, San Juan, P.R.

Referring to the oath of office executed by Norman C. Manyon under the extension of his appointment as second officer on the tender Myrtle, forwarded by ypu on April 18, 1914.

The Bureau states that it has changed the date of entrance on duty as shown thereon to April 1, 1914, to conform with Department letter of March 25, 1914, extending his temporary appointment as second officer, at $960 per annum, effective April 1, 1914. Correct your office records accordingly.

(Signed)

Bowerman

Acting Commissioner.

Bureau of Lighthouses, Washington

MAY 2 - 1914

To Lighthouse Inspector Tompkinsville, N.Y.

for files of his office. By direction of the Commissioner:

Clark

Chief Clerk.

McC

Form 56

TELEGRAM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

HRV-McC

Orig to Putnam

IDENTIFICATION CARD NO. .....

RECEIVER'S NO.	TIME FILED	CHECK
		PAID, GOVERNMENT RATE

U.S. LIGHT-HOUSE ESTABLISHMENT
MAR 28 1914
RECEIVED
COMPKINSVILLE, N.Y.

OFFICIAL BUSINESS

Washington D C March 27 1914
(Place and date)

SEND TO Lighthouse Inspector Saint George New York

Appointment second officer Kenyon Myrtle extended for not exceed one month from April first

Putnam

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.

APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST:

.....
(Name)

Commissioner
(Title)

11—4649

Form 56

TELEGRAM

Myrtle, personnel

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

IDENTIFICATION CARD NO. .....

RECEIVER'S No.	TIME FILED	CHECK
		PAID, GOVERNMENT RATE

OFFICIAL BUSINESS

Tompkinsville N Y

March 27 1914 (Place and Date), 191

SEND TO Lighthouse Commissioner

Washington D C

Re recommendation sixteenth has appointment Kenyon been extended

YATES

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.

APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST: J.T.YATES

Inspector 3d L.H.District,

Tompkinsville,N.Y.

(Name)

See Kenyon

(Title)

11—4649

Form 56

Manyon

TELEGRAM

3-28

DEPARTMENT OF COMMERCE

IDENTIFICATION CARD NO. .....

LIGHTHOUSE SERVICE

RECEIVER'S NO.	TIME FILED	CHECK
		PAID, GOVERNMENT RATE

OFFICIAL BUSINESS

Tompkinsville N Y
March 27 1914, 191
(Place and date)

SEND TO ~~Lighthouse Commissioner~~

Washington D C

Re recommendation sixteenth has appointment Manyon been extended

Y A T E S

CHARGE BUREAU OF LIGHTHOUSES, WASHINGTON, D. C.

APPROPRIATION FOR "GENERAL EXPENSES, LIGHTHOUSE SERVICE."

ATTEST: J.E. Yates

Inspector 3d L.H.District,
Tompkinsville, N.Y.
(Name)

(Title)

11—4649

Form 168

WESTERN UNION TELEGRAM

THEO. N. VAIL, PRESIDENT

LIGHT-HOUSE INSPECTOR 3d DIST. MAR 27 1914 RECEIVED TOMPKINSVILLE, N.Y.

RECEIVED AT ST. GEORGE, S. I., N. Y.

27NY RO 19 GOVT

DC WASHINGTON DC MAR 27 1914

LIGHTHOUSE INSPECTOR

STGEORGE SI

APPOINTMENT SECOND OFFICER MANYON MYRTLE EXTENDED FOR NOT EXCEED ONE MONTH FROM APRIL FIRST.

PUTNAM

408PM

Manyon

15

LIGHT HOUSES MAR 25 1914

March 25, 1914.

LIGHT-HOUSE INSPECTOR 3d DIST. MAR 30 1914 RECEIVED TOMPKINSVILLE, N.Y.

Commissioner of Lighthouses:

Referring to the Third Inspector's nomination of the 16th instant for an extension of the temporary appointment of Norman G. Manyon, forwarded by the Bureau on the 23rd instant, and to the Department's letter of March 2, 1914, the Department hereby extends the temporary position of second officer of the tender Myrtle, at $960 per annum, for a further period of one month, effective April 1, 1914. Mr. Manyon's appointment will be extended accordingly.

(SIGNED) F. F. SWEET

Acting Secretary.

Bureau of Lighthouses, Washington

MAR 28 1914

To Lighthouse Inspector Tompkinsville, N. Y.

for files of his office. By direction of the Commissioner: See Bureau telegram of March 27, 1914.

Clark

Chief Clerk.

C-M

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
MAR 27 1914
HOUSES

March 25, 1914.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Second Officer in the Lighthouse Service at a salary of Nine Hundred and Sixty dollars per annum, effective April 1, 1914.

Your appointment will continue for a period not to exceed one month. (By extension of temporary appointment.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.

Vice:

Legal Residence: New York.

11—1393

Manyon, Norman C. Files

JHG

March 18,1914

Secretary, 2nd Civil Service District,

Custom House, New York,N.Y.

Referring to your letter of March 17,1914 relative to nomination for extension of temporary appointment of Norman C.Manyon, for not to exceed one month, as second officer on the tender Myrtle.

You are informed that under date of Nov.22,1913, Mr. Manyon was appointed additional second officer (temporary) on the Myrtle, for a period of three months, at $840 per annum, and on the same date was appointed 2nd officer (Probationary) on the tender Ivy. The reason for these two appointments was that the tender Myrtle was at this Depot undergoing repairs and when repairs were finished was to be taken to Porto Rico, and the appointment of additional second officer (temporary) was to cover the time Manyon was employed on the Myrtle while tender was here and on the trip to Porto Rico. As soon as tender arrived at Porto Rico, Manyon was to transfer to the tender Ivy as second officer (probationary).

Under date of Feb.28,1914, the Department issued a new appointment for Manyon as second officer (temporary) on the Myrtle, with pay at $960 per annum, to cover the time and trip above mentioned. He entered on duty under this appointment on

March 4, and as same was for a period of one month only, expiring on April 3, and as we did not expect the Myrtle to arrive at Porto Rico before that date, we requested an extension of this appointment for one month.

This office did not forward a nomination for the appointment of Feb.28 as second officer (temporary), which superceded appointment as additional second officer (temporary), the matter having been arranged by the Bureau of Lighthouses at Washington.

You will note that the pay of Manyon's first appointment on the Myrtle was at $840 per annum, and of the second appointment, $960 per annum.

It will also be noted that Manyon will not enter on duty under his probationary appointment of Nov.22 as second officer of the Ivy, until after the Myrtle arrives at Porto Rico.

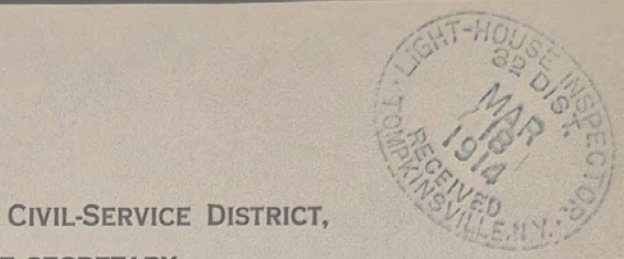
The nomination, in triplicate, of March 16, is returned herewith.

YATES

Inspector

ADDRESS: SECRETARY SECOND CIVIL-SERVICE DISTRICT, CUSTOMHOUSE, NEW YORK CITY.

RHH



SECOND UNITED STATES CIVIL-SERVICE DISTRICT,

OFFICE OF THE SECRETARY,

NEW YORK,

March 17, 1914.

The Secretary,

Board of U. S. Civil Service Examiners,

Third Lighthouse District,

Tompkinsville, N.Y.

Sir:

Referring to the inclosed nomination of Norman C. Manyon, for an extension of temporary employment for not to exceed one month, as second officer on the Lighthouse Tender Myrtle, the facts in this case are not clear to this office, and under the circumstances it is not possible at this time to approve the extension for the period indicated. Our record indicates that Norman C. Manyon was appointed a temporary additional second officer on the Myrtle on November 25, 1913, and on December 10, 1913 appointed for a probational period on the tender IVY. In view of the request for the extension of the temporary employment, it would appear that Mr. Manyon at the present time is occupying two positions; temporary second officer on the Myrtle, and permanent second officer on the Ivy.

In order that the record may be made clear and proper action taken on the nomination for the extension of the temporary employment of Mr. Manyon, details in connection with the matter will be appreciated.

Very respectfully,

C. J. Longfellow.

Asst. District Secretary.

Form 73 JHG

Manyon, Herman C.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y. (City.) March 16, 1914 (Date.), 191

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Herman C. Manyon — Legal residence, New York

Position, Second Officer — Salary, $960 per annum

Location, Lighthouse Tender Myrtle — Appropriation, Salaries, Lighthouse Vessels

Effective April 4, 1914 — {1 the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Second Officer — Former salary, $960 per annum

Location, Lighthouse Tender Myrtle

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

Previous incumbent, Herman C. Manyon — Services terminated, April 3, 1914

Reason, Expiration of temporary appointment.

Relations in Government Service, None

Remarks:

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

YATES

Aspinwall

Butler

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

Tender Myrtle, Personnel

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., March 14, 1914, 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.D.Dist.)

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, Norman C. Kenyon — Legal residence, New York

Position, Second Officer — Salary, $960 per annum

Location, Lighthouse Tender Myrtle — Appropriation, Salaries, Light-house Vessels

Effective April 4, 1914 — {'the actual date of entrance on duty, or / as soon thereafter as he enters on duty.

Former position, Second Officer — Former salary, $960 per annum

Location, Lighthouse Tender Myrtle

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

Previous incumbent, Norman C. Kenyon — Services terminated, April 3, 1914

Reason, Expiration of temporary appointment.

Relatives in Government Service, None

Remarks:

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

YATES

Aspinwall

Butler

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

Myrtle Enamel

JEC

March 16,1914

Commissioner.

Referring to Bureau endorsement of March 3,1914 on Department letter of March 2,1914, relative to the complement of the tender Myrtle.

In accordance with the last paragraph of said letter, nomination has to-day been forwarded through the Secretary, Second Civil Service District, recommending extention of temporary appointment of Norman C.Manyon as Second Officer on the tender Myrtle, for a period of one month, effective April 4,1914.

Mr.Manyon entered on duty as Second Officer on the Myrtle, under appointment dated February 28,1914, on March 4,1914, for a temporary period of one month. As it is not believed that the Myrtle will arrive in Porto Rico by April 3, the date of termination of said appointment, the extension referred to has been recommended.

YATES

Myrtle, Norman C.

JHG

(13)

March 16,1914

Commissioner.

Referring to Bureau endorsement of March 3,1914 on Department letter of March 2,1914, relative to the complement of the tender Myrtle.

In accordance with the last paragraph of said letter, nomination has to-day been forwarded through the Secretary, Second Civil Service District, recommending extention of temporary appointment of Norman C.Manyon as Second Officer on the tender Myrtle, for a period of one month, effective April 4,1914.

Mr.Manyon entered on duty as Second Officer on the Myrtle, under appointment dated February 28,1914, on March 4,1914, for a temporary period of one month. As it is not believed that the Myrtle will arrive in Porto Rico by April 5, the date of termination of said appointment, the extension referred to has been recommended.

YATES

Myrtle Revenue

JHC

57

March 4,1914

Norman C. Manyon, 2nd Officer,
Through the 1st Officer.
Tender Myrtle.

Enclosed herewith is Department letter of Feb.23,1914 appointing you to the position of Second Officer on the tender Myrtle, at $960 per annum, for a period not to exceed one month.

In accordance therewith, you are hereby directed to enter on duty as 2nd Officer on the Myrtle, at $960 per annum, effective March 4,1914.

YATES

Inspector

JHC

March 4,1914

Norman C. Manyon, 2nd Officer,
Through the 1st Officer.
Tender Myrtle.

Enclosed herewith is Department letter of Feb.26,1914 appointing you to the position of Second Officer on the tender Myrtle, at $960 per annum, for a period not to exceed one month.

In accordance therewith, you are hereby directed to enter on duty as 2nd Officer on the Myrtle, at $960 per annum, effective March 4,1914.

YATES
Inspector

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

63

February 28, 1914.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Second Officer

in the Lighthouse Service

at a salary of Nine Hundred and Sixty dollars per annum,

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

Your appointment in the above position will continue for a period not to exceed one month.

(By change from $840 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY

Chief of Appointment Division.

C
M

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position (by change in compensation).

Legal Residence: New York.

11—3892

JHG

(13)

January 2,1914

Commissioner.

Referring to Bureau endorsement of November 28, 1913 on Department letter of November 25, relative to appointment of Norman C. Manyon to the position of additional second Officer on the Tender Myrtle.

The Bureau is informed that Mr.Manyon entered on duty as additional second officer on the Myrtle under the above mentioned appointment, on January 1,1914.

YATES

Manyon

JHG

(75)

January 2,1914

Commissioner.

Referring to Bureau endorsement of November 28, 1913 on Department letter of November 25, relative to appointment of Norman C. Manyon to the position of additional second Officer on the Tender Myrtle.

The Bureau is informed that Mr.Manyon entered on duty as additional second officer on the Myrtle under the above mentioned appointment, on January 1,1914.

YATES

See Myrtle Personnel

Marym, Norman

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT-HOUSE INSPECTOR
2d DIST.
JAN
2
1914
RECEIVED
TOMPKINSVILLE, N.Y.

THIRD DISTRICT

S.H.J. "Myrtle"
(Station, Depot, or Vessel)

Jan. 1st., 1914.

Light House Inspector 3rd. Dist.

Sir:-

I have the honor to report that Norman C. Manyon has this day reported for duty as second officer on board this vessel.

Very Respectfully

Geo. W. Pennegrass
1st. Officer.

JHC

Dec.29,1913

Norman C.Manyon, A.M.,

Through the Master,

Tender Larkspur.

Enclosed herewith is Department letter of Nov.22,1913 appointing you to the position of Additional Second Officer on the Tender Myrtle.

In accordance therewith, you are hereby directed to report on board that tender on January 1, ~~1913~~ 1914.

YATES

Inspector

Tompkinsville,N.Y.
Dec.29,1913

Copy to Master tender Myrtle
for his information.
Report to this office promptly
the date on which Manyon enters on duty.

YATES

JHG

(75)

Dec.29,1913

Norman C.Manyon, Q.M.,

Through the Master,

Tender Larkspur.

Enclosed herewith is Department letter of Nov.22,1913 appointing you to the position of Additional Second Officer on the Tender Myrtle.

In accordance therewith, you are hereby directed to report on board that tender on January 1, ~~1913.~~ 1914

YATES

Inspector

Tompkinsville,N.Y.
Dec.29,1913

Copy to Master tender Myrtle
for his information.
Report to this office promptly
the date on which Manyon enters on duty.

YATES

Mystic, personnel
acct & Gen

119-E

Y/8/14

Sent 1/2/14

LIGHT
NOV 26 1913
HOUSES

LIGHT-HOUSE INSPECTOR
3D DIST.
DEC
1
1913
RECEIVED
TOMPKINSVILLE, N.Y.

DEPARTMENT OF COMMERCE AND LABOR
OFFICE OF THE CHIEF CLERK
WASHINGTON

November 25, 1913.

(73)

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 21st instant, the Department has authorized the temporary position of additional second officer at $840 per annum of the tender Myrtle, for a period not to exceed three months, effective November 22, 1913, or as soon thereafter as the person to be appointed thereto enters on duty. It is noted that this is in accordance with changes made as the result of the tender Myrtle relieving the tender Ivy in the Ninth District.

In accordance with the Bureau's further recommendation, the Department has appointed Norman C. Manyon to the above-mentioned position, for a period not to exceed three months, effective November 22, 1913, or as soon thereafter as he enters on duty.

By direction of the Secretary:

Geo. C. Harvey

Bureau of Lighthouses, Washington.

NOV 28 1913

M ✓

To Lighthouse Inspector, Tompkinsville, N. Y.
for his information, guidance, and files of office. Report date

Conway

Acting Commissioner.

C O P Y Manyon, Norman C.

Probationary Appointment

DEPARTMENT OF COMMERCE AND LABOR

Appointment Division

Washington November 22,1913

Mr.Norman C.Manyon,

Through the Commissioner of Lighthouses

Sir:

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

Second Officer

in the Lighthouse Service

at a salary of Eight Hundred and Forty dollars

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

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

By direction of the Secretary:

Respectfully,

(Signed) Geo.W.Leadley

Chief of Appointment Division

Appropriation: Salaries,Lighthouse Vessels.

Vice: James R. Giff,

Legal Residence: New York

(copy of Dept. recd from Dept sent to Porto Rico)

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

75

November 22, 1913.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Second Officer

in the Lighthouse Service

at a salary of Eight Hundred and Forty dollars per annum,

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

Your appointment will continue for a period not to exceed three months.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. BEADLEY,

M

Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position.

Legal Residence: New York.

11—3692

Manyon, Norman C.

JHC

Nov.18,1913

Commissioner.

Referring to Bureau endorsement of November 17,1913 returning nominations of Norman C.Manyon and Fred Neunz.

The Bureau is informed that the two nominations of Norman C.Manyon have to-day been forwarded for his endorsement to the Secretary of the Second Civil Service District, to whom they were sent in the first place. The fact that he did not sign same was evidently an error on his part.

The nomination of Fred Neunz for position of Mate on Ram Island Light Vessel No.23, has been cancelled, and information was to-day received from Neunz stating that he could not accept the position.

YATES

Civil Service, Dist Boxes

Files

JHG

13

Nov.18,1913

Secretary, 2nd C.S.District,

Custom House, New York

Enclosed herewith are two nominations of Norman C. Manyon which were returned to this office by the Bureau of Lighthouses, with request that we forward them to you and invite your attention to the fact that you forwarded the nominations to the Bureau without placing your endorsements thereon.

For a similar reason, the Bureau returned the nomination dated Nov.11,1913, of Fred Neunz for position of Mate on Ram Island Reef L.V.No.23. We, however, had to-day received from Neunz a letter stating that he could not accept the position, and we have therefore notified the Bureau that Neunz's nomination would be cancelled. Kindly make note of this.

YATES

Inspector

Manyon, Norman C.

Manyon, Norman C

JHC

Nov.18,1913

Secretary, 2nd C.S.District,

Custom House, New York

Enclosed herewith are two nominations of Norman C. Manyon which were returned to this office by the Bureau of Lighthouses, with request that we forward them to you and invite your attention to the fact that you forwarded the nominations to the Bureau without placing your endorsements thereon.

For a similar reason, the Bureau returned the nomination dated Nov.11,1913, of Fred Neunz for position of Mate on Ram Island Reef L.V.No.25. We, however, had to-day received from Neunz a letter stating that he could not accept the position, and we have therefore notified the Bureau that Neunz's nomination would be cancelled. Kindly make note of this.

YATES

Inspector

McC.

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

Washington



November 17, 1913.

SUBJECT: Nominations, Norman C. Manyon & Fred Neunz.

Returned to Lighthouse Inspector, Tompkinsville, New York.

If the Third Inspector mailed these nominations to the local civil service district secretary, return them to that official, inviting his attention to the fact that he forwarded the nominations to the Bureau without placing his endorsements thereon.

If the Third Inspector mailed the nominations direct to the Bureau in the first instance, take proper action.

Conway

Acting Commissioner.

Manyon Norman C.

JEG

Nov.12,1913

Norman C. Manyon, Q.M.,
Through the Master,
Tender Larkspur.

You are informed that you have to-day been nominated for appointment to the temporary position of 2nd Officer on the tender Myrtle, for the trip of that tender from this Depot to San Juan, P.R.

You have also been nominated for probationary appointment to the position of Second Officer on the Tender Ivy.

You will be given definite orders as to when you are to enter on duty, should you be appointed to these positions.

YATES

Tenders Myrtle Personnel

JHC-LC

November 12, 1913.

Commissioner,

Referring to Bureau's letter November 8, 1913 relative to officers of tenders Myrtle and Ivy.

The Bureau is informed that Mr. Norman C. Manyon has to-day been nominated for appointment to the temporary position of additional Second Officer of the tender Myrtle at $840 per annum for a period of three months.

Mr. Manyon has also been nominated to-day for probationary appointment as Second Officer of the tender Ivy at $840 per annum.

YATES

JHC

Temp Myrtle

Nov.12,1913

Norman C. Manyon, Q.M.,
Through the Master,
Tender Larkspur.

You are informed that you have to-day been nominated for appointment to the temporary position of 2nd Officer on the tender Myrtle, for the trip of that tender from this Depot to San Juan, P.R.

You have also been nominated for probationary appointment to the position of Second Officer on the Tender Ivy.

You will be given definite orders as to when you are to enter on duty, should you be appointed to these positions.

YATES

JHC

Manyon, Norman C

Form 73

NOMINATION

76

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., Nov. 12, 1913, 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist)

Action recommended, temporary appointment for a period not to exceed three months.

Name, Norman C. Manyon — Legal residence, New York

Position, additional Second Officer — Salary, $840 p.a.

Location, Lighthouse Tender Myrtle — Appropriation, Salaries, Light-house Vessels

Effective November 25, 1913 — {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank on eligible list, 1 — Rating, Second Officer — Percentage, 80.0 — Other eligibles considered:

Previous incumbent, New position — Services terminated,

Reason,

Relatives in Government Service, None

Remarks: Licensed as 2nd Mate, steam vessels, all oceans, any tonnage. Nos. 1 to 4 on eligible register, not eligible for appointment on this Tender.

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

CHIEF CLERK
BUTLER
ASPINWALL

YATES

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

Munyon -

U. S. L. H. T. Larkspur,
Tompkinsville S. I. Nov 12th 1913.

Hon. J. Yates,
Inspector 3rd District.



Dear Sir:-

Replying to your letter of Nov. 3rd I beg to state that I would accept position on Tender "Ivy" as second officer if offered.

Your Respectfully
Norman C. Munyon.

James Quirk
Master

JHC

Tender Myrtle

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

(73)

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT.

Tompkinsville, N.Y., Nov. 12, 1913, 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist)

Action recommended, temporary appointment for a period not to exceed three months.

Name, Norman C. Hanyon — Legal residence, New York

Position, additional second officer — Salary, $840 p.a.

Location, Lighthouse Tender Myrtle — Appropriation, Salaries, Light-house Vessels

Effective November 25, 1913 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank on eligible list, 1 — Rating, Second Officer — Percentage, 80.0, Other eligibles considered:

Previous incumbent, New position — Services terminated,

Reason,

Relatives in Government Service, None

Remarks: Licensed as 2nd Mate, steam vessels, all oceans, any tonnage. Nos. 1 to 4 on eligible register, not eligible for appointment on this Tender.

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

CHIEF CLERK
BUTLER
ASPINWALL

YATES

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

Manyon, Norman C

JHC-LC

(13)

November 12, 1913.

Commissioner,

Referring to Bureau's letter November 8, 1913 relative to officers of tenders Myrtle and Ivy.

The Bureau is informed that Mr. Norman C. Manyon has to-day been nominated for appointment to the temporary position of additional Second Officer of the tender Myrtle at $840 per annum for a period of three months.

Mr. Manyon has also been nominated to-day for probationary appointment as Second Officer of the tender Ivy at $840 per annum.

YATES

Myrtle pursuant 11-19

LIGHT-HOUSE INSPECTOR 3D DIST. NOV 11 1913 RECEIVED TOMPKINSVILLE, N.Y.

HRW-McC.

Myrtle and Ivy, transfers.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
Washington

November 8, 1913.

Lighthouse Inspector, Tompkinsville, New York:

Referring to your letter of November 3, 1913, stating that Norman C. Manyon, quartermaster on the tender Larkspur, has been requested to advise your office if he would be willing to accept the position of second officer on the tender Ivy.

If Mr. Manyon accepts the position of second officer of the Ivy under the conditions outlined in the Bureau letter of October 18, 1913, in the case of N. D. Hooper, submit nomination for his temporary appointment as additional second officer of the Myrtle, at $840 per annum, for three months, recommend the authorization of that additional position for not to exceed three months, and also submit nomination for his probationary appointment as second officer of the Ivy, at $840 per annum, vice James R. Giff. Submit both nominations through the local district secretary.

2 noms

Submit nomination done 11/12 for the promotion of William M. Fletcher, notified 11/12 second assistant engineer on the tender John Rodgers, at $900 per annum, to the position of assistant engineer on the Myrtle at $1200 per annum, effective from the date he enters on duty in the Third District and ask for increase in the pay of the latter position from done 11/12 that date. It is noted from your letter of November 5, 1913, that done 11/12 Fletcher is willing to accept this position. Forward a copy of your nomination to the Ninth Inspector. Instruct Fletcher to enter on duty on the Myrtle at the proper time after issuance of appointment.

It is requested that you detail Frederick Kariger, captain of the tender Tulip, as master of the Myrtle for the trip of that tender to San Juan. Report by brief letters, in duplicate, effective date of this detail and date of termination.

Detail John Porson, second assistant engineer of the Tulip, to act in the same capacity on the trip of the Myrtle to San Juan and the trip of the Ivy to Baltimore, Maryland. Report the effective dates of the beginning and termination of these details by brief letter, in duplicate, at the proper time.

Issue all necessary travel orders. Make all changes at the proper time in the cases of details and, where appointments are necessary, make the changes after issuance of appointments.

Since the Bureau's letter of October 18, 1913, the Ninth Inspector has telegraphed that nearly all of the unappointed members of the crew of the Ivy desire to remain in the Ninth District. You will, therefore, ship all of the crew of the Myrtle for the trip to San Juan and return to Baltimore on the Ivy.

Putnam

Lords Myrtle

JHC

(73)

Nov. 3,1913

Commissioner.

Referring to Bureau letter of October 18,1913 relative to assignment of officers, tenders Myrtle and Ivy.

The Bureau is informed that Norman C.Manyon who has been employed as Quartermaster on the Tender Larkspur from May 7,1912 to the present, was to-day requested to advise this office if he would be willing to accept the position of Second Officer on the Tender Ivy. During his employment on the Larkspur his services have been satisfactory.

Mr.Manyon is on the eligible list of Second Officers at this Depot, and is No.2 of those eligible for appointment to this position. He holds a license as Second Mate, steam vessels, all oceans, any gross tons.

Manyon

JHG

(75)

Nov. 3,1913

Commissioner.

Referring to Bureau letter of October 18,1913 relative to assignment of officers, tenders Myrtle and Ivy.

The Bureau is informed that Norman C.Manyon who has been employed as Quartermaster on the Tender Larkspur from May 7,1912 to the present, was to-day requested to advise this office if he would be willing to accept the position of Second Officer on the Tender Ivy. During his employment on the Larkspur his services have been satisfactory.

Mr.Manyon is on the eligible list of Second Officers at this Depot, and is No.2 of those eligible for appointment to this position. He holds a license as Second Mate, steam vessels, all oceans, any gross tons.

YATES

Tender Myrtle

(15)

JHG

Nov.3,1913

Norman B. Hanyon, Quartermaster,
Through the Master,
Lighthouse Tender Larkspur.
New London, Conn.

Inform this office by return mail, whether, if offered to you, you would be willing to accept the position of Second Officer on the Lighthouse Tender Ivy, with pay at the rate of $840 per annum.

If this position is accepted by you, and you are appointed to same, it is contemplated to detail you as 2nd Officer on tender Myrtle on the trip of that tender from this Depot to San Juan, P.R., and then to transfer you to the Tender Ivy. The Ivy will be stationed in the Fifth District until further orders.

NOTES

Manyon Appno 18-

11-7

JHG

Nov. 5, 1913

Norman B. Manyon, Quartermaster,
Through the Master,
Lighthouse Tender Larkspur.
New London, Conn.

Inform this office by return mail, whether, if offered to you, you would be willing to accept the position of Second Officer on the Lighthouse Tender Ivy, with pay at the rate of $840 per annum.

If this position is accepted by you, and you are appointed to same, it is contemplated to detail you as 2nd Officer on tender Myrtle on the trip of that tender from this Depot to San Juan, P.R., and then to transfer you to the Tender Ivy. The Ivy will be stationed in the Fifth District until further orders.

YAGES

Tender Myrtle

JHG

Files

(23)

April 5,1913

Local Inspectors,

Steamboat Inspection Service,

Custom House, New York, N.Y.

I beg to state for your information that Mr.Norman C.Manyon has been employed as Quartermaster on the Light-house Tenders Myrtle and Larkspur from January 5th,1912 to the present time.

These tenders are engaged in attending and placing buoys and delivering supplies to stations and light vessels in the Third Lighthouse District.

During Mr.Manyon's period of employment he has been a good reliable man and his services have been satisfactory. I take pleasure in recommending him to your consideration.

Inspector

PWP

January 5, 1912.

Norman C. Manyon,

Lighthouse tender Myrtle,

General Lighthouse Depot.

Sir:-

You are hereby employed as Quartermaster in the Lighthouse Service, effective this date, and are assigned to duty on the tender MYRTLE. Salary $45- per mo

Respectfully,

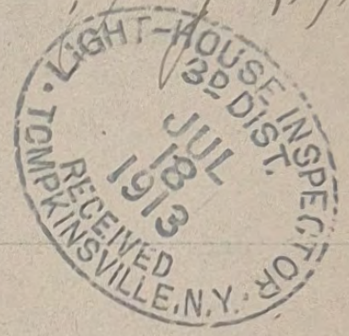
C. D. STEARNS,

Commander, U.S.N.
Inspector.

Ch Clerk
Butler
Voorhees
aspinwall
Serrick

Tender Larkspur,
Tompkinsville S.I., July 18, 1912.

(5)



Mr. J. T. Yates,
Inspector 3rd L. H. District,

Dear Sir:-

In reply to your letter of the 17th inst., I beg to state that I would except a position as second officer on tender Ivy, station in the Ninth L. H. district, with pay at the rate of $840.00 per year

Yours truly,
Norman L. Manyon,

PERMANENT
319B
5

CROSS INDEX SHEET

Date - October 18, 1934

From and/or to - To - Bureau of Lighthouses

Subject - G. W. Hitchens relieved as Acting Superintendent and N. C. Manyon assumed office of Superintendent of Lighthouses, 4th District, as of October 18, 1934

Where filed - PERMANENT 515/1208

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPERINTENDENT OF LIGHTHOUSES
8 OCT
PHILADELPHIA

4th for dist files

September 19, 1934.

PERMANENT
319B
1

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Senior Lighthouse Engineer (Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Six Hundred dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from $5800 per annum.

Civil Service authority:

Classification allocation:

By direction of the Secretary:

Respectfully,

[redacted] T. GARDNER

C

Chief of Appointment Division.

10/18/34

Appropriation (unit): Field.

Vice: Irving L. Gill.

E.O.D.

Legal residence: New York.

Entered 10/18/34

Oath fwd. 10/18/34

" dated 10/18/34

Seniority card made 10/19/34

U S GOVERNMENT PRINTING OFFICE: 1933

11—8657

File

Personnel—
N.C. Manyon

No. X

Manyon, Norman Cyril
(SURNAME) (FIRST NAME) (SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
Sept.	12	1890

SEX M RACE W

RETIREMENT AGE 65

LEGAL VOTING RESIDENCE		
STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
New York	Bronx	New York

MILITARY SERVICE (Naval) YES X NO

MILITARY PENSION OR WAR RISK COMPENSATION YES NO

RECEIVED BUREAU OF LIGHTHOUSES 18 OCT 1934 PHILADELPHIA

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY PAY LESS ALLOWANCES	SALARY BASIC PAY	EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE MOS.	DAYS	YRS.
	Served as Quartermaster on Tender "Larkspur" from Jan. 5, 1912 to Dec. 31, 1913								
	Appt.	Add. 2nd Officer	$840 A		1-1-14	Tender "Myrtle"			
	Prob. Appt.	2nd Officer	840 "		1-1-14	" "Ivy"			
	Pro.	" "	960 "		3-15-14	" "Myrtle"			
	Detail	" "	960 "		6-13-14	" "Holly"			
	Term. of detail	" "	960 "		7-1-14	" "			
	Detail	" "	960 "		8-9-14	" "Orchid"			
	Red.	" "	900 "		2-10-15	" "			
	Pro.	" "	960 "		6-13-15	" "Jessamine"			
	Commended				11-20-16				
	Pro.	" "	1020 "		4-1-17	" "Holly"			
	Pro.	1st "	1140 "		4-25-17	" "			
	Red.	" "	1080 "		7-30-17	" "			
	Pro.	" "	1320 "		5-1-18	" "Orchid"			
	Pro.	Master	2040 "		11-21-18	" "Lilac"			
	Pro.	"	2280 "		6-9-19	" "			
	Pro. including longevity		2820 "		8-21-19	" "			
	Commended for services rendered on the ninght of Feb. 29, 1924								
	in rescuing two fishermen at sea				5-15-24				
	Pro.	Master	3000 A		7-1-24	" "			
	Transfer	"	3000 "		10-28-24	" "Columbine"			
	Commended by Secretary and Commissioner for rescuing crew								
	of Coast Guard Patrol Boat No. 245				11-24 & 30-24				
	Awarded Gold Life-saving Medal by Secretary of the								
	Treasury				3-27-27				
	Pro.	Captain	3180 A		4-21-27	Tender "Acacia"			
	Pro.	"	3300 "		7-1-28	" "			
	Pro.	Senior Lighthouse Engineer (Supt. of Lighthouses)	5800 A		1-16-30	9th L.H. Dist.			
	Transferred to 4th District								

PERMANENT

Service history certified correct. Norman Cyril N. C. MANYON Superintendent of Lighthouses.

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

(INDICATE NUMBER OF YEARS)

SPECIAL QUALIFICATIONS

5—10659

31

Personnel- 10 Manyon

HPM (Encl.)

October 19,1935.

Commissioner of Lighthouses,
Washington, D.C.

1. As directed in Bureau unnumbered circular of September 16,1935, "Service record form 2806 for engineering personnel," transmitted herewith are Civil Service Commission Form 2806, and Standard Form No.6, (Personal History Statement), in the case of Norman C. Manyon, Superintendent of Lighthouses, 4th Lighthouse District.

N. C. Manyon
Superintendent of Lighthouses

FILE COPY

Department or Establishment Lighthouses Date Sept 30th 1935

1. Name in full (Mr., Miss, or Mrs.) Mr. Manson (Surname) Norman (Given name) Cyril (Middle name)
2. Present address 927 (Number) Foulkrod St (Street), Phila (City) Pa (State)
3. Legal (voting) residence Pennsylvania (State and Congressional District) Philadelphia (County) Philadelphia (City or town)
4. Where born U.S., New York (State or foreign country) New York City (City or town) When born Sept 12th 1890 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you Wife and no child 18 years -
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Lighthouses	LARKSPUR	QUARTER MASTER	$45.00	1	5	12	12	31	13
"	VARIOUS TENDERS	2ND OFFICER	$70-85	1	1	14	4	25	17
"	VARIOUS TENDERS	1ST OFFICER	$95-110	4	26	17	11	30	18
"	LILAC-COLUMBINE	MASTER	$170-250	11	21	18	9	30	27
"	ACACIA	CAPTAIN	$250-275	4	21	27	1	15	30
"	San Juan P.R.	Senior Lighthouse Engineer	$5800	1	16	30	10	17	34
"	Phila Pa	"	5600	10	18	34	date		

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
None	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

None
(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

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

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

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

Enlisted May 22/1908 Discharged Sept 11th, 1911
Rank App. Seaman Rank Quartermaster
Organization Navy Organization Navy

Served on Lighthouse Vessels under naval jurisdiction from Apr 14/1917 to July 1st, 1919.
Enlisted Discharged
Rank Rank
Organization Organization

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Spanish, Master Mariner holding license from the U.S. Steamboat Inspection Service, for Master of Steam Vessels, any tonnage any oceans, and first class pilot for Harvin waters.

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
None		

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify (Mrs) M. Estelle Mangum

Relationship Wife Post office address 937 Southwood St, Ahela Pa.

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

W C Mangum

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

U. S. GOVERNMENT PRINTING OFFICE: 1930 10—1930

Dec. 21 - 1914 - Commended -
~~Nov. 20 - 1916~~ — entered.
June 4th, 1919 - Commended -
June 4th, 1920 Commended -
June 21, 1923 - Commended -

NO.

Manyon (SURNAME) Norman (FIRST NAME) Cyril (SECOND NAME)

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
Sept.	12	1890	N.Y. 23rd	Bronx	New York
SEX M		RACE W	MILITARY SERVICE Navy-5/22/08 to 9/11/11 Adjusted		YES X NO
RETIREMENT AGE			MILITARY PENSION OR WAR RISK COMPENSATION		YES X NO

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY PAY LESS ALLOWANCES	SALARY BASIC PAY	EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE MOS.	DAYS	YRS.
	Served as Quartermaster on Tender "Larkspur"				1/5/12 to 12/31/13	Com-3rd L.H.Dist.,S.I.,N.Y.			
	Apptd.	Addl.2d Officer- LARKSPUR		$ 840 pa	1-1-14	Do			
	Prob.Appt.	2d Officer- IVY		840 pa	1-1-14	Com-5th L.H.Dist.,Balto,Md.			
	Prom.	2d Officer- MYRTLE		960 pa	3-15-14	Com-3rd L.H.Dist.,S.I.,N.Y.			
	Detail	2d Officer- HOLLY		960 pa	6-13-14	Com-5th L.H.Dist.,Balto,Md.			
	Term.of detail	Do		960 pa	7-1-14	Do			
	Detail	2d Officer- ORCHID		960 pa	8-9-14	Do			
	Commended				12-21-14	Do			
	Red.	2d Officer- ORCHID		900 pa	2-10-15	Do			
	Prom.	2d Officer- JESSAMINE		960 pa	6-13-15	Do			
	Commended				11-20-16	Do			
	Prom.	2d Officer- HOLLY		1020 pa	4-1-17	Do			
	Prom.	1st Officer- HOLLY		1140 pa	4-25-17	Do			
	Red.	Do		1080 pa	7-30-17	Do			
	Prom.	1st Officer- ORCHID		1320 pa	5-1-18	Do			
	Prom.	Master- LILAC		2040 pa	11-21-18	Com-9th L.H.Dist.,S.J.,P.R.			
	Commended				6-4-19	Do			
	Prom.	Do		2280 pa	6-9-19	Do			
	Prom.incldg.long.	Do		2820 pa	8-21-19	Do			
	Commended				6-4-20	Do			
	Commended				6-21-23	Do			
	Commended for services rendered night of 2/29/24 in rescuing two fishermen at sea,				5-15-24	Do			
	Prom.	Master- LILAC		3000 pa	7-1-24	Do			
	Transf.	Master- COLUMBINE		3000 pa	10-28-24	Do			
	Commended by Secretary and Commissioner for rescuing crew of Coast Guard Patrol Boat No.245,				11-24 & 30-24	Do			
	Awarded Gold Life-Saving Medal by Secretary of Treasury				5-27-27				
	Prom.	Captain- ACACIA		3180 pa	4-21-27	Do			
	Prom.	Do		3300 pa	7-1-28	Do			
	Prom.	Senior L.H.Engr(S.of LH)		5800 pa	1-16-30	Do			
	Transf.	Do		5600 pa	10-18-34	Com-4th L.H.Dist.,Phila,Pa.			

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

SPECIAL QUALIFICATIONS Knowledge of Spanish. Granted license as Master,any tonnage,all oceans, and 1st-class pilot various waterways.

FILE COPY

5—10659

NO. _____

Manyon (SURNAME) Norman (FIRST NAME) Cyril (SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
Sept.	12	1890
SEX M	RACE W	
RETIREMENT AGE 65		

DATE	DESIGNATION	OFFICE

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD	TOTAL CREDITED TO EMPLOYEE	DATE OF ORIGINAL APPOINTMENT / REMARKS
	No deductions. Service history certified correct.					N. C. MANYON	Supt. of Lighthouses.

RETIREMENT RECORD CARD—CIVIL SERVICE COMMISSION FORM 2806—FEB., 1931 5—10659 U. S. GOVERNMENT PRINTING OFFICE: 1931

(pc)

75

22 December, 1948

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

Subj: Captain Norman C. Manyon, USCG; Statement of Service for Longevity pay

1. Reference is made to letter from this office dated 23 July, 1948 regarding Form NAVCG-2511-B in the case of subject officer which indicated his Lighthouse Service as 25 years, 11 months and 12 days.

2. However, as indicated in previous letter this does not include the period during which Captain Manyon served under excepted appointment as Quartermaster, from 5 January, 1912 to 31 December, 1913. The latter date was erroneously reported as 31 December 1914 in previous letter. Inclusion of this creditable Lighthouse service between 5 January 1912 and 31 December, 1913 would make a total of 27 years, 11 months and 9 days creditable Lighthouse service. A certified copy of Form 2806 was also enclosed with previous letter.

3. In view of the fact that approximately 6 months has elapsed since date of previous letter, it is requested that reply be expedited.

R. F. REA
By direction

LFB/ejl

75 (pc)

23 July, 1948

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

Subj: Captain Norman C. Manyon, USCG; Statement of Service for Longevity pay

1. Reference is made to Form NAVCG-2511-B in the case of subject Officer. It is noted that Lighthouse Service credit amounts to 25 years, 11 months and 12 days.

2. However, this does not include the period during which Captain Manyon served under excepted appointment as Quartermaster, from 5 January, 1912 to 31 December, 1914. It is believed that this is creditable Lighthouse service and would make a total of 27 years, 11 months and 9 days creditable Lighthouse service. A certified copy of Form 2806, which shows this period of service, is transmitted herewith.

3. Request advice in the premises.

R. F. REA
By direction

Incl
Cert. copy Form 2806

LFB/hrg

CG-2511-B
U.S. COAST GUARD
Form approved by Comptroller General, U.S.
February 25, 1948

STATEMENT OF CREDITABLE SERVICE

UNITED STATES COAST GUARD HEADQUARTERS

ADDRESS REPLY TO
THE COMMANDANT (PO)
REFER TO FILE CG-71

OFFICERS

28 Dec. 1948

To: Commander - 5th CG District,

Subj.: Statement of service for longevity pay

Incl.: (A) Copy of Navy statement dated 14 Feb. 1940

The following is a statement of service, to and including 28 Dec. 1948 of

Captain Norman C. Manyon,

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates) From—	Absent Without Leave (Inclusive dates) To—	Absent Due to Own Misconduct (Inclusive dates) From—	Absent Due to Own Misconduct (Inclusive dates) To—	Nonperformance of Duty Because of (Inclusive dates) From—	Nonperformance of Duty Because of (Inclusive dates) To—
Accepted and executed oath as Comdr. 12-14-39							
Apptd. Captain for temp. serv. 12-10-42							
Apptd. Captain (Perm) 1-30-48							
Now serving		None		None		None	

This statement supersedes statement dated 8 July, 1948

	Yr.	Mo.	Days
Coast Guard Service	9	0	15
Navy service	3	3	20
Lighthouse	27	11	9
Total	40	3	14

Completed 30 years Prior to 1 July, 1948

F. P. VETTERICK
By direction

16-45630-2 U.S. GOVERNMENT PRINTING OFFICE

1670-A

FEDERAL SECURITY AGENCY
WASHINGTON

Feb 5, 1946

Sir:

The Coast Guard Retiring Board convened under Navy Department letter of December 13, 1945, to meet at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary, for the purpose of examining such persons of the U. S. Coast Guard as may be ordered to appear before it, has been dissolved and the officers appointed on that board are hereby relieved from any further duty on it.

The following medical officers are hereby appointed members of the Coast Guard Retiring Board convened by Treasury Department order of January 25, 1946:

Medical Director Ralph E. Porter
Senior Surgeon Marion K. King
Surgeon Esta R. Allen
Surgeon George K. Massengill, Jr.
S. A. Surgeon William P. Sellers
S. A. Surgeon I. Ray Howard
Surgeon (R) Leslie H. Farber
Surgeon (R) Robert Henkle
Surgeon (R) Anthony Turtzo
Surgeon (R) William H. Hosfield
S. A. Surgeon (R) Siegfried Geller
S. A. Surgeon (R) John W. Thomson
S. A. Surgeon (R) Joseph W. Sloan
S. A. Surgeon (R) Arthur Robinson
Assistant Surgeon (R) Alfred W. Glaess
Assistant Surgeon (R) Franklin Fite

The board will convene at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it.

You are directed to designate not more than two of the above named members of the board to serve at any one meeting of such board.

By direction of the President.

Very truly yours,

(Signed) MAURICE COLLIER

Acting Administrator

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

CERTIFIED TO BE A TRUE AND CORRECT COPY. Attest:

TRUXTON E. MIDGETT
Lieutenant Commander, U. S. Coast Guard
Recorder

1. Retiring Boards. Review at HQ of Records of Proceedings of Retiring Boards in several cases have resulted in their disapproval because of procedural defects and for lack of adequate evidence to support the findings. The strictest compliance with the provisions of Coast Guard Boards is required, and meticulous findings, exactly following the statutes and complying therewith are an absolute necessity. HQ cannot supply nor correct any defects, but can only return cases for revision by the Boards. This causes long delays, and frequently institution of entirely new proceedings, since the board may have been dissolved, or so depleted in personnel as to be unable to sit in revision.

Some of the more common defects noted have been the following:

(a) More or less than five members on a Board, or improper proportions of the Coast Guard and Public Health Service Members. Exactly five members, three Coast Guard and two Public Health Service must sit on the Board, both originally and when sitting in revision. When sitting in revision, all five must again sit at the same time. It is not legally sufficient for the Board to sit in revision, or at any other time, with less than five members present, and forward the record to an absent "member" for signature.

(b) Sitting in revision with a new member, the party not having an opportunity to object. If one of the five original members of the Board is not available for any reason, a replacement may be designated by the President from other officers named in the precept. However, when this is done, and regardless of whether or not new testimony is to be taken, the party under examination must be afforded the opportunity of being present and challenging the new member in the same manner as in the original proceedings. Written waiver of right to be present should be attached to the record in appropriate cases. In addition, the new member must be sworn and the entire record of the original proceedings read. The record of proceedings must affirmatively show these matters in substantially the same form as required in the original proceedings.

(c) Taking testimony in the absence of the party, he not having waived his right of appearance. The party appearing before the Board has an absolute right, subject to the exception set forth in Art. 953 of Coast Guard Boards, to be present at all times that testimony is heard, unless he waives his right to appear. This is true whether the testimony is being taken at the first or at an adjourned meeting of the Board, or when sitting in revision. He at all times must be afforded all of his rights under Art. 953.

(d) Medical members not complying with Arts. 957 and 1175(c) of Coast Guard Boards. The report of the medical members should be complete, detailed, and exhaustive. It should contain facts and reasons, not alone opinions and conclusions. The Board and Reviewing Authorities base their decisions on the facts as presented in the case, and decide from the reasons given by the medical members the weight to be accorded to their conclusions. The medical opinions and conclusions are not binding, but only advisory, and the Board gives them such weight as it deems advisable. Frequently, the medical members sign the report containing one opinion or conclusion and later testify exactly opposite.

This is particularly noticeable where the questions of permanency and the rank in which serving when the condition became disabling are concerned. When this occurs, a member so testifying should be questioned on the record as to the reasons for the variation between his sworn written statement and sworn testimony. The recorder should, in all cases, affix the acknowledgement at the bottom or on the reverse side of the Report of Medical Members, in the manner set forth in the last line of Art. 1175(c), Coast Guard Boards.

(e) Findings not supported by the evidence. Every finding must be supported by the evidence in the case. Facts are essential, speculation or remote possibilities are not enough. Exhaustive testimony should be taken from the Medical Members of the Board and from attending doctors, if available, or other qualified witnesses, to justify and support every finding, with particular attention being devoted to testimony as to permanency (with emphasis on all reasonable measures for amelioration having been tried and been without success), and as to officers, the date on which the condition became disabling and the rank in which then serving. In many close and difficult cases, records of Government hospitals, individual health records, and records pertaining to hospitalization prior to entrance in the service, are obviously available upon request, but despite their desirability and unquestioned admissibility and helpfulness, no effort is made to obtain them. The medical members should, if possible, determine before the board meets whether or not additional records would be helpful and either procure them or request that the President do so. The proceedings of the Board may be recessed at any time to permit the Board or the party under examination to procure additional evidence, if it appears that it is available and would be of value. The rights of the individual and of the Government are each best protected by presentation of every fact and circumstance having any bearing on the case.

(f) Adherence to and guidance by Court Martial Orders. In arriving at its findings, careful reading and adherence to the principles enunciated in the following Court Martial Orders is enjoined:

CMO 1, 1942, pp. 133, 134; 3, 1943, p. 105; 3, 1945, p. 131; 4, 1945, pp. 177, 178; 5, 1945, pp. 220, 221, and Advance Copy of CMOs 26 July, 1945, pp. 20-22.

Copies of those unavailable to the Board will be furnished upon request of the Commandant (CL). As new decisions are made, those of interest to the Boards will be called to their attention.

Transcript of 1670-A

FEDERAL SECURITY AGENCY
WASHINGTON

Dec 21 1945

Sir:

The Coast Guard Retiring Board convened under Navy Department letter of May 30, 1945, to meet at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary, for the purpose of examining such persons of the U. S. Coast Guard as may be ordered to appear before it, has been dissolved and the officers appointed on that board are hereby relieved from any further duty on it.

The following medical officers are hereby appointed members of the Coast Guard Retiring Board convened by Navy Department Order of December 13, 1945.

Medical Director Ralph E. Porter
Senior Surgeon Marion K. King
Surgeon Esta R. Allen
Surgeon George K. Massengill, Jr.
S. A. Surgeon W. P. Sellers
Assistant Surgeon Leonard Micon
Surgeon (R) William C. Bown
Surgeon (R) Siegfried Geller
Surgeon (R) Leslie H. Farber
Surgeon (R) Robert T. Henkle
Surgeon (R) Anthony J. Turtzo
Surgeon (R) William H. Hosfield
S. A. Surgeon (R) John W. Thomson
S. A. Surgeon (R) Joseph W. Sloan
S. A. Surgeon (R) Arthur Robinson
Assistant Surgeon (R) Alfred W. Glaess
Assistant Surgeon (R) Franklin Fite

The board will convene at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it.

You are directed to designate not more than two of the above named members of the board to serve at any one meeting of such board.

By direction of the President.

Very truly yours,

(Signed) Maurice Collier

Acting Administrator

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

CERTIFIED TO BE A TRUE AND CORRECT COPY. Attest:

TRUXTON E. MIDGETT
Lieut. Comdr., U. S. C. G., Recorder

FINDING OF FACTS

NORMAN C. MANYON,
Captain, U. S. Coast Guard, President.

WILLIAM M. WOLFF,
Lieutenant Commander, U. S. Coast Guard (Retired), Member.

TRUXTON E. MIDGETT,
Lieutenant Commander, U. S. Coast Guard, Member and
Recorder.

The board then, at adjourned to await the action of the convening authority.

NORMAN C. MANYON,
Captain, U. S. Coast Guard, President.

TRUXTON E. MIDGETT,
Lieutenant Commander, U. S. Coast Guard, Member and
Recorder.

Personal 16 10-A

NAVY DEPARTMENT
WASHINGTON 25, D. C.

Address Reply To
Commandant
CG Headquarters
And Refer To
(POA) CG-71

Dec 13 1945

To: Captain Norman C. Manyon, USCG - Office of District Coast Guard Officer, Fifth Naval District

Subj: Precept for Coast Guard Retiring Board

Ref: (a) Article 950, Coast Guard Courts and Boards

1. A Coast Guard retiring board, consisting of yourself as president and any two of the following Coast Guard officers to be designated by you as members: Captain Morris G. Jory, United States Coast Guard; Commander John R. Stewart, United States Coast Guard; Lieutenant Commander William M. Wolf, United States Coast Guard (Retired); Lieutenant Truxton E. Midgett, United States Coast Guard; Lieutenant Morris B. Ewalt, United States Coast Guard; Lieutenant Claude C. Charley, United States Coast Guard; also any two of the following medical officers: Senior Surgeon (R) Sidney H. Taylor; Surgeon John C. Grier; Surgeon (R) Jacob M. Teske; Passed Assistant Surgeon (R) Leon I. Small, or any two of such medical officers of the U. S. Public Health Service as may be later designated for duty with this board by proper authority, is ordered to convene at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary, for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it. In the event other duties prevent your acting as president of the Board for the consideration of some particular case, you may designate Captain Morris G. Jory, United States Coast Guard, to act as president of the Board for that case.

2. The proceedings of the board will be in accordance with Coast Guard Courts and Boards.

3. The junior Coast Guard member of the board will act as recorder.

4. The District Coast Guard Officer, Fifth Naval District, will furnish the clerical assistance.

5. This board is authorized to consider such cases as are pending before the board convened by precept dated 30 May, 1945, of which you were president.

By direction of the President.

JAMES FORRESTAL
Secretary of the Navy

CERTIFIED TO BE A TRUE AND CORRECT COPY. Attest:

TRUXTON E. MIDGETT
Lieut. Comdr., U.S.C.G.
Recorder

1670-A

(oan)

CG-626

16 November 1945

MEMORANDUM TO ASSISTANT DCGO

Captain Manyon called from Washington, D.C. today at 0815 and requested that you be advised that his orders had been changed and that he and the other conferees were going on to New London to visit the Aids to Navigation School. He expects to return to Norfolk about 1800, Tuesday, 20 November 1945.

A. B. MUSE
Lt. Comdr., USCG

ABM/peg

1670-A
Manyon
Previous

(cmn)

CC-626

Re: Mail

24 October 1945

To: The Commandant (CAN)

Subj: Aids to Navigation Officers' Conference

1. Reference is made to Headquarters' letter (CAN) of 18 October 1945, to which was attached a program for the Aids to Navigation Officers' Conference, to be held November 12-17, modified to begin November 13. It is suggested that the agenda for this series of conferences include Operating Problems - Lightships. This item should include the problems of leave and adequate personnel.

2. The writer feels that, considering the aids to navigation operations in the Fifth Naval District, the most valuable and necessary improvement would be the perfection of an automatic fog horn of small size and hence small battery operating needs. It might be stated that the District has operating several CO_2 fog bell strikers, an ACA electric solenoid striker, and a W & T trumpet horn. It is the writer's view that the use of Diesel engines, particularly those used by commercial craft where little or no attempt is made to muffle the exhaust, has reduced the effectiveness of a fog bell, and the trumpet horn is not considered effective because of its small volume of sound.

3. Another point that might be worthy of consideration is the use of cast iron sinkers. It is realized that the cost of the cast iron sinker is considerably more than the cost of the concrete sinker, but it is also realized that concrete sinkers with a holding capacity comparable to that of the cast iron sinkers are extremely cumbersome when you get into the higher weight brackets, and in addition, it can be stated that in areas where there are ice floes they are not as efficient as are the cast iron sinkers for holding the buoys on station.

N. C. MANYON
Aids to Navigation Officer

NCM/peg

Personal
1670-A ch. 6 manyon

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (OAN)
REFER TO FILE: CG-626

Capt Manyon



28 September, 1945

.To: DCGO, 5ND

Subj: Arrangements made for trip of S. S. MARYLAND in Jefferson Island, Chesapeake Bay, 15 September, 1945

Informal arrangements were made with Captain Norman Manyon over long distance telephone to safeguard the trip of the S. S. MARYLAND to Jefferson Island. This vessel had on board, the President and other high government officials. The inclosure indicates that these efforts were appreciated. The matter was arranged with as little publicity as possible for the protection of the vessel and passengers.

F. P. DILLON
By direction

Incl
Memo from J.S.Delano dated 25 Sept., 1945

Personal file
N.C. Manyon

UNITED STATES COAST GUARD

WASHINGTON 25 September, 1945

Memorandum for Commodore Dillon

I want to express my deep personal appreciation for your fine courtesy in arranging for the placing of a buoy and the stationing of the tender at the Jefferson Island anchorage. These aids made it possible to make six trips without concern or worry.

I hope you will convey to the officers and men aboard the tender my hearty thanks for the splendid manner in which they carried out their assignment.

It is my earnest wish that I may soon have the privilege of being of real service to you as you have always been to the pilots and me.

/s/ JOHN S. DELANO

Personal 1670 A.

UNITED STATES COAST GUARD
Post Office Box 540
Norfolk 1, Virginia

Address reply to the
DISTRICT COAST GUARD OFFICER (d)
Fifth Naval District
Refer to file: 021

19 September, 1945

MEMORANDUM FOR ALL DIVISIONS AND SECTIONS, DCGO 5ND

During the absence of Commodore O'Neill, Friday through Tuesday, 21-25 September, Captain N. C. Manyon will sign all papers requiring the DCGO's signature, as Acting DCGO.

MERLIN O'NEILL

Personnel 167-A

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (PEA-PL)



19 September, 1945

PERSONNEL BULLETIN NO. 88-45

Subj: Rates open to enlistment or reenlistment in the Regular Coast Guard for Reserve personnel on active duty

1. The inclosure of Personnel Bulletin No. 82-45 is hereby canceled.

2. The following ratings, in the Regular Coast Guard, are open to enlistment or re-enlistment for enlisted men of the Reserve on active duty:

Sea 1c Sea 2c	RT (all)	EM (Tel) (all)	ART (all)
AS	RdM (all)	AP (all)	AERM (all)
HA 1c HA 2c	RdM (L) (all)	AMM (all)	PR (all)
StM 1c	SA (all)	AM (all)	Y (all)
StM 2c StM 3c	F 1c F 2c	AOM (all)	SK (all)
RM (all)	EM (all)	ARM (all)	PhM (all)

3. Male reserve personnel with the designator "AN" (Aids to Navigation) will be considered for enlistment in the Regular Coast Guard regardless of the rating they hold. Applications of all such personnel will be referred to Headquarters for appropriate action.

4. It will be clearly explained to petty officers holding ratings listed in paragraph 2 desiring to enlist in the Regular Coast Guard that upon enlistment they will be advanced temporarily to the petty officer rating they now hold in the Reserve. No assurance can be made that they will hold their rating after the Post-War Complement has been established and they will have to take their chances with personnel now in the Regular Coast Guard holding temporary ratings.

5. Cross reference this bulletin with Personnel Bulletin No. 82-45.

By direction of the Commandant.

J. R. FARLEY
Chief Personnel Officer

stribution:
B, C, D and E.
9

Pinsia 1670-A

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

Address reply to the
DISTRICT COAST GUARD OFFICER (d)
FIFTH NAVAL DISTRICT
Refer to file: 021

27 August, 1945

To: ALL DIVISIONS AND SECTIONS

For the information of all concerned, Captain N. C. Manyon will sign correspondence during the absence of the DCGO, 28-30 August, inclusive dates, as "Assistant DCGO."

MERLIN O'NEILL

Personal
N.C. Manyon
1670-H

(d)

71

13 August, 1945

To: The Commandant (O-P)

Subj: Captain N. C. Manyon, U.S.C.G., temporary designation as Assistant District Coast Guard Officer, Fifth Naval District.

Headquarters is informed that, Captain J. E. Stika, Assistant District Coast Guard Officer, Fifth Naval District, having departed this date on thirty (30) days' leave of absence, Captain N. C. Manyon, Aids to Navigation Officer, has been temporarily designated as Assistant District Coast Guard Officer, Fifth Naval District.

MERLIN O'NEIDL

Personnel
Jacket 1610-A

UNITED STATES COAST GUARD

(oan)

781

10 August, 1945

To: The Commandant (INT)

Subj: MANYON, Norman C., Capt. USCG; fingeprints of

Reference is made to Headquarters' letter of 4 August, 1945, file CG-781, (INT) and in compliance with paragraph 3 of said reference, please find attached herewith, Form NCG-2515 completed.

N. C. MANYON
By direction

Incl
NCG 2515

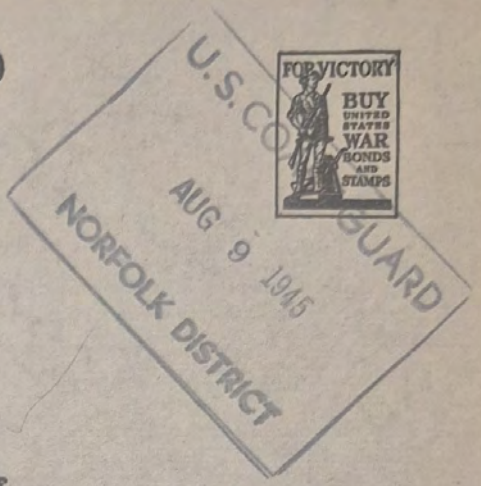
NCM:jea

AUG 8 1945

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT
REFER TO FILE: CG-781 (INT)



4 August, 1945

To: DCGO, 5ND (int)

Subj: MANYON, Norman C., Capt. USCG; fingerprints of

1. Records at Coast Guard Headquarters indicate that there are no fingerprints on file for subject-named officer.

2. Captain Manyon entered the Service before fingerprints were adopted as a means of identification by the Coast Guard.

3. It is requested that the attached form NCG 2515 be completed and forwarded to the Commandant (INT) for the records of Headquarters and for identification purposes.

B. R. BRALOVE
By direction

Incl
Form 2515

Ind-1
DCGO, 5ND (INT)
9 August, 1945

To: DCGO, 5ND

Forwarded.

K. A. MARR,
By direction

COPY

F.B.I.
Personal
1670-A

Department of Justice
UNITED STATES ATTORNEY WEJ:LJ
EASTERN DISTRICT OF VIRGINIA
Norfolk, 1, Virginia

COPY

20 June, 1945

Capt. N. C. Manyon
United States Coast Guard
Federal Building
Norfolk, 1, Virginia

Dear Capt. Manyon:

Beginning June 21st, I expect to have Mr. Tom C. Clark, Attorney General, Mr. J. M. Barnes, White House Secretary, and Judge A. D. Barksdale, Judge for the Western District of Virginia, fishing at Fowling Point Club, which is located in Hog Island Bay.

In the event that their offices in Washington, D. C. or Lynchburg, Virginia deem it necessary to get in touch with them, we would appreciate it if you could have your Hog Island Coast Guard Boat inform us of this.

Thanking you for this favor, I am,

Very truly yours,

S/ WALKLEY E. JOHNSON

By HARRY H. HOLST

Walkley E. Johnson
Assistant United States Attorney

Ltr. 6 June, 1945 (800-626)

1670A

COPY

UNITED STATES COAST GUARD

WASHINGTON 25, D.C.

Address Reply to
THE COMMANDANT
Refer to File:

12 January, 1944

To: Coast Guard Officers Commissioned
from the Former Lighthouse Service

1. A matter has arisen in regard to which it was felt that all officers from the former Lighthouse Service should be immediately cognizant. It concerns HR 2314, which was introduced some months ago in the House of Representatives which would have the effect of crediting for pay purposes the period of service of officers in the former Lighthouse Service.

2. A former Lighthouse Service officer now in the Coast Guard received a letter from a so-called "East Coast Committee" suggesting that he write letters to his local Congressman and the House Committee on Military Affairs in support of HR 2314. He did so, forwarding his letters through official channels for "Release by Headquarters if approved". Upon receipt of his letters the Commandant has discussed the matter with officers of the former Lighthouse Service at Coast Guard Headquarters as indicated in copy of personal letter to the officer in question, copy of which is enclosed for your information. It was felt that all officers of the former Lighthouse Service should be advised of the status of the matter and, the Commandant concurring in that view, I am forwarding the enclosed copy which will inform you completely.

/S/ CHAS. A. PARK

Incl

C
O
P
Y

AIR MAIL

12 January, 1944

xxxxxx
xxxxxx
xxxxxx

xx

Your letter of 20 December 1943, addressed to the Commandant via DCGO xx Naval District with enclosed drafts of letters to the Committee on Military Affairs and Congressman xx each accompanied by a memorandum setting forth arguments with respect to HR 2314, has been received by the Commandant and discussed by him this afternoon with the group of Coast Guard Officers from the former Lighthouse Service now at Headquarters. None of the group present at this conference has any knowledge of the identity of the so called "East Coast Committee" to which your letter refers and it is perhaps just as well that this is the case.

Inasmuch as you may not be aware of all of the background in the consideration of this matter I think it would be well for me to inform you as to what has transpired. Nearly two years ago, following the receipt of several letters from interested officers, I took up with the Commandant the matter of securing legislation which would credit lighthouse service for pay purposes for both officers and enlisted personnel. The matter was very carefully reviewed at Headquarters and studied by a number of Headquarters officers as a result of which the Commandant decided that owing to the provisions of the Pay Act of 1922 and the basis on which the consolidation had been made, he would not be justified in sponsoring legislation to the end sought. The matter was accordingly dropped and the interested officers advised of the Commandant's decision. It was not again revived until the introduction of HR 2314, the bill to which your letters refer. When this bill was forwarded by the Navy to the Coast Guard for consideration and comment in accordance with the usual procedure, the matter was again carefully considered and in view of numerous changes in the Pay Act of 1922, which had the effect of greatly extending credit for service, the Commandant felt that the legislation should be supported and modified only to the extent of extending the provisions to the enlisted as well as officer personnel. A favorable report was accordingly made to the Navy Department. The Navy Department did not concur in the Commandant's view and after careful consideration reported to Congress adversely. That action having been taken and thus constituting the final action of the Navy Department, of which the Coast Guard is a part, no further steps in support either of this legislation or of other legislation designed to accomplish the same purpose could be taken by the Coast Guard. I have so informed two or three of the former officers outside Headquarters who made inquiry as to the status of the bill but

C
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so far as I am aware no general information as to the status has gone out to all officers of the former Lighthouse Service.

In view of the situation, you will readily understand, as the Commandant pointed out this afternoon, that it would be entirely inconsistent and inappropriate either for him or for any officer of the Coast Guard to take issue with the Navy Department's action and that should he forward your letters he could not do so without indicating his disapproval of the contents thereof as being out of line with the Navy's policy in the matter and raising the question of the possible existence of a committee which the Navy might consider to be subversive of proper discipline in a military organization. Under the circumstances, it appears that you will probably wish to request the return of the entire file of correspondence in this matter, in which event it would be returned to you and no further action taken. The Commandant has indicated that he will retain the correspondence a sufficient length of time to receive advice as to your desires and I believe you will conclude that the appropriate action under the circumstances is to request, by official letter to the Commandant through channels, withdrawal of the correspondence as indicated for the reasons stated herein. At any rate, either action requesting withdrawal or advice, through official channels, that such action is not desired should be forwarded via Air Mail upon receipt of this letter.

As stated, I have no knowledge of the identity of the "East Coast Committee" but am somewhat fearful that through lack of information as to the status of the matter some officer of the former Lighthouse Service may unwittingly, through writing directly to a member of Congress, violate the provisions of Article 94 of the Navy Regulations thus making themselves liable to disciplinary action and tending to embarrass the Coast Guard in its relations with the Navy. To avoid this possibility, steps are being taken to inform them by personal correspondence as to the way the matter now stands.

I feel that you would want to be immediately advised and will send this along Air Mail in the hope that it will reach you promptly.
With best regards,

Very truly yours,

/S/ CHAS. A. PARK
Rear Admiral, USCG

11 C mayor 1670-P

FEDERAL SECURITY AGENCY
WASHINGTON

December 13, 1943

Sir:

The Coast Guard Retiring Board convened under Navy Department letter of August 16, 1943, to meet at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary, for the purpose of examining such persons of the U. S. Coast Guard as may be ordered to appear before it, has been dissolved and the officers appointed on that board are hereby relieved from any further duty on it.

The following medical officers are hereby appointed members of the Coast Guard Retiring Board convened by the Secretary of the Navy under date of December 6, 1943:

Senior Surgeon Ralph E. Porter
Surgeon Marion K. King
Dental Surgeon John A. Hammer
P. A. Surgeon Esta R. Allen
P. A. Surgeon (R) Walter S. Mozden
P. A. Surgeon William S. Hotchkiss
P. A. Surgeon Marion B. Noyes
Surgeon (R) Mark Exley
P. A. Surgeon (R) William M. Crawford
P. A. Surgeon (R) Leslie H. Farber
P. A. Surgeon (R) Aaron W. Newton
P. A. Dental Surgeon (R) Max Kessler
Assistant Surgeon (R) Neil Callahan
Assistant Surgeon (R) Franklin K. Fite
Assistant Surgeon (R) Joseph W. Sloan
Assistant Dental Surgeon (R) Irwin P. Bauman
Assistant Dental Surgeon (R) George B. F. Traylor

The board will convene at the U. S. Marine Hospital, Norfolk, Virginia, from time to time as may be necessary, for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it.

You are directed to designate not more than two of the above members of the board to serve at any one meeting of such board.

By direction of the President.

Respectfully,

Watson B. Miller
Acting Administrator

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

I certify that I have examined the original writing of which this is a copy and compared it with this copy, and I further certify that this is an exact and complete copy of the original.

TRUXTON E. MIDGETT
Lieut.,USCG, Recorder.

WASHINGTON

December 6, 1943.

From: The Secretary of the Navy

To: Captain Norman C. Manyon, U. S. Coast Guard - Office of District Coast Guard Officer, 5th Naval District, Norfolk, Va.

Subj: Precept for Coast Guard retiring board.

Ref: (a) Article 950, Coast Guard Courts and Boards

1. A Coast Guard retiring board, consisting of yourself as president and any two of the following Coast Guard officers, to be designated by you, as members: Commander Clarence C. Paden, U. S. Coast Guard, Commander Morris G. Jory, U. S. Coast Guard, Lieutenant Commander William M. Wolff, U.S. Coast Guard, Retired, Lieutenant Charles O. Peel, U. S. Coast Guard, Lieutenant Truxton E. Midgett, U. S. Coast Guard, and Lieutenant (j.g.) Glenn C. Fonger, U. S. Coast Guard; also any two of such medical officers of the U. S. Public Health Service as may be designated for duty with this board by proper authority, is hereby ordered to convene at the U. S. Marine Hospital, Norfolk, Va., from time to time as may be necessary, for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it.

2. The proceedings of the board will be in accordance with Coast Guard Courts and Boards.

3. The junior Coast Guard member of the board will act as recorder.

4. The District Coast Guard Officer, 5th Naval District, will furnish the necessary clerical assistance.

By direction of the President.

(signed) James Forrestal

CC: Each member of board
Asst. Surg. General Carl Michel

I certify that I have examined the original writing of which this is a copy and compared it with this copy, and I further certify that this is an exact and complete copy of the original.

TRUXTON E. MIDGETT,
Lieut., U.S.C.G. - Recorder.

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P. A. Surgeon (R) Leslie H. Farber
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By direction of the President.

Respectfully,

Watson B. Miller
Acting Administrator

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

I certify that I have examined the original writing of which this is a copy and compared it with this copy, and I further certify that this is an exact and complete copy of the original,

TRUXTON E. MIDGETT
Lieut., USCG, Recorder.

December 6, 1943.

From: The Secretary of the Navy

To: Captain Norman C. Manyon, U. S. Coast Guard - Office of District Coast Guard Officer, 5th Naval District, Norfolk, Va.

Subj: Precept for Coast Guard retiring board.

Ref: (a) Article 950, Coast Guard Courts and Boards

1. A Coast Guard retiring board, consisting of yourself as president and any two of the following Coast Guard officers, to be designated by you, as members: Commander Clarence C. Paden, U. S. Coast Guard, Commander Morris G. Jory, U. S. Coast Guard, Lieutenant Commander William M. Wolff, U.S. Coast Guard, Retired, Lieutenant Charles O. Peel, U. S. Coast Guard, Lieutenant Truxton E. Midgett, U. S. Coast Guard, and Lieutenant (j.g.) Glenn C. Fonger, U. S. Coast Guard; also any two of such medical officers of the U. S. Public Health Service as may be designated for duty with this board by proper authority, is hereby ordered to convene at the U. S. Marine Hospital, Norfolk, Va., from time to time as may be necessary, for the examination of such persons of the U. S. Coast Guard as may be ordered to appear before it.

2. The proceedings of the board will be in accordance with Coast Guard Courts and Boards.

3. The junior Coast Guard member of the board will act as recorder.

4. The District Coast Guard Officer, 5th Naval District, will furnish the necessary clerical assistance.

By direction of the President.

(signed) James Forrestal

CC: Each member of board
Asst. Surg. General Carl Michel

I certify that I have examined the original writing of which this is a copy and compared it with this copy, and I further certify that this is an exact and complete copy of the original.

TRUXTON E. MIDGETT,
Lieut., U.S.C.G. - Recorder.

1670-A

CROSS REFERENCE SHEET

12 February, 1943.

Date

TO Form 2609 to Hdq.

Quarters "A" Portsmouth Depot-

SUBJECT

REF:

REMARKS: Purchase of refrigerator which is necessary for proper maintenance of quarters.

ORIGINAL FILED UNDER

UNIT Request for Work Authorization NUMBER N/D 601

COPY FILED:

SENT:

800-821

1670-A

9 February, 1943.

From: N. C. Manyon, Captain, U.S.C.G.
To: Coast Guard Communication Officer, Fifth Naval District.

Subject: Telephone service, installation of telephones in official quarters at Portsmouth Depot; request for.

Reference: (a) Headquarters letter 14 January, 1943 (800-821).
(b) Article 1519, Pay and Supply Instructions.

1. As authorized in reference (a), it is requested that two (2) telephones, one extension and one bridged extension, connecting with the Coast Guard switchboard (Portsmouth 6200), be installed in my official quarters located on the government reservation at the Portsmouth Depot.

2. I agree to pay the monthly rental for above installation which will be $1.00 for each telephone extension set, and a minimum mileage charge of $.75, a total monthly rental of $2.75, together with $1.50 as a nonrecurring charge for cost of installation.

N. C. MANYON,
Captain, U.S.C.G.

Personnel Memorandum 1670-A

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

23 August, 1941

GENERAL ORDER NO. 6.

PROMOTION OF COMMISSIONED OFFICERS

1. During the period that temporary appointments and temporary promotions in the Coast Guard authorized by the Act of July 24, 1941 (Public No. 188, 77th Congress), remain in effect, the provisions of Article 509 and so much of Article 510 as pertains to written examinations, Coast Guard Regulations, Articles 983, 985, the first sentence of Article 988, and Article 989. Coast Guard Courts and Boards, and General Order No. 4, are suspended, and in lieu thereof the regulations prescribed herein shall govern.

2. The mental, moral, and professional fitness of an officer to perform all the duties of the next higher grade for which he is examined by a board of examining officers shall be determined by an examination into his official service record covering the period since he was last promoted, and by an inquiry into the courses and studies he has pursued in his present rank toward the development of professional attainment.

3. An officer who fails to establish his mental, moral, and professional fitness to the satisfaction of the board of examining officers shall be informed in writing as to such failure, and he shall be furnished an extract of unfavorable reports appearing in the report of the proceedings of the examining board. He shall be afforded an opportunity to make a statement in writing in his own behalf, to be furnished to a second examining board, no member of which shall have served on the first examining board. The second examining board shall be convened as soon as practicable after the first examining board, and in no case shall the interval between the two boards exceed six months.

It shall be the duty of the second examining board to consider the officer anew for promotion. Should the officer again fail to establish his mental, moral, and professional fitness to perform all the duties of the next higher grade to the satisfaction of the second board of examining officers, he shall be placed out of the line of promotion.

4. An officer affected by Article 510 (2), Regulations, if found qualified for promotion under this General Order, shall be placed in line of promotion with precedence according to his seniority on 1 October, 1941.

5. The effective date of this order is 1 October, 1941.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON

November 5, 1940

GENERAL ORDER NO. 4.

PROMOTION OF COMMISSIONED OFFICERS

1. Within eighteen months of the probable date an officer becomes due for promotion to the next higher grade he shall hold himself in readiness to appear at any time before an examining board. Except for professors examinations will be held each year during the months of April and October in designated subjects, and the officers concerned will be notified as far in advance as practicable of the time set for the examinations in the subjects which they are to take. The subjects will be divided between two successive examinations, except when the Commandant, in his discretion, directs that any or all subjects be covered in one examination. When, in the opinion of the Commandant, it is inadvisable to divert an officer from duty upon which he is engaged for the purpose of taking his promotion examination during the months of April and October, he shall make special provisions for the examination of such officer. When, in the opinion of the Commandant, it is desirable to reexamine an officer prior to the next semiannual examination period he shall make special provisions for such reexamination. Examinations will be scheduled as follows: April - general, naval construction and care of vessels, ordnance and gunnery, gunnery and drill regulations, navigation and surveying, seamanship; October - strategy and tactics, radio and communications, regulations, law, engineering. The first scheduled examination under this order will be held in April, 1941.

2. Officers who have taken one or more examinations in their present grade in accordance with regulations in effect at the time such examinations were commenced, shall complete their examinations for promotions under the same regulations.

SCOPE OF EXAMINATIONS

3. The subjects and scope of the examinations shall be as follows:

(1) For promotion to grade of captain (line, regular number).

(a) General. Duties, functions, and responsibilities of a district commander and captain of the port; organization and policy.

(b) Law. International law; military law; navigation and customs laws.

(2) For promotion to grade of captain (engineering):

(a) General. Duties, functions, and responsibilities of a district engineer officer; maintenance of vessels, aids to navigation, and stations; organization and policy.

(b) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, pleas, challenges, specifications, punishments, and sentences; subsequent to 30 June, 1943, international law.

(3) For promotion to grade of captain (additional number - officers inducted from the Lighthouse Service):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(b) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(4) For promotion to grade of captain (additional number - officers appointed from grade of constructor):

(a) General. Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including drydocking, repairs, and inspection; a knowledge of the use, properties, and constituents of materials, composition of alloys, processes of steel castings, deterioration of metals, protective coatings, fouling of ships' bottoms, and kindred subjects.

(b) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(5) For promotion to grade of captain (additional number - officers appointed from grade of district commander):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to life-saving operations and equipment; design, construction, and maintenance of life-saving equipment and appliances; rescue and assistance operations; organization and care of personnel.

(b) Law. Military law; navigation and customs laws.

(6) For promotion to grade of commander (regular number):

(a) General. Duties, functions, and responsibilities of a district commander; organization and policy. Duties of a commanding officer, including handling ships, rescue and assistance operations, organization and care of personnel; operation and maintenance of aids to navigation; intercourse with foreign and United States officials, both civil and military.

(b) Strategy and tactics. Equivalent to the correspondence course in the same subject issued by the Naval War College.

(c) Naval Construction and Care of Vessels. A general knowledge of the elements of naval construction and basic calculations, including practical ship construction; care and preservation of vessels; inspections, and ability to write specifications covering repairs.

(d) Law. International law; military law; navigation and customs laws.

(7) For promotion to grade of commander (additional number - officers inducted from the Lighthouse Service):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(b) Engineering. A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(c) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(8) For promotion to grade of commander (additional number- officers appointed from grade of constructor):

(a) General. Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including drydocking, repairs, and inspection; a knowledge of the use, properties, and constituents of materials, composition of alloys, processes of steel castings, deterioration of metals, protective coatings, fouling of ships' bottoms, and kindred subjects.

(b) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments and sentences.

(9) For promotion to grade of commander (additional number - officers appointed from grade of district commander):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to lifesaving operations and equipment; design, construction, and maintenance of life-saving equipment and appliances; rescue and assistance operations; organization and care of personnel.

(b) Law. Military law; navigation and customs laws.

(10) For promotion to the grade of lieutenant commander (regular number):

(a) Naval Construction and Care of Vessels. A general knowledge of the elements of naval construction and basic calculations, including practical ship construction; care and preservation of vessels; inspection; and ability to write specifications covering repairs.

(b) Engineering. Propelling plants - advantages and disadvantages of various marine types; efficiency; care of machinery; steam trials; safety precautions. Thermodynamics - properties of gases; heat cycles. Strength and properties of materials. Sound and optics, as applied to aids to navigation. Electricity - fundamental principles; theory; definitions; lighting; wiring; searchlights; aids to navigation; currents; motors; generators; electric power drive. Speed and power of ships - theory of resistance; propulsion of vessels.

(c) Ordnance and Gunnery. Fire control problems; ship control; organization and training of observing party; target practice; spotting; ordnance; ammunition and stowage; mines and derelict destruction.

(d) Law. International law; military law; navigation and customs laws.

(e) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(11) For promotion to grade of lieutenant commander (additional number - officers inducted from Lighthouse Service):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(b) Engineering. A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(c) Law. Military law - including duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(d) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(12) For promotion to grade of lieutenant commander (additional number - officers appointed from grade of constructor):

(a) General. Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including drydocking, repairs and inspection; a knowledge of the use, properties, and constituents of materials, composition of alloys, processes of steel castings; deterioration of metals, protective coatings, fouling of ships' bottoms, and kindred subjects.

(b) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(c) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(13) For promotion to grade of lieutenant commander (additional number - officers appointed from grade of district commander):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to lifesaving operations and equipment; design, construction and maintenance of lifesaving equipment and appliances; rescue and assistance operations; organization and care of personnel.

(b) Law. Military law; navigation and customs laws.

(c) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(14) For promotion to grade of lieutenant (regular number):

(a) Seamanship. A comprehensive knowledge of the subject, including mooring and maneuvering board problems; ship handling; rules of the road; data and sketches of cutter to which at present or last attached; duties of watch and division officer; weather and laws of storms; boats; nomenclature.

(b) Navigation and Surveying. A comprehensive knowledge of the subject, including systems of buoyage, compass compensation, and a working knowledge of the gyroscopic compass.

(c) Engineering. Propelling plants and aids to navigation - advantages and disadvantages of various marine types; efficiency; care of machinery and aids to navigation; steam trials; safety precautions. Thermodynamics - properties of gases, heat cycles. Strength and properties of materials. Sound and optics as applied to aids to navigation. Electricity - fundamental principles; theory; definitions; lighting; wiring; searchlights; currents; motors; generators; electric power drives; aids to navigation.

(d) Ordnance and Gunnery. Target practice; fire control; spotting; ordnance; ammunition and stowage; mines and derelict destruction. Duties of battery officer and spotter; exterior and interior ballistics; errors of gunfire; infantry drill through battalion drill; small arms target practice; explosives.

(e) Law. International law; military law; navigation and customs laws.

(f) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(15) For promotion to grade of lieutenant (additional number - officers inducted from Lighthouse Service):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(b) Engineering. A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(c) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(d) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(16) For promotion to grade of lieutenant (junior grade)(regular number).

(a) Seamanship. A comprehensive knowledge of the subject, including mooring and maneuvering board problems; rules of the road; data and sketches of cutter to which last attached; duties of watch and division officer; weather and laws of storms; handling boats; honors and salutes; nomenclature; aids to navigation.

(b) Navigation and Surveying. A comprehensive knowledge of the subject, including systems of buoyage, compass compensation, and a working knowledge of the gyroscopic compass.

(c) Engineering. Boilers - description of various types of boilers; efficiency; steam pressures; fuels; boilers attachments; boiler erosion; materials. Auxiliaries - description and types used for marine purposes; materials.

(d) Radio and Communications. Fundamental principles of radio; operation of telephone and cable lines and of radio telegraph; radio telephone; radio beacons; and radio compass, including calibration; storage batteries. Communication administration, policy, regulations and instructions; signaling by wigwag, flashing light, semaphore, sound, distant signals, and international code.

(e) Gunnery and Drill Regulations. Duties of a battery officer and spotter; exterior and interior ballistics; errors of gunfire; ordnance; infantry drill through battalion drill; small arms and machine guns; small arms target practice; explosives.

(f) Law. Military law; navigation and customs laws.

(g) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(17) For promotion to grade of lieutenant (junior grade)(additional number - officers inducted from Lighthouse Service):

(a) General. Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(b) Engineering. A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(c) Law. Military law - duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(d) Regulations. Coast Guard Regulations; Pay and Supply Instructions; Personnel Instructions; Uniform Regulations.

(18) For promotion of professors.

The mental, moral, and professional fitness of a professor to perform all the duties of the next higher rank in his grade will be determined by an inspection of his official record and an oral examination into the studies and courses he has pursued in his present rank toward the development of professional attainment, and his bearing, aptitude, and personality in their relation to his increased value in his special field. The oral examination shall be considered as supplemental to the examination of his official record.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury.

HEADQUARTERS

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No.
Med- 71

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON 26 March, 1940.

U. S. COAST GUARD
MAR 28 1940
NORFOLK DISTRICT

From: Commandant.
To : Commander N. C. Manyon, Norfolk District.

Subject: Physical condition.

Reference: (a) Report, Annual Physical Examination, 20 March, 1940.

1. The Medical Director attached to Headquarters, upon reviewing reference (a) in your case, notes "moderate obesity; nasal polyp".

2. In order to avoid future disability and premature retirement, it is desired that you seek proper relief from the U.S. Public Health Service, advising Headquarters relative to the action taken by you.

By direction.

N. R. STILES,
Assistant Personnel Officer.

---

71 First Indorsement Norfolk, Va.,
NORFOLK DISTRICT 28 March, 1940.

1. Delivered for compliance.

T. G. CRAPSTER.

IN REPLY ADDRESS NOT THE SIGNER OF THIS LETTER, BUT BUREAU OF NAVAL PERSONNEL
NAVY DEPARTMENT, WASHINGTON, D. C.
REFER TO NO. N Pers -642

NAVY DEPARTMENT

BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C.

From: The Chief of Naval Personnel

2-14-40

To: Commandant, USCG

SUBJECT: MANYON, Norman Cyril, Ex-QM3c, USN

Statement of service of

1 The following is a statement of the service of the above named man for the purpose of computing pay:

Enlisted	Discharged	Absent without leave (Inclusive dates)		Sickness due to own misconduct (Inclusive dates)		Nonperformance of Duty because of (Inclusive dates)	
		From	To	From	To	From	To
5-22-08	9-11-11	None			None		None

Place of Birth: New York, N.Y.
Date of Birth : 12 Sept. 1890

Certified to be a true copy
J. H. PITTS
Chief, Service, Leave, and Files Section
Officer Assignment Division

Certified to be a true copy

(Signed) .....

U. S. C. G.

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

10

PAGE: B 447

PERSONNEL ACTION

Date Prepared: 22 January, 1940

U.S. COAST GUARD
JAN 27 1940
NORFOLK DISTRICT

Name: Hanyon, Norman C.

From: U. S. Coast Guard

Nature of Action: Resignation, Acceptance of Without Prejudice

	FROM	TO
Position	Principal Lighthouse Engineer (Superintendent of Lighthouses)	
Grade	P-6	
Salary	$6000 p.a., including $300 p.a. Quarters	
Bureau	U. S. Coast Guard	
Office	Norfolk, Virginia	
Unit		
Division		
Section		
Sub-Section		
Headquarters	Norfolk, Virginia	
Post of Duty	Norfolk, Virginia	
Appropriation	Sal., Lh. Service, Coast Guard	
Allotment		

EFFECTIVE: Close 13 December, 1939 ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

BUREAU OR DIVISION NO.

DATE OF BIRTH: 9-12-1890

LEGAL RESIDENCE: New York

VETERAN'S PREFERENCE

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL

VICE VACANCY:

VICE:

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT:

SUBJECT TO RETIREMENT ACT: Lighthouse 10th 6-20-18

Justification:

Mr. Hanyon resigned to accept a commission as Commander in the military branch of the Coast Guard, and his resignation is inclosed.

Effective 13 Dec. 1939 fwt

DATE APPROVED 1-29-40

SUBORDINATE ADMINISTRATIVE OFFICE

DATE

1670

Present

Form 93

NOTICE OF RESIGNATION

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

OFFICE OF Commander, Norfolk DISTRICT,

15 January , 1940

Commandant:

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

Name, Norman C. Manyon Position, Principal Lighthouse Engineer

Legal residence, New York Station, District Office

Salary, $6000 per annum (Includes $300 qtrs.)

The acceptance of this resignation without prejudice is recommended effective at the close of 13 December, 1939

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

Remarks:

T. G. CRAPSTER.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce,

11—4623

Norfolk, Virginia

13 December, 1939.

From: N. C. Manyon, Supt. of Lighthouses.
To: Commandant.

1. Due to my acceptance of a commission as Commander in the U. S. Coast Guard, it is requested my resignation as Principal Lighthouse Engineer (Superintendent of Lighthouses) be accepted as of this date.

N. C. MANYON.

NCM:MCB
75-71

Norfolk, Va.

13 November, 1939.

From: Superintendent of Lighthouses Norman C. Manyon, Norfolk District.

To: Commandant.

Subject: Appointment as commissioned officer.

References: (a) Headquarters P-75 of 6 November, 1939.
(b) Norfolk District of 9 November, 1939-75.

1. In compliance with paragraph 1 of the reference (a), the Commandant is informed that it is the desire of the writer to accept the commission of Commander in the U. S. Coast Guard.

2. In compliance with paragraph 3 of reference (a), the receipt of letter, reference (a), is acknowledged.

N. C. Manyon,
Superintendent of Lighthouses,
Norfolk District.

75-71 First Indorsement Norfolk, Va.,
NORFOLK DISTRICT 13 November, 1939.

1. Forwarded.

T. G. CRAPSTER.

NRC

September 8, 1939.

Capt. N. C. Manyon,
Superintendent of Lighthouses,
C/o Cornish Arms Hotel,
23rd St., near 8th Ave.,
New York, N.Y.

1. Mail was forwarded from the Portsmouth Lighthouse Depot to-day to the above address.

M. G. Jory,
Assistant Superintendent of Lighthouses.

Copy to:

Capt. N.C.Manyon,
Superintendent of Lighthouses,
C/o H.F.Smith,
7 East Garland Ave.,
Atlantic Highlands, N. J.

31 August, 1939

Memorandum for Communication Center

1. Commencing 500 1 September, Superintendent, N.C. Manyon will be on leave until 800 19 for telephone or other disptaches call Lighthouse Depot, Portsmouth 2129, Assistant Superintendent, M. Jory Norfolk 33171 or Mr. Dawson, 37661.

2. Superintendent will keep District office advised during leave as to his telephone address.

Home

September 1st, Hay-Adams Hotel 16th & H. Streets, Washington, D.C.
September 2nd to 5th , on, H.F.Smith No. 7 E.Garfield Ave.,
Atlantic Highlands, N.J.

N.C.Manyon,
Superintendent of Lighthouses.

Copy to Mr. Jory
" " Mr. Dawson

1620 Manyon

NCM:AHG.

10 August, 1939.

From: Superintendent of Lighthouses N. C. Manyon.
To: Commander, Norfolk District.

Subject: Annual Leave.

1. It is requested the writer be granted 13½ days of annual leave - September 1st to 18th, inclusive.

2. The records show current and accumulated leave credit to the amount of 60 days.

N. C. MANYON.

Canyon Pueblo
-110-021
1670-A

CROSS REFERENCE SHEET

~~24 July, 1939~~
Date

FROM ~~HQ~~

SUBJECT ~~Probably forsarding of Correspondence & Reports~~ to HQ.

REFERENCE: 20 July 1939, (CO-110-021)

REMARKS: See letter of authority to N.C. Canyon sub. of L/H
24 July, 1937 - 110-02.

ORIGINAL FILED UNDER

UNIT ~~Has not reached file~~ NUMBER ND 021

Copy
filed

NCM:MCB

July 1, 1939.

From: Superintendent of Lighthouses, Norfolk, Va.
To: Commander, Norfolk District, U. S. Coast Guard.

Subject: Superintendent of Lighthouses N. C. Manyon, reporting for duty.
Reference: Letter 20 June 1939 Commandant U. S. Coast Guard, File P.B-71 701.

In compliance with letter of indicated reference Superintendent of Lighthouses N. C. Manyon reports for duty on the staff of the Commander, Norfolk District 1 July 1939.

N. C. Manyon.

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. Norman C. Manyon

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

OLIVER C. SHORT
Director of Personnel.

From: $5800 (includes $300 allowance for quarters).

To: $6000 (includes $300 allowance for quarters).

Service and grade: P-6.

Appropriation (unit): Field

5
C

Noted in Payroll 7-26-39

Original

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JAN 9 1939
NORFOLK, VA.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
January 7, 1939

Superintendent of Lighthouses,
Norfolk, Virginia.

Confirming telephone conversation of the 6th, you are authorized to proceed to the 4th Lighthouse District for the purpose of conferring with the Superintendent and taking passage on a vessel leaving the port of Philadelphia and proceeding through the Chesapeake and Delaware Canal, thus providing opportunity for the inspection of aids to navigation marking the canal and its approaches, and conferring with marine interests.

For the Commissioner:

C. A. PARK,
Deputy Commissioner.

CAP:HS

Sample

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

NCM:MCB

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

December 19, 1938.

To all Fifth District Personnel:

1. Hereon please find quoted for your information the greetings of the Secretary of Commerce:

"Another year is closing with its record of things done and of services rendered.

History will accord the remarkable year of 1938 an important place in the world's archives and from it we have gained experiences that should better prepare us for thoughtful and constructive service next year.

I am grateful for your cooperation in the past and I am confident you will successfully meet the challenges of the new year. In this spirit, I send you and the employees under your supervision, good cheer and my good wishes for 1939."

2. The Superintendent wishes to join the Secretary in wishing you every good wish. The hard work and clear vision evidenced by so many of the Fifth District personnel can but result in a year of satisfaction and progress to us all.

3. The happy reports received from our retired members are good to hear. May they continue well in body, and happy in spirit.

N. C. MANYON,
Superintendent of Lighthouses.

Personal 1670

THE SECRETARY OF COMMERCE
WASHINGTON

December 14, 1938.

Dear Mr. Manyon:

Another year is closing with its record of things done and of services rendered.

History will accord the remarkable year of 1938 an important place in the world's archives and from it we have gained experiences that should better prepare us for thoughtful and constructive service next year.

I am grateful for your cooperation in the past and I am confident you will successfully meet the challenges of the new year. In this spirit, I send you and the employees under your supervision, good cheer and my good wishes for 1939.

Very sincerely,

DANIEL C. ROPER
Secretary of Commerce.

Mr. Norman C. Manyon,
Superintendent of Lighthouses,
Norfolk, Virginia.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
803 CUSTOMHOUSE
SECOND AND CHESTNUT STREETS
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
PHILADELPHIA, PA.

DJL:HIW.

November 23, 1938.

SUPT. OF LIGHTHOUSES
NOV 25 1938
NORFOLK, VA.

Mr. N. C. Manyon,
Superintendent of Lighthouses,
Norfolk, Virginia.

There is enclosed herewith LIGHTHOUSE SERVICE BULLETIN for December 1935, - Secretary's Edition - which was inadvertently left here.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clk.
Stenog.
Messenger
File

G. W. Hitchens
Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
803 CUSTOMHOUSE
SECOND AND CHESTNUT STREETS
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
PHILADELPHIA, PA.

DJL:HIW.

November 23, 1938.

SUPT. OF LIGHTHOUSES
NOV 25 1938
NORFOLK, VA.

Mr. N. C. Manyon,
Superintendent of Lighthouses,
Norfolk, Virginia.

There is enclosed herewith LIGHTHOUSE SERVICE BULLETIN for December 1935, - Secretary's Edition - which was inadvertently left here.

G. W. Hitchens
Superintendent of Lighthouses

October 19, 1938

My Dear Mr. Secretary:

I wish to acknowledge with thanks your kind invitation of October 17th to join your party on the occasion of inspection of the lighthouse facilities in the region of Annapolis, Maryland, on Monday, October 24th.

I shall be very happy to have the privilege of accompanying you on that occasion.

Very respectfully,

The Honorable,
Daniel C. Roper,
Secretary of Commerce.

Copy to Commissioner of Lighthouses.

1670

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

NCM:LMF

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

804E

LIGHTHOUSES OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

OCT 4 8 41 AM '38

October 3, 1938

Commissioner of Lighthouses,
Washington, D. C.

Subject: Quarters assigned to Superintendent.

1. The situation as stated in my letter of October 18, 1937 continues, in a large measure, to remain unchanged.

2. The quarters have only one redeeming feature, and that, of course, is the fact that the Superintendent can, with little loss of time, keep close contact with both depot and tenders. The Bureau must realize that many contacts such as one would make by living in more desirable locations are not made, and also that only by constantly calling the attention of the local police force to the noises of such establishments as exist across the street from the depot are the quarters at all livable, especially when the weather gets warm and windows and doors are open.

3. Therefore, it is recommended the present plan of permitting the Superintendent to occupy the quarters be continued, feeling justified that much benefit is gained by such occupancy.

N. C. Manyon,
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington, D.C.,
October 5, 1938

Returned to Superintendent of Lighthouses, Norfolk, Virginia, approved as recommended.

For the Commissioner:
C.A.PARK,
Deputy Commissioner.

C.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

NCM:MCB
Incl.

LIGHTHOUSES
AUG 25 8 30 AM '38

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

AUG 29 1938

August 24, 1938.

Commissioner of Lighthouses,
Washington, D. C.

Herewith please find application for leave from September 1st to September 7th, inclusive, 4 days, 4 hours, annual leave. The Superintendent intends to proceed as far as New York during the course of this leave, where he will contact the Superintendent of the Third District, who is a member of his Committee, for the Superintendents' conference. It is suggested that the Bureau permit the Superintendent to proceed to spend one day with the Superintendent of Lighthouses, Portland, Maine, and one day with the Superintendent of Lighthouses, Boston, Mass., for a preliminary discussion relative the various items which will be developed during the Superintendents' conference. The Superintendent in Portland is on the same Committee as the Superintendent at Norfolk, and in view of the fact that the question of Dilok Chain looms rather large in the preliminary study of the items to be developed and presented by Committee No. 2, it would seem to be desirable to permit the conference with the Superintendent at Boston, which certainly would be in the interest of the Government. This additional travel to start and finish at New York and will not take more than three days, including all travel time.

Supt.
Asst. Supt.
Chief Clk.
Asst. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Drafting
Personnel
Asst. Kpg.
Prop. Clk.
Messg.
Stenograph
File

N. C. Manyon,
Superintendent of Lighthouses.

E-K

- - - - -

Bureau of Lighthouses, Washington, D. C.,
August 26, 1938.

Returned to Superintendent of Lighthouses, Norfolk, Va., approved. Your application for 4-4/7 days annual leave is also returned approved.

For the Commissioner:

W.P.Harman
Administrative Assistant

1620

NCM:LL

April 21, 1938

Commissioner of Lighthouses,
Washington, D. C.

Permission is requested for three members of my family to take a trip on a tender some time during the next week. The trip would be made during the daytime; no lodging to be made aboard the tender, and the trip to be incident to regular lighthouse duties.

N. C. Manyon,
Superintendent of Lighthouses.

To: Commandant

Subj: Assistant Aids to Navigation Officer; training of

1. In accordance with Headquarters' letter 25 January, 1943 (CG-OP-020-626-71), the following outline of a plan for training of Assistant Aids to Navigation Officers is submitted.

2. It is believed that the officer selected for this training should be of rank not less than Lieutenant, preferably with some previous experience as a commanding officer, and thoroughly interested in Aids to Navigation and Hydrographic work.

3. The period of training should be of three (3) years' duration to be utilized as follows:

(a) First Year. Rotational duty aboard various types of tenders with the last two months devoted to maintenance instruction at a buoy depot.

(b) Second Year. A post-graduate course in Civil Engineering, stressing only such phases of the profession as are of particular value in Aids to Navigation work.

(c) Third Year. Hydrographic and Materiel training. Thorough indoctrination and training in all phases of chart work, charts, publications, notices, radio aids, etc. as outlined in Paragraph 5 (a)(b)(c)(d) and (f) of Inclosure B, Headquarters' letter.

4. It is believed that a course of training as outlined above is of minimum length to provide sufficient background for competent officers to assume the duties of assistant Aids to Navigation Officers.

CC Paden
By direction

Personnel 1670-A

OFFICE DIRECTORY

Office	Name	Rank	Local
COAST GUARD REPAIR BASE	PORTSMOUTH, VIRGINIA		
COMMANDING OFFICER	Hunley, W. L.	Lt.Comdr.	Ports. 3881
Quarters of Aids to Navigation Officer	Manyon, N. C.	Capt.	Ports. 3536
Petty Officer of the Watch	Barracks	- - -	Ports. 6161
Machine Shop	- - - - - - - - - - - - - - - - - - - -		Ports. 6162
Sentry	Main Gate	- - -	Ports. 6160

The machine shop telephone will be answered only during working hours, between 0800 to 1630 Monday through Friday.

Vessels berthed at this base may be reached by calling Portsmouth 6160

Remove page #8, 5th CGD, Telephone Directory and insert this sheet (10/4/46).

1CM/1670-A Personnel

UNITED STATES COAST GUARD
REPAIR BASE
PORTSMOUTH, VIRGINIA

Address reply to
COMMANDING OFFICER
Refer to file: CG-800

To: Commander Fifth Coast Guard District (Oc)

Subj: Telephones; discontinuance of telephone operator

1. Effective 1630, 13 September, 1946, the telephone operator in the old Separation Center Barracks will be discontinued, and five trunk lines will be used for incoming and outgoing calls, as listed below:

Location of Phone	Phone number	Building
Captain Manyon Commanding Officer	3536	Quarters
Coast Guard Repair Base	3881	Main Office
Gate	6160	Main Gate
Barracks	6161	Petty Officer of the Watch
Machine Shop	6162	Machine Shop

2. The machine shop phone will be answered only during working hours, between 0800 to 1630 Monday through Friday.

W. L. Hunley

W. L. HUNLEY
Commanding Officer

1670-A
Moved
Forward

Harold D. King
#4540 Dexter Rd. N.W.

Charles A. Park
#5126 Nebraska Ave., N.W.

Ralph R. Tinkham
#3237 Arcadia Place N.W.

Charles C. Brush
Beth, Md.

Irving L.Gill
#5427 39th St. N.W.

Ray L. Hankinson
#4306 Ark. N.W. Apt. 203

William Sanger
1409 Sanger, N.W.

Walter P. Harman

Alfred H.Thomas, Jr.

Charles L. Ludwig, Jr.

Herman M. Ingals

George E.Eaton

Joseph T.Yates

Gideon W.Hitchens

Norman C.Manyon

Henry L. Beck

William W.Demeritt

Edward C. Merrill

William H.Barton

Roscoe House

Fred P. Dillon

Guy B.Skinner

Walter C.Will

Walter C. Debrell

Frederick C.Hingsburg, Seattle, Washington.

Harry W. Rhodes

Frederick A.Edgecomb

Wm. L. Rebbel,
1000 Colonial Ave.,
Apt. No. 9

Supt Conference 623
per mail

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

SUPT. OF LIGHTHOUSES
OCT
26
1938
NORFOLK, VA.

October 25, 1938

Superintendents of Lighthouses:

There is attached revised pages 10, 11 and 15 of the report of Committee No. I at the recent Conference of Superintendents at the Bureau's office and it is requested that these pages be substituted for similarly numbered pages in the copy furnished you at the time of the conference.

C. A. PARK,
Acting Commissioner of Lighthouses.

CJL:HR
Enc.

Committee I

Personnel Matters, continued

employees, there is no longer any reason for such a title, and that "Light Attendants" should be selected from keepers' registers and given title of Keeper. The Committee concurs in this view.

It is also considered that pay of Lamplighters and "Light Attendants" should be made from the appropriation, Salaries of Keepers. At present there appears to be some inconsistency in this respect between various districts and in one case reported, within a single district.

It is understood that because lamplighters are "part-time" employees this indicates they should be paid from General Expenses. The appropriation "Salaries of Keepers" is available for payment of salaries of "persons attending lights". Where the pay of lamplighters is on a fixed salary basis, even though part-time, it is considered desirable that they be included in the appropriation, Salaries of Keepers. It is, of course, impracticable to make this change uniform until the appropriation can be made on estimates prepared on that basis.

The Committee has duly considered correspondence between the Bureau and the 6th District with regard to this question, and particularly the proper designation for employees in this class.

The Committee concurs with the 6th Superintendent that the title "Lamplighter" is a misnomer in many cases, and will become more so as time goes on because of the installation of lights automatically operated. It is believed a more suitable title should be adopted now, and that any significance of the present title is not of sufficient importance to preclude such a change. The title "Light Attendant" is suggested as a suitable substitute.

(p) Subsistence allowances vessels. Adequacy. Desirability of some greater degree of equalization between crew and officers' mess allowance. Retention present base ? -

It is undoubtedly true that the cost of food for crews' messes considerably exceeds the amount allowed, and that this deficit is made up from the Officers' portion of the mess fund. However, no attempt is made to keep these two funds separated, and therefore there is no disadvantage to the men in the present differential. In fact, with out a differential, complaints from the crew would probably be forthcoming. The Committee recommends no action on this matter at present, but when a revision of these allowances is made that the amount of the differential between these two classes be reduced by increasing the crews mess allowance. The Committee considers that a fair base subsistence allowance with percentage adjustments based on current food costs, is a good system and preferable to changing the base allowance. Percentage adjustments should apply to both crews' and officers' mess.

In general, the present total allowances for subsistence are considered adequate. In cases where difficulty is being experienced in keeping within allowances, and prices are normal, it is suggested purchasing methods and efficiency of cooks and stewards be investigated. It is believed ef-

Committee I

Personnel Matters, continued

ficient administration, including qualifications of cooks and stewards is a large factor in this problem.

The 18th Superintendent recommends in view of conditions in his district the present 10% reduction should be eliminated on the crews mess allowance.

The Committee concurs in the recommendation from one district, that vessel officers should be allowed more than $3.50 per diem in traveling, and recommends that Masters and Engineer (Chief) be placed in the $5.00 group.

(q) The longevity system for vessels - It is believed crews are permitted to earn longevity too soon in comparison to officers. It is recommended crews be required to serve one year before receiving longevity.

It is also evident the present longevity system for officers is not comparable to spread of pay ranges of other appointed employees and therefore opportunities for promotion within grades are too limited. It is considered impracticable to provide for the usual number of classification steps, and therefore it is recommended that an additional longevity step be provided so as to allow officers longevity as follows: 2 years in grade $ 60; 5 years in grade $120; 7 years in grade $180. It is further recommended that the longevity rates for officers as above suggested be applied to petty officers. The continuous longevity to be eliminated.

It is also recommended that longevity increases be conditional or satisfactory proficiency in addition to length of service.

(r) Uniforms - Very little comment was received on this subject. Under present conditions, it is difficult to require crews to provide themselves with uniforms. In the case of officers, uniform regulations appear to be observed. There are many occasions when the crews of tenders present a rather nondescript appearance, and the Committee believes efforts should be made to improve these conditions. The dungaree for working uniforms is satisfactory but a better appearing uniform for dress uniforms is desirable. It is understood white uniforms will be permitted by the new uniform regulations.

It is considered advisable to have a convenient source of supply for such uniforms and it is believed that a good plan would be to have the 3d District carry a stock of uniform clothing so that Districts could requisition same in small lots as required. This would avoid accumulation of dead stocks in District Depots and at the same time would facilitate enforcement of uniform regulations.

(s) Rating of keepers on inspection. Forms used for this purpose -

The consensus of opinion is that much refinement in grading keepers is objectionable as well as impracticable. The marks will vary in any

Committee I

Purchasing, Warehousing & Supply, continued

one difficult to fix, and the Committee has not been able to formulate any conclusions from the meager data available. The total value of Class I at any depot includes a great deal of equipment and slow-moving material, which has very little bearing on the turnover of current supplies.

It is believed that most districts have more or less spare lens equipment, at high card values, included in Class I and possibly other similar more or less special equipment. The effect of this is to reflect a greater amount of stock than is actually the case. To correct this, it is suggested that the writing down of stock values for dead stock be considered. The best means of accomplishing this would be for districts to submit lists of such stock items, for revision of values, for Bureau approval, at time of annual inventory.

(d) Extent and nature of supplies and equipment which will continue to be most favorably obtained from General Depot in light of present trends -

This subject has already been covered under (a) and (b).

(e) Business methods and office routine in purchasing to reduce labor and paper work and to obtain most favorable prices. Handling of various standard contract restrictions resulting from legal requirements and their effect on office work -

There is no question but that recent laws especially with reference to requiring bonds and wage scales for contracts as small as $2,000, have materially increased office work and retarded work. It would be desirable if the limit in these cases could be increased. It is appreciated, however, that this is a matter not confined to the Lighthouse Service.

The Committee has noted the suggestion of Sub-Committee II with reference to stocking various items for which numerous small purchases are made, with a view to cutting down paper work. This already appears to be a discretionary matter with each Superintendent, and calls for no special comment.

One district suggests that the Bureau prepare a manual of restrictions and samples of contract forms to cover the various changes as they arise. This is submitted for Bureau's consideration. The recent submission by districts, of sample contract forms for Bureau review, brought out some of the difficulties districts have had in keeping abreast of various changes in stipulations. One of the most troublesome examples of this kind is the many changes in requirements for inclusion in bituminous coal contracts.

REPORT OF COMMITTEE I

ADMINISTRATIVE MATTERS

1. Personnel Matters.

(a) Operation of leave laws - Keepers, Vessel employees, Office - Keepers: The present system of combining annual leave with so-called compensatory leave appears to be unsatisfactory to many of the districts. The necessity for district offices to audit records and reports of compensatory leave absences and keep separate records for annual leave imposes more clerical and supervisory work than the importance of such accuracy justifies. It is very difficult for keepers to understand the difference between various classes of leave and the whole matter is very troublesome and complicated.

It is recommended that this subject be given careful study with a view to clarification of rules, and providing as simple a system as can be devised, with report of details to the office cut to the lowest possible minimum.

The following suggestions are offered in considering this revision:

(a) Provide only two classes of stations for leave purposes -
Class I Include all stations where regular leave regulations only apply.

Class II Includes all stations not in Class I, and to be limited only to outlying stations such as crib or caisson lights where keepers are not relieved daily, or other regular short periods.

(b) The amount of shore liberty for Class II stations will be fixed definitely by the Superintendent based on local conditions, such shore liberty not to exceed a total of 7 days per month or 84 days per year (exclusive of annual or sick leave). Shore liberty will be charged only in multiples of 6 hours, based on nearest fractional portion. The granting of shore liberty will be left to the Keeper in Charge. The only report to the district office will be monthly, showing the number of days taken by each employee.

(c) Shore liberty will not be construed as leave in any sense, but the off-duty time rightfully belonging to the employee.

Committee I

Personnel Matters, continued

(d) Any excess absence over the shore liberty for a two month period will be automatically charged to annual leave, and the employee advised.

(e) Extended absences beyond the monthly shore liberty of such employees will be covered by leave applications and regulations.

(f) At Class I stations all keepers will be considered to be in a duty status, unless on authorized leave. Reasonable time consumed in making trips for supplies, mails, and other necessary purposes will be considered official routine and will not be charged, but will be regulated by Keeper in Charge, subject to approval of any schedules or other rules considered necessary by the Superintendent.

Cost 1 Substitute

(g) While the taking of authorized leave by keepers should not be discouraged, the amount of leave which may accumulate is limited to 60 days carryover from any calendar year, and no great objection can be seen to any employee accumulating the maximum amount if he so desires.

The question was raised by some districts as to status of time when keepers are "off watch". It is the opinion of the Committee that no time "off watch" should be charged to annual leave nor to shore liberty unless absent from confines of the station. The question of status of keepers' time when off watch is one for district administration. Keepers, however, should be allowed certain liberties of action during their free periods, comparable to other classes of workers, and so long as they remain within certain limits and are readily accessible to call, they should not be charged with leave when not on watch. There will of course be cases where keepers will be assigned duties when not standing watch, but no hard and fast rules governing such conditions can be prescribed.

The present regulations, (459-(d), base keepers' leave on a 24-hour day. It is recommended this be changed to an 8-hour day, and that the absence charged for be based on work or duty absence, which will be assumed to be daytime absence, unless otherwise stipulated.

Vessel employees, Office - Leave laws as applied to vessels, offices, and other classes of employees are generally satisfactory and call for no recommendations.

Committee I

Personnel Matters, continued

(b) Operation of hours of labor regulations for the above classes of employees - It is obviously impracticable to apply the rules for a 44 hour week to lighthouse keepers as a group. While it is probably true in most cases that keepers do not actually exceed that limit in physical labor, nevertheless it cannot be held that a keeper standing his watch is not actually performing duty, whether he is laboring with his hands or not. Any attempt to differentiate between hours of physical labor and hours otherwise performing duty is bound to bring up many complex questions and inequalities.

It must be recognized that the special conditions pertaining to the work of light keepers as a group necessitate their presence at their posts of duty for longer periods than 44 hours per week in the aggregate and that these conditions must be accepted and not construed as a failure to comply with the 44 hour work stipulations.

The same problem is encountered in vessel operation, but is not quite so troublesome with this class of employees. Mess Department personnel probably exceed the fixed number of hours, but crews as a general rule do not, except as necessity requires, and then compensatory time or privileges offset the overtime.

Committee I.

Personnel Matters, continued.

(c) Substitute employment - additional employees for relief duty - Keepers: Some districts favor increasing the number of additional keepers for relief duty as well as for training purposes, however, it is not considered any uniform action can be taken as to this and therefore no recommendation is submitted.

It is recommended that districts be authorized to employ substitute keepers pending filling of vacancies, also when necessitated by reason of incapacity or absence on leave of regular keepers. This authority might be limited to $500 over regular authorized complements, for average districts, with possibly a greater limit for the largest districts, and subject to adjustment with Bureau, as required.

In order to simplify the filling of such positions quickly by someone immediately available in the locality, it is recommended that in lieu of the present arrangement for employment of a Laborer for a period of 30 days, authorization be obtained for employment of "Substitute Light Keeper" for periods not to exceed 60 days, without reference to Civil Service Rules. This recommendation is in line with recommendation of Sub-Committee 1.

It is suggested that one way of effecting this plan would be to include it in the proposed revision of Schedule A, Sub-Division XI, Paragraph 5, Civil Service Rules.

Laborers: It is considered the policy of employing laborers in the Lake districts, for periods up to 9 months, is not in the interests of the Service, from a long range standpoint. The assignment of these men to duties of a keeper, which is frequently necessary, is open to question, and furthermore, complications result when an effort is made to fill such positions from Labor Registers. Another disadvantage is the fact that such laborers acquire no status and the Service is unable to benefit by their training and experience in the way of promotion or transfer to keeper positions. It is recommended that such positions be changed to regular assistant keepers, and it is believed the slight increase in cost will be fully justified.

Vessels: The recent increases in complements have reduced the necessity for substitute employment but the Committee concurs in the recommendations of several districts that some latitude should still be allowed to employ substitutes in urgent cases. It is believed a practical way of permitting this is by way of a special limitation allotment for such purposes. This could be limited to $500 per district, any additional amount to require Bureau authorization.

The report of Sub-Committee 1 recommending for the larger districts, relief second officers and assistant engineers, is considered worthy of approval. It is understood, however, this would apply only to about three districts.

Committee I

Personnel Matters, continued

(d) Selection and training of employees. Best use of probationary period- The Committee concurs in the report of Sub-Committee 1 as follows:

"The extension of the probationary period for keepers from six months to a year was a good move. In addition to the facts in this connection which have already been expressed by the Bureau, it is believed a good plan would be to have a district office conduct an investigation before expiration of the probationary period, which should include a personal interview of the employee, his immediate supervisor, and any other employee who comes in contact with the probationer. Condition of his health, interest in work, efficiency, temperament, habits, ability to get along with other employees, and other qualities could be determined from such an investigation. If a man does not measure up during his probationary period, little can be expected of him thereafter."

Selection of employees is limited to the Civil Service Registers available, and in the case of keepers particularly, the difficulty in getting well qualified men is due to the kind of eligibles available. Steps to raise the standards have been taken, but as the new system is not yet in full operation, no comment on the results can be given. It is probable that fewer eligibles will be secured by reason of the higher standards. Experience has shown, however, that examinations should be conducted more frequently, at least once a year, otherwise in many cases eligibles who are not suitable will be the only ones left on the Registers for selection.

Selection of crews - In those districts where many men apply for positions on vessels, the report of Sub-Committee 1 with reference to a system of rating and filing applications, is commended for consideration.

Clerical Personnel - Referring to report of Sub-Committee 1 relative to obtaining better material by making selections from the Junior Stenographer list, it is believed that Superintendents can request such certifications under present procedure if they so desire.

The Committee concurs in the following report of Sub-Committee 1:

"The weak spot in district offices today is in accounting work. This work has become so complex--and it is becoming more so all the time--that we are lacking miserably in proper material to develop. We no longer seem to be able to develop accountants from clerk-typists. The solution might be found by rating positions as accountants and making selection from that register."

Additional or Relief Keepers - Some districts have commented on the desirability of maintaining one or more "at-large" keepers for training and relief purposes. The Committee makes no recommendation as this is a matter each district can take up with the Bureau if desired. The system of additional keepers in some districts did not work out advantageously.

Committee I

Personnel Matters, continued

(e) Experience to date with, Civil Service status for quartermasters, oilers, assembled examinations for keepers and vessel officers, and higher physical standards - This system has not been in operation long enough to report on experience. There is no indication that any difficulties will be encountered, which will invalidate the system, and it is the opinion of the Committee that the new system will work out satisfactorily.

(f) Training of junior engineers particularly from the nautical side - The training of junior lighthouse engineers with a view to broadening their nautical knowledge and experience is highly desirable, but under the present system it is very difficult to arrange for such training, as junior engineers are generally required to engage in the general work of the district and can seldom be assigned to any protracted duties on board tenders. They should, however, be given an opportunity to travel on the tenders in connection with inspections and buoy work, and should be assigned to as much work as possible connected with repairs and upkeep of vessels. It is not considered practicable to give them a real nautical training in line of performance of officers' duties.

(g) Standards of promotion. Examinations. Periodical recommendations - It is not considered practicable to prescribe definite standards for promotion of employees, and examinations for such purpose are not favored. Promotions should be based on past experience and qualifications for advancement, and Superintendents will have to satisfy themselves of all these factors in submitting their recommendations.

Periodical recommendations should be confined to office employees and vessel officers as at present.

(h) Adequacy of pay schedules and classification ranges. Keepers, Vessel employees. Clerical and technical employees. Field construction forces - Keepers: The present basis for classifying stations and fixing pay ranges was put into effect in 1926; since then, many changes have occurred in character of stations, particularly with regard to equipment, radiobeacons, etc. It is recommended that this classification be revised and that a differential or separate class be provided for radiobeacon stations.

It is recommended that a differential of $240 be established between pay of Keeper and 1st Assistant Keeper, and $120 between 1st Assistant Keeper and 2nd Assistant Keeper. It is also recommended that upon promotion of an Assistant to Principal Keeper, he should receive not less than $180 per annum increase in pay. The present system often results in no increase at all in cases where the Assistant is being paid at the average of his range. This is an undesirable condition and does not compensate for increased duties and responsibilities. Several districts have suggested that promotion of keepers be at the corresponding step in the range, but the Committee believes the establishment of the minimum increase re-

Committee I

Personnel Matters, continued

commended will adequately solve this question.

It is urgently recommended that steps be taken for more regular and frequent step increases in pay for keepers. The present stalemate which has existed for years is keeping many keepers appointed in recent years at or near the minimum of their range and is detrimental to morale.

Vessel employees: Attention is invited to report under "Longevity".

Clerical and technical employees: Due to the number of transfers involving promotions, the technical force as a rule has been fairly well taken care of in the matter of pay increases.

However, some system of automatic step increases is highly desirable for technical employees who have not been advanced, and particularly for clerical forces. The entrance pay for clerks is $1440 per annum, which is below that paid in some of the other services, and step advances have been very slow, notwithstanding the improvement which has taken place in the last year or two. The Committee recommends that standard grades for office positions be worked out comparable to volume of work in the districts and also to bring these positions more into line with proposed classification schedules.

The Committee is also of the opinion there is a good basis for the recommendation of Sub-Committee 1 that some clerical positions should be reclassified to higher grades, and that Chief Clerks in some offices should be given the grade of Administrative Assistant.

Field Construction Forces: Very little comment on pay of this class was received. It is therefore concluded that conditions are generally satisfactory.

(i) School facilities for light stations. Effect of recent legislation - It appears that conditions vary greatly in different districts. In some districts the problem is serious and in others there is no problem. The situation has evidently become better with improved roads and transportation.

Recent legislation authorizing the payment of a part of the expenses for transportation of school children is a step in the right direction, but the amount available is small, and up to the present, so far as the Committee is aware, the plan has not yet been put in operation. It is evident that the results of this relief will have to be awaited before further action is indicated.

Committee I

Personnel Matters, continued

(j) Allowance for keepers. Adequacy. Extent of uniformity practicable - Since the establishment of the rule that allowances for quarters would be limited to such paint, varnish, and cleaning materials as might be required to preserve the premises, there appears to be no necessity for establishing any more definite basis. Very little comment on this topic was submitted.

One district raised the question that keepers' retired pay should be based on gross pay because deduction was made for rent, which is not an allowance. However, the Committee understands the deduction where quarters are furnished is the evaluated amount for quarters, heat, and light, and that it is not considered advisable to attempt to separate these items nor to make any change in past practice.

Electric Current: Sub-Committee 1 recommends increase to 480 KWH. This increase is considered reasonable but even if granted, it would not materially decrease the number of cases of excess usage.

(k) Increasing retirements for disability - While the number of disability retirements in the Lighthouse Service may be high compared to other services, it appears to be the opinion that the peak has been reached. The cause is probably due to medical examinations not being sufficiently rigid and certain defects not disqualifying for eligibility in appointments made 15 or 20 years ago and longer. With more rigid examinations and discrimination, the number of future disability retirements should show a decrease. There are, of course, other factors such as age, irregular conditions of employment, exposure to weather, loss of sleep, etc., all of which undoubtedly have a tendency to undermine health, and the work of the Service demands able-bodied men for its performance.

The Committee recommends that disability medical examinations be accepted only from Class I and II stations of the U. S. Public Health Service.

No further comment is considered necessary.

(l) Complement of light stations - With the present tendencies in industry and Government to improve working conditions, provide shorter work hours, etc., the demand for increased complements at stations will undoubtedly become much greater. With reasonable limits, the Committee believes that favorable consideration should be given to authorizing the number of keepers which the work requires.

In view of the close attention to operations, required at radiobeacon stations, the complement at such stations should not be less than three keepers.

(m) Regional pay differentials. Advisability or necessity for, particularly as to vessel crews - It is the Committee's opinion that differentials in

Committee I

Personnel Matters, continued

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Personnel Matters, continued

wage scales on vessels cannot be avoided, so long as variations exist in different sections in wage scales paid in other employment and other conditions. The wage scales must be sufficient to induce men to accept employment in the various localities, comparable to prevailing wages. It is obviously impracticable to recruit men on the Atlantic Coast for service on the Lakes or the Pacific. The alternative would be to make the highest rates uniform.

It is also considered that differentials for other classes of employees living outside the continental limits of the Country will be necessary, in cases where such employees go from the States specifically for such duty.

(n) Adequacy of clerical and technical personnel for work load assuming efficient employees and able management - Reports from districts indicate that the clerical forces are inadequate for present work loads. Increases in personnel have not kept pace with the constantly increasing paper work. Accounting methods have been revolutionized with much more detailed work required. The clerical forces in most, if not all Lighthouse district offices are pushed to the limit, and leave privileges have necessarily been curtailed. Furthermore, when leave is granted to clerical employees, it is an added burden on the reduced force to keep work current. The recent P.W.A. program aggravates an already unsatisfactory condition.

The clerical force should be so organized the employees may be assigned for training and experience to various classes of work, but under the present conditions, where a clerk becomes proficient in one line, the burden of work does not permit shifting the employees about. This increases the difficulties of carrying on the work of any employee who is absent.

The Committee cannot undertake to recommend the extent to which increases should be made for each district, but there is no doubt that relief is necessary and that this is a subject worthy of careful consideration by the Bureau.

Technical Force: Reports on this subject were not complete for all districts, but it appears that the technical forces are about adequate for normal operations, and the Committee has no recommendation to make.

(o) Pay schedules Lamplighters and Light Attendants. Inconsistencies as to amount and appropriation involved. Equitable basis for fixing rates -

It is not considered practicable to establish any uniform basis of pay for positions of this character, in view of varying conditions of employment.

It has been suggested that as "Light Attendants" are now full-time

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Personnel Matters, continued

employees, there is no longer any reason for such a title, and that "Light Attendants" should be selected from keepers' registers and given title of Keeper. The Committee concurs in this view.

It is also considered that pay of Lamplighters and "Light Attendants" should be made from the appropriation, Salaries of Keepers. At present there appears to be some inconsistency in this respect between various districts and in one case reported, within a single district.

It is understood that because lamplighters are "part-time" employees, this indicates they should be paid from General Expenses. The appropriation "Salaries of Keepers" is available for payment of salaries of "persons attending lights". Where the pay of lamplighters is on a fixed salary basis, even though part-time, it is considered desirable that they be included in the appropriation, Salaries of Keepers. It is, of course, impracticable to make this change uniform until the appropriation can be made on estimates prepared on that basis.

The Committed has duly considered correspondence between the Bureau and the 6th District with regard to this question, and particularly the proper designation for employees in this class.

The Committee concurs with the 6th Superintendent that the title "Lamplighter" is a misnomer in many cases, and will become more so as time goes on because of the installation of lights automatically operated. It is believed a more suitable title should be adopted now, and that any significance of the present title is not of sufficient importance to preclude such a change. The title "Light Attendant" is suggested as a suitable substitute.

(p) Subsistence allowances vessels. Adequacy. Desirability of some greater degree of equalization between crew and officers' mess allowance. Retention present base? -

It is undoubtedly true that the cost of food for crews' messes considerably exceeds the amount allowed, and that this deficite is made up from the Officers' portion of the mess fund. However, no attempt is made to keep these two funds separated, and therefore there is no particular object in reducing or equalizing the present differential. In fact, without a differential, complaints from the crew would probably be forthcoming. In order to equalize, it would be necessary to reduce the Officers' allowance and increase the crew's allowance. The Committee recommends no action on this matter at present.

In general, the present total allowances for subsistence are considered adequate. In cases where difficulty is being experienced in keeping within allowances, and prices are normal, it is suggested purchasing methods and efficiency of cooks and stewards be investigated. It is believed ef-

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Personnel Matters, continued

ficient administration, including qualifications of cooks and stewards is a large factor in this problem.

The 18th Superintendent recommends in view of conditions in his district the present 10% reduction should be eliminated on the crews mess allowance.

The Committee concurs in the recommendation from one district, that vessel officers should be allowed more than $3.50 per diem in traveling, and recommends that Masters and Engineer (Chief) be placed in the$5.00 group.

(q) The longevity system for vessels -

It is believed crews are permitted to earn longevity too soon in comparison to officers. It is recommended crews be required to serve one year before receiving longevity.

It is also evident the present longevity system for officers is not comparable to spread of pay ranges of other appointed employees and therefore opportunities for promotion within grades are too limited. If it is considered impracticable to provide for the usual number of classification steps, it is recommended that an additional longevity step be provided so as to allow officers longevity as follows:

2 years in grade or 5 years continuous	$60
5 years in grade or 7 years continuous	120
7 years in grade or 10 years continuous	180

It is further recommended that the longevity rates for officers as above suggested be applied to petty officers.

It is further recommended that longevity increases be conditional on satisfactory proficiency in addition to length of service.

(r) Uniforms -

Very little comment was received on this subject. Under present conditions, it is difficult to require crews to provide themselves with uniforms. In the case of officers, uniform regulations appear to be observed. There are many occasions when the crews of tenders present a rather nondescript appearance, and the Committee believes some system should be devised so that uniforms will be available.

(s) Rating of keepers on inspection. Forms used for this purpose -

The consensus of opinion is that much refinement in grading keepers is objectionable as well as impracticable. The marks will vary in any

Committee I

Personnel Matters, continued

event, since they are the result of a general impression and knowledge on the part of the inspecting officer.

The present system is satisfactory and no change is recommended.

(t) Pay differentials - Masters and engineers lightships as compared to mates and assistant engineers of these vessels respectively -

The following is report of Sub-Committee 1:

"The differential between masters and mates and between engineers and assistants should not exceed $180 per annum by reason of the fact that both mates and assistant engineers are required to have direct charge of their respective departments approximately one-third of the time. This should be accomplished, if at all, by increasing mates and assistant engineers' pay to make these positions more attractive."

The 4th District reports difference between masters and mates satisfactory, but believes a greater differential should be provided between engineers and assistant engineers, by increasing the ranges of the engineers.

The Committee concurs in the views of the Sub-Committee in this matter.

Committee I

II. PURCHASING, WAREHOUSING AND SUPPLY:

(a) Local purchase versus requisition on General Depot in light of availability and price. Maintenance of quality standards when so obtained, inspection, etc. -

In two districts where trial was made of local procurement of all supplies rather than making requisition on General Depot, the results are not conclusive. One district finds the plan advantageous, the other favors requisition on General Depot.

It is the experience of other districts, however, that the number of items of supplies necessary to obtain from the General Depot has steadily decreased. Furthermore, any advantages due to price will be proportionately offset by the distance it is necessary to ship. The fact that districts are able to order supplies from the General Depot and defer payment from subsequent fiscal year funds, may be a factor in some districts in determining their method of procurement. However, this should not be the controlling consideration, as it is evident by planning ahead or making the change gradually, sufficient funds for local purchase of supplies could be available.

It is the opinion of this Committee that no hard and fast rule in this respect should be adopted, but that the districts be permitted to use their best judgment in the matter; also that districts desiring to purchase the bulk of their supplies be allowed to do so. There are certain items which it will probably be preferable to obtain from the General Depot, as in the past; among these may be cited cordage, lenses, buoy lanterns, chain, shackles, acetylene equipment, dishes, etc.

Several districts report that very satisfactory results, both as to quality and price, have been obtained in purchase of paints from Navy Yards at Mare Island, Cal. and Norfolk, Va., and it is suggested that districts which have not tried this method do so.

The purchase of supplies locally has been rendered much easier in recent years through the availability of Federal Specifications.

The subject of local purchase is linked up with the next topic.

(b) Requisition from Procurement Division. Advantages and disadvantages -

Discussion on this topic has been limited almost entirely to purchasing directly under Procurement Division contracts rather than submitting requisitions or orders from Federal warehouse stocks.

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Purchasing, Warehousing & Supply, continued

It is recommended districts be authorized to purchase tires under Procurement contracts rather than obtain them on quarterly requisition as at present. The requisition method is objectionable because of the requirement for long advance estimates, delay in deliveries, deterioration and obsolescence of tires stocked, etc. Arrangements should be made so that districts may obtain tires as needed.

The present system for purchase of lubricating oil, fuel oil, and gasoline under general contracts is working satisfactorily.

Perhaps the greatest disadvantage in purchasing under Procurement contracts for supplies is the necessity for adjustment of transportation charges. The prices quoted are based on delivery at Washington, and when shipments are made on Government Bill of Lading to other points, troublesome complications result in endeavoring to make adjustments. This is covered in detail in the Report of Sub-Committee II, also in a special report from the 5th District which is attached hereto as Appendix A.

It appears to the Committee that these objections could be readily overcome by arranging with the Procurement Division to include a separate column for price quotations f.o.b. shipping point and naming that point if practicable in the List of Contractors. This is done now on contracts made by the Postmaster General for envelopes.

It would also be desirable if prices f.o.b. shipping points, and names of contractors could be shown on items marked "Stocked - Procurement Division" so that direct purchases could be made of these items where advantageous.

The Committee considers this method to be more practicable than the system of zone prices suggested by the Sub-Committee, since it will require fewer quotations.

(c) Effect of (a) and (b) on extent of warehousing required. Proper relation of district depot stocks to annual turnover -

There is no indication from comments received, that there is any shortage of warehouse space. Many depots in the Service have been improved in recent years, and it is believed that no material increase in size of Depot Stocks will be required; in fact, the trend should be toward a reduction. It is not considered that the warehousing problem will be affected to any extent by reason of the method of procuring stocks, except that the ability to secure quick deliveries on materials covered by a yearly contract should have a tendency to reduce stock quantities. The case of tires, which has been referred to, is an example of this kind.

The proper relation of district depot stocks to annual turnover is

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Purchasing, Warehousing & Supply, continued

one difficult to fix, and the Committee has not been able to formulate any conclusions from the meager data available. The total value of Class I at any depot includes a great deal of equipment and slow-moving material, which has very little bearing on the turnover of current supplies.

It is believed that most districts have more or less spare lens equipment, at high card values, included in Class I and possibly other similar more or less special equipment. The effect of this is to reflect a greater amount of stock than is actually the case. To correct this, it is suggested that the writing down of stock values for dead stock be considered. The best means of accomplishing this would be for districts to submit lists of such stock items, for revision of values, for Bureau approval, at time of annual inventory.

(d) Extent and nature of supplies and equipment which will continue to be most favorably obtained from General Depot in light of present trends -

This subject has already been covered under (a) and (b).

(e) Business methods and office routine in purchasing to reduce labor and paper work and to obtain most favorable prices. Handling of various standard contract restrictions resulting from legal requirements and their effect on office work -

There is no question but that contract restrictions, especially with reference to bonds and wage scales for contracts as small as $2,000, have materially increased office work. It is the opinion of the Committee that this limit should not be less than $5,000 and recommends that revised legislation be obtained.

The Committee has noted the suggestion of Sub-Committee II with reference to stocking various items for which numerous small purchases are made, with a view to cutting down paper work. This already appears to be a discretionary matter with each Superintendent, and calls for no special comment.

One district suggests that the Bureau prepare a manual of restrictions and samples of contract forms to cover the various changes as they arise. This is submitted for Bureau's consideration. The recent submission by districts, of sample contract forms for Bureau review, brought out some of the difficulties districts have had in keeping abreast of various changes in stipulations. One of the most troublesome examples of this kind is the many changes in requirements for inclusion in bituminous coal contracts.

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Purchasing, Warehousing & Supply, continued

(f) Open market purchases. Proper limiting figure -

The report of Sub-Committee II on this subject is at variance with most comments received directly from districts favoring an increase. This Committee recommends that special efforts be made to obtain legislative authority for a limit of $100, which will cover many cases in buying replacement parts of machinery, radio equipment, etc., where competition is impracticable, or other special cases. It is believed such authority would be used sparingly and with proper judgment and restriction on the part of Superintendents. It would not be proposed to permit all employees authority to use this limit, nor to waive obtaining competition when the interests of the Service would be conserved thereby.

The limit suggested is the same as has already been provided for the Department of Labor, the Department of State, Rural Electrification, Social Security Board, the Bureau of Air Commerce, and possibly others.

(g) Control of variety and extent of stocks of supplies at stations and on vessels. Review of requisitions from stations and vessels -

Comments on this subject were confined to only a few districts, and no unsatisfactory conditions requiring new procedure are indicated. The necessity for careful and conscientious preparation of requisitions, as well as review by competent employees, was stressed.

It is the Committee's opinion that the requisitions for annual supplies for stations can be easily reviewed, excessive quantities disallowed, and other matters brought to attention of the keeper, in view of the relative smaller quantities and number of items involved.

Requisitions from vessels are a greater problem. Much dependence must be placed on the judgment and integrity of the ship's officers, since Superintendents cannot be too arbitrary in refusing supplies and equipment necessary for safe operation.

(h) Approach to standard allowances -

This subject has already been covered under Part I - (j) - "Allowance for keepers". The Committee sees no necessity for and does not recommend revival of "List of Allowances to Light Stations", published in 1907, as suggested by Sub-Committee II.

(i) Truck deliveries and effect on tender work -

There has been a great increase in the past few years, in the use of motor transportation, and there is no question but that this policy has effected economies, quicker deliveries, and many other advantages.

Committee I

Purchasing, Warehousing & Supply, continued

This is particularly true of the use of light trucks for mechanics servicing or installing equipment.

Reference is made to Bureau Circular #726 of 9/8/38, clarifying the policy with respect to use of trucks, with which the Committee is in accord, and no further recommendations are indicated at this time.

(j) Dead stock. Avoidance of -

The disposition of dead stock has been the subject of Bureau circulars in recent years and it is believed most districts have given this matter due attention.

It is not considered that any definite rule can be established for disposal of stock which has not moved in a given time. There are many items of equipment in stock, such as lenses, apparatus and parts, which would have no sale value, and destruction of such equipment would serve no useful purpose. It will have to be left to the judgment of the various districts as to what items it is desirable to retain or dispose of.

The present system of reporting surplus articles available for transfer is probably as good as any which can be devised. However, it is noted that many districts continue to list obsolete and unserviceable items which should be scrapped or disposed of. The condition of articles is often inaccurately stated, and a more complete description of articles is needed to determine if the article would be of use in other districts.

(k) Preparation of specifications. Presupposes accurate and current knowledge of competitive field. Inconsequential details. Positive basis of award. Avoidance of restriction limiting field of bidders unjustifiably and on other hand sufficient to insure desired quality -

The sub-topics under this heading are self-evident as to necessity and desirable consideration, and the Committee has no recommendations to submit for any uniform changes on these matters.

(l) Value and form of General Depot district price lists -

The price lists of buoys and appendages are considered generally satisfactory.

Some suggestions were received as to method of issuing corrections to the "Price List of Articles Manufactured & Carried in Stock" at General Depot. One change proposed was to issue corrected sheets for insertion in the Price List.

Committee I

Purchasing, Warehousing & Supply, continued

Examination of price corrections shows that the average number of items affected per year is less than 40. The Committee is of the opinion that it is less work to note these corrections on the original sheets than to insert new sheets in the bound copy, and therefore recommends no change in this respect.

The last issue of this Price List was January 1, 1934. It is recommended a complete new price list be compiled, showing the item numbers and other changes as of January 1, 1939. This revised copy would probably suffice for another 5 years. It is recommended the 11th District be authorized to produce this on the Vari typewriter equipment recently put into use for the publication of Notices to Mariners on the Lakes.

Attention is invited to report of Sub-Committee II under this heading, with reference to discrepancies between estimated amounts on requisitions for buoys or other large items, and actual costs; also to uncertainty as to estimates on freight charges because of lack of information as to point of shipment.

The Committee feels there is a question as to whether these discrepancies amount to enough to make much difference in the allocation of district funds, but if such is the case, the system in vogue under N.I.R.A., appropriations, whereby the 3rd District advised the districts as to amount of encumbrances, would meet the need with the addition of estimated freight charges. Since this would only be necessary in cases of large requisitions, it might be confined to such cases.

III. MISCELLANEOUS:

(a) Uniform property accounting system - stations and vessels. Inventories, etc. Revision of present forms -

The present system of property accounting, both for stations and vessels, appears on the whole to be satisfactory.

A few minor changes in forms have been suggested, including the following:

(a) Indicate expendable items on Vessel Returns by letter "E" same as on Form 30.

(b) Make provision for radio department form.

(c) Show invoice or order numbers on receipts and dates of survey ~~on~~ OR lost property reports, for articles so disposed of.

The Committee is favorable to (a). With regard to (b), provision for radio equipment could be provided for in the Deck Department. The Committee doubts if the extra work required in (c) is justified.

Various suggestions have been made relative to physical check of inventory of station property. It is wholly impracticable for inspecting officers to spend the time necessary for such a check, and most districts have no personnel with time enough to spare to accomplish this purpose. It is doubtful whether the importance and value of the property represented requires such a check. Most of the property listed consists of used tools and equipment, and expendable supplies, which are usually distributed about a station, often in places widely separated.

The moral effect of checking the property returns in the district office serves to make most keepers careful in preparation of returns, and it is believed that many items of fixtures are often listed which could just as well be omitted. Furthermore, the physical check on change of keepers, also tends to keep these returns reasonably accurate.

The Committee is of the opinion, however, that as opportunity offers, clerks from the district office might be detailed to check property returns at some stations, and that the experience thus gained in contact with field activities would be beneficial. The same applies to vessel inventories.

(b) Cost accounting - construction and repair projects to show current condition, avoid overruns, etc. Other accounting suggestions -

The following is quoted from report of Sub-Committee II:

"The present cost-keeping system appears to be adequate to the needs of the Service, with the exception of a few minor details,

Committee I

Miscellaneous, continued.

which are not deemed important enough to report on.

"In connection with the Funds Status reports submitted as of the close of November 30th and March 31st, it is believed that these reports should be simplified. The preparation thereof requires a great deal of work and research, and it is not believed that any two districts follow the same method of procedure in furnishing the information desired. If possible, it is suggested that the Bureau formulate a set of detailed instructions in this connection by which districts could be guided, so that all reports could be rendered on an equitable basis."

Reports from other districts, with one exception, are meagre and it is concluded that in general, the cost accounting system is operating satisfactorily.

The Committee commends to the Bureau's consideration the suggestion of Sub-Committee II with reference to simplifying funds reports as much as possible. It is evident that the Sub-Committee refers to the necessity for reporting obligations and estimated requirements on projects and features in detail. It would help materially if such estimates could be submitted in lump sums, with details required on any projects for which additional allotments are requested.

In this connection, it is also recommended that in preparing annual estimates, districts be not required to break down projects for less than $1,000. It is very difficult to list in detail, all $500 projects for such a long period in advance.

One district suggests uniformity in charging Annual Leave to "Undistributed Miscellaneous 01" for employees on construction or repair work. This method is already provided for by current instructions.

The 11th District as well as others urge the restoration of project cost cards, and the 11th suggests printing of a special allotment ledger sheet, of practically the same form, for the purpose of keeping detailed records of the costs of work projects. The Committee fails to see the necessity for a duplication of project cards and allotment sheets carrying the same data. While the adoption of a special allotment ledger sheet for the purpose stated may be worthy of consideration for certain districts, it is not recommended for mandatory use in any district. The absence of comments in this respect from other districts is an indication that most districts have devised methods for supplying the information essential for reports or district supervision, e.g. one district keeps a record of costs of projects by posting on file copy of Work Order form, which method the 11th District states is followed in the case of work orders under $100.

Committee I

Miscellaneous, continued.

It is probably true that much more refinement in costing accounting could be devised, but the simplification of cost accounting which has been effected over the years since it was first established has been a great relief in most districts in time saving. To increase the refinement of details in this respect would be to follow the trend in other accounting requirements, which is overburdening the clerical forces in all district offices.

Sub-Committee II reports as follows:

"At the last Conference of Superintendents the matter of some uncertainties existing as to items chargeable to certain allotment ledger features, e.g., 13 - 'Miscellaneous', and 30 - 'Equipment', was discussed and a circular was suggested defining these features in the interest of uniformity. Such a circular has not yet been issued and it is suggested that this subject be reopened."

In this connection, attention is invited to Bureau Circular No. 519, October 18, 1935, which defines charges to Symbol #13. The Committee understands that Symbol #30 includes all objects listed in the "Classification of Objects of Expenditure" under 3000-3059, pages 30 to 35 inclusive; also that #30 would include motor vehicles and motor or other small boats. If this does not clear up any questions, it is suggested districts concerned take cases up with the Bureau for determination.

(c) Simplification of office work. Suggestions from experience. Unnecessary correspondence. Value of a manual of items of office procedure lending themselves to standardization to reduce work and simplify administrative review. Need of additional standard forms and for what purposes. Revision of existing forms -

Numerous suggestions for various changes in methods were received from districts, but only those considered most important by the Committee are discussed in this report.

Light Lists, Sale of: The accounting procedure incidental to the sale is out of all proportion to the amounts involved and adds to clerical work. The Committee is in doubt as to whether simplification of this procedure is possible, but suggests it be considered. Since Light Lists are consigned to the Superintendent on a credit basis, to be paid for in installments, it would avoid a great deal of work if remittances could be made direct, say once a month, to the Superintendent of Documents, as was the former practice, or make deposits monthly regardless of amount.

Committee I

Miscellaneous, continued.

A question was raised by one district as to desirability of clarifying Articles 197 and 202 of the Regulations, to indicate present requirements as to approval of contracts with bonds, in sums of $2,000 or over, in view of lowering of limit for formal contracts.

Some suggestions were received as to desirability of the Bureau preparing a "Manual of Office Procedure". The Committee believes that with the proposed Revision of Regulations in loose leaf form, such regulations can be incorporated therein, without having a separate set of regulations for this purpose.

The 19th District desires authority to purchase electric lamps from other contractors, without obtaining clearance from the Procurement Division. This appears to be a case for special consideration between the 19th District and the Bureau, rather than one for general application.

Revision of Existing Forms:

Form 57, Stock Card - Sub-Committee II recommends changes in this card, the principal features of which are to provide 3 extra columns under "Issues", to show "Total Units", "Unit Price", and "Total Value", the purpose of this change being to carry along the unit price on a given lot until the quantity at that price is exhausted. This system would require entries in 3 additional columns for every item of stock issued. The advantages claimed are that the card is perpetually balanced and the necessity for equalizing unit prices as new stock is received is avoided.

In the opinion of the Committee, this system involves a great deal more clerical work than the present method, will use up many more cards, and the benefits are not worth the extra amount of work.

There is need, however, for revision of this form to provide a "Balance" general heading with columns to show "Date", "Quantity", and "Total Value". At present no column is provided for the total value.

Form 44, Officer's Monthly Report of Tender or Lightship - Recommend on next reprint, line space calling for date last fire and boat drill.

Form 33, Journal & Itinerary of Employees in Travel Status - Since this form is not required to be filled out by field employees using Form 29, weekly report, its use is principally confined to the office technical staff. The information given is largely a duplication of that required on Travel Expense vouchers. It is believed these

Committee I

Miscellaneous, continued.

vouchers are sufficient for the Superintendent to follow or check the technical employees' travel and that Form 33 is an unnecessary duplication and should be abolished. Furthermore, the Assistant Superintendent and technical staff are supervisory employees, and it is considered the abolition of this form would be an indication of the confidence which is and should be reposed in this class of employees.

Form 27, Special Requisition Invoice and Receipt - Sub-Committee II states: "It is believed the old Form 27, Invoice of Articles, was preferable to the new combined form of Invoice and Requisition." The Committee concurs in this view, for the reason that it considered preferable to have separate forms of invoices and requisitions.

The following comments from the 16th District are submitted, with recommendation for consideration of the various points in revision of forms:

"It is recommended that a general arrangement be adopted for Lighthouse Service forms and that as forms are reprinted they be revised to suit the standard. It is believed that this would make the forms more convenient to prepare and to refer to as records and would economize time and labor involved in typing them. Reference is made to such diversity as the following: On Work Order, form 32, office, place and date are at the left; the usual place for these is at the right. 'Feature' and 'work' on these forms are at the right, on other forms they are at the left. Some forms like 85 are signed on the bottom; others like 98, 95 and 27 are signed near the top. On form 85 there is a block for 'aid', 'appropriation', etc. at the top and a separate block at the bottom for 'method purchase'. It would seem to be more logical tocombine the two. It is believed that such data can be more conveniently typed at the top than at the bottom."

(c) Department Leave Forms 63 and 64 - It is suggested these be combined into a single form. Form 64 should be revised to provide space for accumulated leave at beginning of year. On Form 64, it has been suggested the showing as to previous leave taken could be eliminated by having the Personnel Clerk attach the leave record cards to the application when submitted to the Superintendent for approval. This method can be used if desired, but form should be revised as recommended.

Committee I

Miscellaneous, continued.

Form 79, Application for Leave of Absence - Leave application for keepers should be revised to include only annual leave, if system recommended by Committee is adopted, otherwise annual leave and compensatory leave should be separated.

(d) Experience with operation of regional disbursing system -

This system has increased rather than reduced the volume of office work. It has also resulted in some slowing up of disbursements, particularly in the matter of payrolls, where prompt payment cannot always be made at pay periods, and where discharged employees are required to wait several days before obtaining their pay. With these exceptions, the system has operated very satisfactorily and the Committee has no recommendations to make. It would be desirable to secure uniformity in appropriation symbols, instead of the two different designations now employed, but this appears to be a matter for correction by other agencies.

(e) General relations to other Government services and to the marine public. To the press. Desirable publicity. Furthering an understanding of significance of aids and of Service work - Power Squadrons, etc. -

The establishment of corial relations with all other Government services is considered highly desirable from all points of view and particularly in facilitating the work of the Service. There is no indication that such relations are not already in effect.

District relations with the marine public are believed to be uniformly cordial and also with the press. It is more difficult to establish and maintain cordial relations with the press then with any other organization or class, as usually the press desires exaggerated news items for public consumption in preference to valuable statistical information for the benefit of the marine public. It is considered desirable to obtain publicity for all work of the Service in order that the value and importance of its work may be known and understood by the general public.

It is believed that the understanding and significance of aids to navigation is sufficiently covered for the marine public by present publications of the Service, but informative pamphlets giving desirable general information regarding aids to navigation and the work of the Lighthouse Service and designed for distribution to the general public would be of considerable value. To this end, a revision of

Committee I

Miscellaneous, continued.

the illustrated pamphlet, U. S. Lighthouse Service, 1923, in view of the many developments since last edition, would be desirable.

In this connection, the Committee believes that there is a need for motion picture films of 16 mm size, giving various scenes of lighthouse activity, construction in progress, working buoys, lightship scenes, station scenes, including lenses, radiobeacons, etc. Such films should also have sound tracks for actual sounds or verbal description. Films of this character would be useful in aiding Superintendents to comply with requests for talks before various groups, and would fill a great educational need for the general public, schools, etc. These films should be collected from scenes in all districts, and sufficient number of reels be on file in Bureau's office for loan as needed.

The Committee comments as follows on the report of Sub-Committee II: With reference to damages to buoys established by U. S. Engineers:

The number of cases where buoys established for the U. S. Engineers are damaged or lost is not shown, but it is assumed such cases or damages are not extensive, and if this is the case, the matter is not sufficiently important to take any action.

With reference to the recommendation of the 4th District that the U. S. Engineers be not billed for maintaining buoys when the cost is less than $25.00, the Committee concurs with this policy, but it appears that Superintendents already have this discretion in Regulations, par. 84 (e), which contains the following clause: "In case there is sufficient expense incurred by the Lighthouse Service in marking wrecks under jurisdiction of the Engineer Department to justify reimbursement therefor, Superintendents will advise the District Engineers, etc."

(f) Desirable Legislation -

The 19th District recommends that provision be made for bettering conditions of Lighthouse personnel living outside the continental limits of the United States, including the following: allowance for refrigeration and air conditioning to offset fuel allowances; extension of ~~communication~~ privileges; traveling expenses of Lighthouse personnel and their families to and from the mainland. The 16th District also favors allowance of traveling expenses for keepers at isolated stations in connection with leave.

Committee I

Miscellaneous, continued.

These objects are considered worthy of consideration in connection with any proposed legislation to provide for locality differentials.

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The 16th District also suggests legislation permitting transfer of funds from appropriations for War Department projects, for establishment of aids to navigation, where such establishment is closely associated with carrying out River & Harbor projects. The Committee believes such an arrangement, if practicable, would be advantageous in securing better coordination in carrying out the work, but would require working out advance plans and estimates with the U. S. Engineers, and may be open to some objections.

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

Several suggestions for amendment of the Lighthouse Service retirement law were made. The Committee is of the opinion that efforts to secure these changes at this time are not expedient.

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The question of proper military status for Lighthouse Service personnel has already been actively taken up by the Bureau, and further comment is therefore unnecessary.

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The same applies to legislation permitting expenditures on roads, etc., which was the subject of a recent Bureau circular.

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

The Committee concurs in the recommendations of several districts that legislation be obtained to permit deposit of monies received for damages to aids, to the credit of General Expenses. To a certain extent monies can now be used for repairs if collection can be made prior to having the repairs made. This plan is often not workable and the authority suggested would simplify the procedure.

(g) Damage to aids by collision. Collection procedure. Preventative measures -

This topic is covered in Topic (f).

Committee I

Miscellaneous, continued.

(h) Inspections - Stations, vessels, private aids, bridges. Definite delegation of responsibility for last two -

The 16th District submits the following:

"It is recommended that Art. 75 (c) of the regulations be modified so as not to require inspection of buoys and unlighted beacons once a year. Buoys are relieved once a year and other inspection is not needed. Most unlighted beacons are comparatively unimportant structures and the frequency of inspections at the site could well be left to the judgment of the Superintendent. Masters of tenders could be instructed to report any which are observed to be in need of paint to make them show properly. Yearly inspection of all such aids requires considerable time of tenders and personnel, which in my opinion is not justified."

The Committee concurs in this recommendation.

(i) Motor transportation, personnel and materials. Expedition of inspection work. Use of personal cars by employees -

This subject has already been commented upon under II (i).

Sub-Committee 1 suggests discussion of personal liability of employees while driving official or personal cars. It is the opinion of the Committee that personal liability in either case cannot be avoided, the Department of Justice will probably defend employees in any actions which may be brought for acts while driving offical cars, but that no insurance at Government expense is provided for. However, employees who are covered by insurance for liability in driving their own personal cars can secure additional coverage for occasional driving of Government cars, at nominal expense. The Government assumes no liability in cases where employees drive their own cars on Government business.

The present regulations for use of personal cars are satisfactory.

One district brings up the question of difficulties in securing gasoline for cars while away from headquarters. This has been solved in another district by making contracts for service station deliveries on credit cards, with all charges paid for through the district office, and thus all questions of price, tax deductions, and exemption certificates are avoided on the road. It has been possible to make state wide contracts with companies, although the price is the posted retail station price less tax.

Committee I

Miscellaneous, continued.

(j) Matters for particular and personal cognizance of district officer such as relations to maritime public and to public representatives or bodies; nautical recommendations; efficiency of vessel operation; personnel in all phases; budgeting needs of district; organization; follow up of delegated responsibility; etc. -

(k) Monthly reports. Promptness and adequacy to serve as basis of Bureau's current reports to Department -

The Committee has no recommendations to submit under these topics.

Additional Topics -

The 16th District submits the following:

"Extra. It is recommended that Art. 489 of the Regulations be revised and made more specific in prohibiting the possession or use of intoxicating liquor at light stations. In view of the fact that intoxicating liquor can now be obtained without violating the law, sub-paragraph (b) of the above article does not definitely prohibit the possession and use of intoxicants at stations."

The Committee concurs in this recommendation.

DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

WASHINGTON

SUPT. OF LIGHTHOUSES
OCT 30 1937
NORFOLK, VA.

October 29, 1937.

Mr. Norman C. Manyon, Superintendent,
Bureau of Lighthouses,
420 New Federal Building,
Norfolk, Virginia.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clk.
Stenog.
Messenger
Other

Dear Mr. Manyon:

At the suggestion of the Department the ranking officials of the several bureaus of the Department located in Portland, Oregon, met at luncheon a few days ago to become better acquainted both officially and personally. The District Manager of the Bureau of Foreign and Domestic Commerce reports that so many subjects of mutual interest were discussed as to warrant a continuance of these meetings once a month.

I would be very much pleased if you would contact the ranking official of any other bureau of this Department which is located in your city and plan for similar luncheon meetings monthly, at which you may discuss the various phases of your activities, your official problems, and the administration of your service. I am sure that you will discover a great many items of mutual interest and that your suggestions and counsel will be of value to each other and will redound to the benefit of the Department which you represent. At the same time these luncheons will afford opportunities for general discussion and also should prove to be interesting and enjoyable occasions.

I should be glad to have a report from you as to your plans for the first meeting and to receive any suggestions which you might think of interest or worth passing along to those holding similar meetings in other cities.

Sincerely yours,

Daniel C. Roper

Secretary of Commerce.

Reply 11/11/37 and acknowledgment Papers filed "Federal Bureau" folder 445

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

NCM-MB

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES OCT 22 1937 NORFOLK, VA.
LIGHTHOUSES Oct 19 8 43 AM '37

804E

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

October 18, 1937.

Commissioner of Lighthouses,
Washington, D. C.

1. Reference is made to the last paragraph of Bureau's letter of February 17, 1937, relative utilization of the quarters at the Portsmouth Depot as the Superintendent's residence, and in compliance therewith, the following comments are submitted.

2. I leave my quarters at 8:10 A.M. every morning. I am not in the field, and as yet there has not been a morning when I have not found someone desiring instruction as to the progress of district work. In addition to the tender personnel, the Depot Keeper, who is a new man, can and does consult me practically daily. The present condition of the depot, due in no small measure to the industry of the present Keeper, is, I believe, due to the fact that he can consult me, and be advised of my desire relative the innumerable things which develop in a depot the size of Portsmouth. In view of the fact that a trip from the office to the depot and return would take at least 3 hours, with the press of work in the District Office, my visits would certainly be relatively infrequent.

3. Therefore, it is recommended the present arrangement be continued, and a further report be submitted after one year, when we will all be more familiar with each other, and the work will be routined to a greater extent.

N. C. Manyon,
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington, D.C.,
October 21,1937

Returned to Superintendent of Lighthouses,
Norfolk, Virginia, approved as recommended.

For the Commissioner:

C.A.PARK,
Deputy Commissioner.

C.

Light Copy

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

LIGHTHOUSES
SEP 28 1937
NORFOLK, VA.

September 25, 1937

Circular Letter No. 666.

Superintendents of Lighthouses.

General Lighthouse Legislation; Marking of Wrecks, New Waterways, Etc.

Inclosed is a copy of the Act approved August 16, 1937 (Public No. 310 - 75th Congress) "To provide more effectively for the marking of wrecked and sunken craft for the protection of navigation, to improve the efficiency of the Lighthouse Service and for other purposes."

The first three sections only of the Act are of application to the Service generally. Section 1, which amends Section 4676 of the Revised Statutes, provides specifically for the owner of a wrecked vessel or other obstruction to pay the cost of marking the wreck, etc., by the Lighthouse Service, whether this is done with or without the owner's request or consent. The liability of the owner under such conditions has heretofore been in some cases contested, since the previous law (Act of March 3, 1899) had not prescribed such a requirement, but had provided only a fine or imprisonment as the penalty for failing to mark such wreck or obstruction.

Since Section 15 of the Act of March 3, 1899, makes it the duty of the owner of sunken craft to immediately mark it, or suitably to mark it, Superintendents of Lighthouses are authorized under the provisions of Section 1 of the Act of August 16, 1937, in the event of failure of the owner so to mark the wreck, to proceed to have the same marked as the safety of navigation may require, notifying the owner or his representative of such action and of his liability to pay the cost of such marking as provided in the Act of August 16, 1937. In so notifying owners or their representatives, Superintendents should also inform them that the cost of marking will continue to be at their expense until affirmative notice is received from them that the wreck is abandoned, unless abandonment is otherwise determined by the United States Engineers, pursuant to Section 19 of the Act of March 3, 1899. When notice of abandonment is received from the owner of the wreck, the local U. S. Engineer should be promptly notified, it being the purpose of the law that the cost of marking, so far as marking is required for the safety of navigation, will be borne by the War Department after abandonment by the owner.

Charges for the cost of marking a wreck will be billed in accordance with present rules, and in the case of monies received therefor from the owner same will be deposited as Miscellaneous Receipts.

Section 2 of the Act of August 16, 1937, merely gives legislative sanction to the practice that was concurred in and tacitly approved by the General Accounting Office when the Uniform Accounting System was prescribed. See pp. 25 and 26 of Revised Outline of Uniform Accounting System transmitted with Bureau Circular No. 257, June 15, 1951. In approving this procedure the Comptroller General advised the Department that legislation should be sought to give it legal validity. This legislation does not extend the scope of the procedure beyond that prescribed in the Uniform Accounting System and does not authorize reimbursement to appropriations from monies so paid in when payment for repairs on replacement is made from lighthouse appropriations prior to receipt of such monies. In such cases it is necessary that the monies received be deposited as Miscellaneous Receipts.

Section 3 contains general authority for the Lighthouse Service to mark new channels or waterways or rivers not previously marked, and will avoid in the future the necessity for specific legislation to cover individual rivers, etc., such as those enumerated in Regs. 1937, Art. 10, provided the river, waterway, or channel is connected by navigable waters with the sea or the Great Lakes and has been improved for navigation by the United States under proper authority, usually by the United States Engineers. Superintendents will submit appropriate recommendation to the Commissioner when it is proposed to mark any such river, waterway, or channel.

H. D. KING,
Commissioner of Lighthouses.

WPhsHS
Incl.

Capt Manyon

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
SAN JUAN, P. R.

JGQ:AR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN
8
1937
NORFOLK, VA.
OFFICE OF SUPERINTENDENT, 9TH DISTRICT
SAN JUAN, P. R.

May 28, 1937

Mr. N. C. Manyon,
Superintendent of Lighthouses,
Fifth District,
Norfolk, Virginia.

The records of this office indicate that U. S. Government Transportation Identification card No. 91 was issued to you March 8, 1930.

In accordance with Bureau circular 645, May 5, 1937, it is requested that the above card be returned for cancellation, if still in your possession.

Supt.
Asst Supt.
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clk.
Stenog
Messenger
File

F. C. Hingsburg,
Superintendent of Lighthouses.

WLR:MB

Office of Superintendent, 5th Dist.,
Norfolk, Va., June 10, 1937.

Returned to Superintendent of Lighthouses, San Juan, Puerto Rico, with advices that identification card No. 91 has been destroyed.

N. C. Manyon,
Superintendent of Lighthouses.

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

1670

L.L.

LL

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Commerce
(Department or Establishment)

Lighthouse
(Bureau or Office)

I, Norman Cyril Manyon
(Name in full, printed or typed), do 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.

Norman Cyril Manyon
(Signature of Appointee)

Subscribed and sworn to before me this 27th day of March, A.D. 1937

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

[SEAL]

W. L. Nebel

Chief Clerk, 5th L. H. District

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

Noted 4-5-37

Position to which appointed Principal Lighthouse Engineer (Supt. of Lighthouses)

Date of entrance on duty April 1, 1937.

U. S. GOVERNMENT PRINTING OFFICE 10—1689

Form A-30

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

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL

March 13, 1937. #1670

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Principal Lighthouse Engineer
(Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Eight Hundred (including $300 allowance for quarters) dollars per annum,

effective upon entrance on duty.

Nature of appointment: Assignment of quarters.

Civil Service authority:

Classification allocation: P-6.

By direction of the Secretary:

Respectfully, E. A. DELONG

Acting Chief, Division of Personnel.
~~Chief of Appointment Division.~~

Supt.
Asst Supt
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg
Prop. Clk
Stenog
Messenger
File

Noted 4/2/37 5th

B

Appropriation (unit): Field.

Vice: Yourself.

Legal residence: New York.

U.S. GOVERNMENT PRINTING OFFICE 11—8057

Personal

MAURICE KRESSIN, PRES.
S. WASSERMAN, VICE-PRES.

MEMBER { AMERICAN TRUCKING ASSOCIATION, INC. BOSTON CHAMBER OF COMMERCE
MOTOR TRUCKING ASSOCIATION OF AMERICA, INC.

ROBERT KRESSIN, TREAS
E. KRESSIN, SECRETARY

REFERENCE: HAMILTON NATIONAL BANK
ESTABLISHED 1922

National Delivery Association

INCORPORATED NDA INC. REASONABLE · RELIABLE · RESPONSIBLE

TELEPHONE
NATIONAL 1460-1461

AFFILIATED WITH
RETURN LOAD BUREAU, INC.

1317 NEW YORK AVE. N.W.
WASHINGTON, D.C.

MAURICE KRESSIN, GEN'L. M'G'R.

I. C. C. APPL. 11322

March 8th, 1937

Captain N. C. Manyon
Portsmouth Buoy Depot
Portsmouth...Virginia

Dear Sir:-

It would seem from notation on the back of one of our delivery tickets that there is a slight claim on your recent shipment. We are desirous of straightening this out with you to your entire satisfaction. Therefore, may we ask that you kindly furnish us with information as to the extent of the damages sustained and we will endeavor to clean this claim up with you so that proper release can be obtained and we in turn send same to the proper department responsible for the payment of charges for services rendered.

We will await to hear from you by return mail in this detail.

Very truly yours,

NATIONAL DELIVERY ASSOCIATION..INC.

BY: M. Kressin
GENERAL MANAGER

K:HL



EVERY LOAD INSURED

REPRESENTATIVES IN PRINCIPAL CITIES

National Delivery Association

MAURICE KRESSIN
Gen'l. Manager

INCORPORATED NDA INC RELIABLE ESTIMATES GLADLY FURNISHED

1317 New York Ave., N. W. Washington, D. C.

NATIONAL 1460 and 1461

TREASURY DEPARTMENT OF LIGHTHOUSES MAR 9 1937 PHILADELPHIA

For Services Rendered To

March 8th, 1937 193

Supt. of Lighthouse
4th District
803 New Custom House
Philadelphia...Penn.

Invoice No. F 1022

TREASURY DEPT. OF LIGHTHOUSES MAR 10 1937 NORFOLK, VA.

TERMS: NET 10 DAYS

Shipment From February 24th, 1937
To Lansdown...Penn.
Portsmouth...Va.

Hauling household effects of one: N. C. Manyon
Taken care of in two loads: 1st load: 1200 cu. ft. $91.00
2nd load: 200 cu. ft. 35.00

Total - - - - - - - 1400 cu.ft. $126.00 $126.00

The articles enumerated hereon have been received. They are correct as to kind and quantity and are of good and satisfactory quality.

Name .....

Date articles received .....

I certify that the above bill is correct and just and that payment therefor has not been received. NATIONAL DELIVERY ASS'N. INC. By M. Kressin GENERAL MANAGER

WHEN REMITTING FOR THIS INVOICE PLEASE STATE INVOICE NUMBER

ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

Moving as per estimate 35 00 Charge:

Rugs, Small Roll				Single				KITCHEN			
Rug Pads, Large Roll	10			Box Springs, for Dbl. Bed	30			ast Suite Chairs	5		
Rug Pads, Small Roll	5			Box Springs for Sgl. Bed	20			ast Suite Table	15	1	15
Secretary	35			Bureau	25	11	50	Mops and Brooms	5	1	5
Smoking Stand	3			Cedar Chest	15				5		
Sofa, Upholstered	30			Chair, Boudoir	10			Chair	5		
Studio Couch	30			Chair, Straight	5	11	10	late	5		
Tables, Coffee	10			Chaise Lounge	30			g Board	5		
Tables, Davenport	15			Chest of Drawers	30	11	60	tchen Cabinet	35		
Tables, Dropleaf	15			Child's Bed	10			noleum	15		
Tables, End	5	11	10	Child's Desk	10			Range, Coal	40		
Tables, Gate Leg	10			Child's Rocker	5			Range, Electric	30		
Tables, Library	25			Chiffonier	25			Range, Gas	25		
Tables, Nest	10	11	20					Refrigerator, Electric	30	1	30
Total Column 1			400	Total Column 2			330	Refrigerator, Double Door	50		
								Refrigerator, Ice	20		
								Refrigerator Unit	10		
								Stool	5		
								Table	10	1	10
								Utility Cabinet	15		
								Total Column 3			170

NDA INC RELIABLE — Association — ESTIMATES GLADLY FURNISHED

1317 New York Ave., N. W. — Washington, D. C.

NATIONAL 1460 and 1461

SUPT. OF LIGHTHOUSES MAR 9 1937 PHILADELPHIA

For Services Rendered To

Supt. of Lighthouse
4th District
803 New Custom House
Philadelphia...Penn.

March 8th, 1937 193

Invoice No. F 1023

SUPT. OF LIGHTHOUSES MAR 10 1937 NORFOLK, VA.

TERMS: NET 10 DAYS

February 24th, 1937

Shipment
From Hauling household effects of one: N. C. Manyon
Taken care of in two loads: 1st load: 1200 cu. ft. $91.00
2nd load: 200 cu. ft. 35.00
To Lansdown...Penn.

Portsmouth...Va.

Total - - - - - - - 1400 cu.ft. $126.00 $126.00

The articles enumerated hereon have been received. They are correct as to kind and quantity and are of good and satisfactory quality.

Name .....

Date articles received .....

I certify that the above bill is correct and just and that payment therefor has not been received.

WHEN REMITTING FOR THIS INVOICE PLEASE STATE INVOICE NUMBER

ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

NATIONAL DELIVERY ASS'N. INC. By W. Krissin GENERAL MANAGER

35.00

Moving as per estimate

Charge:

Rug Pads, Large Roll	10		
Rug Pads, Small Roll	5		
Secretary	35		
Smoking Stand	3		
Sofa, Upholstered	30		
Studio Couch	30		
Tables, Coffee	10		
Tables, Davenport	15		
Tables, Dropleaf	15		
Tables, End	5	11	10
Tables, Gate Leg	10		
Tables, Library	25		
Tables, Nest	10	11	20
Total Column 1			400

Single	40	11	80
Box Springs, for Dbl. Bed	30		
Box Springs for Sgl. Bed	20		
Bureau	25	11	50
Cedar Chest	15		
Chair, Boudoir	10		
Chair, Straight	5	11	10
Chaise Lounge	30		
Chest of Drawers	30	11	60
Child's Bed	10		
Child's Desk	10		
Child's Rocker	5		
Chiffonier	25		
Total Column 2			330

Knocked Down	20		
KITCHEN			
...t Suite Chairs	5		
...t Suite Table	15	1	15
Mops and Brooms	5	1	5
...hair	5		
...ate	5		
...ng Board	5		
...chen Cabinet	35		
...oleum	15		
Range, Coal	40		
Range, Electric	30		
Range, Gas	25		
Refrigerator, Electric	30	1	30
Refrigerator, Double Door	50		
Refrigerator, Ice	20		
Refrigerator Unit	10		
Stool	5		
Table	10	1	10
Utility Cabinet	15		
Total Column 3			170

INTER CITY REMOVALS

MAURICE KRESSIN
General Manager

February 4th, 1937

F 1022

Executive Offices
1317 N. Y. Ave., N. W.
Washington, D. C.
Phones: National 1460-1461

Date February 24th, 1937

Truck 1 ton 3500

Name N. C. MANYON

Time Started

Time Finished

From Apt. B 300 Wycombe St., Lansdown..Penn.

To Norfolk...Va.
Capt. Manyon
Portsmouth Bouy Depot
Portsmouth...Virginia

200 cu ft H H goods

Floor

Floor

The owner of the goods declares that the value, in case of loss or damage, for each or any piece or package and contents thereof, does not exceed $2.00 per cubic foot. The owner has the option of paying a higher rate ($1.00 per each $100.00 additional valuation), without limitation as to value in case of loss or damage from causes which would make the Company liable, because of the lower rate thereby accorded.

MAKE PAYMENT TO DRIVER BY CERTIFIED CHECK OR MONEY ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

35 00

Moving as per estimate Charge:

SUPT. OF LIGHTHOUSES MAR 10 1937 MAR 9 1937 PHILADELPHIA

FEB 26 1937

MAR 10 1937

Were the

Rug Pads, Large Roll	10		
Rug Pads, Small Roll	5		
Secretary	35		
Smoking Stand	3		
Sofa, Upholstered	30		
Studio Couch	30		
Tables, Coffee	10		
Tables, Davenport	15		
Tables, Dropleaf	15		
Tables, End	5	11	10
Tables, Gate Leg	10		
Tables, Library	25		
Tables, Nest	10	11	20
Total Column 1			400

Box Springs, for Dbl. Bed	30		
Box Springs for Sgl. Bed	20		
Bureau	25	11	50
Cedar Chest	15		
Chair, Boudoir	10		
Chair, Straight	5	11	10
Chaise Lounge	30		
Chest of Drawers	30	11	60
Child's Bed	10		
Child's Desk	10		
Child's Rocker	5		
Chiffonier	25		
Total Column 2			550

KITCHEN			
Kitchen Suite Chairs	5		
Kitchen Suite Table	15	1	15
Kitchen Mops and Brooms	5	1	5
Kitchen Chair	5		
Kitchen Plate	5		
Kitchen Board	5		
Kitchen Cabinet	35		
Linoleum	15		
Range, Coal	40		
Range, Electric	30		
Range, Gas	25		
Refrigerator, Electric	30	1	30
Refrigerator, Double Door	50		
Refrigerator, Ice	20		
Refrigerator Unit	10		
Stool	5		
Table	10	1	10
Utility Cabinet	15		
Total Column 3			170

INTER CITY REMOVALS

MAURICE KRESSIN
General Manager

February 4th, 1937

F 1022

Executive Offices
1317 N. Y. Ave., N. W.
Washington, D. C.
Phones: National 1460-1461

Date February 24th, 1937

Truck 1 ann 3500

Name N. C. MANYON

Time Started

Time Finished

From Apt. B 300 Wycombe St., Lansdown..Penn.

To Norfolk...Va.
Capt. Manyon
Portsmouth Bouy Depot
Portsmouth...Virginia

200 cu ft H H goods

Floor

Floor

The owner of the goods declares that the value, in case of loss or damage, for each or any piece or package and contents thereof, does not exceed $2.00 per cubic foot. The owner has the option of paying a higher rate ($1.00 per each $100.00 additional valuation), without limitation as to value in case of loss or damage from causes which would make the Company liable, because of the lower rate thereby accorded.

MAKE PAYMENT TO DRIVER BY CERTIFIED CHECK OR MONEY ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

Moving as per estimate 35 00 Charge:

Received of

By

Paid by Order

I have checked my shipment and found it in good condition. Each article is accounted for as attested by my signature.

Signed by Mrs. N. C. Manyon

Were the men courteous and obliging?

Were you entirely satisfied with the service rendered?

In event of any claims, notation must be made on reverse side of this ticket.

SUPT. OF LIGHTHOUSES — MAR 10 1937 — MAR 9 1937 — PHILADELPHIA

FEB 26 1937

MAR 10 1937

Smoking Stand	3		
Sofa, Upholstered	30		
Studio Couch	30		
Tables, Coffee	10		
Tables, Davenport	15		
Tables, Dropleaf	15		
Tables, End	5	11	10
Tables, Gate Leg	10		
Tables, Library	25		
Tables, Nest	10	11	20
Total Column 1			400

Bure	25	11	50
Ceda	15		
Chai	10		
Chai	5	11	10
Chai	30		
Ches	30	11	60
Chil	10		
Chil	10		
Chil	5		
Chiff			

	Per Pc. Cu. Ft.	Pieces	Cu. Ft.
Total	$126.2		
LE			
M—(Cont.)			
	30		
er	10		
	5		
	25		
r	5		
le (Boxed)	5		
a, for Dbl. Bed	15		
a, for Sgl. Bed	10		
e	5	11	10
	10		
xtra for Dbl. Bed	15		
xtra, for Sgl. Bed	10		
	5		
eamer	10	III	40
Wardrobe	15	11	30
resser	25	1	25
resser Bench	5	1	5
e	40		
e Knocked Down	20		
KITCHEN			
st Suite Chairs	5		
st Suite Table	15	1	15
Mops and Brooms	5	1	5
	5		
Chair	5		
late	5		
g Board	5		
chen Cabinet	35		
noleum	15		
Range, Coal	40		
Range, Electric	30		
Range, Gas	25		
Refrigerator, Electric	30	1	30
Refrigerator, Double Door	50		
Refrigerator, Ice	20		
Refrigerator Unit	10		
Stool	5		
Table	10	1	10
Utility Cabinet	15		
mn 3			170

Shipping

Date of Move
Valuation $
Measurements
f Measuremer
f Measuremer
ubic footage

ART
LIVIN
Bench, Firesi
Bookcase, D
Bookcase, S
Chair, Arm
Chair, Cogsv
Chair, Occa
Chair, Over
Chair, Strai
Clock, Man
Clock, Gra
Davenport
Desk, Lad
Desk, Gov
Desk, Sec
Fireplace
Foot Sto
Lamps, F
Lamps, T
Magazin
Music C
Piano, C
Piano
Piano
Piano, U
Piano,
Piano
Phono
Radio,
Radio,
Radio
Rocke
Rugs,
Rugs
Rug

NATIONAL DELIVERY ASSOCIATION, INC.

LOCAL AND INTER CITY REMOVALS
Philadelphia Pennsylvani Office
3607 Lancaster Avenue - Phone Evergreen 8400

MAURICE KRESSIN
General Manager

EXECUTIVE OFFICES:
1317 New York Ave., N. W.
Washington, D. C.
Phones: National 1460-1461

No. 1022 **F**

Date Feb. 4, 1938. Truck

Name H.C.Hanyon

Time Started Time Finished

From Apt.B- 300 Wycombe Ave. Lansdowne, Pa.

To Norfolk Va. (to advise local addr.

1400 cft. more as per list - also pack and furnish 2 barrels

Floor Floor

The owner of the goods declares that the value, in case of loss or damage, for each or any piece or package and contents thereof, does not exceed $2.00 per cubic foot. The owner has the option of paying a higher rate ($1.00 per each $100.00 additional valuation), without limitation as to value in case of loss or damage from causes which would make the Company liable, because of the lower rate thereby accorded.

MAKE PAYMENT TO DRIVER BY CERTIFIED CHECK OR MONEY ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

Moving as per estimate $120.00 CHANGE and render itemized bill in triplicate to:

Received of Supt. of Lighthouse, 4 dist. 803 New Custom House- Philadelphia, Pa.

By

I have checked entire shipment and found it in good condition. Each article is accounted for as attested by my signature.

Signed by H.C.Hanyon

Were the men courteous and obliging? Yes

Were you entirely satisfied with the service rendered? Yes

In event of any claims, notation must be made on reverse side of this ticket.

NATIONAL DELIVERY ASSOCIATION, INC.

LOCAL AND INTER CITY REMOVALS

MAURICE KRESSIN
General Manager

Executive Offices
1317 N. Y. Ave., N. W.
Washington, D. C.
Phones: National 1460-1461

February 4th, 1937

F 1022

Date February 24th, 1937

Truck Tamm

Name H. C. MANYON

Time Started _____ Time Finished _____

From Apt. B 300 Wycombe St., Lansdown..Penn.

To Norfolk...Va.
Capt. Manyon
Portsmouth Bouy Depot
Portsmouth...Virginia

Floor _____ Floor _____

The owner of the goods declares that the value, in case of loss or damage, for each or any piece or package and contents thereof, does not exceed $2.00 per cubic foot. The owner has the option of paying a higher rate ($1.00 per each $100.00 additional valuation), without limitation as to value in case of loss or damage from causes which would make the Company liable, because of the lower rate thereby accorded.

MAKE PAYMENT TO DRIVER BY CERTIFIED CHECK OR MONEY ORDER DRAWN TO NATIONAL DELIVERY ASSOCIATION, INC.

Moving as per estimate _____ Charge: _____

Received of _____

By _____

Street Address 300 Wey Courthouse St

To Norfolk, VA

Date of Move October, Size of Load Cu. Ft. 1400 Per Cu. Ft. Per Article 2

Valuation $ 2800

Mileage 240 Floor Floor

Moving Charge $ 121.50
Packing Charge $
Unpacking Charge $
Hoisting or Piano Carry $
Excess Value $
Total $ 126.50

SUPT. OF LIGHTHOUSES MAR 10 1937 NORFOLK, VA.

Measurements in this Table apply regardless of actual measurement. When an article not listed in Table of Measurements is included in a shipment, the cubic footage for an article of similar size listed in Table of Measurements will apply; when no article of similar size is listed in Table of Measurements the actual cubic footage of the article will apply.

ARTICLE	Per Pc. Cu. Ft.	Pieces	Cu. Ft.
LIVING ROOM			
Bench, Fireside	5		
Bookcase, Double Door	25	II	50
Bookcase, Sect., per sec.	5	IIII	30
Chair, Arm	10		
Chair, Cogswell	20		
Chair, Occasional	15	IIIII	90
Chair, Overstuffed	25	II	50
Chair, Straight	5		
Clock, Mantle	5		
Clock, Grandfather	15		
Davenport	50		
Desk, Ladies'	15	I	15
Desk, Gov. Winthrop	20		
Desk, Secretary	35		
Fireplace Equipment	15		
Foot Stool	5		
Lamps, Floor	5		
Lamps, Table (Boxed)	5	II	10
Magazine Rack	3		
Music Cabinet	10		
Piano, Grand			
Piano, Baby Grand	50		
Piano, Parlor Grand	60		
Piano, Upright	75	I	75
Piano, Studio Upright	40		
Piano Bench	5	I	5
Phonograph	20		
Radio, Cabinet	15	I	15
Radio, Bench Type	5		
Radio, Table	3		
Rocker	15		
Rugs, Large Roll	10	III	30
Rugs, Small Roll	5		
Rug Pads, Large Roll	10		
Rug Pads, Small Roll	5		
Secretary	35		
Smoking Stand	3		
Sofa, Upholstered	30		
Studio Couch	30		
Tables, Coffee	10		
Tables, Davenport	15		
Tables, Dropleaf	15		
Tables, End	5	II	10
Tables, Gate Leg	10		
Tables, Library	25		
Tables, Nest	10	II	20
Total Column 1			400

ARTICLE	Per Pc. Cu. Ft.	Pieces	Cu. Ft.
LIVING ROOM—(Cont.)			
Tables, Occasional	15		
Tables, Octagon	20		
Tables, Radio	5		
Tables, Tilt Top	10		
Telephone Stand & Chair	10	I	10
Wall Rack	5		
What-Not	5		
Cabinet	10	I	10
Settee	30	I	30
DINING ROOM			
Buffet	30	I	30
Chair, Arm	10	II	20
Chair, Straight	5	IIIII II	45
China Closet	30	I	30
Dinette Buffet	20		
Dinette China Closet	15		
Dinette Table	15		
Rugs	10		
Server	20	I	20
Table, Extension	30	I	30
Tea Cart	15		
TABLE	5	I	5
BED ROOM			
Bassinette	5		
Beds, incl. spring & Matt. Double	60	II	120
Single	40	II	80
Box Springs, for Dbl. Bed	30		
Box Springs for Sgl. Bed	20		
Bureau	25	II	50
Cedar Chest	15		
Chair, Boudoir	10		
Chair, Straight	5	II	10
Chaise Lounge	30		
Chest of Drawers	30	II	60
Child's Bed	10		
Child's Desk	10		
Child's Rocker	5		
Chiffonier	25		
Total Column 2			550

ARTICLE	Per Pc. Cu. Ft.	Pieces	Cu. Ft.
BED ROOM—(Cont.)			
Chifferobe	30		
Clothes Hamper	10		
Costumer	5		
Dresser	25		
Lamps, Floor	5		
Lamps, Table (Boxed)	5		
Mat'rs, extra, for Dbl. Bed	15		
Mat'rs, extra, for Sgl. Bed	10		
Night Table	5	II	10
Rugs	10		
Springs, extra for Dbl. Bed	15		
Springs, extra, for Sgl. Bed	10		
Suitcase	5		
Trunk, Steamer	10	IIII	40
Trunk, Wardrobe	15	II	30
Vanity Dresser	25	I	25
Vanity Dresser Bench	5	I	5
Wardrobe	40		
Wardrobe Knocked Down	20		
KITCHEN			
Breakfast Suite Chairs	5		
Breakfast Suite Table	15	I	15
Bundle Mops and Brooms	5	I	5
Chair	5		
High Chair	5		
Hot Plate	5		
Ironing Board	5		
Kitchen Cabinet	35		
Linoleum	15		
Range, Coal	40		
Range, Electric	30		
Range, Gas	25		
Refrigerator, Electric	30	I	30
Refrigerator, Double Door	50		
Refrigerator, Ice	20		
Refrigerator Unit	10		
Stool	5		
Table	10	I	10
Utility Cabinet	15		
Total Column 3			170

ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.
0 Crate	9	11	6
CARTONS	3	111	15
Box Glassware	10	11	20
Boxes	4	7	28
MISCELLANEOUS			
Ash Can	7		
Barrel (Glassware)	10	IIII	50
Baskets (Bushel)	5		
Baskets (Clothes)	5	1	3
Bicycle	15		
Bird Cage and Stand	10		
Bird Bath	5		
Box, Bedding	15		
Box, Books	5		
Box, Fruit	5		
Box, Kitchenware	10	1	10
Box, Picture	5	III	15
Box, Victrola	15		
Buggy, Baby	20		
Buggy, Doll	5		
Buggy, Folding	5		
Cartons, Books	3		
Cartons, Lampshades	6	IIII	24
Card Table	2	II	4
Coal Heater	20		
Costumer	5		
Cot, Folding	15	1	15
Day Bed	25		
Dog House	20		
Electric Sweeper	5	1	5
Electric Washer	2		
Fernery	10		
Folding Chairs	2		
Total Column 1			194

ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.
MISCELLANEOUS—(Cont.)			
Garden Hose and Tools	10		
Gas Heater	5		
Glider	25		
Golf Bag	5	11	10
House Safe, Small	10		
Lawn Mower	5		
Lawn Swing	20		
Mangle, Electric	15		
Mangle, Gas	25		
Pedestal	5		
Play Pen	3		
Porch Chair	10	14	20
Porch Rocker	15	1	15
Porch Rug	10		
Porch Settee	25		
Porch Swing	15		
Porch Table	15	1	15
Sand Box	10		
Screen Doors	5		
Sewing Cabinet	5		
Sewing Machine	12		
Sewing Machine, Portable	5	1	5
Sled	5		
Step Ladder	5		
Tool Chest	10		
Tricycle	8		
Tub	5		
Wagon, Child's	8		
Work Bench	20		
Wash Boiler	5		
Boxes	10	11	20
Total Column 5			85

ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.
OFFICE			
Chair, Arm	10		
Chair, Stenographer	5		
Chair, Swivel	15		
Desks, Double Desks, Dbl. Sgl. Pedestal	30		
Desks, Dble., Dble. Ped.	45		
Desks, Single Desks, Sgle. Sgle. Ped.	20		
Desks, Sgle., Dble. Ped	40		
Desks, Roll Top Single Pedestal	30		
Double Pedestal	40		
Filing Cabinet	15		
Stationery Cabinet	30		
Typewriter	2		
Typewriter (Boxed)	5		
Typewriter Stand	10		
Typewriter Stand, K. Down	5		
Total Column 6			
Total Column 5			85
Total Column 4			197
Total Column 3			126
Total Column 2			550
Total Column 1			100
GRAND TOTAL			1400

ITEMIZED ESTIMATE OF PACKING CHARGES (Material and Labor)

ITEM	Quantity	Rate	Charge
Barrels	11	$2.50	
Cartons Lampshade		1.00	
Books not over 3 cu. ft.		.75	
Books over 3 cu. ft.		1.00	
Boxes—Wood Books not over 3 cu. ft.		1.00	
Books over 3 cu. ft. but not over 6 cu. ft.			
Books over 6 cu. ft. (same rate as packing cases)		1.50	
Total			

ITEM	Quantity	Rate	Charge
Packing Cases Not over 10 cu. ft.		1.50	
10 to 20 cu. ft.		2.00	
Total			

B-Broken

Contract No.

Boxes—Wood Books not over 3 cu. ft. Books over 3 cu. ft. but not over 6 cu. ft. Packing cases over 6 cu. ft. (Trunks as packing cases)

...VERY ASSOCI...ON, INC.

INVENTORY

Contract No. _____ Name W. E. Maynard, Supt. of L. H. Page No. 1

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
X3	Trays "	Small			L.	
X1	Folding gate	"			G	
2	Folding Stand "	"			G	
X1	Piano Bench	"			G	
X2	Dressing Couch & Table leaf	one			G	
X5	Stools IIII 2				G	
X1	Radio set				G	
X9	Mirrors IIII				G	
X1	Suit Case 1				W&T	
X7	Pictures & frames IIII				G	
X4	Bed Springs IIII 3				G	
X4	Beds IIII ~~two~~ 3				G	1 Manad-
X1	China Cabinet				G	
X1	Buffet 1				G	
X2	Bed Posts 2 bdls				G	
X1	Sewing Mach.				G	
X2	Floor Lamps "				-	
X1	Linoleum roll				F	
X3	Baskets "				G	
X1	Coat grooms				—	
X6	Chairs IIII				G	
X1	Stool				G	
X2	Mattresses "				G	
X4	Tables IIII				G	
X2	Lamp Stands "				G	
X1	Elec. carpet sweeper				G	
X1	Boy Bero 1				G	
X1	Chair Cushions 1				G	
X1	D. R. Table				S&M	
X1	Folding Cot				G	

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

...RY ASSOCI...ON, INC.

INVENTORY

...tract No. _____ Name N. C. Manyard Supt of L. H. Page No. 2

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

SYMBOLS DENOTING CONDITIONS

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
X1	Piano					
X5	Barrels XIII	Large	G			Badly broken Loads from W. H.
X4	Wood Boxes IIII	"	-	-		"
X4	Crate IIII	"	-	-		"
X1	Sewing Table	Small				"
X57	Cartons XIII

Y ASSOCIATION, INC.

INVENTORY

ct No. _____ Name W. C. Maynard, Supt. of L. H. Page No. 3

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
X 1	Serving Table				S	
X 2	Card Tables				G	
X 1	Couch Chair				G	

Received 2/24/37

National Delivery Association, Inc.

By:— G. A. Jones

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

...VERY ASSOCIATION, INC.

INVENTORY

...act No. _____ Name N. C. Manyon, Supt of Lt Page No. 1

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
2	Rockers		1-1		G	
3	Chairs		Wicker chair + 2 wooden chairs - 1 arm chair		G	1 arm & 1 L
OK 3	Table		1-1-1-		G	
OK 2	Linoleum rugs		Very small		"	Corners Rusted
OK 2	Tubs				"	
OK 3	Buckets				"	
OK 1	Pail, Ash				"	
OK 1	Basket				"	
OK 2	Washboards				"	
OK 1	Cane Rest Lounge Chair		— OK		"	
OK 1	Book Rack				L	
OK 1	Leg frame for table				G	
OK 1	Marble Top, table				G	
OK 1	Curtain Stretcher		Wrapped		"	
OK 3	Posts, wood (for archery)				"	
OK 1	Bundle Household Utensils				"	
OK 1	Book Rack				"	
OK 1	5' step ladder				"	
OK 1	Wood board (Whisk)				"	
OK 1	Piano Stool (Bench)				"	
7	Rugs		Small			
OK 1	Clothes drier					
OK 2	side rails, iron bed				T	Paint Chipped
1	Elec. Refrigerator G.E.		—		G	
OK 1	Archery Target		Wrapped		"	
L 7	Wicker Chairs				"	
dam 1	Settee (Antique)				"	
L 12	Mat, Rocker				"	
L 2	Mahog. Rocker				"	
L 2	" Arm Chair				"	
L 6	" Straight chair				"	
OK 1	Music Cabinet				"	M
OK 1	Carton Coat Hangers					

Received 8/24/37 from National Railway Express Agency Inc. Per D. Edwards

Instructions: Make out a sheet for each shipment handled, Have damaged pieces noted and Signed for by Shipper.

...RY ASSOCIATION, INC.

INVENTORY

...et No. _____ Name W C Manyon, Supt. of L.H. Page No. 1

SUPT. OF LIGHT HOUSES MAR 10 1937 NORFOLK, VA.

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
✓	Rockers "				G	
✓	Chairs "III" Cellar					1-M+S 1-Loose
✓	Table "III"					
✓ 2	Linoleum rugs	Very small			Corners Broke	
✓ 2	Tubs				"	
✓ 3	Buckets				"	
✓ 1	Sieves Ashe				"	
✓ 1	Basket				"	
✓ 2	Washboards				"	
✓ 1	Cane Seat lounging Chair				"	
✓ 1	Book Rack				L	
✓ 1	Leg frame for table WRAPPED				"	
✓ 1	Curtain Stretcher				"	
✓ 1	Marble Top table				"	" "
✓ 3	Posts wood RACK for ARchery				"	
✓ 1	Bundle Household Utensils				"	
✓ 1	Book Rack				"	
✓ 1	5' Step ladder White				"	
✓ 1	Wood Board				"	
✓ 1	Piano Stool TOP COVERED				"	
✓ 2	Rugs				"	
✓ 1	Electric drier				"	
✓ 2	Rude safe, iron bed				"	PAINT Chipped
✓ 1	Elec. Refrigerator (G.E.				"	
✓ 1	Rocking Chair WRAPPED				"	
✓ 2	Wicker Chairs ✓				"	
✓ 1	Settee (Antique) ✓				"	OLD SPLIT
✓ 2	Wal. Rockers ✓				"	
✓ 2	Mahog. Rocker & ✓				"	
✓ 6	" arm Chairs ✓				"	
✓ 1	" straight chairs				"	
1	Music Cabinet				M+S Top	
1	CORTON COAT HANGERS					

Delivered in apparent good condition except as noted by me. 8/24/37

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

...RY ASSOCIATION, INC.

INVENTORY

Ship No. 7107 Name N.B. Light of L.H. Page No. 1

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

Qty.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
1	Piano	Large	B			Taken from W. Baby Carriage
5	Barrels IIII	1"				"
4	Wood Boxes IIII	"				"
4	Crates IIII	Small				"
1	Sewing Table	"			G	
57	Cartons IIII IIII IIII IIII IIII IIII	"				"
3	Vases, crated III	"			G	
1	Books, carton 1	"			G	
1	Carton Wind. shades	"			G	
3	Wood boxes III	Small				Glassware
1	Metal container	"				"
3	Trunks III	Large				"
16	Bundles IIII IIII I					"
1	Bed bag	Small				"
3	Storage chest, Lapor III	"				Bedding
1	Window ventilators, Bundle				G	
1	Chiffonier					Fur-portable
12	Bundles, magazines IIII II					
2	Dressers II				G	
3	Stands III	Small			G	
1	Table, 4 leg	"			G	Top marred
6	Rugs IIII I	"			G	
6	" IIII I	Large			G	
2	Bureaus II				G	
1	Chest of Drawers				G	
2	Sewing Boxes II				G	
5	Book packs III				G	
1 lot	Kitchen utensils 1 lot				G	
4	End Tables IIII				S	
1	Cushion & Rugs Bdl.	Small			G	
1	Step ladder	"			G	

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

SUPT. OF LIGHTHOUSES MAR 10 1937 2ND DISTRICT

...ERY ASSOC...TION, INC.

INVENTORY

...tract No. 1022 Name N. C. Manyon, Supt. of L.H. Page No. 1

SUPT. OF LIGHTHOUSES MAR 20 1937 NORFOLK, VA.

SYMBOLS DENOTING CONDITIONS

B-Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-...ed Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
3	Trays	Small			G	
1	Folding gate	"			G	
1	" " cats	"			G	
2	Folding Stand	"			G	
1	Dressed Bench	"			G	
2	Ironing Boards & Table leaf				G	
5	Stools |||			G	
1	Radio Set				G	
9	Mirrors |||||		G	
1	Suit Case				W.K.T.	
7	Pictures & Frames |||||		G	
4	Bed Spring ||||		G	
4	Beds ||||		G	1 Maned
1	Chest & Mirror				G	
1	Buffet 1				G	
2	Bed Posts 2 Beds				G	
1	Sewing Mach				G	
2	Flower Pot "				G	
1	Linoleum, 1 roll				T.	
3	Basket |||			G	
1	Box groceries				—	
6	Chairs |||||		G	
1	Shovel				G	
2	Mattresses "				G	
4	Tables ||||		G	
1	Lamp stands "				G	
1	Elec. Carpet sweeper				G	
1	Rocker 1				G	
1	Chair Cushions 1				G	
1	D.R. Table				Sym	

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

...Y ASSOCIATION, INC.

INVENTORY

...et No. 1022 Name D.C. Manyon, Supt of L.H. Page No. 3

SYMBOLS DENOTING CONDITIONS

...Broken C-Contents Unknown G-Good L-Loose M-Marred S-Scratched T-Torn W-Worn X-Soiled Z-Cracked

No.	Name of Piece	Size	Condition	Unloaded	Condition	Remarks
1	Dining Table				G	
2	End Tables				G	
1	Porch Chair				G	

Delivered 2/24/37 to
National Delivery Association, Inc
By:- Mcmanyon - Supt of Lighthouses

Furniture Recd OK
Mcmanyon

MAR 10 1937 NORFOLK, VA. LIGHTHOUSES

Instructions: Make out a sheet for each shipment handled. Have damaged pieces noted and Signed for by Shipper.

ORDER #504

(Page 1 of 2)

Form 33 (Revised)
...the Secretary
...Treasury
...15, 1934
...ected to conform to
...vision of July 12, 1935.

NCM:GN

Invitation No. 130

Contract No. GE 1937 Office 13

INVITATION, BID, AND ACCEPTANCE

(SHORT FORM CONTRACT)

Department of Commerce, Superintendent of Lighthouses, 4th District
(Department or establishment) (Office or station)

803 New Custom House, Philadelphia, Pa. January 23, 1937
(Address) (Date)

INVITATION

Sealed bids, ~~in~~ ..... subject to the conditions on the reverse hereof, will be received at this office until two o'clock P. m., FEB 2 1937, and then publicly opened, for furnishing the following supplies, and/or services, for delivery at (see below).

N. C. Manyon, Superintendent of Lighthouses
(Name) (Title)

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT Dollars	AMOUNT Cents
	To crate, wrap, and otherwise prepare, including packing of china and other fragile household effects, including one upright piano and a G. E. electric refrigerator, and deliver to steamship pier, Philadelphia, Pa., or railroad receiving depot, Philadelphia, Pa. -- $					
	The crating and other packing shall conform to requirements of shipping agencies; and furniture, etc., to be adequately protected and guaranteed against breakage or damage except such as can be shown liable to said carrier shipper. Shipment is about fourteen hundred (1400) cubic feet, weight approximately eight thousand (8,000) pounds. The piano is in storage warehouse, Philadelphia, Pa.					
	(See page two)					

BID

February 1, 1937.
(Date)

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within ..... days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, f.o.b., ... and, unless otherwise specified within ..... days after receipt of order.

Discounts will be allowed for payment as follows: 10 calendar days, ... percent; 20 calendar days, ... percent; 30 calendar days, ... percent.

~~It is hereby certified that the undersigned is complying with, and will continue to comply with, each approved code of fair competition to which he is subject, and/or if engaged in any trade or industry for which there is no approved code of fair competition, then as to such trade or industry that he has become a party to and is complying with, and will continue to comply with, an agreement with the President under section 4 (a) of the National Industrial Recovery Act (President's Reemployment Agreement), and that all other conditions and requirements of Executive Order No. 6646, dated March 14, 1934, are being, and will be, complied with.~~

~~Provided, That where supplies are purchased that are not mined, produced, or manufactured in the United States (see sec. 2, title III, of the act approved March 3, 1933, Public No. 428, 72d Cong.), the special or general code of fair practice shall apply to that portion of the contract executed within the United States.~~

Bidder National Delivery Assn. Address 3607 Lancaster Ave.

Philadelphia, Pa.

Title Estimator

By R. A. Wismer
(Signature of person authorized to sign this bid)

ACCEPTANCE BY THE GOVERNMENT

February 3, 1937.
(Date)

Accepted ~~as to the following articles~~ in the total amount of $126; work to be done when notified by the office of the Superintendent of Lighthouses.

Name N. C. MANYON Title Superintendent of Lighthouses.

(OVER)

10—1806

STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE FOR STANDARD FORM 31 OR 33
(SUPPLIES)

ITEM No.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT Dollars	AMOUNT Cents
	Alternative bid is also requested on van shipment to Norfolk, Va., house-to-house, from 300 Wyecombe Avenue, Lansdowne, Delaware County, Pa., second floor. Furniture to be completely under cover, and shipper shall, if required, be able to show previous work of this kind and be legally qualified to make such shipment. Carrier's choice of any three days in last two weeks of February, 1937; ten days' notice to be given.				$ 126	00
	Bidders are requested to examine furniture to be crated or moved, which is situated at Apartment B, 300 Wyecombe Avenue, Lansdowne, Pa., under name of N. C. Manyon.					
	The above quotation of $126.00 includes packing; also covers free transit insurance to the amount of $2800.00.					
	National Delivery Assn.					

(Bidder)

10—1800

[OVER]

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

WCR:HFM
(Encl)

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
803 NEW CUSTOMHOUSE
PHILADELPHIA, PA.

-PERSONAL-
(Special Delivery)

Feb. 25, 1937

Captain N.C.Manyon,
Superintendent of Lighthouses,
c/o Portsmouth Lighthouse Depot,
Portsmouth, Va.

Dear Captain:-

Transmitted herewith is inventory of your furniture as taken by Mr. Barrett on February 24, 1937.

G.W.HITCHENS
Superintendent of Lighthouses

Form S. S.-93

PERSONNEL RECOMMENDATION

DEPARTMENT OF COMMERCE
WASHINGTON

Bureau of Lighthouses Date March 5, 1937

The Secretary of Commerce:

The following personnel change is respectfully recommended:

Nature of recommendation [1] Assigument of quarters

Civil service authority

Name Norman C. Manyon

Legal residence Pennsylvania

	FROM—	TO—
Position	Principal Lighthouse Engineer (Superintendent of Lighthouses)	Principal Lighthouse Engineer (Superintendent of Lighthouses)
Classification	P-6	P-6
Salary	$5800 per annum	$5800 per annum (including $300 allowance for quarters)
Station	5th District, Norfolk, Va.	5th District, Norfolk, Va.
Appropriation [2]	Salaries, Lighthouse Service	Same

Vice Himself

Effective date to be reported Mar. 16

Remarks: It is proposed to have the Superintendent occupy the quarters at the Portsmouth Lighthouse Depot, and it is recommended that a new appointment be issued to him in this connection to show value of quarters occupied, as above indicated.

Acting Commissioner of Lighthouses

(For use of Department)

Copy to 5th Supt.
for information

[1] Recommendations for reinstatement must be accompanied by Form S. S.-93A
[2] To be used only by bureaus operating under more than one appropriation unit.

U. S. GOVERNMENT PRINTING OFFICE: 1930 11—8713

The following personal change is respectfully recommended:

Nature of recommendation: Promotion and promotion

Civil service authority

Name: Horace L. Hotchkiss

Legal residence: Pennsylvania

	From:	To:
Position	Senior Lighthouse Engineer (Superintendent of Lighthouses)	Principal Lighthouse Engineer (Superintendent of Lighthouses)
Classification	2nd	1st
Salary	$2400 per annum	$3000 per annum
Station	4th District, Philadelphia, Pa.	5th District, Norfolk, Virginia
Appropriation	Salaries, Lighthouse Service	Same

Vice: Louis A. Hopkins (retired)

Effective: February 1, 1907, or anytime on duty

Capt. Manyon

NCM:AHL.

February 18, 1937.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Article for Lighthouse Bulletin.

1. Reference is made to Bureau letter of February 17th relative to the article to be published in the Lighthouse Bulletin on the review of progress in the Fourth District.

2. As suggested in the Bureau's letter and concurred in, it would seem that Mr. Hitchens, by reason of his previous long service in the Fourth District, would be the person eminently fitted to prepare this article.

N. C. MANYON,
Superintendent of Lighthouses.

804 E

February 17, 1937

Superintendent of Lighthouses, Norfolk, Va.:

The Bureau has considered your two letters of February 12, 1937 relating to the vacancy of position of depot keeper at Portsmouth, Virginia and the proposal to utilize the dwelling at that depot as the Superintendent's residence.

It is noted that Mr. Albury of the Seventh District who has been under consideration for the position of depot keeper, is desirous of the position without the dwelling but with the understanding that the sum of $300 will be added to the pay previously proposed and that you consider him the best qualified candidate for the position. The Bureau will accordingly submit to the Department your nomination for Mr. Albury at $2300 in the range $2300 to $2900 without quarters.

The Bureau also approves your suggestion as to the occupancy of quarters at the depot by the Superintendent as a trial arrangement, recognizing the advantage which will accrue through close contact of the Superintendent with the work of the depot and the tenders. It is recognized also that there are certain disadvantages that are possible in the way of making the position of depot keeper somewhat less attractive to men of long experience. For these reasons, it appears desirable to consider the matter on a trial basis at present, with further report to be made to the Bureau after six months or not to exceed one year's operation under this arrangement. The deduction from the Superintendent's pay for the quarters is correctly understood at $300 per annum.

H. D. KING,
Commissioner of Lighthouses.

CAP:LK

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

804 E

February 17, 1937

Superintendent of Lighthouses, Norfolk, Va.:

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Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydros.
Accounts
Ordering
Personnel
Cost Kpg.
Prep. Clk.
Stores.
Messages
File

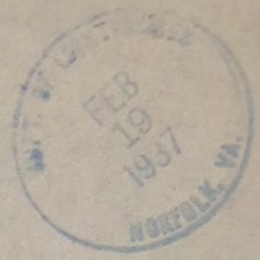
CAP:LK

H. D. KING
Commissioner of Lighthouses.

Capt. Manyon

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



NCM:AHL.
Encl.

LIGHTHOUSES
FEB 18 8 23 AM '37

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

February 17, 1937.

Commissioner of Lighthouses,
Washington, D. C.

1. Attached herewith is my application for three days annual leave from February 23rd to 25th, inclusive.

2. I propose to go to Philadelphia and on the 23rd prepare my furniture for shipment, on the 24th have the furniture packed and put into the van and on the 25th proceed by personally-owned car to Norfolk.

N. C. MANYON,
Superintendent of Lighthouses.

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

BUREAU OF LIGHTHOUSES
WASHINGTON

February 18, 1937.

Returned to Superintendent of Lighthouses, Norfolk, Virginia, approved.

For the Commissioner:

W. P. Harman,
Administrative Assistant.

see

Supt.
Asst. Supt.
Chief Clk.
Asst. Engr.
Asst. Engr. (L)
Asst. Engr. (E)
Junior Engr.
Hydrog.
Accounts
Ordering
Personnel
Coast Engr.
Prop. Clk.
Stenog.
Messenger
File

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

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

February 17, 1937.

Captain N. C. Manyon,
Superintendent of Lighthouses,
Norfolk, Virginia.

In view of your recent transfer from the Fourth District, please advise the Bureau whether you completed before leaving the Bulletin article on review of progress in the 4th District, which according to present schedule would be due for publication in the April number. It is possible that you would prefer that this article be prepared by Mr. Hitchens because of his previous long service in the Fourth District, in which case the Bureau will communicate with him.

For the Commissioner:

R. R. Tinkham
Chief Engineer.

EBF

file

Capt Mn

1

Ltr to depot

NCM:AHL.

February 12, 1937.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Portsmouth Lighthouse Depot Quarters.

1. By reason of the retirement of Mr. Cockrell, the quarters situated on Portsmouth Depot reservation are vacant and it is recommended that the Superintendent of the Fifth District be permitted to occupy such quarters, the regular reduction for the use of such property being made, which in the case of the former occupant was $20.00 per month.

2. It is believed that for some time in the future or until the new incumbent of the position of Superintendent becomes more familiar with the inner workings of the District it is desirable to have him in closest possible contact with the Depot, this being in line with the suggestion of the Commissioner.

3. It is requested this be given as early consideration as possible, due to the fact that the Superintendent's furniture is due to be moved from Philadelphia on the 23rd of February, 1937.

Mann

N. C. MANYON,
Superintendent of Lighthouses.

Manyon

L.I.

WLR:LL
Enc.

February 10, 1937

Commissioner of Lighthouses,
Washington, D. C.

1. In transmitting herewith my Oath of Office I desire to state that I reported for duty in this District on the morning of February 8.

N. C. Manyon,
Superintendent of Lighthouses.

kept memo

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PHILADELPHIA, PA.
WCR-JFB

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE No.

FEB 10 1937

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
803 NEW CUSTOMHOUSE
PHILADELPHIA, PA.

February 9, 1937.

Captain N. C. Manyon,
Superintendent, 5th Lighthouse District,
Norfolk, Virginia.

1. Herewith is your Retirement Record Card (Form 2806).

2. Your Service Record Card and Leave Record Card were both forwarded to you yesterday.

3. When time permits it is requested that U. S. Government Transportation Identification Card No. 1329, issued to you in this office be returned in order that same may be forwarded to the Bureau for cancellation.

G.W.Hitchens,
Superintendent of Lighthouses.

Supt
Asst. Supt.
Chief Clk.
Asst. Engr.
Asst. Engr. (T)
Asst. Engr. (E)
Junior Engr.
Hydrog.
Assistants
Ordering
Personnel
Eng. Insp.
Prop. Clk.
Engnr.
Accountant
File

4th

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PHILADELPHIA, PA.
WCR-JFB

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

OFFICE OF SUPERINTENDENT, 4TH DISTRICT
PHILADELPHIA, PA.

February 9, 1937.

Captain N. C. Manyon,
Superintendent, 5th Lighthouse District,
Norfolk, Virginia.

1. Herewith is your Retirement Record Card (Form 2806).

2. Your Service Record Card and Leave Record Card were both forwarded to you yesterday.

3. When time permits it is requested that U. S. Government Transportation Identification Card No. 1329, issued to you in this office be returned in order that same may be forwarded to the Bureau for cancellation.

G.W.Hitchens,
Superintendent of Lighthouses.

S=Sunday
H=Holiday

Chief Clk.
Asst. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Personnel
Cost Keeper
Prop. Clk.
Stenog
Messenger
File

COPY

DEPARTMENT OF COMMERCE

ITEMIZED LEAVE CARD, 1937

BUREAU Superintendent, 5th Lighthouse District

DEPT. OF LIGHTHOUSES FEB 9 1937 NORFOLK, VA.

Full name Manyon, Norman C. Position Superintendent of Lighthouses

E. O. D. in Department 1/5/12 How appointed ____ Where actually serving Norfolk Office

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	H		S	2h A	1d S				1h A	S			2h A			1½h A	S			H				S		1½h A				S
February			1d A	1h A			S							S							S	H						S		
March							S							S							S							S		
April				S							S							S						S						
May 1–15		S							S																					
May 16–31																S							S						S	H
June						S							S							S						S				
July				S	H						S							S						S						
August	S							S					S									S						S		
September					S	H						S							S						S						
October			S							S							S						S							S	
November							S							S							S				H		S			
December					S							S							S						H	S				
1937	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

TOTAL																															
ANNUAL				SICK				W. O. P.		TARDY		MI.	ACCR. AN.			SICK															
																ACCR.			ADV.											
D	H	M	TIMES	D	H	M	TIMES	D	TIMES	D	D	H	M	D	H	M	D	H	M												
1	1	0	1	1	0	0							29	6	15	12	3	30													

May be granted ____ days ____ hours, and ____ minutes ANNUAL leave.

May be granted ____ days ____ hours, and ____ minutes SICK leave.

Accrued sick leave carried forward ____

Sick leave advanced during 1937 ____

Accrued annual leave carried forward ____

REMARKS: Transferred to 5th District; relieved as Supt. 4th Dist. 2/6/37.

Standard Form No. 8
(Approved by the President, May 22, 1928)

44

1670

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Commerce
(Department or Establishment)

Lighthouse
(Bureau or Office)

I, Norman Cyril Manyon, 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.

Norman Cyril Manyon
(Signature of Appointee)

Subscribed and sworn to before me this 9th day of February, A.D. 1937

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

[SEAL]

H. E. Kebel
Chief Clerk, 5th L. H. District

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

Position to which appointed: Principal Lighthouse Engineer (Supt. of Lighthouses)

Date of entrance on duty: February 1, 1937

U. S. GOVERNMENT PRINTING OFFICE 10—1039

capt N. C. Manyon

CI:SM

February 6, 1937.

Commissioner of Lighthouses.

1. It is requested that signature card be forwarded to this office in order that the Chief Disbursing Officer may be furnished with the signature of Captain N. C. Manyon, Superintendent of Lighthouses, who will arrive in this district next week.

For and in the absence of the Superintendent,

Assistant Superintendent of Lighthouses.

Form A-30

#1670

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

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL

January 12, 1937.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Principal Lighthouse Engineer
(Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Eight Hundred dollars per annum

effective February 1, 1937.

Nature of appointment: Change from Senior Lighthouse Engineer (Superintendent of Lighthouses) (P-6) at $5600 per annum.

Civil Service authority:

Classification allocation: P-6.

2/1/37

By direction of the Secretary:

EDW. J. GARDNER

Respectfully,

Chief, Division of Personnel.
~~Chief of Appointment Division.~~

5
B

Appropriation (unit): Field.

Vice: Lewis M. Hopkins.

Legal residence: New York.

U.S. GOVERNMENT PRINTING OFFICE 11—8657

1670-A 16mm canyon

1670-A

1670-A

MJ-NRC

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of Superintendent
5th District,
Norfolk, Virginia, 3/20/35.

To COMMANDING OFFICERS,
All Vessels.

Subject: Steering orders.

1. You are requested to advise this office promptly of the direction of movement of steering wheel in relation to the movement of the rudder; that is, if the steering wheel moves to the "right" or starboard and the rudder moves to the "right" or starboard; or the steering wheel moves to the "right" or starboard and the rudder moves the the "left" or port, and vise versa.

Superintendent of Lighthouses.

April 8, 1935
Circular Letter No.486

Superintendents of Lighthouses:

Force to remain on board vessels, amendment to Regulations for the Lighthouse Service 1927

The following amendment to the Regulations for the Lighthouse Service 1927, has been approved by the Department:

176. Force to remain on board vessels (a).- Strike out the whole of this paragraph and substitute therefor the following:

176. Force to remain on board vessels (a).- While tenders are at anchor or tied up at a wharf there must remain on board not less than one deck officer and one engineer officer (omitting the radio operator); provided that, on tenders whose complement of officers (including deck and engineer officers) consists of not more than four, all but one of these may be permitted to be absent at such times, if the force remaining includes besides such officer a fully qualified quartermaster or seaman for the deck department and a fully qualified oiler or fireman for the engine department. At such times the commanding officer shall see that, so far as practicable, officers shall take their regular turns aboard in due rotation, including the master and chief engineer; provided that, where mutually satisfactory, two officers may arrange for exchange for watches, or any officer may if he so desires and with the approval of the commanding officer relieve another officer whose regular turn it was to remain on board. In order to provide for any emergency commanding officers shall see that a sufficient number of the crews of tenders (not less than one-half, omitting the mess force), are required to remain on board at such times, including a proper proportion of qualified members of each department. Liberty at such times for radio operators and the mess force shall be arranged for by commanding officers in their discretion, with due regard to the requirements on board tenders. This regulation shall also apply to lightships, except while at their stations or proceeding to or from their stations. Lightships, while on their stations, or proceeding to or from station, must have not less than two-thirds of the total complement on board, including a proper proportion of the officers and crew of each department. In connection with the above regulation, absences from their vessels shall be chargeable to officers and crews as provided for in Arts. 448, 450, 452, 453, 455 and 459, and the required records of such absences shall be maintained.

This subject is one of the topics considered at the recent conference of superintendents of lighthouses, and the effect of the proposed amendment is to liberalize the regulation somewhat, making it possible on some vessels which are not regularly manned with a view to 24 hours duty (3) watches), for officers to have more time away from the ship while in port. It is believed that the safety of the vessels will not be affected thereby.

C. R. Putman
Commissioner of Lighthouses.

CJL/C

Norfolk, Virginia, May 23, 1935.

WLR-NRC

Copy to all vessels for strict compliance.

Superintendent of Lighthouses.

Superintendents of Lighthouses:

The Bureau has been interested in a method of efficiency ratings in use in one district as the basis for grading the work of keepers and the condition of stations. Appropriate weights are assigned to various features and the general rating determined from the combined result. For stations and keepers these assigned headings and their representative weights are as follows:

FOR STATIONS (BASED ON WORK WHICH CAN BE DONE BY KEEPERS):

1. Operation of light and signal (Accuracy of characteristic operation condition of equipment)	25	
2. Care of equipment (Cleanliness, orderliness, adjustment, etc.)	20	
3. Care of station buildings (Cleanliness, orderliness, painting, minor repairs, general upkeep)	20	
4. Care of station appurtenances (Boats, vehicles, landings and landing equipment, tanks, walks, roads, fences, etc.)	15	
5. Care and improvement of grounds (lawns, planting, condition of personal adjuncts such as gardens, chicken or other stock, shelters, runs, etc.; condition of unused portions of reservations)	10	
6. Condition of living quarters (Adequacy of furnishings, cleanliness, orderliness, neatness)	10	100

FOR KEEPERS:

1. Ability for handling job	20	
2. Ability for working with others	20	
3. Industry and thoroughness	15	
4. Resourcefulness and originality	15	
5. Knowledge of work	10	
6. Experience	10	
7. Special trade qualifications	5	
8. General reputation	5	100

Notes - To be carried out as far as practicable in rating Patrols + Lerchmont

J 10/25/35

While the particular qualifications and character of station work to be considered, and the weights assigned thereto, would naturally be the subject of careful study in each district, the Bureau believes that the general plan has merit and suggests its careful consideration by Superintendents in connection with their handling of this matter.

C. A. PARK,
Acting Commissioner of Lighthouses.

CAP:ALC
(LML

Personal
A 6 manyon
1670 A

UNITED STATES COAST GUARD
POST OFFICE BOX 548
NORFOLK 1, VA.

(oan)

CG-71
706

Subj: Examination of
medical members of retiring board

1. You will make a careful examination into the past and present physical and mental condition of

whose case has been referred to this board for examination, and report as to his capacity to perform the duties appropriate to his commission.

2. Besides a personal examination, you will examine closely all matter transmitted to the board in this case from the files and records of Coast Guard Headquarters, and you will also endeavor to obtain from any other authentic source within your reach such information as will aid the board in the performance of its duties, and will report the results in writing, which will be in the form of a sworn statement. The report will fully cover the matters required by Article 958, Coast Guard Courts and Boards.

3.

NORMAN C. MANYON,
Captain, U. S. Coast Guard,
President, Coast Guard Retiring Board.

UNITED STATES COAST GUARD

POST OFFICE BOX 540
NORFOLK 1, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER (oan)
FIFTH NAVAL DISTRICT
REFER TO FILE: CG-71
706

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

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President, Coast Guard Retiring Board.

(oan)

CG-73
706

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NORMAN C. MANYON,
Captain, U. S. Coast Guard,
President, Coast Guard Retiring Board.



CONSUMER'S CO-OPERATIVE—Another one of the many fine member services provided by Local Union No. 148, Dayton, Ohio, is the Dayton Consumer's Co-operative, Inc. Organized only a few months ago, this enterprise already is proving popular and profitable. A store has been opened, and all profits are refunded to the members of the Co-operative according to the amount of their purchases. Officers of the organization are pictured here: Front row, left to right: Perry J. Comer, president; R. M. Harris, auditor; Wayne E. Bell, and A. L. Osterndorf, secretary-treasurer. Second row, left to right: Robert C. Rayner; Joseph F. Stoeckel, Jr., vice president; Edward C. Duncan and Joseph Engle.

Action Promised on Credit Union Quarters Measure

Assurances of early action on H. R. 1984, to provide for space in Federal buildings for employees' credit unions, was given by Representative Henry B. Steagall, of Alabama, chairman of the House Committee on Banking and Currency, to a committee headed by President Luther C. Steward appearing on behalf of the National Legislative Council of Federal Employee Organizations. The bill has been referred to the banking and currency committee.

The bill is sponsored by the National Legislative Council and was introduced following council action in December.

Augusta Local Mourns Death of Former Active Member

Local Union No. 165, Augusta, Ga., and the numerous friends of Dr. and Mrs. U. G. Iles, were saddened to learn of the death of Dr. Iles in Orlando, Fla., recently. Dr. Iles formerly was a physician on the staff of the Veterans' Administration Facility, Augusta, and was greatly beloved by all who knew him. Upon his retirement in November, 1935, he and Mrs. Iles moved to Orlando, where they resided until the time of Dr. Iles' death. During August, 1936, Dr. and Mrs. Iles celebrated their golden wedding anniversary, at which time they were the recipients of many gifts and congratulations.

The sympathy of Local Union No. 165 is extended to Mrs. Iles and all members of the family.

Members Mourn the Passing of Mrs. Pearle Whitney

A very great many members of the National Federation of Federal Employees will feel a deep personal sense of loss in the recent death of Mrs. Pearle Whitney, wife of Second Vice President Lee R. Whitney, of Milwaukee, Wis.

For many years Mrs. Whitney was an active member of the National Federation of Federal Employees, and served the organization with the highest degree of loyalty and distinction. Firmly convinced of the soundness of the program of the organization, she labored unstintingly in its behalf over a long period of years.

Hundreds of messages of sympathy have reached Vice President Whitney, and these as well as the beautiful floral tributes at her funeral indicated in some measure the great esteem in which she was held. Also, formal resolutions of regret have been adopted by various local unions.

Mrs. Whitney was an employee of the Internal Revenue Bureau in Milwaukee.

Capt. N. C. Manyon, Member, Moved to Fifth District

Capt. N. C. Manyon has succeeded Mr. L. M. Hopkins as Superintendent of the Fifth Lighthouse District, with headquarters at Norfolk, Va. This district embraces all Lighthouse activities in the states of Maryland, Virginia, and North Carolina.

Capt. Manyon was warmly welcomed by the personnel of the Fifth District where he was stationed between 1914 and 1918 as an officer on vessels of the Lighthouse Service. He was transferred from the superintendency of the Fourth District, with headquarters in Philadelphia. For a number of years Capt. Manyon was superintendent of the Ninth Lighthouse District with headquarters at Puerto Rico. While serving as captain of the Tender "Columbine" in Puerto Rico, he rescued the crew of a Coast Guard patrol boat and was awarded a gold life-saving medal.

Capt. Manyon for a number of years has been a member in good standing in Local Union No. 222, Puerto Rico.

Basketball Team of No. 476 Is Having Successful Season

On this page are shown members of the basketball team representing Local Union No. 476, Fort Monmouth, N. J. The basketball team sponsored by the local seems to be more or less an innovation, but Local Union No. 476 is very much pleased with the team itself, the spirit of competition engendered, the successful season the team has had to date, and the pleasing publicity accorded the local as a result of the work of the team. To date the team has been victorious in ten games and has been defeated in two games.

Play so far has been confined to teams in the vicinity of Fort Monmouth, but it is the hope of Manager Sullivan that there is in existence another local which has a basketball team in order that an inter-local game or series may be arranged. The team is willing to defray its own expenses for any contest with another local within a radius of 225 miles.

The interest and support of the members have been very pronounced with respect to this basketball team. Two social functions have been conducted by the ladies of the local, headed in each instance by Helen M. Kelly, the proceeds of which have been used to meet expenses incidental to the maintenance of the team. Thereby a two-fold good has been served—social functions of the members and friends, and financial support of the basketball team without withdrawal of funds from the treasury.

Col. William R. Blair, Signal Corps, who is Director of the Signal Corps Laboratories, Fort Monmouth, is an ardent supporter of the basketball team. It so happens that all the members of the team are employees under his immediate direction.

The players are all men of experience on high-class amateur and semi-professional courts and the teamwork developed to date is very satisfying.

A novel feature has been arranged for the evening of February 27. The "alumni," in other words, members of the local who have heretofore been active basketball players, will compete against the regular team and an interesting evening is anticipated since the "alumni" have four full teams to use against the "varsity." For the intermission between the halves the ladies of the local have arranged an interesting program.

Inquiries concerning games should be addressed to Manager John D. Sullivan, Signal Corps Laboratories, Fort Monmouth, Oceanport, N. J.

Mrs. E. G. Barrangon

Local Union No. 1, San Francisco, Calif., sincerely mourns the loss of Mrs. Evelyn Gove Barrangon, who had been an active member of the local since 1919. Mrs. Barrangon was born in Massachusetts October 20, 1869. She entered the Customs Service in 1904 in the office of Collector of Customs Fred S. Stratton, and she spent the entire period of her service in the collector's office. Mrs. Barrangon passed away at Santa Rosa, Calif., where she was visiting her daughter, Mrs. R. H. Ridenhour. Mrs. Barrangon took an active interest in Local Union No. 1.



BASKETERS—The basketball team of Local Union No. 476, Fort Monmouth, N. J., which is having a splendidly successful season. The games are largely attended and local union members are taking a keen interest in the progress of the team. Standing, left to right, C. J. Hoyt, G. J. T. Reilly, D. J. Myer, and D. J. Southard. Seated, left to right, R. R. Shaffer, Malcolm J. Bennett, Col. William R. Blair, Director, Signal Corps Laboratories; John D. Sullivan, and Richard J. Morris.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Norman C. Maniyon Sex Male

Present address Lighthouse Reservation, Portsmouth, Va. Date of birth Sept. 12, 1890.

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
Sept 1-34	Sept 30-34	Lighthouse Reservation	San Juan P.R.
Oct 1-34	Sept 30-36	747 Foulkrod St.,	Phila Pa
Oct 1-36	Jan 31-37	300 Wycombe Ave.	Lansdowne Pa
Feb 1-37	Sept 1-39	Lighthouse Reservation	Portsmouth Va

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? No. (Yes or no)

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I.
Apparently No Criminal Record

Have you ever been fingerprinted? Yes Where? U.S. NAVY RECRUITING OFFICE NEW YORK CITY.

When? May 22 1908. If for the Civil Service, what position?

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

U. S. COAST GUARD

Norman C. Maniyon
Customary payroll signature of employee

Subscribed and sworn to before me this 28th day of September 1939.

Joseph B Latham
Notary Public

My commission expires Feb 3, 1940.

Form 9556
TREASURY DEPARTMENT
U. S. Coast Guard
March, 1939.

ACCEPTANCE

U. S. COAST GUARD (11)
REC'D. FEB 21 1940 By
ANS

Norfolk, Virginia,
20 February, 1940.

Sir: I hereby accept the appointment as Commander
In the U. S. Coast Guard dated 10 February 1940, with rank as such from 1 December, 1939, and transmitted by Headquarters letter dated 16 Feb, 1940.

Respectfully,

Norman C Manyon
Norman C. Manyon,
Commander, U. S. Coast Guard.

To the Secretary of the Treasury

OATH OF OFFICE

(2616, 1757, R. S., and Act of May 13, 1884)

Having been apointed Commander
in the U. S. Coast Guard,

I, Norman C. Manyon do 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 freey, 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.

And I do further swear (or affirm) that I will use my best endeavors to prevent and detect frauds against the laws of the the United States imposing duties upon imports. So help me God.

Norman C Manyon
Norman C. Manyon,
Commander, U.S.C.G.

Subscribed and sworn to before me this 20th day of February, 1940.

T. G. CRAPSTER, Captain,
Commander, Norfolk District.

PLACE OF BIRTH		STATE OR TERRITORY OF WHICH A CITIZEN	DATE OF BIRTH
City, Parish or County	State		
New York	N. Y.	Virginia	12 September, 1890.

NOTE: The above oath should be executed before one of the following officials: The commanding officer of a Coast Guard cutter; any commissioned or warrant officer of the Coast Guard designated by the Commandant to administer oaths for the conduct of the service; a United States Commissioner; a judge of a court of recored; a clerk or deputy clerk of a court of record; notary public; a justice of the peace.

Manyon, Norman C.

Manyon, N. C.

February 15, 1940.

The Commandant,

Coast Guard of the United States.

Sir:

I transmit herewith Commissions, dated February 10, 1940, for the following named officers in the Coast Guard of the United States:

TO BE ENGINEER IN CHIEF, WITH THE
RANK OF REAR ADMIRAL
TO RANK AS SUCH FROM DECEMBER 18, 1939.

Harvey F. Johnson

TO BE A LIEUTENANT (JUNIOR GRADE)
TO RANK AS SUCH FROM JUNE 8, 1939.

Robert J. Lafferty

TO BE A CAPTAIN
TO RANK AS SUCH FROM AUGUST 5, 1939.

Chester H. Jones

TO BE PROFESSOR, WITH THE RANK OF LIEUTENANT
TO RANK AS SUCH FROM AUGUST 6, 1937.

Albert A. Lawrence

TO BE ENSIGN (TEMPORARY)
TO RANK AS SUCH FROM NOVEMBER 16, 1939.

Robert E. Reed-Hill
John Rogers Shuman

TO BE COMMANDERS
TO RANK AS SUCH FROM AUGUST 5, 1939.

Noble G. Ricketts
Harold G. Bradbury

TO BE COMMANDER
TO RANK AS SUCH FROM AUGUST 29, 1939.

Rae B. Hall

TO BE CAPTAIN
TO RANK AS SUCH FROM AUGUST 29, 1939.

William F. Towle

Very truly yours,

(Signed) J. E. HARPER
Chief, Division of Appointments.

See file of Johnson, Harvey F.

Form 9556
TREASURY DEPARTMENT
U. S. Coast Guard
March, 1939

75

ACCEPTANCE

U. S. COAST GUARD
REC'D DEC 16 1939

Norfolk, Virginia,
14 December, 1939.

Sir: I hereby accept the appointment as Commander
In the U. S. Coast Guard dated 8 December, 1939, with rank as such from 1 December, 1939, ~~to date from the date of my acceptance hereof~~.

Respectfully,

Norman C. Manyon,
Superintendent of Lighthouses, U. S. Coast Guard.

To the Secretary of the Treasury

OATH OF OFFICE

(2616, 1757, R. S., and Act of May 13, 1884)

Having been appointed Commander
in the U. S. Coast Guard,

I, Norman C. Manyon do 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.

And I do further swear (or affirm) that I will use my best endeavors to prevent and detect frauds against the laws of the United States imposing duties upon imports. So help me God.

Norman C. Manyon,
Commander, U.S.C.G.

Subscribed and sworn to before me this 14th day of December, 1939.

T. G. CRAPSTER, Captain,
Commander, Norfolk District.

PLACE OF BIRTH		STATE OR TERRITORY OF WHICH A CITIZEN	DATE OF BIRTH
City, Parish or County	State		
New York	N. Y.	Virginia	12 September, 1890.

NOTE: The above oath should be executed before one of the following officials: The commanding officer of a Coast Guard cutter; any commissioned or warrant officer of the Coast Guard designated by the Commandant to administer oaths for the conduct of the service; a United States Commissioner; a judge of a court of record; a clerk or deputy clerk of a court of record; a notary public; a justice of the peace.

DEPT. STOCK FORM 2249

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

1

PAGE: B 447

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date: 22 January, 1940

Name: Manyon, Norman C.

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

Nature of Recommendation

Resignation, Acceptance of Without Prejudice

	FROM	TO
Position	Principal Lighthouse Engineer (Superintendent of Lighthouses)	
Grade	P-6	
Salary	$6000 p.a., including $300 p.a. Quarters	
Bureau	U. S. Coast Guard	
Office	Norfolk, Virginia	
Unit		
Division		
Section		
Sub-Section		
Headquarters	Norfolk, Virginia	
Post of Duty	Norfolk, Virginia	
Appropriation	Sal., Lh. Service, Coast Guard	
Allotment		

EFFECTIVE: Close 13 December, 1939

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

BUREAU OR DIVISION NO.

DATE OF BIRTH: 9-12-1890

LEGAL RESIDENCE: New York

VETERAN'S PREFERENCE

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL

VICE VACANCY:

VICE:

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT:

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

Justification:

Mr. Manyon resigned to accept a commission as Commander in the military branch of the Coast Guard, and his resignation is inclosed.

Consideration given all other eligible employees.
Certified as to Sufficiency of Appropriated Funds.

C. H. JONES,
Captain, U. S. Coast Guard,
Chief Personnel Officer.
Bureau or Division Head

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

1-27-40
DATE

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Norfolk, Virginia

U. S. COAST GUARD (11)
REC'D. JAN 17 1940 By
ANS.

13 December, 1939.

From: N. C. Manyon, Supt. of Lighthouses.
To: Commandant.

1. Due to my acceptance of a commission as Commander in the U. S. Coast Guard, it is requested my resignation as Principal Lighthouse Engineer (Superintendent of Lighthouses) be accepted as of this date.

N. C. MANYON.

83.

1654

December 11, 1939.

The Commandant,

Coast Guard of the United States.

Sir:

I transmit herewith Temporary Commissions, dated December 8, 1939, for the following named officers in the Coast Guard of the United States, to rank as such from December 1, 1939:

TO BE COMMANDERS

Roscoe House
Frederick Paul Dillon
Edward Cressey Merrill
Norman Cyril Manyon
Guy Burdette Skinner
Frederick Charles Hingsburg
William Henry Barton

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

By direction of the Secretary:

Very truly yours,

(Signed) J. E. Harper

Chief, Division of Appointments.

See File of Roscoe House.

Copy 1b

P-71-705

TREASURY DEPARTMENT

HEADQUARTERS

UNITED STATES COAST GUARD

WASHINGTON

6 December, 1939.

The Honorable,
The Secretary of the Treasury,
(Division of Appointments),
Washington, D. C.

Sir:

In accordance with the provisions of the Act of August 5, 1939, entitled "An Act to perfect the consolidation of the Lighthouse Service with the Coast Guard by authorizing the commissioning, appointment, and enlistment in the Coast Guard of certain officers and employees of the Lighthouse Service, and for other purposes", I have the honor to recommend that commissions be issued to the following persons:

TO BE COMMANDERS,
WITH RANK AS SUCH FROM 1 DECEMBER, 1939.

Roscoe House,
Frederick Paul Dillon,
Edward Cressey Merrill,
Norman Cyril Manyon,
Guy Burdette Skinner,
Frederick Charles Hingsburg,
William Henry Barton.

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

The above-named persons possess the mental, moral, physical and professional qualifications required for appointments as recommended.

Very truly yours,

(Signed) R. R. Waesche

R. R. WAESCHE,
Rear Admiral, U. S. Coast Guard,
Commandant.

Approved: December 8, 1939

(Signed) Herbert E. Gaston

Acting Secretary of the Treasury.

See File of Roscoe House. Copy 1b

July 1, 1939. Lighthouse Districts No. Fifth

consolidated with Norfolk Coast Guard District,

Headquarters Norfolk, Virginia

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Norman C. Manson (Name) — New York (Legal Residence)

DATE OF BIRTH 9-12-1890

STATUS

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Asst.				
2nd Officer	Temp.	840	L.H. Tender "Myrtle"	Jan 1/14
" "	LAST DAY OF SERVICE	March 3, 1914.		
" "	Temp.	960	L.H. Tender Myrtle	Mar 4/14
	"	960	" " "	Apr 1/14
	LAST DAY OF SERVICE	April 17, 1914.		
2nd Officer	Prob.	840	L.H. Tender "Ivy"	Apr. 18/14
" "	Trans	900	" " Orchid	Feb 18/15
" "	Ex. temp. appt	960	" " "Jessamine"	June 13/15
" "	Temp. Incr	1020	"	Apr 1/17
First "	Trans. & from	1140	" " "Holly"	Apr 13/17
" "	Chg in comp.	1080	" " "	July 1/17
" "	Trans.	1320	" " "Orchid"	May 1/18
Master	Trans & from	2040	" " "Lilac"	Nov 1/18
"	Incr	2280	" " "	May 17/19
"	"	2820	" " "	Aug 21/19
"	Incl. Long.	2820	" " "	Apr 1/22
"	Read. Pay	2880	" " "	July 1/24
"	Trans.	3000	" " "Columbine"	Oct 28/24
Captain	Prom.	3180	" 9th L.N. Dist. Tender Acacia	4-21-27
"	COMPENSATION Act. May 28, 1928.	3300	" " "	JUL 1 1928
Sr. L.H. Engr. (Supt. of L.H.)	Chge. Desig.	5800	L.H. 9th L.N. Dist.	Jan. 16, 1930
"	Transfer	5600	" 4th L.H. Dist	10-18-34
	P-6 GRADE ASSIGNED PURSUANT TO CIRCULAR 1/28/36, FILE 464-12A2.			
Prin. L.H. Engineer Supt of L.H.	P-6 Transfer	5800	" 5th " " "	Feb. 1, 1937
" " "	INCREASE IN COMPENSATION	6000	" " " "	JUN 16 1939

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. Norman C. Manyon

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

JUL 11 1939

OLIVER C. SHORT
Director of Personnel.

CARDED

From: $5800 (includes $300 allowance for quarters).

To: $6000 (includes $300 allowance for quarters).

Service and grade: P-6.

Appropriation (unit): Field

5
C

FOR BASIS OF THIS ACTION SEE
LETTER DATED 6/12/39
IN FILE F 245.8

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 24 1939
SHEET NO. 39-129
DEPARTMENT OF COMMERCE

THE UNITED STATES OF AMERICA.

DANIEL C. ROPER

SECRETARY OF COMMERCE.

To All who shall see these Presents, Greeting:

Know ye, that, reposing special trust and confidence in the Integrity and Ability of

NORMAN C. MANYON

I do appoint him

SUPERINTENDENT OF LIGHTHOUSES

and do authorize and empower him to execute and fulfill the duties of that Office according to law, and to have and to hold the said Office, with all the powers, privileges, and emoluments thereunto of right appertaining, subject to the conditions prescribed by law, and rules promulgated thereunder.

Given under my hand and the Seal of the Department of Commerce, at the City of Washington, the First day of February, A. D. 1937, and of the Independence of the United States the one hundred and 161 st. year

(Seal)

(Signed) /S/ DANIEL C. ROPER
Secretary of Commerce.

(COPY.—FOR FILING ONLY.)

Forwarded April 5, 1938, DCX

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

LL

DEPARTMENT OF COMMERCE
MAR 30 1937
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE
1937 MAR 29 PM 2
CHIEF CLERK

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Commerce (Department or Establishment) — Lighthouse (Bureau or Office)

I, Norman Cyril Manyon (Name in full, printed or typed), do 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.

Norman Cyril Manyon
(Signature of Appointee)

Subscribed and sworn to before me this 27th day of March, A.D. 1937

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

[SEAL]

CARDED

W. L. Rebel

Chief Clerk, 5th L. H. District

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

Position to which appointed Principal Lighthouse Engineer (Supt. of Lighthouses)

Date of entrance on duty April 1, 1937.

U. S. GOVERNMENT PRINTING OFFICE 10—1689

Form A-30

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

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL

March 15, 1937.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Principal Lighthouse Engineer
(Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Eight Hundred dollars per annum
(including $300 allowance for quarters),

effective upon entrance on duty.

Nature of appointment: Assignment of quarters.

Civil Service authority:

Classification allocation: P-6.

CARDED

MAR 24 1937

By direction of the Secretary:

Respectfully,

Acting Chief, Division of Personnel.
~~Chief of Appointment Division~~.

B

Appropriation (unit): Field.

Vice: Yourself.

Legal residence: New York.

U.S. GOVERNMENT PRINTING OFFICE 11—8657

Form S. S.-93

MAR 16 1937

PERSONNEL RECOMMENDATION

DEPARTMENT OF COMMERCE
WASHINGTON

DEPARTMENT OF COMMERCE
MAR 8 1937
DIVISION OF PERSONNEL

1937 MAR 6 AM 10:31

Bureau of Lighthouses Date March 5, 1937

CHIEF CLERK

The Secretary of Commerce:

The following personnel change is respectfully recommended:

DEPARTMENT OF COMMERCE
MAR 13 1937
DIVISION OF PERSONNEL

Nature of recommendation [1] Assignment of quarters

Civil service authority

MAR 16 1937

Name Norman C. Manyon

J. M. JOHNSON

Legal residence Pennsylvania (NEW YORK)

	FROM—	TO—
Position	Principal Lighthouse Engineer (Superintendent of Lighthouses)	Principal Lighthouse Engineer (Superintendent of Lighthouses)
Classification	P-6	P-6
Salary	$5800 per annum	$5800 per annum (including $300 allowance for quarters)
Station	5th District, Norfolk, Va.	5th District, Norfolk, Va.
Appropriation [2]	Salaries, Lighthouse Service	Same

Vice Himself

Effective date to be reported

Remarks: It is proposed to have the Superintendent occupy the quarters at the Portsmouth Lighthouse Depot, and it is recommended that a new appointment be issued to him in this connection to show value of quarters occupied, as above indicated.

Acting Commissioner of Lighthouses

(For use of Department)

Action O. K.

Adm. Asst. to Secy.

MAR 17 1937

[1] Recommendations for reinstatement must be accompanied by Form S. S.-93A
[2] To be used only by bureaus operating under more than one appropriation unit.

U. S. GOVERNMENT PRINTING OFFICE: 1929 11—8713

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

LL

DEPARTMENT OF COMMERCE
1937 FEB 12 PM 2 23
RECEIVED CLERK

DEPARTMENT OF COMMERCE
FEB 13 1937
DIVISION OF PERSONNEL

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Commerce
(Department or Establishment)

Lighthouse
(Bureau or Office)

I, Norman Cyril Manyon, 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.

Norman Cyril Manyon
(Signature of Appointee)

Subscribed and sworn to before me this 9th day of February, A.D. 1937

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

[SEAL]

W. L. Nebel
Chief Clerk, 5th L. H. District

CARDED

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

Position to which appointed Principal Lighthouse Engineer (Supt. of Lighthouses)

Date of entrance on duty February 1, 1937

U. S. GOVERNMENT PRINTING OFFICE 10—1689

Form A-30

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

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL

January 12, 1937.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Principal Lighthouse Engineer
(Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Eight Hundred dollars per annum

effective February 1, 1937.

Nature of appointment: Change from Senior Lighthouse Engineer (Superintendent of Lighthouses) (P-6) at $5600 per annum.

Civil Service authority:

Classification allocation: P-6.

CARDED

By direction of the Secretary:

JAN 12 1937

Respectfully,

Chief, Division of Personnel.
~~Chief of Appointment Division.~~

5
B

Appropriation (unit): Field.

Vice: Lewis M. Hopkins.

Legal residence: New York.

JAN 30 1937
SHEET NO. 3299
DEPARTMENT OF COMMERCE

U.S. GOVERNMENT PRINTING OFFICE
11—8857

Form S. S.-93

PERSONNEL RECOMMENDATION

DEPARTMENT OF COMMERCE
WASHINGTON

DEPARTMENT OF COMMERCE
JAN 5 1937
DIVISION OF PERSONNEL

Bureau of Lighthouses Date December 31, 1936

Rec'd 1/7/37

The Secretary of Commerce:

The following personnel change is respectfully recommended:

Nature of recommendation [1] Transfer and promotion

Civil service authority

Name Norman C. Manyon

Legal residence ~~Pennsylvania~~ N.Y.

	FROM—	TO—
Position	Senior Lighthouse Engineer (Superintendent of Lighthouses)	Principal Lighthouse Engineer (Superintendent of Lighthouses)
Classification	P-6	P-6
Salary	$5600 per annum	$5800 per annum (step increase)
Station	4th district, Philadelphia, Pa.	5th district, Norfolk, Virginia
Appropriation [2]	Salaries, Lighthouse Service	Same

Vice Lewis M. Hopkins (retired) 5600

Effective February 1, 1937, or entrance on duty

Remarks: Attention is invited to the Bureau's letter of transmittal. Mr. Manyon served as Superintendent of the Puerto Rican district from January 1930 to October 1934, at which time he was transferred to the Superintendency of the Philadelphia district, where he is now located. In connection with that transfer, Mr. Manyon accepted a demotion in cash pay of $200 per annum, which left his salary at $5600 per annum. However, as the Philadelphia district is one of the smaller districts of the Service and the Norfolk district is one of the larger and, therefore, more important, it is considered that an increase of one salary step is warranted, and in view of Mr. Manyon's long and meritorious service over approximately 24 years it is recommended that this increase be approved in connection with the proposed transfer. The designation of Mr. Hopkins, the vice hereon, was Senior Lighthouse Engineer, but (~~For use of Department~~) as the position of superintendent of lighthouses is in the principal grade it is desired to give Mr. Manyon the proper designation in connection with this change.

H. D. King
Commissioner of Lighthouses

Approved 1/5/37

Action O. K.

Adm. Asst. to Secy.

[1] Recommendations for reinstatement must be accompanied by Form S. S.-93A
[2] To be used only by bureaus operating under more than one appropriation unit.

U. S. GOVERNMENT PRINTING OFFICE: 1935 11—8713

Stock Form No. 108

DEPARTMENT OF COMMERCE

FIELD CLASSIFICATION SHEET

No. ____

Bureau No. 1152

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED
New position		(Temporary or permanent)
Vice change	x	Lewis M. Hopkins (Lt. #1152) (Name and number on sheet of position into which viced)
Identical additional position		(Name and number on sheet of position with which identical)
Material modification of duties		(Mention nature of modification)
Other change		(Explain reason for submission of sheet)

CLASSIFICATION		
Recommended by—	Service and Grade	Initials
Immediate Supervisor		
Head of Field Unit		
Bureau	P-6	R/
Allocation by Department	P-6	[illegible]

1. Name Manyon, Norman C. (Surname) (Given name) (Initial) 2. Number of last sheet for this employee 426

3. Present salary (including allowances) $5600 4. Salary recommended (including allowances) $5800

5. Bureau of Lighthouses

6. Station or office 5th District, Norfolk, Virginia 7. Appropriation from which paid Sal. Ser.

8. Title of position Principal Lighthouse Engineer (Superintendent of Lighthouses) (Usual departmental or organizational title)

9. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor. Use a paragraph for each task and number the paragraphs.)

	Percentage of time to each task
Under the general direction of the Commissioner of Lighthouses, acts as the responsible engineering and administrative officer of the Fifth Lighthouse District having headquarters at Norfolk, Virginia, duties embracing supervisory responsibility in connection with engineering and administrative questions relating to the operation, maintenance and establishment of aids to navigation within the district. - - - - - - - -	100%

(OVER)

11—11632

10. Does employee work under immediate or general supervision or to a large extent upon his own responsibility? (Describe fully, setting forth to what extent his work is reviewed, etc.) Give name and sheet number of the employee's *immediate* or closest superior. Give the superior's title or rank.

Not under any supervision at post of duty, but under the general supervision of the Commissioner and Deputy Commissioner of Lighthouses from Washington. As responsible officer in charge of the district is largely upon his own responsibility in the administration of the district in accordance with service policies.

C. A. Park, Deputy Commissioner of Lighthouses.

11. Does employee direct or supervise the work of other employees? If so, describe the nature of the direction or supervision and give the names and sheet numbers of the employees directed or supervised.

General supervision of all district personnel.

12. Date when employee entered upon duties described under items 9, 10, and 11 Feb. 1, 1937, or eod.

13. Number of working hours of position, per day 7

14. Qualifications of employee:

(a) Education. (Indicate by an "X" in the box before the highest grade or year completed in each type of school.)

Elementary school: Years ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☒8

High school: Years ☐1 ☐2 ☐3 ☐4

Business school: Years ☐½ ☐1 ☐1½ ☐2 ☐2½ ☐3

College: Name Pugsley's Nautical School; years ☐1 ☐2 ☐3 ☐4

Postgraduate work: Kind ; years ☐1 ☐2 ☐3

Correspondence courses: Kind ; number of lessons ; number completed

(b) Experience and other special qualifications Master of tenders; Superintendent of Lighthouses since January 1930.

15. Indicate by an "X" in the proper box the kind of allowances furnished the employee and annual value of each:

Quarters, $ ☐ House ☐ Furnished / ☐ Room ☐ Unfurnished / ☐ Other

Subsistence, $ ☐ 1 meal ☐ 2 meals ☐ 3 meals

I hereby certify that the answers to the foregoing are correct.

R. J. Gross (Signature of preparing officer) (Title)

R. J. Gross, Chief of Personnel Division.

I hereby certify that the answers to the foregoing are correct.

(Signature of office head) (Title)

Date December 31, 1936

R. R. Tinkham, Chief Engineer

U. S. GOVERNMENT PRINTING OFFICE 11—11632

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
OCT 20 1934
APPOINTMENT DIVISION

1934 OCT 20 AM 10:59

SUPERINTENDENT OF LIGHTHOUSES 18 OCT 1934 DEPARTMENT OF COMMERCE PHILADELPHIA

Dupx

I, Norman C. Manyon, CHIEF CLERK

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.

☞ Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 18th day of October, A. D. 19 34.

(Affix official seal here)

RECEIVED ON BEHALF OF PERSONNEL JOURNAL Date 10/31/34

[4] (Name) Marceton Mosfell

(Official title) Chief Clerk, Office of Superintendent, Fourth Lighthouse District.

My commission expires _____

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present: Senior Lighthouse Engineer (Superintendent of Lighthouses)	$5600 per annum.	Fourth Lighthouse District, Philadelphia, Pa.
Former: Senior Lighthouse Engineer (Superintendent of Lighthouses)	5800 do	Ninth Lighthouse District, San Juan, P. R.

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT

Philadelphia, Pa., (Address) October 18, 1934. (Date)

The above-named appointee entered upon duty on October 18, 1934. (Date)

Norman C. Manyon
Superintendent 4th Lighthouse District
(Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time 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.

GOVERNMENT PRINTING OFFICE 11—944

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 19, 1934.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Senior Lighthouse Engineer (Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Six Hundred dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from $5800 per annum.

Civil Service authority:

Classification allocation:

APPOINTMENT DIVISION
ENTERED ON JOURNAL
SEP 22 1934
SHEET NO. 4614
DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

[illegible] J. GARDNER
SEP 22 1934

C

Chief of Appointment Division.

CHARGED

Appropriation (unit): Field.

Vice: Irving L. Gill.

Legal residence: New York.

U S GOVERNMENT PRINTING OFFICE: 1933

11—8657

Form S. S.-93

PERSONNEL RECOMMENDATION

DEPARTMENT OF COMMERCE
WASHINGTON

DEPARTMENT OF COMMERCE AUG 20 1934 APPOINTMENT DIVISION

1934 AUG 20 AM 10:08

Bureau Lighthouses Date August 17, 1934.

CHIEF DEPARTMENT OF COMMERCE SEP 19 1934 APPOINTMENT DIVISION

The Secretary of Commerce:

The following personnel change is respectfully recommended:

Nature of recommendation [1] Transfer + reduction (Request)

Civil service authority

Name Norman C. Manyon

Legal residence New York

	FROM—	TO—
Position	Senior Lighthouse Engineer (Superintendent of Lighthouses)	Senior Lighthouse Engineer (Superintendent of Lighthouses)
Classification	Field (Range $5600-$6400)	Field (Range $5600-$6400)
Salary	$5800 per annum	$5600 per annum
Station	Ninth Lighthouse District, San Juan, Puerto, Rico	Fourth Lighthouse District, Philadelphia, Pa.
Appropriation [2]	Salaries, Lighthouse Service	Salaries, Lighthouse Service

Vice Irving L. Gill (Lt. #~~426~~ 429 $5600) - Transferred to 15th Dist. on 3/1/33.

Effective Date to be reported

Remarks: Superintendent Manyon has served in his present position in Puerto Rico, since January 16, 1930, and his transfer is proposed in accordance with the policy of the Service with regard to transferring to continental districts persons who have served three or more years in outlying districts and apply for such transfer.

Separate nomination is submitted for the transfer of Assistant Superintendent Gideon W. Hitchens vice Superintendent Manyon. Mr. Manyon is agreeable to this transfer.

H. R. Putnam
Commissioner of Lighthouses.

8/17/34

(For use of Department)

THIS IS A CIVIL SERVICE POSITION

Action O. K.
Kerlin
Adm. Asst. to Sec'y

Attach to Manyon's file for Mr. Kerlin's information

[1] Recommendations for reinstatement must be accompanied by Form S. S.-93A
[2] To be used only by bureaus operating under more than one appropriation unit.

U. S. GOVERNMENT PRINTING OFFICE: 1930 11—8713

THE UNITED STATES OF AMERICA.

R. P. Lamont

SECRETARY OF COMMERCE.

To All who shall see these Presents, Greeting:

Know ye, that, reposing special trust and confidence in the Integrity and Ability of Norman C. Mangon

I do appoint him Superintendent of the Ninth Lighthouse District,

and do authorize and empower him to execute and fulfill the duties of that Office according to law, and to have and to hold the said Office, with all the powers, privileges, and emoluments thereunto of right appertaining, subject to the conditions prescribed by law, and rules promulgated thereunder.

(Seal)

Given under my hand and the Seal of the Department of Commerce, at the City of Washington, the Sixteenth day of January, A. D. 1930, and of the Independence of the United States the one hundred and 154th

(Signed) R. P. Lamont

Secretary of Commerce.

(COPY.—FOR FILING ONLY.)

Forwarded MAR 14 1930, 191

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

DEPARTMENT OF COMMERCE
FEB 4 1930
APPOINTMENT DIVISION

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States.

CHIEF CLERK
RECEIVED
FEB 4 5 PM
51

Department of Commerce, Bureau of Lighthouses, Office of Superintendent 9th Dist.
(Department or Establishment) (Bureau or Office)

I, NORMAN C. MANYON, 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.

Norman C. Manyon
(Signature of Appointee)

Subscribed and sworn to before me this 23d day of January, A. D. 1930

at San Juan, Porto Rico
(City or place) (State)

C. S. REPORT DATA
[SEAL] ENTERED

González Jiménez
Chief Clerk.

CARDED

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

9th

Position to which appointed Senior Lighthouse Engineer (Superintendent of Lighthouses)

Date of entrance on duty January 16, 1930.

GOVERNMENT PRINTING OFFICE 10—1689

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 16, 1930.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Senior Lighthouse Engineer
(Superintendent of Lighthouses)

in the Lighthouse Service

at a salary of Five Thousand Eight Hundred dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from Captain at $5300 per annum.

Civil Service authority: Certificate No. 14355.

APPOINTMENT DIVISION ENTERED JAN 25 1930 ON JOURNAL DEPARTMENT OF COMMERCE

Classification allocation:

By direction of the Secretary:

Respectfully,

JAN 20 1930

EDW. J. GARDNER

E

Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: John H. Monteiro.

Legal Residence: New York.

Form 2005
July, 1929

No. 14355

CERTIFICATE AUTHORIZING CHANGE IN STATUS

UNITED STATES CIVIL SERVICE COMMISSION

HSR

DEPARTMENT OF COMMERCE
JAN 17 1930
APPOINTMENT

Washington, D. C., January 16, 1930.

To the

Secretary of Commerce,

Sir:

Referring to your request dated January 2, 1930 (received January 6, 1930) the CHANGE IN STATUS of Norman C. Manyon (Name)

FROM Captain, $3300 per annum (Position, grade, and salary)

in the classified service of the Department of Commerce, Lighthouse Service, Field

TO Senior Lighthouse Engineer (Superintendent of Lighthouses), $5800 per annum (Position, grade, and salary) in the classified service of the Department of Commerce, Lighthouse Service, Field,

is hereby authorized, he having shown the necessary qualifications.

Very respectfully,

L. H. Fisher

L. H. Fisher
Assistant Secretary.

Examination

Average

NOTE.—The certificate as issued is subject to the provisions of the act making appropriations for the department, bureau, or establishment.

6—7083 U. S. GOVERNMENT PRINTING OFFICE: 1929

January 2, 1930.

The Civil Service Commission:

The Department requests authority for the change in status of Norman C. Manyon from Captain at $3300 per annum in the Lighthouse Service to Senior Lighthouse Engineer (Superintendent of Lighthouses) at $5800 per annum, effective upon entrance on duty.

Form 375 executed by Mr. Manyon is transmitted herewith for the Commission's consideration. There is also transmitted a copy of a letter dated December 15, 1926, which was submitted in the similar case of the promotion of John R. Monteiro.

By direction of the Secretary:

Respectfully,

JAN 4 1930
EDW. J. GARDNER

Enclosure
M

Chief of Appointment Division.

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

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

December 28, 1929.

CHIEF CLERK
1929 DEC 30 PM 3 08

DEPARTMENT OF COMMERCE
DEC 30 1929
APPOINTMENT DIVISION

Secretary of Commerce:

1. In reference to Bureau nomination of December 3 for the promotion and appointment of Norman C.Manyon to Senior Lighthouse Engineer (Superintendent of Lighthouses) for assignment to the 9th Lighthouse District at San Juan, P. R.:

2. As stated in the remarks on Bureau nomination, civil service form 375 executed by Capt. Manyon is herewith submitted in duplicate. There is also inclosed in duplicate a copy of Bureau letter addressed to the Department under of December 15, 1926, which was submitted in the similar case of the promotion of John R. Monteiro, and was submitted to the Civil Service Commission by the Department as a supplemental statement showing the character of the duties of masters and captains of lighthouse tenders. It is recommended that a copy of this statement be submitted to the Commission, together with the present civil service form 375.

Commissioner of Lighthouses.

RG:EMF
Incls.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JAN - 2 1930
DEPARTMENT OF COMMERCE

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

Copy

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

JSC:EK

WASHINGTON December 15, 1926.

Secretary of Commerce:

1. Referring to form 375 accompanying Bureau recommendation of November 27 for the promotion of Captain John R. Monteiro to Superintendent of Lighthouses, the following additional information is furnished relating to the work performed by masters and captains of lighthouse tenders:

2. The term "Master's Duty" as used in the work of the vessels of the Lighthouse Service includes first the responsibility for the safety and proper navigation of the vessel and its maintenance in a seaworthy condition. This covers not only a knowledge of the strictly nautical requirements, but also marine and mechanical engineering matters relating to the equipment of the vessel and proper attention to its hull, machinery, boilers, pumps, water-tight doors, bulkhead gates, valves and cocks, access to bottoms and bilges, ventilation, fire extinguishing and distilling apparatus, spars, rigging, small boats, buoy derrick and hoisting engine, windlasses, navigation supplies and instruments, provisions and medical outfits, also installation and operation of the radio plant, and administrative duties relating to reports, personnel, correspondence, and correctness of quantities and quality of all fuel, provisions and other articles of supply, equipment and material. Special care is enjoined in the inspection and preservation of the inner bottoms, their ventilation, bulkheads, keelson, etc., under boiler compartments, the framing, floors, plating, etc., under tanks, together with their foundations, all parts of the vessel 's sides and bottom in coal bunkers and under ceilings of hull compartments.

3. Secondly, the civil engineering duties which consist in the placing, replacing, changing or moving of all floating aids to navigations, the construction of beacons, wharves, and other lighthouse structures, which involves a knowledge of foundation conditions, the proper type of structure for the depth of water, effects of tide, current and waves, the framing of wooden and steel structures, the mixing and placing of concrete both plain and reinforced, with the design and construction of the proper forms and the successful deposition of concrete in sub-aqueous foundations, the ingredients, mixing, handling and application of paints, creosote and other protective coatings, the handling and placing of riprap, groins, jetties, bulkheads, and other protective works against erosion by the sea, the driving of piles, their bracing, bolting and other necessary work, the handling and placing of machinery and heavy weights of all kinds, both afloat and ashore, the adjustment and repair of lenses, lanterns, other

illuminating apparatus, fog-signal machinery, electrical work of all kinds, including lighting, welding and ignition systems, and the testing and adjustment of automatic acetylene apparatus, including the regulation of the automatic flashers in order to produce the proper characteristics, as well as such other lighthouse engineering duties as may be assigned to him from time to time by the Superintendent of Lighthouses. In carrying out these duties, the Master by reason of the remoteness and inaccessibility of many lighthouse structures, exercises responsible charge and completely inde - pendent authority, the details being left largely or wholly to his judgment and experience.

4. An examination of the records indicates that Captain Monteiro has been continuously and responsibly engaged in this work for at least the past 17 years. This Bureau is therefore of the opinion that he is fully qualified for the position of Senior Lighthouse Engineer with a view to his appointment as Superintendent of Lighthouses and hopes that with this additional information the Civil Service Commission will see its way clear to pass favorably on the promotion.

Acting Commissioner of Lighthouses.

Form 375
March, 1928

Copy

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

APPLICATION FOR TEMPORARY APPOINTMENT
OR NONCOMPETITIVE EXAMINATION

Rating _____

Application No. _____

The candidate will carefully fill ALL blank spaces

State the purpose for which this application is filed.

(Temporary appointment, transfer, promotion, reinstatement, etc.)

Position Supt. of Lighthouses, Sr. Lt. House Engineer.
(Give exact title of position or examination)

in the U.S.L.H. SERVICE
(Office where you are to be employed)

N. B.—Candidate will write plainly his full name (and if a woman, whether Miss or Mrs.) and post-office address in the blanks below. The address here given will be treated as the candidate's post-office address until notification of change is made to the Commission in writing.

Name of Candidate, } Norman C. Manyon.
Number and Street, P. O. Box 202,
Post Office, San Juan.
County, [redacted]
State or Territory, Porto Rico.

Kind of examination _____

Place _____

Date _____

Candidate will not fill the following blanks:

Application _____ approved _____, 192

By whom _____ approved, _____

U. S. GOVERNMENT PRINTING OFFICE 124 6—1236

6. State what other employments or occupations you have pursued, indicating the nature of the duties in each case. State when, giving dates, where, how long and under whom employed _____

7. If not fully covered in answers to questions 5 and 6, state fully what has been your business or occupation for each of the past five years, including a statement in detail regarding your present employment. If now unemployed, state how long _____

8. State any additional facts which may tend to show your fitness for the position you seek _____

9. If ever in the United States military or naval service, give dates of enlistment and discharge _____

10. (a) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? Yes.

(b) If so, give information indicated regarding each examination.	Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
	2nd Officer, L.H.Tender	New York, N. Y.	July, 1913.	

11. (a) Have you any defect of limb, hand, or foot? (If so, describe fully) No.

(b) Any defect of sight or hearing? (If so, describe fully) No.

(c) Are you physically capable of a full discharge of the duties of the position sought? Yes

12. (a) What is the present state of your health? Excellent (b) Have you tuberculosis in any form? No.

(c) Have you ever been affected with tuberculosis? No. (d) Are you suffering from any disease or physical deformity? (If so, describe fully) None

(e) Have you had any disease, acute or chronic, during the past five years? (If so, describe fully and give length of time incapacitated) None

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of the foregoing questions are full and true to the best of my knowledge and belief. SO HELP ME GOD.

If female, prefix "Miss" or "Mrs."

(*Signature of Applicant*) Norman C. Manyon
(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full)

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED

JURAT OR OATH

[The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, *before whom the applicant must appear in person.* The OFFICER'S SIGNATURE MUST BE AUTHENTICATED BY OFFICIAL (IMPRESSION) SEAL. If the oath be taken before a justice of the peace or other officer who has not such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer, under official seal.]

Subscribed and duly sworn to before me according to law by the above-named applicant, this 13th day of December, 192 9, at city [or town] of Guantanamo Bay, Cuba county of _____, and State [or Territory or District] of _____

(SEAL)
[OFFICIAL IMPRESSION SEAL]

(*Signature of officer*) C. S. Mc Whorter,
(*Official title*) Commander, U. S. N., Commandant
U. S. Naval Station, Guantanamo Bay.

Form 375
March, 1928

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

TEMPORARY APPOINTMENT OR NONCOMPETITIVE EXAMINATION

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such. All answers must be in ink, or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

GIVE DATES AND PERIODS OF TIME REQUIRED IN YEARS AND MONTHS AS ACCURATELY AS POSSIBLE.

1. What is the exact title of the position to which you are to be assigned? .....

2. Give the place and date of your birth .....

3. (a) In the space below, give a detailed statement of your education, including dates:

Grammar school From ....., 1...., to ....., 1....		High school From ....., 1...., to ....., 1.....			College or university From ....., 1...., to ....., 1.....			
Name and location	Highest grade successfully completed	Name and location	Highest grade successfully completed	Were you graduated? (Answer "Yes" or "No")	Name and location	Number semester hours credit received	Degrees conferred	Major subject

(b) If you have pursued any postgraduate courses of study, state fully what studies and when, where, and for what length of time they were pursued .....

4. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the time you have worked at each, and when, where, and under whom, giving places and dates. (If you served an apprenticeship, so state.)

5. State fully and in detail all the practical experience you have had **in the profession, occupation, or business in which you are to be employed**, or in professions or occupations **of similar character**. State (a) When, giving dates; (b) Where; (c) By whom employed; (d) THE SALARY OR COMPENSATION RECEIVED; (e) Specific nature of duties in each case. (State any branches of a profession or occupation in which you regard yourself particularly expert.)

Question No. 1.

Superintendent of Lighthouses,
Senior Lighthouse Engineer.

Question No. 2.

New York City, N. Y., September 12, 1890.

Question No. 3.

Graduated public school, No. 10, The Bronx, N. Y. C., February 1905. One year sub-freshman, Dept. College, City of N. Y. Three-two months periods--Pugsley's Nautical School. Mechanical Drawing, Baldoristo de Cost Technical School, San Juan, P. R., one session.

Question No. 4.

Have been employed since January 5, 1912, in the deck department of the Lighthouse Service Vessels, as quartermaster, Second Officer, First Officer, Master and Captain. During such time it has been one of my duties to prepare buoys and lighting equipment of various kinds for service, to repair same when necessary, and maintain them in serviceable condition. This work was done in the Third, Fifth and Ninth Lighthouse District.

Question No. 5.

Have been continuously employed in the U. S. Lighthouse Service, from January 5, 1912, to present date. During this time I have held every position

[OVER]

Question No. 5 (Cont.)

in the deck department of Lighthouse vessel, from Quartermaster to Captain, dates of each assignment noted below:

Quartermaster, Tenders Larkspur and Myrtle, Jan. 5/12, Dec.31/13.
Pay $45 per month and rations.

Second Officer, Tenders Myrtle, Ivy and Orchid, Jan. 1/14 to Mar., 1915.
Pay $70 per month and rations.

Second Officer, performing duties of First Officer, Tender Jesamine, March 1915, to April, 1917. Pay $80 per month and rations.

First Officer, Tenders Holly and Orchid, April, 1917 to October, 1918. Pay varied from $90 to $135 per month and rations.

Master and Captain, Tenders Lilac, Columbine and Acacia, November 1818, to present date. Pay varied from $190 to $275 per month and rations.

Temporarily in charge of the Ninth L. H. District, from Dec. 4, 1929, to present date, performing duties of Superintendent of Lighthouses.

During such time I have performed the following duties:

Navigated and maintained, as the position held, required, vessels of the Lighthouse Service.

Located and established all floating aids to navigation, Virgin Islands, of U. S. and located and re-established aids in San Juan harbor, after harbor improvements had been completed.

Located and directed construction, under the Superintendent, ninth lighthouse district the following aids:

Sail Rock Beacon, Virgin Passage, West Indies.
Barracuda Ground Ranges, St. Croix, V. I. of U. S.
Wharf, Ratones Island Light Station, P. R.
Wharf, Cape Rojo Light Station, P. R.
Largo Shoal Beacon, San Juan Passage, P. R.
Hicacal Beach Ranges, Guantanamo Bay, Cuba.
Ratones Island Tank House, P. R.
Fender Piling, San Juan Depotand Lighthouse Depot,
Guantanamo Bay, Cuba.

Assisted in locating range line of

Guanica Range Lights, P. R.
Arroyo Range Lights, P. R.

Aided in installing automatic lighting installation at:

Guanica Light Station, P. R.
Cardona Light Station, P. R.
Ratones Island Light Station, P. R.

Cucaracha Beacon, P.R.
Hicacal Beach Ranges, Guantanamo Bay, Cuba.
All clerical work and accounts in foreign, domestic and insular ports, incident to ship's business, supplies, provisions and repairs, on vessels to which I have been attached for the last eleven years has been done by me.

The five Officers I can refer you to are all persons I have worked under and who know me personally.

F. C. Hingsburg, Chief Engineer, Airway Division, Lighthouse Service.

F. P. Dillon, Superintendent on general duty, Lighthouse Service.

H. D. King, Superintendent of Lighthouses, Balto., Md.

H. Almy, Port Captain, U. S. Lighthouse Service, Portsmouth, Va.

L. Hopkins, First Assistant Superintendent, Lighthouse Service, Balto. Md.

I have spent nearly 18 years in the lighthouse service, and consider myself well grounded in all details of the field service of the Lighthouse Service. I am considered an expert navigator.

Question No. 6.

Excepting the time from May 22, 1908, to September 11, 1911, during which time I served in the U. S. Navy, my only employment has been with the U. S. Lighthouse Service, attached to and serving on vessels of that service. During my enlistment in the Navy, I served as seaman and quartermaster.

Question No. 7.

At present I am employed as Captain in the U. S. Lighthouse Service, in command of the Lighthouse Tender Acacia, and temporarily in charge of the Ninth Lighthouse District, with headquarters at San Juan, Porto Rico.

Question No. 8.

My service record in the Bureau of Lighthouses will show that I have never been reprimanded, during my employment with the Lighthouse Service. I will further state that on seven occasions I have been commended for saving life and property, and that I have been awarded a Gold Life Saving Medal of Honor. These facts are stated to show my ability to command and direct. I have also a very good working knowledge of Spanish, which is almost a requisite for duty as Superintendent of Lighthouses in Porto Rico.

Question No. 9.

I enlisted in the U. S. Navy May 22, 1908, and was discharged with an honorable discharge September 11, 1911, by reason of expiration of enlistment. During the World War, the vessels of the Lighthouse Service, on which I served, were placed under the control of the Navy, and attached to the Fifth and First Naval Districts.

Form S. S.-93

PERSONNEL RECOMMENDATION

CHIEF CLERK

DEPARTMENT OF COMMERCE
WASHINGTON

DEPARTMENT OF COMMERCE DEC 9 1929 APPOINTMENT DIVISION

DEC 3 P M 3 20

DEPARTMENT OF COMMERCE DEC 3 1929 APPOINTMENT DIVISION

Bureau Lighthouses Date December 3, 1929.

The Secretary of Commerce:

The following personnel change is respectfully recommended:

Nature of recommendation [1] Promotion To fill vac.

Name Norman C. Manyon

	FROM—	TO—
Position	Captain	Senior Lighthouse Engineer (Superintendent of Lighthouses)
Classification	Field	Field (Range $5600-$6400)
Salary	$3300 per annum	*$5800 per annum abbr min
Station	L.H. Tender ACACIA, Ninth Dist., San Juan, Porto Rico.	Ninth Lighthouse District, San Juan, Porto Rico.
Appropriation [2]	Salaries, Lighthouse Vessels	Salaries, Lighthouse Service

Only other engineer pos. this dist. is "Asst" L.H. Engineer Range 2600-5100, filled by Rafael Garcia, since Jan 1/29 - sal - 2600

Vice John R. Monteiro 5800 - (Lt.#1111) - Died 11-27-29

Effective Date of approval

Remarks: Captain Manyon entered this Service on the Tender MYRTLE in January, 1914, and has since advanced through the various grades to his present rank of of captain on a tender of the first class. He has been master and captain of tenders in the Ninth District at San Juan, Porto Rico since November, 1918, and in view of his long and intimate experience in lighthouse problems and his special knowledge of the Ninth Lighthouse District his advancement as proposed is considered in the best interests of the Service.* The range shown is considered base, and $5800 is considered the minimum of the range because of the fact that the position has a differential on account of its outlying location and also a deduction on account of family quarters. The pay of $5800 is therefore the recommended cash salary after deductions and additions have been taken into account.

* Civil Service Commission form 375 is being obtained from Captain Manyon and will be submitted at an early date.

12-3-29

A R Putnam
Commissioner of Lighthouses.

(For use of Department)

WSM

Action O.

Adm. Asst.

* file until rec'd

a

ACTION INITIATED

1/7/30

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JAN 18 1930 DEPARTMENT OF COMMERCE

[1] Recommendations for reinstatement must be accompanied by Form S. S.-93A
[2] To be used only by bureaus operating under more than one appropriation unit.

11—8713 GOVERNMENT PRINTING OFFICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Norman C. Manyon,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED JUL 2 1928 ON JOURNAL DEPARTMENT OF COMMERCE.

From: $3180

To: $3300

8 (Includes $120 longevity)

11—0504

CARDED

Form 111

JUN 8 1927
APPOINTMENT DIVISION

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES
1927 JUN 7 AM 9 15
CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

1927 JUN 7 PM 4 30

I, ✓ Norman C. Manyon

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.

Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 31st day of May, A. D. 1927.

(Affix official seal here)

[4] (Name) J. González Fuentes

(Official title) Chief Clerk.

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Captain	$3180	L. H. Tender "Acacia".
Former [5] Master	$3000	L. H. Tender "Columbina".

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

Office of Superintendent of Lighthouses, 9th District

San Juan, P. R. (Address), May 31, 1927. (Date)

The above-named appointee entered upon duty on April 21, 1927. (Date)

CARDED

J. R. Monteiro,
Superintendent (Signature, followed by title).

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time 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.

U. S. REPORT DATA ENTERED

11—944

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 20, 1927.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Captain

in the Lighthouse Service

at a salary of Three Thousand One Hundred and Eighty dollars per annum
(Including $120 per annum longevity pay)

effective upon entrance on duty.

Nature of appointment: Promotion from Master at $3000 per annum, including $120 per annum longevity pay.

Civil Service authority:

Classification allocation:

By direction of the Secretary:

Respectfully,

APR 29 1927

SIGNED) CLIFFORD WALTON

C

Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

unit): New position.

ion.

ce: New York.

APPOINTMENT DIVISION
ENTERED
APR 30 1927
DEPARTMENT OF COMMERCE

CARDED

11-8657

Form A-30

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 20, 1927.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Captain

in the Lighthouse Service

at a salary of Three Thousand One Hundred and Eighty (Including $120 per annum longevity pay) dollars per annum

effective upon entrance on duty.

Nature of appointment: Promotion from Master at $3000 per annum, including $120 per annum longevity pay.

Civil Service authority:

Classification allocation:

By direction of the Secretary:

Respectfully,

APR 29 1927
SIGNED, CLIFFORD W. ASHLEY

C
9

Chief of Appointment Division.

Appropriation (unit): New position.

Vice: New position.

Legal Residence: New York.

GOVERNMENT PRINTING OFFICE
APPOINTMENT DIVISION
ENTERED
APR 30 1927
ON JOURNAL
DEPARTMENT OF COMMERCE

CARDED

11-8657

Form 73

JGQ-AR

LIGHTHOUSES 1927 APR 19 AM 9 13

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE APR 22 1927 APPOINTMENT DIVISION

CHIEF CLERK 1927 APR 20 AM 10 45

5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 9th DISTRICT,

San Juan, P. R., April 12, 1927
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer & promotion.

Name, Norman C. Manyon — Legal residence, New York

Position, Captain — Salary $3180 per annum. (Inc. $120 longevity) *

Location, L.H. Tender "ACACIA" — Appropriation, S.L.H.V.

Effective * April 15, 1927. { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Master — Former salary, $3000 (Inc. $120 longevity)

Location, L. H. Tender "Columbine"

* Capts. & Masters same grade for longevity.

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

Previous incumbent, New position — Services terminated, with Dft. - 4/28/27.

Reason,

Members of family in Government Service, None.

Date of birth, Sept. 12, 1890

Remarks: See letter from the Department to the Bureau of March 28, 1927 and Bureau endorsement thereto of April 1, relative to complement for the "Acacia".

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

J. R. Monteiro

J. R. Monteiro,
Superintendent of Lighthouses.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 19 1927

Submitted to the Secretary of Commerce, approved.

* For date of effect see Dept. letter of 3-28-27 in file 6416.

4-20-27

APPROVED:
ACTING SECRETARY OF COMMERCE.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

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

11—2314

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

E-K

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

April 11, 1927

Secretary of Commerce:

It is requested that the Bureau be loaned the folder of Captain Norman C. Manyon, an employee in the 9th district. The folder will be returned to the Department promptly.

Acting Chief Clerk, Bureau of Lighthouses.

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPARTMENT OF COMMERCE
NOV 13 26
APP... DIVS...

RG-EK

November 13, 1926.

Secretary of Commerce:

It is requested that the Bureau be loaned the folders of Norman Manyon, captain of the lighthouse tender COLUMBINE in the 9th district, and Captain J. R. Monteiro of the tender ORCHID in the 5th district.

By direction of the Commissioner:

W P Harman
Chief Clerk, Bureau of Lighthouses.

Done WRW

11/29/26 Jones says they will return them soon. a

(COPY)

LIGHTHOUSES

1926 APR 9 AM 11 06

LGJ

April 8, 1926.

DEPARTMENT OF COMMERCE APR 13 1926 APPOINTMENT DIVISION

The Honorable,
The Secretary of the Treasury,
Washington, D. C.

My dear Mr. Secretary:

I have to inclose correspondence and a newspaper clipping together with certified affidavits received from the Superintendent of Lighthouses, San Juan, Porto Rico, regarding the heroic rescue work performed by the Master of the Lighthouse Service Tender COLUMBINE at the time of the loss of the U. S. Coast Guard Patrol Boat No. 245 at the entrance of San Juan Harbor on November 6, 1925. This matter is submitted to you in accordance with Treasury Department Circular No. 46 of 1900, and with recommendation that Captain Norman G. Manyon be awarded a suitable life saving medal in recognition of his gallant work on that occasion.

Respectfully,

(SIGNED) WALTER DRAKE

Acting Secretary of Commerce.

File

Inclosures.

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by ---

Mailed ---

APR 13 1926

RC-EK

November 24, 1925.

DEPARTMENT OF COMMERCE
NOV 25 1925

N. C. Nanyon, Master,
Lighthouse Tender COLUMBINE,
(Through Commissioner of Lighthouses).

My dear Captain Nanyon:

Reports have been transmitted to me regarding the COLUMBINE'S rescue on November 6 of the crew of the Coast Guard Patrol Boat No. 245, when heavy seas had rendered their ship helpless at the entrance of San Juan Harbor, and it is a genuine gratification to have brought to my attention such a superb example of steady courage and expert seamanship as you and your crew exhibited on this occasion. It gives me very special pleasure to commend you and your crew in the highest terms, and to have the facts made a part of the official record of all concerned. I will be glad also to have the attached copy of this letter brought to the attention of your officers and crew.

Yours faithfully,

HERBERT HOOVER

Secretary of Commerce.

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by_____
Mailed NOV 25 1925 by_____

Form 73a

JGQ-ML

CHIEF CLERK 1924 NOV 6 AM 10 03 LIGHTHOUSES 1924 NOV 5 AM 8 58

[redacted] REPORT OF TRANSFER OF APPOINTEE [redacted]

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. 9th DISTRICT

San Juan, P. R., October 29, 1924 ~~191~~

NOV 6 1924 APPOINTMENT DIVISION

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee was transferred as indicated, and entered upon duty at his new station on October 28, 1924.

Name, Norman C. Manyon Position, Master 3000 incl 500 long

From Lighthouse Tender "LILAC" To Lighthouse Tender "COLUMBINE".

Previous incumbent, ~~Not known.~~ New Position

Services terminated, -- Reason, --

APPOINTMENT DIVISION ENTERED NOV 6 1924 ON JOURNAL DEPARTMENT OF COMMERCE

....., 191

The above-referred-to transfer became effective beginning with October 28, 1924.

F. A. Deering

Superintendent.

11/6/24

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

NOV 5 - 1924

Submitted to the Secretary of Commerce for his information.

J. Ellicott

Acting Commissioner.

CARDED

(CROSS REFERENCE)

Marion Norman C. In accordance with Department authority of July 5, 1924, the salary is readjusted to $ 3000, effective July 1, 1924.

For authorization see letter dated JUL 2 2 1924 File No. 1125/7.

pleased if the inclosed copy of this letter is brought to the attention of the other officers and the crew.

Cordially yours,

(Signed) J WALTER DRAKE.

Acting Secretary of Commerce.

J WALTER DRAKE.

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by----------

Mailed MAY 16 1924 by----------

LGJ

(COPY)

May 15, 1924.

Mr. Norman C. Manyon, Master,
~~Lighthouse tender LILAC.~~
(Through Commissioner of Lighthouses).

My dear Mr. Manyon:

I have read with interest your report of March 11, 1924 forwarded from the Superintendent at San Juan, regarding the service rendered by the tender LILAC on the night of February 29th in rescuing two fishermen in a rowboat who were without provisions and physically exhausted from rowing in the rough sea. I am sincerely pleased to commend you and the other officers and the crew of the tender for the assistance rendered in getting these men to safety, which commendation will be noted on the official records of all concerned. I would be pleased if the inclosed copy of this letter is brought to the attention of the other officers and the crew.

Cordially yours,

(Signed) J. WALTER DRAKE.

Acting Secretary of Commerce.

LIGHTHOUSES---Appointment Division's files J WALTER DRAKE.

Exact copy as signed by----------

Mailed MAY 16 1924 by----------

LGJ

(COPY)

DEPARTMENT OF COMMERCE
JUN 25 1923
APPOINTMENT DIVISION.
JUN 21 1923

Sir:

1. Referring to report of assistance rendered by the tender LILAC on May 10, 1923, in towing the tug CHESS with dredge "Captain Houston" from a dangerous position into the harbor of San Juan, when the tug became disabled due to a broken circulating pump, the Department warmly commends you and the other officers and the crew concerned for the efficient assistance rendered on this occasion. This commendation will be noted on the records as part of the official history of all concerned.

2. It is requested that the inclosed copy of this letter be brought to the attention of those on board the tender who assisted in this matter.

Respectfully,

(Signed) S. B. DAVIS
Acting Secretary of Commerce.

Norman C. Manyon, Master,
Lighthouse tender LILAC.
(Through Commissioner of Lighthouses).

Inclosure.

LIGHTHOUSES---Appointment Division's mcs

Exact copy as signed by S. B. DAVIS

Mailed JUN 23 1923 by Bureau

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 17, 1922.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses:

Sir:

You are advised that your salary as Master in the Lighthouse Service has been changed from $2820 per annum (basic) to $2820 per annum (including $120 per annum longevity pay), effective April 1, 1923.

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,

U. S. REPORT DATA ENTERED

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED APR 17 1922 ON JOURNAL DEPARTMENT OF COMMERCE

FOR BASIS OF THIS ACTION SEE
LETTER DATED 4/14/22
IN FILE 1125-4

A
G
9th

JWH:LOH

June 4, 1920.

Sir:

1. Referring to report of assistance rendered by you in floating the U.S.Army transport NORTHERN PACIFIC which went aground on Collins Shoal on May 9, 1920, the Department is pleased to commend you, and the other officers and the crew, for the service rendered, which will be noted on the records as part of the official history of all concerned.

2. It is requested that the inclosed copy of this letter be brought to the attention of those on board the tender who assisted in this matter.

Respectfully,

J. W. ALEXANDER

Secretary of Commerce.

Mr. H. G. Manyon,
Commanding tender LILAC,
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by J. W. ALEXANDER

Mailed JUN - 5 1920 by Bureau

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 27, 1919.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as Master in the Lighthouse Service has been changed from $ 2280 per annum to $ 2820 per annum, effective August 21, 1919.

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.

RM
C

9th District

CARDED

APPOINTMENT DIVISION ENTERED SEP 29 1919 DEPT OF COMMERCE

FOR BASIS OF THIS ACTION SEE LETTER DATED 9/27/19 IN FILE 1625

SEP 27 1919

U. S. REPORT DATA ENTERED

U. S. REPORT DATA

(COPY)
DEPARTMENT OF COMMERCE.
Lighthouse Service.

381

LIGHT
JUN 25 1919
HOUSES

JAR*JMO.

APPOINTMENTS

Authority to
administer oaths.

1919 JUL 1 AM 10 37 CHIEF CLERK

Office of the Superintendent of Lighthouses,
San Juan, Porto Rico.
June 11, 1919.

1919 JUL 1 AM 8 56

The Commissioner of Lighthouses:

1. Under authority of Acts approved August 24, 1912, Sec.1 (37 Stat.,487), and March 3, 1915, Sec. 7 (38 Stat., 928), N.C. Manyon, Master, Tender "Lilac", in the Lighthouse Service, is hereby designated, empowered and authorized, when requested, to administer oaths required by law or otherwise to accounts for travel or other expenses against the United States, and to administer oaths of office to employees of the Lighthouse Service, with like force and effect as officers having a seal. For such services no charge shall be made.

(Sgd) Joseph H. Ross
Chief Clerk, Office of the Lighthouse Superintendent,
Ninth District.

D-DS Bureau of Lighthouses, Washington, D.C., June 30, 1919.
Returned to 9th Superintendent approved.

Superintendent.

Hingsbury
(Sgd) Acting Commissioner.

D-DS Bureau of Lighthouses, Washington, D. C., June 30, 1919.

Submitted to Secretary of Commerce for his information and files. A copy of this designation has been furnished the Disbursing Clerk of the Department.

1919 JUN 30 PM 4. 18

H. B. Bowman
Acting Commissioner

McC.

JUN 4 - 1919

Sir:

1. Referring to report of the assistance rendered by the tender LILAC on April 29, 1919, in towing the disabled S. S. BALOSORO, of the U. S. Shipping Board, with a highly valuable cargo, from an anchorage in the open sea off St. Thomas, West Indies, to a safe anchorage in St. Thomas harbor, the Department commends you and the other officers and the crew of the tender concerned for the skill and good judgment displayed, and will note the fact on the records as part of the official history of those who participated in this matter.

1919 JUN 5 AM 9 47

2. It is requested that the inclosed copy of this letter be brought to the attention of those on board the tender who engaged in this service.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

N. C. Manyon,
Commanding Tender LILAC.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

WILLIAM C. REDFIELD

Exact copy as signed by

JUN 4 1919

Inclosure

NOTICE OF CHANGE IN SALARY
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 16, 1919.

r. Norman C. Manyon,

M

Sir: Through the Commissioner of Lighthouses.

Master

You are advised that your salary as 2160

in the Lighthouse Service has been changed from $ per annum

to $ per annum, effective May 17, 1919.

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

C

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED JUN 16 1919 DEPT OF COMMERCE JOURNAL

OR BASIS OF THIS ACTION OF LETTER DATED 6/3/19

IN FILE OF 1125

C. S. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
SAN JUAN, P. R.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1918 DEC 10 AM 11 22

1918 DEC 10 AM 10 06

LIGHT HOUSES DEC 3 1918

OFFICE OF INSPECTOR, 9TH DISTRICT
SAN JUAN, P. R.

JAR*LM

Mr. Manyon, Master
Tender Lilac

Nov. 23, 1918.

CHIEF CLERK 5

1918 DEC 10 AM 10 06

The Commissioner of Lighthouses:

The Bureau is informed that Mr. Manyon reported as Master of the Tender Lilac on the twenty-first instant.

JAR

Cross ref. A.D. No Nov. 1, 1919

Thingsburg.

Free pass E.H.

Bureau of Lighthouses, Washington

DEC 9 - 1918

1918 DEC 9 PM 3 38

Submitted to Secretary of Commerce for his information.

Acting Commissioner

Mcc

VCR

Statement showing changes in the personnel of the Lighthouse Service for which no report of date of effect or last day of service, oath of office, or personal question sheet has been received.

L. H. INSPR. JUL 7 1919 PORTO RICO
LIGHT JUN 13 1919 HOUSES

OATH OF OFFICE NOT RECEIVED.

Name	Nature of change	Date
Norman C. Manyon	Promotion	Oct.23,1918

PERSONAL QUESTION SHEET NOT RECEIVED.

James E. Harley

Norman C. Manyon. Oath of office herewith dated June 9,1919.

James E. Harley. No longer in the service, having resigned March 31,1919. Whereabouts unknown.

JUN 18 1919 8 37 AM

(COPY)

5

L. H. DMSPR. JUN - 7 1919 PORTO RICO

9

LIGHT JUN 18 1919 HOUSES

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

May 17, 1919.

APPOINTMENTS

CHIEF CLERK

1919 JUN 23 PM 4 01

1919 JUN 23 PM 3 23

Commissioner of Lighthouses:

Transmitted herewith is a statement showing cases in which no report has been made of the effective date of certain changes in the personnel of the Lighthouse Service, and for which no oath of office or personal question sheet has been received.

The Department directs that the Superintendents of the various districts be requested to be more prompt in forwarding oaths of office, reports of effective date of separations of temporary and permanent employees, personal question sheets, and reports of effective date of promotions not requiring an oath of office. Any undue delay in advising the Department of the effective date of changes results in a corresponding delay in reporting such changes to the Civil Service Commission, and compels the Department to keep an unnecessarily an disproportionately large number of incomplete personnel records.

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

(Sgd) E. F. Sweet
ACTING Secretary.

McC.
Inclosure.

Bureau of Lighthouses,
May 28, 1919.

Referred to Superintendent of Lighthouses, San Juan, Porto Rico, for report called for as per accompanying list.

Be guided accordingly.

J. S. Conway
Acting Commissioner.

Office of Superintendent 9th District, SanJuan,P.R.,June 9,1919.

Returned to Commissioner with oath of Manyon. Harley is no longer in the service and his whereabouts unknown.

Bureau of Lighthouses, Washington
JUN 21 1919

Submitted to Secretary of Commerce for his information.

1919 JUN 23 PM 1 02

Hingsbury

A. B. Bowman
Acting Commissioner

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT JUN 18 1919 HOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Norman C. Manyon

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.

Norman C. Manyon
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 9th day of June, A. D. 191 9

(Affix official seal here)

[4] (Name) Joseph M Rose
Chief Clerk, 9th Lighthouse District
(Official title)

My commission expires

CARDED

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Master	2040 $2280. pa	Lighthouse tender LILAC
Former [5] 1st Officer	1320. pa	" " ORCHID

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

OFFICE OF LIGHTHOUSE INSPECTOR, 9th DISTRICT

San Juan, P.R., June 9, 1919
(Address) (Date)

The above-named appointee entered upon duty on Nov. 1, 1918
(Date)

REPORT DATA

H. B. Higginbotham
(Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector 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 lighthouse inspectors 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

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 23, 1918.

Mr. Norman C. Manyon,
Through
the Commissioner of Lighthouses

Sir:

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

Master

in the Lighthouse Service

at a salary of Two Thousand and Forty dollars per annum,

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

APPOINTMENT DIVISION ENTERED OCT 23 1918 DEPARTMENT OF COMMERCE

By transfer and promotion from first officer at $1320 per annum.

You will be allowed actual and necessary traveling expenses from your present post of duty to San Juan, Porto Rico.

By direction of the Secretary:

Respectfully,
(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

CARDED OCT 23 1918

Appropriation:
Salaries, Lighthouse Vessels,
Vice:
John F. Williamson,
Legal Residence:
New York.

11—3692

BUY A U. GOVERNMENT BOND OF THE FOURTH LIBERTY LOAN.

CHIEF CLERK
1918 OCT 22 AM 8 51
1918 OCT 22 AM 9 36

McC.

Norman C. Manyon,
promotion.

DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

WASHINGTON

October 21, 1918.

1918 OCT 22 PM 12 10

Secretary of Commerce:

The Bureau recommends the transfer and promotion of Norman C. Manyon, first officer, at $1320 per annum, base pay, assigned to duty on the tender ORCHID, Fifth District, to the position of master, at $2040 per annum, base pay, for assignment to duty on the tender LILAC, Ninth District, vice John F. Williamson. Mr. Manyon is deserving of the promotion recommended by reason of his efficiency and length of service. It is also recommended that Mr. Manyon receive the $10 per month increase in compensation approved by the Department July 1, 1918, for the grade of master. It is further recommended that the appointment of Mr. Manyon contain provision for the payment of his necessary and actual transportation expenses from his present post of duty to San Juan, P. R.

Appropriation: Salaries, Lighthouse Vessels.

1918 OCT 21 PM 3 39

G. R. Putnam

1918 OCT 22 PM 1 24
APPOINTMENTS

APPROVED:

William C. Redfield

Secretary.

1918 OCT 22 PM 12 25

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
OCT 22 1918
DEPARTMENT OF COMMERCE

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

L. H. INSPECTOR MAY 2 1918 BALTIMORE MD.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT MAY 3 1918 HOUSES

I, Norman C. Manyon

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.

MAY 1918 12 07 PM

Norman C. Manyon

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 1st day of May, A. D. 1918

(Affix official seal here)

[4] (Name) Holden Almy Jr.

(Official title) Captain U.S.L.H.S.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present First Officer	$1320. p.a.	Tender ORCHID
Former[5] do.	1080. p.a.	" HOLLY

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

REOM Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) May 2, 1918 (Date)

Inspector
Supt.
Chief Clk.
1 A Supt.
2 A Supt.
3 A Supt.
Draftsman
Foreman
Mech.
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Messenger
File

The above-named appointee entered upon duty on May 1, 1918 (Date)

H. D. Almy

(Signature, followed by title) Lighthouse Inspector

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 10, 1918.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

First Officer

in the Lighthouse Service

at a salary of One Thousand Three Hundred and Twenty dollars per annum,

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

(By transfer from first officer at $1080 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

M Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.

Vice: Robert R. Miles.

Legal Residence: New York.

APPOINTMENT DIVISION ENTERED APR 10 1918 ON JOURNAL DEPARTMENT OF COMMERCE

MAR 1 0 1918

3692

REOM
Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
APR 8 1918
SPECIAL HOUSE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., April 8, 1918
(City.) (Date.)

RECEIVED
1918 APR 9 PM 3 49
OFFICE OF CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion

Name, Norman C. Manyon

Position, First Officer

Location, Tender ORCHID

Effective April 10, 1918

APPOINTMENTS
1918 APR 9 PM 4 20

Legal residence, New York

Salary, $1320. per an. (base)

Appropriation, Salaries, Lighthouse Vessels.

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

Former position, First Officer

Former salary, $1080. per an. (base)

Location, Tender HOLLY

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

APPOINTMENT DIVISION NECESSARY DEPARTMENT OF COMMERCE
APR 10 1918

Previous incumbent, Robert R. Miles Services terminated, date later to be determined.

Reason, Transferred and promoted to Master, $1620. p.a. (base), tender LAUREL

Members of family in Government Service, None

Remarks: Mr. Manyon is licensed as Chief Mate on steam vessels of any gross tonnage waters of any ocean and also pilot of same on Chesapeake Bay. He has been in the Lighthouse Service since Jan. 5, 1912 in the several capacities of Quartermaster and Second Officer. Consideration in connection with the promotion of Mr. Manyon was given to Messrs. Nowell and Kendley, 1st Officers, this District, but both preferred their present positions in view of the rate of pay now authorized for the position of First Officer, ORCHID.

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

H. D. King
Lighthouse Inspector, 5th

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 9 1918

Submitted to the Secretary of Commerce, approved.

APPROVED:
1918 APR 10 PM 12 58

E. F. Sweet
Acting Secretary.

1918 APR 9 PM 1 24
APPOINTMENTS

H. B. Bruegmann
Acting Commissioner.

59

N

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

11--2314

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

MAKE NO ENTRIES IN THIS COLUMN.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

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

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Manyon, Norman C.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Second Officer

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

6. Annual earnings:

$960.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 540. p.a.

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

Substitute— Years:	Months:	Regular— Years:	Months:
		4	~~10~~ 6

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

New York

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: September

Year: 1890

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

E8, H3, C2 (no degree taken)

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 23 New York

County: Bronx

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)[1]

L. H. INSPECTOR JUL 31 1917 BALTIMORE MD.

LIGHT AUG 2 1917 HOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

I, Norman C. Manyon

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.

CHIEF CLERK AUG 6 1917

Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 30 day of July, A. D. 1917

MENTS AUG 6 1917

(Affix official seal here)

[4] (Name) Herbert R. Bromley

(Official title) Master U.S.T.S.H.D.

My commission expires

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	First Officer	$1080. p.a.	tender HOLLY
Former[5]	do.	1140. p.a.	" "

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

Inspector
Chief Clerk
Superintendent
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Foreman
Accounts
Stenographer
Ordering
Personnel
Cost Keeping
File Clerk
Messenger
File

REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md. (Address), Aug. 1, 1917 (Date)

The above-named appointee entered upon duty on July 1, 1917 (Date)

CARDED.

In the absence and by direction of the Inspector,

H Parkinson
(Signature, followed by title) Supt., L.S.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector 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 lighthouse inspectors 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.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 14, 1917.

Mr. Norman C. Manyon,
Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~First Officer~~ in the Lighthouse Service at a salary of ~~One Thousand and Eighty~~ dollars per ~~annum~~, effective July 1, 1917.

(By change in compensation from $1140 per annum.)

APPOINTMENT DIVISION ENTERED JUL 1, 1917 ON JOURNAL DEPT OF COMMERCE

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

L
C

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position (by change in compensation).

Legal Residence: New York.

FOR BASIS OF THIS ACTION SEE LETTER DATED 7/12/17

IN FILE OF 646

11—1398

JUL 16 1917

7

April 18, 1917.

Sir:

You are advised that your compensation as second officer in the Lighthouse Service has been temporarily increased from $960 per annum to $1020 per annum for the period beginning April 1, 1917, and terminating at the close of the date next preceding that on which you enter upon duty under your appointment dated April 13, 1917, as first officer at $1140 per annum. No new appointment will be issued to you as a result of this temporary increase and it will not therefore be necessary for you to execute new oath of office.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

FOR BASIS OF THIS ACTION SEE
LETTER DATED 4-13-17
IN FILE OF 646

Mr. Norman C. Manyon,
Through the Commissioner of Lighthouses.

CARDED.

APPOINTMENT DIVISION
RECEIVED
APR 18 1917
DEPT OF COMMERCE

L
C

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

L. H. INSPECTOR APR 26 1917 BALTIMORE MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAY 9 1917 HOUSES

I, Norman C. Manyon

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.

Norman C. Manyon
(Appointee signs here)

CHIEF CLERK MAY 17 1917

[2] Sworn to (See below) and subscribed before me, this [3] 25 day of April, A. D. 1917

(Affix official seal here)

[4] (Name) Holden Adney Jr.

(Official title) Capt. U.S.L.H.S.

My commission expires

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	First Officer	$1140. p.a.	Tender HOLLY
Former [5]	Second Officer	960. p.a.	" JESSAMINE

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

REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) May 7, 1917 (Date)

CARDED

The above-named appointee entered upon duty on April 13, 1917 (Date)

In the absence and by direction of the Inspector,

Kay L Hawkinson
(Signature, followed by title) Supt., L.S.

Inspector	
Chief Clerk	✓
Superintendent	
1 A. Supt.	
2 A. Supt.	
3 A. Supt.	
Draftsman	
Mechanician	
Foreman	
Accountant	✓
Hydrographer	
Order Clerk	
Personnel	
Cost Keeping	
File Clerk	
Messenger	
File	

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector 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 lighthouse inspectors 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.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 13, 1917.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

First Officer

in the Lighthouse Service

at a salary of Eleven Hundred and Forty dollars per annum,

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

(By transfer from second officer at $960 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED APR 14 1917 DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

C Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position.

Legal Residence: New York.

11—3692

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REOM.

LIGHT APR 4 1917 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) April 3, (Date.) 1917

CHIEF CLERK APR 11 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, ~~X~~ Transfer and promotion

Name, Norman C. Manyon

Legal residence, New York

Position, First Officer

Salary, $1140. p.a.

Location, Tender HOLLY

Appropriation, Salaries, Lighthouse Vessels.

APPROVED APR 13 1917 DEPARTMENT OF COMMERCE

Effective April ~~11~~ 13, 1917 { the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

APPOINTMENT APR 12 1917

CHIEF CLERK APR 12 1917

Former position, Second Officer

Former salary, ~~$1020~~ $960.

Location, Tender JESSAMINE

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

APPOINTMENT APR 12 1917

Previous incumbent, (New position) D.J. 3/24/17

Services terminated,

Reason,

Members of family in Government Service, None

Remarks: Nominee licensed as Chief Mate on steam vessels of any gross tonnage; waters of any ocean and also pilot of same on lower Chesapeake Bay from Wolf Trap Light to Cape Henry, Norfolk and Newport News. Issued by New York Local Inspectors, July 12, 1916. Mr. Manyon has been in the lighthouse service of this district since April 13, 1914 and in this and other districts a total of 5 years and 3 months, starting Jan. 5, 1912 as quartermaster, tender MYRTLE. His services have been satisfactory in this district.

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

Secretary, Civil Service District.

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 10 1917

Submitted to the Secretary of Commerce, approved.

April 12, 1917.

APPROVED:

Assistant Secretary.

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

11—2314

McC-NDW

NOV 20 1916

APPOINTMENTS
NOV 20 1916
12,

Sir:

Referring to report of assistance rendered by you in rescuing from drowning a man who had fallen overboard in the vicinity of Love Point Light Station, Maryland, the Department commends you for the service rendered on that occasion, and will note the fact on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Norman C. Manyon,
~~Second~~ Officer, Tender Jessamine.
(Through Commissioner of Lighthouses)

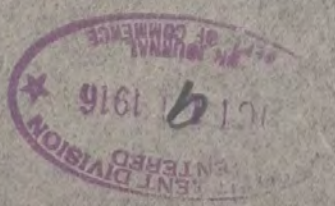
LIGHTHOUSES---Appointment Division's files. WILLIAM C. REDFIELD
Exact copy as signed by.....
Mailed NOV 20 1916 by Jac

File A.L.

(Cross Reference)

October 3, 1916.

Lighthouses reports assignment of Norman C. Manyon from the "Jessamine" to the " Orchid", for temporary duty. See file of H. E. Allen, Lighthouse/



3911

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR JUN 25 1915 BALTIMORE, MD.
LIGHT JUN 26 1915 HOUSES
CHIEF CLERK JUN 28 1915
APPOINTMENTS JUN 28 1915

I, Norman C. Manyon

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.

☞ Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 19 day of June, A. D. 1915

(Affix official seal here)

[4] (Name) Herbert R. Brownley

(Official title) 1st Officer Lighthouse Service.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Second Officer	$960. per an.	Tender JESSAMINE
Former[5] " "	$900. " "	" ORCHID

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

REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address), June 25, 1915 (Date)

The above-named appointee entered upon duty on June 13, 1915 (Date)

In the absence and by direction of the Inspector,

(Signature, followed by title) Supt. L.S.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

Entd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 4, 1915.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Second Officer

in the Lighthouse Service

at a salary of Nine Hundred and Sixty dollars per annum,

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

Your appointment has been authorized with the understanding that you will obtain a first class pilot's license for Chesapeake Bay and tributaries, including Hampton Roads into Norfolk, Virginia, and Albemarle and Pamlico Sounds and tributaries, North Carolina, at the earliest practicable date.

(By transfer from second officer at $900 per annum.)

CHANGE REPORTED
JUN 1915
C. & G. COMMISSION.

By direction of the Secretary:

Respectfully, (SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
C

APPOINTMENT DIVISION ENTERED JUN 4 1915 ON JOURNAL DEPT. OF COMMERCE

CARDED.

Appropriation: Salaries, Lighthouse Vessels.

Vice: John M. Kendley.

Legal Residence: New York.

11—3093

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUN 2 1915
HOUSES

HDK--RHOM.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

June 1, 1915

Subject: 5th Inspector's forms 73, May 22, 1915, Norman C. Manyon, promotion.

Returned to the Commissioner of Lighthouses with the statement that the transfer of Montague from the position of Second Officer of the Holly at $960. to the position of Second Officer of the Jessamine at $960. is not considered by this Office in the light of a promotion.

Were Montague transferred to the position of Second Officer of the Jessamine at $960., this Office would still be in the same position in which it is now with reference to the selection of a suitable officer for promotion to the position of Second Officer of the Holly at $960.

Referring to question 16, form 69, March 1, 1915: the statement that Manyon requires more experience to entitle him to favorable consideration for promotion was made in considering a promotion in the light of promotion to the grade of first officer and was not intended to prevent consideration of a promotion of Manyon to a higher rate of pay in the same grade.

This Office has no objection to the transfer of Montague from the Holly to the Jessamine but it does not appear that anything whatever is to be gained either by the Service or by Mr. Montague in taking such a step; on the other hand it will upset the present working arrangements on three tenders instead of two.

If the Bureau does not look with favor on the promotion of Mr. Manyon from $900. to $960. per annum at this time, it is possible to promote Mr. Atherton from $840. to $960. per an. jumping him over Mr. Manyon at $900. per annum but this Office has no grounds for making such a recommendation.

Before preparing Forms 73 in the cases of Kendley and Manyon all availables for promotion were carefully canvassed by this Office and the relative deserts as well as the relative efficiency and capability of all available officers given full and careful consideration by the Inspector, by the Superintendent, and by the 1st Assistant Superintendent in the light of both office records and personal observations of the men considered.

I have to return herewith Form 73 of May 22 in the case of Norman C. Manyon with the renewal of my recommendation.

King

Lighthouse Inspector.

HRW-MoC.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

May 28, 1915

L. H. INSPECTOR JUN 1 1915 BALTIMORE, MD.

LIGHT JUN 2 1915 HOUSES

Subject: 5th Inspector's forms 73, May 22,1915, Norman C. Manyon, promotion.

Returned to 5th Inspector, attention being invited to the fact that William L. Montague, who you state was considered with Manyon for transfer to the position of second officer of the tender Jessamine, entered the Lighthouse Service under probationary appointment as mate of light vessel No. 2, February 6, 1912, and was transferred from the position of second mate of light vessel No. 71, at $960 per annum, to the position of second officer of the tender Orchid, at $900 per annum, effective July 1, 1913. Mr. Montague, it appears, holds license as master of steam vessels, unlimited tonnage, inland waters, and license as first-class pilot, Chesapeake Bay and tributaries, etc. Norman C. Manyon, recommended for transfer and promotion by you, first entered on duty as an officer in the Lighthouse Service Janary 1, 1914, and holds license as second mate, any tonnage, all oceans.

You are requested to state whether or not, in view of the fact that you considered Montague for transfer to the Jessamine, you consider the transfer of Montague from the position of second officer of the Holly, at $960 per annum, to the position of second officer of the Jessamine, at $960 per annum, in the light of a promotion, and, if so, give your reasons for not having selected Montague for the transfer, in lieu of Manyon. It appears that Montague has had the longer length of service as an officer than Manyon and has the license above stated. In the event you should desire to renew your recommendation for the promotion of Manyon, attention is invited to the answer to question No. 16 of efficiency report, form 69, of March 1, 1915, reading as follows: "Manyon *** requires more experience to entitle him to favorable consideration for promotion." See also your answer to question No: 16, on the form 69 of the same date in the case of Montague. Your form 73 of May 22, 1915, for the transfer and promotion of John M. Kendley from second officer of the Jessamine to first officer of the Ivy, has been submitted to the Department recommended for approval. You will be advised in due time of the action taken by the Department in the case of Kendley.

Submit proper report and recommendation with your reply hereto.

Inspector	
Chief Clerk	
Superintendent	
1 A. Supt.	
2 A. Supt.	
3 A. Supt.	
Draftsman	
Mechanician	
Accounts	
Hydrographer	
Ordering	
Personnel	
Cost Keeping	
File Clerk	
When Ansd	
File	

Acting Commissioner

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL
LIGHT MAY 24 1915 HOUSES

REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., May 22, 1915
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

L. H. INSPECTOR JUN 1 1915 BALTIMORE, MD.

Action recommended, Transfer and promotion

Name, Norman C. Manyon (Orig appt (Temp) Jan 1/12 Q. not reported.) Legal residence, New York

Position, Second Officer Salary, $960. per annum

Location, Tender JESSAMINE Appropriation, Salaries, Light-house Vessels.

Effective June 4, 1915 {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

DIVISION OF APPOINTMENTS RECEIVED JUN 4 1915 DEPT OF COMMERCE

LIGHT JUN 2 1915 HOUSES

COMMR CLERK JUN 4 1915

Former position, Second Officer Former salary, $900. per annum

Location, Tender ORCHID

APPOINTMENTS JUN 4 1915

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
Sidney Atherton, 2nd Officer, IVY
W.L.Montague, 2nd Officer, HOLLY

Previous incumbent, John M. Kendley Services terminated, to at close of May 31, 1915. (E on end)

Reason, Transfer and promotion to First Officer, tender IVY, at $1080. per an. recommended.

Relatives in Government Service, None

Remarks: This recommendation is based on relative efficiency. Mr. Manyon has been in the Lighthouse Service since Jan. 5, 1912. He holds license as 2nd Mate, any tonnage, all Oceans. This transfer and promotion is recommended with the understanding that Mr. Manyon will obtain a first class pilot's license for Chesapeake Bay and tributaries, including Hampton Roads into Norfolk, Va. and Albemarle and Pamlico Sounds and tributaries, North Carolina, at the earliest practicable date.

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

H. D. King
Lighthouse Inspector.

Secretary, Civil Service District

6-H-15

HRW-McC.
2 inclosures.

BUREAU OF LIGHTHOUSES
WASHINGTON

June 3, 1915

Submitted to the Secretary of Commerce, approved. Inclosed is Bureau's indorsement of May 28,1915, and the Fifth Inspector's reply thereto of June 1,1915, in this case, for the information of the Department. The Bureau concurs with the Inspector.

G. R. Putnam

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 9 1915

REOM.

Termination of detail of
Second Officer Manyon, Ivy
to ORCHID.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLK FEB 13 191

Feb. 8, 1915

Commissioner of Lighthouses, Washington, D.C.

APPOINTMENTS FEB 13 1915 3.02½

Referring to Bureau indorsement of Dec. 3, 1914 on letter from this Office of Nov. 30, 1914, approving the detail of Norman C. Manyon, 2nd Officer, IVY, to ORCHID, effective Aug. 19, 1914.

The Bureau is informed that this detail will terminate at the close of Feb. 9, 1915, Mr. Manyon having been directed by letter this day to report to the master of the ORCHID for duty at his new rate of pay on Feb. 10, 1915.

In the absence and by direction of the Inspector,

Supt., LHS.

CARDED.

2-13-15

APPOINTMENT DIVISION ENTERED FEB 15 1915 ON JOURNAL DEPT OF COMMERCE

Bureau of Lighthouses, Washington
FEB 10 1915

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

Form 111.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 13 1915

APPOINTMENT FEB 23 1915

I, Norman C. Manyon

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.

Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 10th day of February, A. D. 1915

(Affix official seal here)

[4] (Name) Jas. F. Parran

(Official title) Notary Public

My Commission Expires April 13th 1916.

THE LAWS OF VIRGINIA REQUIRE NO TAX ON THIS SEAL.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Officer	$900. per an.	Tender ORCHID
Former[5] " "	$840. " "	" IVY

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

REOM

CARDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md. (Address), Feb. 12, 1915 (Date)

The above-named appointee entered upon duty on Feb. 10, 1915 (Date)

In the absence and by direction of the Inspector,

Roy L. Hutchinson
(Signature, followed by title) Supt. LHS

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

Ent'd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

February 4, 1915.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Second Officer

in the Lighthouse Service

at a salary of Nine Hundred dollars per ~~annum~~,

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

Your appointment has been authorized with the understanding that you will obtain a first class pilot's license for Chesapeake Bay and tributaries, including Hampton Roads into Norfolk, Virginia, and Albemarle and Pamlico Sounds, North Carolina, at the earliest practicable date.

(By transfer from second officer at $840 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

CARDED

CHANGE REPORTED TO COMMISSION.

RC

Appropriation: Salaries, Lighthouse Vessels.

Vice: J. M. Kendley.

Legal Residence: New York.

RECEIVED FEB 4 1915 BUREAU OF COMMERCE

ENTERED ON JOURNAL DEPT OF COMMERCE FEB 4 1915

II—3692

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JAN 30 1915
HOUSE

RLH--
REOM.

ORCHID.

Rel. to nomination of
2nd Officer.

One inclosure (in duplicate)

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

Rec'd
Ent

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Jan. 29, 1915

Commissioner of Lighthouses, Washington, D.C.

Referring to the Bureau's indorsement of January 20, 1915 subject,"Form 73, Jan. 16, 1915, Sidney Atherton."

In accordance with above Bureau indorsement this matter has been given further consideration by this Office.

Captain Almy of the ORCHID was written to and requested to give his opinion of the qualifications of both Atherton and Manyon.

It has been decided to withdraw the nomination of Atherton and nominate Norman C. Manyon with the understanding that Mr. Manyon obtain at the earliest practicable date 1st class pilot's license for Chesapeake Bay and tributaries including Hampton Roads into Norfolk, Va. and Albemarle and Pamlico Sounds, N.C. To this end the nomination of Manyon on Form 73 herewith.

The nomination of Mr. Atherton was made by this Office for the reasons that he has had greater length of service than Mr. Manyon and that he is now holding a position at a greater rate of pay and that he has a license which is considered so far as the waters of this District are concerned equally as practicable as Mr. Manyon's license and that he had a better chance of obtaining a 2nd Mate, Oceans, license by reason of his experience than Mr. Manyon has of

obtaining a 1st class pilot's license for Chesapeake Bay and tributaries, etc. inasmuch as the tender ORCHID does very little work aside from in the lower Chesapeake Bay and on the Atlantic Coast.

Hawkinson

Supt., LHS

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 30 1915

REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Jan. 29, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

DIVISION OF APPOINTMENTS APPOINTMENT CLERK FEB 4 1915 DEPT OF COMMERCE

CHIEF CLERK FEB 3 1915

Action recommended, Transfer

Name, Norman C. Manyon — Legal residence, New York

Position, 2nd Officer — Salary, $900. per an.

Location, Tender ORCHID — Appropriation, Salaries, Light-house Vessels.

Effective Feb. 5,* 1915 — {~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

APPOINTMENT CLERK FEB 2 1915

Former position, 2nd Officer — Former salary, $840. per an.

Location, Tender IVY

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

See attached list

Previous incumbent, J. M. Kendley — Services terminated, to, at close of Jan. 31, 1915 or as soon thereafter as his successor qualifies.

Reason, Transferred and promoted 2nd Officer JESSAMINE at $960. per an.

Relatives in Government Service, None

Remarks: This recommendation is made with the understanding that Mr. Manyon obtain necessary license to cover the waters of Chesapeake Bay and tribs. inc. Hampton Rds. into Norfolk, Va. Albemarle and Pamlico Sds., N.C. as 1st class pilot. In this connection see indsmt. to Bureau even date.

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

Hawkins

Secretary Civil Service District — Supt., LHS.

* changed in Bureau.

HRW-McC.
One inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON

February 2, 1915.

Submitted to the Secretary of Commerce, approved.

Attention is invited to inclosed letter of January 29, 1915, from the Fifth Inspector on this subject. Atherton possesses license only as first class pilot for Chesapeake Bay, tributaries, and James River, Va. Manyon possesses license as second mate, oceans. As the work of the Orchid is not confined to the localities for which Atherton possesses first class pilot's license, the Bureau considers that Manyon possesses the better license for the position, and his promotion is accordingly recommended, with the understanding that he obtain the pilot's license referred to by the Inspector at the earliest practicable date.

E. E. Putnam

1 Strike out the clause which does not apply.

41—2314

DEC 21 1914

CHIEF CLERK
DEC 21 1914

APPOINTMENTS
DEC 21 1914

Sir:

Referring to the service rendered by you on December 6, 1914, in assisting to take a line through the heavy surf to Cape Charles Light Vessel No. 49, Virginia, which had parted her moorings and was riding very close to the breakers off Virginia Beach, Virginia, you are commended for the service rendered by you on that occasion, which fact will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. Norman C. Kenyon,
Second Officer, Tender Cronid,
Through Commissioner of Lighthouses.

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by WILLIAM C. REDFIELD
Mailed DEC 21 1914 by

Copy-WES.

Department of Commerce

Lighthouse Service.

CHIEF CLERK DEC 7 1914

Detail of Second Officer Manyon to tender Orchid.

Office of Inspector, 5th Dist.

Baltimore, Md.

Nov. 30, 1914.

APPOINTMENTS DEC 7 1914 2.26

Commissioner of Lighthouses, Washington, D. C.

Referring to the detail of Norman C. Manyon, 2nd Officer, 840 tender Ivy, to tender Orchid, effective August 19, 1914.

Bureau approval of 2nd Officer Manyon's further detail to the tender Orchid for a period not to exceed 120 days effective from the beginning of Dec. 16, 1914, is requested.

This detail is necessitated by changes dependent upon the detail of Capt. Monteiro, tender Ivy, to tender Myrtle, 9th District.

Termination of this detail will be reported to Bureau in due course and form.

(Signed) Ruland.

Report extension of detail

ST DIVISION DEC 7 - 1914 DAILY JOURNAL OF COMMERCE

Bureau of Lighthouses, Washington

DEC 8 1914

Returned approved. The Inspector's attention is invited to the fact that only two copies of this letter were received by the Bureau, whereas in accordance with Regulations, 1914, par. 439, it should have been submitted in triplicate.

J. S. Conway

(Signed) Acting Commissioner

Bureau of Lighthouses, Washington

DEC 8 1914

Submitted to Secretary of Commerce for his information.

J. S. Conway

Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES NOV 10 1914

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK NOV 13 1914

REOM.

Termination of detail
Norman C. Manyon

Nov. 9, 1914.

Commissioner of Lighthouses, Washington, D.C.

Nov 4. 14

The Bureau is informed that the emergency detail of Norman C. Manyon, 2nd Officer on detail to tender ORCHID, to tender IVY terminated at the close of Nov. 5, 1914.

APPOINTMENTS NOV 13 914 12.15

Mr. Manyon reported for duty on ORCHID, Nov. 6, 1914.

(Re-assignment to Ivy)

Rutland
JOR

CARDED

APPOINTMENT DIVISION ENTERED NOV 13 1914 DAILY JOURNAL OF COMMERCE

11-13-14

Bureau of Lighthouses, Washington
NOV 10 1914

Submitted to Secretary of Commerce for his information.

H. B. Bowerman
Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES NOV 5 1914

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK NOV 9 1914

RECM.

Tender IVY.

Detail of Norman C. Manyon,
2nd Officer, to

Nov. 4, 1914

Commissioner of Lighthouses, Washington, D.C.:

The Bureau is informed that it was found necessary to detail Mr. Norman C. Manyon, 2nd Officer, now on detail to ORCHID, to tender IVY, for the latter tender's trip from Portsmouth, Va. to Fenwick Island Shoal L.V.No.51.

APPOINTMENTS NOV 9 1914

As the IVY sails today it was impracticable to obtain the antecedent authority of the Bureau for this detail.

While on this emergent detail Mr. Manyon will probably act as 2nd officer of the IVY. Capt. Monteiro will not be aboard.

Effective date of detail, Nov. 4, 1914.

Probable duration of detail, 3 or 4 days.

As the Ivy has a great deal of coal to deliver on this trip besides her routine work it was thought best to have a sufficient number of officers aboard to aid in the more prompt despatch of the work in hand hence necessity for this detail.

APPOINTMENT DIVISION ENTERED NOV 10 1914 DEPARTMENT OF COMMERCE

Manyon will again join the ORCHID on the IVY's return to Portsmouth, Va. on his present detail which became effective Aug. 19, 1914.

In the absence and by direction of the Inspector,

Bureau of Lighthouses, Washington
NOV 5 1914

(Signed) G. R. Putnam Supt., LHS.

Returned approved.

Bureau of Lighthouses, Washington
NOV 5 1914

Submitted to Secretary of Commerce for his information.

N. T. Bowerman
Acting Commissioner.

Copy

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT AUG 20 1914 HOUSES

OFFICE OF INSPECTOR 5TH DISTRICT
BALTIMORE, MD. AUG 26 1914

APPOINTMENTS AUG 26 1914

RECM.

Tender IVY.

Detail of Second Officer Manyon
to tender ORCHID.

Aug. 19, 1914.

COMMISSIONER OF LIGHTHOUSES.

The Bureau is informed that Norman C. Manyon, Second Officer, tender IVY, has been detailed to the tender ORCHID in place of James R. Giff, First Officer, tender IVY, whose detail was reported to the Bureau on August 17, 1914.

This change of detail was made at the suggestion of the Captain of the ORCHID as Mr. Giff preferred to remain on the IVY.

Manyon entered on duty under this detail today.

It was deemed best to have the regular First Officer of the ORCHID, Mr. Miles, now on detail to the IVY, remain aboard that tender, as it is necessary to have some one aboard the IVY familiar with the navigation of the waters of the Fifth District.

Probable duration of detail: from one month to six weeks.

It is requested that the detail of First Officer Giff to tender ORCHID, reported to Bureau under date of Aug. 17, be withdrawn and cancelled.

Termination of this detail will be reported to Bureau in due course and form.

APPOINTMENT DIVISION ENTERED AUG 26 1914 ON JOURNAL OF COMMERCE

APPOINTMENT DIVISION ENTERED AUG 26 1914 ON JOURNAL DEPT OF COMMERCE

CANCELLED

Bureau of Lighthouses, Washington
AUG 25 1914

Orig Returned approved. The Bureau cancels its approval of Aug. 20, 1914, in the case of the detail of Giff to the tender Orchid.

(Signed) J S Conway
Acting Commissioner

Submitted to Secretary of Commerce for his information. The Bureau informed of Aug. 22, 1914, in the case of the proposed detail of Giff, which detail is now cancelled.

Bureau of Lighthouses, Washington
AUG 25 1914

FOR

Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUL7 1914
HOUSES

REOM.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Termination of detail of
Norman C. Manyon to tender HOLLY.

CHIEF CLERK
JUL 14 1914
5

July 6, 1914

COMMISSIONER OF LIGHTHOUSES.

The Bureau is informed that the detail of Norman C. Manyon, 2nd Officer, BHO tender IVY, to tender HOLLY, terminated at the close of July 1, 1914.

Rutland
JDR

APPOINTMENTS
JUL 14 1914

CARDED.

APPOINTMENT DIVISION
ENTERED
JUL 14 1914
DEPT OF COMMERCE JOURNAL

7-14-14

Bureau of Lighthouses, Washington
JUL 9 1914

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

(COPY)

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUN 15 1914
HOUSES

REGM.

Tender HOLLY.

Detail of Norman C. Manyon to

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK
JUN 8 1914
5

June 13, 1914

1000
APPOINTMENTS
JUN. 18 1914
8410.

COMMISSIONER OF LIGHTHOUSES.

The Bureau is informed that Norman C. Manyon (Manyon), 2nd Officer, tender IVY, has been detailed to the tender HOLLY for duty as 2nd officer.

It was impracticable to obtain antecedent authority for this detail, as it was necessary to immediately assign a 2nd officer to the HOLLY to take the place of William L. Montague, the HOLLY'S regular 2nd officer, who has been granted leave of absence effective today.

Manyon entered on duty today.

Detail will remain in force during the period of time for which leave was granted Montague, 13th to 30th June, 1914.

In the absence and by direction of the Inspector,

APPOINTMENT DIVISION
ENTERED
JUN 19 1914
ON JOURNAL
DEPT OF COMMERCE

Hawkinson
Supt.

Bureau of Lighthouses, Washington
JUN 16 1914

Orig Returned approved.

(Signed) G. R. Putnam

Report detail

CARDED.

Bureau of Lighthouses, Washington
JUN 16 1914

Submitted to Secretary of Commerce for his information.

6-10-14

Acting Commissioner.

Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

Per.

LIGHT APR 28 1914 HOUSES

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

CHIEF CLERK MAY 4 1914

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

APPOINTMENT MAY 4 1914 10 3V

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. ~~This should be done whether or not further employment has been authorized by the Department.~~ See Bureau circular of October 1, 1910.

Name of employee **Norman C. Manyon** Legal residence **N.Y.**

Designation **Second officer** Compensation **$960 pa.**

Place of employment **Tender Myrtle.**

Date of appointment **Feb. 28,1914.-date of entrance on duty.-1 mo.** March 25,1914 Extended one month.
March 25,1914.-April 1,1914.-1 mo.

Last day of service under this appointment **April 17, 1914.**

State if services will be required beyond the period authorized **No.**

If services are required, nomination should be made on the proper form.

APPOINTMENT ENTERED MAY 4 1914 DIV. OF JOURNAL DEPT. OF COMMERCE

CARDED

Bureau of Lighthouses, Washington
APR 29 1914

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

(Signature.)

Lighthouse Inspector,
San Juan, Porto Rico.
(Title.)

April 18, 1914.
(Date.)

mc C 15C

CHANGE REPORTED APR 1914 U. S. COMMISSION.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT APR 28 1914 HOUSES

Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK MAY 11 1914

APPOINTMT MAY 13 1914

I, Norman C. Manyon

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.

Norman C. Manyon
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 28 day of

Manila, A. D. 1914

(Affix official seal here)

[4] (Name) [illegible]

(Official title) Notary Public

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Second Officer	$960 p.a.	Lighthouse Tender Myrtle
Former[5]	Second Officer	960 "	do

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

CARDED

Office of Lighthouse Inspector, 9th District

San Juan, P. R., April 18, 1914.
(Address) (Date)

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

[illegible]
(Signature and official title)
Lighthouse Inspector.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

** Corrected in Bureau.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 25, 1914.

M. Norman G. Manyon,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Second Officer in the Lighthouse Service at a salary of Nine Hundred and Sixty dollars per annum, effective April 1, 1914.

Your appointment will continue for a period not to exceed one month. (By extension of temporary appointment.)

APPOINT. DIVISION ENTERED MAR 25 1914 ON JOURNAL DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

CARDED

M C

(SIGNED) GEO. W. BEADLEY

Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.

Vice:

Legal Residence: New York.

CHANGE REPORTED APR 1914 U. S. COMMISSION.

11—1393

March 25, 1914.

Commissioner of Lighthouses:

Referring to the Third Inspector's nomination of the 16th instant for an extension of the temporary appointment of Norman C. Manyon, forwarded by the Bureau on the 23rd instant, and to the Department's letter of March 2, 1914, the Department hereby extends the temporary position of second officer of the tender Myrtle, at $960 per annum, for a further period of one month, effective April 1, 1914. Mr. Manyon's appointment will be extended accordingly.

(SIGNED) E. F. SWEET

Acting Secretary.

C-M

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mar 24, 1914

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

Designation.	Salary.
Second Officer	960
Period not exc 1 mo	
Extension of temp appt	

Geo. W. Hanley
Chief of Appointment Division.

11—5045

NOMINATION

MENT OF COMMERCE
HTHOUSE SERVICE

IGHTHOUSE INSPECTOR, Third DISTRICT.

Tompkinsville, N.Y. March 16, 1914 191
(City.) (Date.)

temporary appointment for a period xceed one month.

Legal residence, New York

Salary, $960 per annum

tle Appropriation, Salaries, Light-house Vessels

~~the actual date of entrance on duty, or~~ 210
~~as soon thereafter as he enters on duty.~~ 24

Former salary, $960 per annum

tle

Percentage, , Other eligibles considered:

n Services terminated, ~~April 3, 1914~~

appointment.

* Prev appt 2nd Officer $40 in Svg & in Eod 7 Z Nov 22. 1913

e

, 191

McC. BUREAU OF LIGHTHOUSES
WASHINGTON March 23, 1914.

Submitted to the Secretary of Commerce, approved.

Reference is made to Department letter of March 2, 1914, which refers to the matter of this extension.

3-24-14

G. L. Putnam

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

11—2314

Form 73 JHG

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y. March 16, 1914 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist.)

Action recommended, Extension of temporary appointment for a period not to exceed one month.

Name, * Norman C. Manyon

Position, Second Officer

Location, Lighthouse Tender Myrtle

Effective April 4 1914

Former position, Temp Second Officer

Location, Lighthouse Tender Myrtle

Legal residence, New York

Salary, $960 per annum

Appropriation, Salaries, Light-house Vessels

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

Former salary, $960 per annum

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

Previous incumbent, Norman C. Manyon Services terminated, ~~April 3, 1914~~

Reason, Expiration of temporary appointment.

Relatives in Government Service, None

Remarks:

* Prev. appt. 2nd Officer $40 in Svg. & Ltd. Svc. 3 yrs. Nov 22, 1913

Selection regular, for temporary employment subject to the action of the U. S. Civil Service Commission. MAR 19 1914, 191

During Trip to Porto Rico

C. H. Longfellow.
ASSISTANT Secretary, SECOND Civil Service District.

spaces

McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

March 23, 1914.

Submitted to the Secretary of Commerce, approved.

Reference is made to Department letter of March 2, 1914, which refers to the matter of this extension.

3-24-14

G. L. Putnam

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

11—2314

1648
Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

LIGHT MAR6 1914 HOUSES

Orr

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

CHIEF CLERK MAR 18 1914 5

APPOINTMENTS MAR 18 1914 142

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. See Bureau circular of October 1, 1910. This should be done whether or not further employment has been authorized by the Department.

CHANGE REPORTED MAR 1914 U. S. COMMISSION.

Name of employee Norman C. Manyon — Legal residence N.Y.

Designation Additional Second Officer — Compensation $840 pa.

Place of employment Tender Myrtle.

Date of appointment November 22,1913.-date of entrance on duty.-3 mos. Entered on duty January 1, 1914.

Last day of service under this appointment March 3,1914

Temp. 214

State if services will be required beyond the period authorized Yes (See below)

If services are required, nomination should be made on the proper form.

Mr.Manyon has been appointed, by Dept.letter Feb.28,1914,as 2nd Officer on Myrtle,at $960 p.a.
Entered on duty under above appointment March 4, 1914.

APPOINTMENTS ENTERED MAR 13 1914 ON JOURNAL DEPT OF COMMERCE

CARDED

J. Yates
(Signature.)

Inspector,3d L.H.District
(Title.)

Bureau of Lighthouses, Washington

Tompkinsville,N.Y.
March 4,1914, 191
(Date.)

MAR 16 1914

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

March 3, 1914.

Commissioner of Lighthouses:

Referring to the recommendations contained in the Bureau's letter of the 26th instant relative to the complement of the tender Myrtle, the Department has to state that the same have been approved as follows:

The position of additional master of the tender Myrtle, at $1980 per annum, has been authorized for a period not to exceed two months, and George W. Penseyres has been temporarily promoted thereto, effective February 28, 1914, or as soon thereafter as he enters on duty.

Mr. Penseyres has also been issued an appointment as regular first officer in the Lighthouse Service, at $1080 per annum, for assignment to duty on the Ivy upon his arrival at San Juan, Porto Rico. In view of this action the Department has canceled form 73a, submitted by the Bureau on November 13, 1913, reporting Mr. Penseyres' transfer from the Myrtle to the Ivy, effective on or about November 15, 1913.

The temporary additional position of first officer of the tender Myrtle, at $1200 per annum, has been authorized for a period not to exceed two months, and Schuyler F. Cumings has been temporarily appointed thereto by transfer from the tender Tulip, at $960 per annum, effective February 28, 1914, or as soon thereafter as he enters on duty.

A clause has been inserted in his appointment providing for the payment of his actual and necessary traveling expenses from San Juan, P. R., back to the tender Tulip in the Third District, as recommended.

A regular appointment has also been issued to Mr. Cumings providing for his reassignment to the tender Tulip upon his return from the trip to San Juan.

The temporary position of second officer of the Myrtle, at $960 per annum, has been authorized for a period not to exceed one month in lieu of the present additional position of second officer

646

at $840 per annum. This position has been authorized for one month instead of two, as recommended by the Bureau, for the reason that the civil service district secretary originally approved the employment of a second officer on the Myrtle for but three months from the date Norman C. Manyon entered on duty, i.e., January 1, 1914. Mr. Manyon has therefore been reappointed at the increased salary for a period not to exceed one month, effective February 28, 1913, or as soon thereafter as he enters on duty. In the event Mr. Manyon's services are required for a longer term, the Third Inspector should be directed to submit nomination through the District secretary and recommendation should be made by the Bureau to the Department for such extension of the temporary position as may be necessary.

(SIGNED) E. F. SWEET

Assistant Secretary.

C-M

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 26, 1914.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Second Officer

in the Lighthouse Service

at a salary of Nine Hundred and Sixty dollars per annum,

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

Your appointment in the above position will continue for a period not to exceed one month.

(By change from $840 per annum.)

CHANGE REPORTED
MAR 1914
U. S. COMMISSION.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY

Chief of Appointment Division.

CARDED

C
M

APPOINTMENT DIVISION ENTERED MAR 2 1914 DEPT JOURNAL OF COMMERCE

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position (by change in compensation).

Legal Residence: New York.

(Cross Reference)
For basis of this action see letter dated Feb. 26, 1914
in file of 646

February 28, 1914.

The Assistant Secretary:

Referring to the attached letter dated the 26th instant from the Commissioner of Lighthouses, it may be stated that all of the recommendations contained therein are incident to the transfer of the tender Myrtle to San Juan to relieve the tender Ivy of duty in the Ninth District.

The Bureau's recommendations include the authorization of a temporary position of additional master of the Myrtle, at $1980 per annum, for a period not to exceed two months; increase in pay of the position of first officer of the Myrtle from $1080 to $1200 per annum by the authorization of an additional position of that character for a period not to exceed two months; and increase in pay of the temporary additional position of second officer of the Myrtle from $840 to $960 per annum, for a period not to exceed two months. Inasmuch as the civil service district secretary originally approved the employment of a second officer on the Myrtle for but three months from the date Norman C. Manyon entered on duty (January 1, 1914), the increase in pay of th
should be for not to exce
if

of Manyon's temporary appointment, subject to the approval of the district secretary.

The Bureau also recommends that a provision be included in the temporary transfer of Schuyler F. Cumings from the position of second officer of the Tulip to that of additional first officer of the Myrtle, to the effect that his actual and necessary traveling expenses in returning from San Juan, P. R., to New York, N. Y., have been authorized.

(SIGNED) GEO. W. LEADLEY.

It is understood that the additional force and increased pay is required because of the sea duty to be performed.

APPROVED:

Assistant Secretary.

LOSS OF REFERENCE

C-M

HHW-JL.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

February 26, 1914.

Secretary of Commerce:

Referring to Department letter of November 4, 1913, authorizing complements for the tenders Myrtle and Ivy, to Bureau letter of October 31, 1913, stating that it was proposed to assign Frederick Mariger to duty as acting master of the Myrtle for the trip to San Juan, and to previous correspondence relative to the relief of the Ivy, now at San Juan, P.R., by the Myrtle.

Captain Mariger has requested that he be relieved from the detail in question on account of illness in his family, and his request makes necessary certain changes in the itinerary formerly proposed by the Bureau for the trip in question.

In order that the Myrtle may have a proper complement for the trip from Tompkinsville, N. Y., to San Juan, P. R., it is recommended that George W. Penseyres, of N. Y., first officer in the Lighthouse Service, assigned to duty on the tender Myrtle, at $1080 per annum, be temporarily promoted to the position of additional master of the Myrtle, at $1980 per annum, effective on the date of his entrance on duty for a period not to exceed two months. In view of the fact that John P. Williamson, first officer of the Ivy has been given an appointment as master of the Myrtle, at $1980 per annum, to be effective upon its arrival at San Juan, P. R., the Bureau recommends that the position of additional master of the Myrtle, at $1980 per annum, be created for a period not to exceed two months from the date Penseyres enters on duty as such. This action will not complicate the matter any more than is necessary and will render unnecessary the return of the appointment of Williamson for amendment as to predecessor. Mr. Penseyres has a license as master, steam vessels, any ton-

nage, any ocean, which is amply sufficient.

It is also recommended that Penseyres be issued an appointment as regular first officer in the Lighthouse Service, for assignment to duty on the Ivy upon his arrival at San Juan, P. R., at $1080 per annum. John F. Williamson is now first officer of the Ivy at $1200 per annum, but the rate of pay of the position was changed to $1080 per annum, by Department letter of November 4, 1913. It was formerly proposed to transfer Penseyres from first officer of the Myrtle to the Ivy by using form 73a, but in view of the above it will not be necessary to send in that form, but instead a new oath of office as first officer of the Ivy will be submitted at the proper time.

It is also recommended that Schuyler F. Cummings, of New York, be temporarily promoted from the position of second officer in the Lighthouse Service, assigned to the tender Tulip, at $960 per annum, to the position of additional first officer of the Myrtle, at $1200 per annum, effective on the date of his entrance on duty in the position and that the new temporary additional position of first officer of the Myrtle, at $1200 per annum, be authorized for a period of not to exceed two months or during the trip of the Myrtle to San Juan, P. R.? and until his return to his regular position. It is recommended that a clause be inserted in his appointment providing for the payment of his actual and necessary traveling expenses from San Juan, P.R., back to the tender Tulip in the Third District. Another appointment should also be issued to him as second officer of the Tulip, at $960 per annum, under which he will enter on duty when he returns from the trip to San Juan. Mr. Cummings has a license sufficient to cover the position to which his temporary promotion is recommended.

It is further recommended that Norman C. Manyon, of N. Y., at present serving under temporary appointment as additional second officer of the Myrtle

at $840 per annum, be temporarily promoted to the position of second officer of the Myrtle, at $960 per annum, for a period not to exceed two months for the trip of that tender to San Juan, effective on the date of his entrance on duty. Upon the arrival of the Myrtle at San Juan, Manyon will enter on duty under his probationary appointment of November 22, 1913, as Second officer of the Ivy, at $840 per annum. It is recommended that the temporary position of second officer of the Myrtle at $960 per annum, be authorized for a period not to exceed two months for the trip, in lieu of the present additional position of second officer at $840 per annum.

In view of the long trip and the constant vigilance required of the officers of the Myrtle during the trip, the pay recommended in each case is justified, and not in excess of that paid for the same or similar services during the preceding fiscal year.

Appropriation: Salaries, Lighthouse Vessels.

Cummings, upon the arrival of the Myrtle at San Juan, will proceed immediately to New York by passenger steamer and will return to duty on the tender Tulip.

LIGHT
JAN 8 1914
HOUSES

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

CHIEF CLERK
JAN 10 1914

To the Chiefs of Bureaus of the Department of Commerce:

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

APPOINTMENTS
JAN 12 1914

William C. Redfield
Secretary.

CARDED

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)
Mr. Norman Cyril Manyon.

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

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

City or town.	State or Territory.	County.	Congressional district.
New York	New York	Bronx	23

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

5. Where were you born? New York City, New York.

6. When were you born? Sept 12, 1890
Month. Day. Year.

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

Frank J. Manyon (Name.) 1118 So. Boulevard. (Number and street.)

New York (City or town.) New York. (State or Territory.)

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
None				

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Examination on ~~May 17th~~ Aug 27/13

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

None

11. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Lighthouse Commerce	Lighthouse	Quartermaster	$45 per month	Jan. 1913	Dec. 1918

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

None

13. Were you in the military or naval service of the United States during the Civil or Spanish-American War? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U.S.S. Salem	May 22, 1908	Sept 11, 1911	Expiration of enlistment

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered No

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

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)

Quartermaster U.S. Navy

17. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Graduate Public School, 2 years high school.

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

None

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

None

20. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

Yes.

21. State the date upon which the above blanks were filled. Dec. 30th, 1913

Witness:

(Signature) Norman C. Manyon

P. O. Address: 1118 So. Boulevard,
City or town.
Bronx,
Number and street.
New York
State or Territory.

In case signature is by mark.

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

Reviewed, approved, and forwarded Jany 6, 1914

IN THE ABSENCE AND BY DIRECTION OF INSPECTOR.

(Signature) Hopkins.

(Official title) Supt

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
L.H. Service / L.H. Feeder Myrtle / 3
(Bureau or Service.) (Place (city, town, station, or vessel.)) (District.)

2. To what position has he been appointed? Additional 2d Officer

3. State the date of appointment. Nov 22/1913

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

5. State the date of the oath. Dec 30/1913

6. State the date the employee entered on duty. Jany 1, 1914

7. What is his salary? 840 per a.

8. From what appropriation is he paid? Salaries L.H.S.

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

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

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)
Local Civ. Ser. Exam. July 27/1913

12. Is the employee required to give bond? No

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

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

IN THE ABSENCE AND BY DIRECTION OF INSPECTOR.

Reviewed, approved, and forwarded to the Department. (Signature) Hopkins.

(Official title) Supt.

Date: ....., 19

11—1381

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT MAR 10 1914 HO

CHIEF CLERK MAR 18 1914

APPT MAR 18 1914

I, Norman C. Manyon

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.

☞ Norman C. Manyon
(Appointee signs here)

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

(Affix official seal here)

[4](Name) James Burke

(Official title) Notary Public.

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	2nd Officer	$960 p.a.	Tender Myrtle
Former[5]	2nd Officer	840 p.a.	Tender Myrtle

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

CARDED.

Office of Lighthouse Inspector, Third District

Tompkinsville, N.Y. (Address) March 9, 1914 (Date)

The above-named appointee entered upon duty on March 4, 1914. (Date)

Yates
(Signature, followed by title)

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[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

Copy.

Department of Commerce

Lighthouse Service

CHIEF CLERK
JAN 14 1914

General Depot
Office of Inspector 3d Dist.
Tompkinsville, N. Y.

January 2, 1914.

APPOINT
JAN 16 1914

Commissioner.

Referring to Bureau indorsement of November 28, 1913 on Department letter of November 25, auth. temp. position relative to appointment of Norman C. Manyon to the position of additional second Officer on the Tender Myrtle. $840.

The Bureau is informed that Mr. Manyon entered on duty as additional second officer on the Myrtle under the above mentioned appointment, on January 1, 1914.

(signed) Yates.

1-16-14

Bureau of Lighthouses, Washington

JAN 13 1914

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

November 25, 1913.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 21st instant, the Department has authorized the temporary position of additional second officer at $840 per annum of the tender Myrtle, for a period not to exceed three months, effective November 22, 1913, or as soon thereafter as the person to be appointed thereto enters on duty. It is noted that this is in accordance with changes made as the result of the tender Myrtle relieving the tender Ivy in the Ninth District.

In accordance with the Bureau's further recommendation, the Department has appointed Norman C. Manyon to the above-mentioned position, for a period not to exceed three months, effective November 22, 1913, or as soon thereafter as he enters on duty.

By direction of the Secretary:

(SIGNED) GEO. C. THAMEDINGER

CARDED.

M

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT APR 28 1914 HOUSES

CHIEF CLERK MAY 1 1914

5

APPOINTMENTS MAY 1 1914

I, Norman C. Manyon

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.

☞ Norman C Manyon

(Appointee signs here)

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

(Affix official seal here)

[4] (Name) James Burks.

(Official title) Notary Public.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Officer	$840 p.a.	Lighthouse Tender Ivy
Former[5] Additional 2nd Officer	$840 p.a.	Lighthouse Tender Myrtle

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

Office of Lighthouse Inspector, 9th District

CARDED.

San Juan, P. R. (Address), April 18, 1914. (Date)

The above-named appointee entered upon duty on April 18, 1914. (Date)

(Signature, followed by title)

Lighthouse Inspector.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

PROBATIONARY APPOINTMENT

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

November 22, 1913.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Second Officer

in the Lighthouse Service,

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

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

APPOINTMENT DIVISION. REPORTED NOV 25 1913 TO DISBURSING CLERK DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

CARDED

M
C

Chief of Appointment Division.

Appropriation: Salaries, Lighthouse Vessels.
Vice: James R. Giff.
Legal Residence: New York.

CHANGE REPORTED APR 1914 U. S. COMMISSION.

11—1394

JHG

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT.

Tompkinsville, N.Y. (City.) Nov. 12 (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:
Through Sec'y, 2nd C.S.Dist.
Action recommended, Probationary appointment

Name, Norman C. Manyon — Legal residence, New York

Position, Second Officer — Salary, $840 p.a.

Location, Lighthouse Tender Ivy — Appropriation, Salaries, Lighthouse Vessels

Effective *November 25 ~~December 10~~, 1913 { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank on eligible list, 1 Rating, Second Officer Percentage, 80.0 , Other eligibles considered:

Previous incumbent, James R. Giff — Services terminated, ~~Dec. 9, 1913~~

Reason, Promoted Effective

Relatives in Government Service, None

Remarks: licensed as 2nd Mate, steam vessels, all oceans, any tonnage. Nos. 1 to 4 on eligible register not eligible for appointment on this tender.

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 13 1913 , 191

G Parker
Secretary. SECOND Civil Service District.

*Changed in Bureau

* No papers
Mo. McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

November 21, 1913.

Submitted to the Secretary of Commerce, approved.

In this connection, attention is invited to nomination submitted to the Department today for the temporary appointment of Manyon as additional second officer of the Myrtle and to Bureau letter to the Department dated October 31, 1913, in regard to transfers of officers on the tenders Myrtle and Ivy.

W Conway
Acting Commissioner.

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT JAN 8 1914 HOUSES

CHIEF CL... JAN 12 1914

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Norman C. Manyon

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.

APPOINTED JAN 13 1914

Norman C. Manyon
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this thirtieth day of December, A. D. 1913.[3]

(Affix official seal here)

[4](Name) James Burke

(Official title) Notary Public.

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Additional Second Officer	$840 p.a.	Lighthouse Tender Myrtle
Former[5]			

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

Office of Lighthouse Inspector Third District

Tompkinsville, N.Y. (Address) January 6, 1914 (Date)

The above-named appointee entered upon duty on January 1, 1914 (Date)

In the absence and by direction of Inspector.

Hopkins, Supt
(Signature, followed by title)

CARDED

CARDED

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

November 22, 1913.

Mr. Norman C. Manyon,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Second Officer

in the Lighthouse Service

at a salary of Eight Hundred and Forty dollars per annum,

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

Your appointment will continue for a period not to exceed three months.

REPORTED
NOV 25 1913
TO DISBURSING CLERK
DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

M

CARDED

Appropriation: Salaries, Lighthouse Vessels.

Vice: New position.

Legal Residence: New York.

CHANGE REPORTED
JAN 1914
O. S. COMMISSION.

JHG

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 14 1913 HOUSES

LIGHT NOV 20 1913 HOUSES

...r LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., Nov. 12, 1913, 191
(City.) (Date.)

...t)
...appointment for a period not to exceed
...hs.

Legal residence, New York

...Officer Salary, $840 p.a.

...Myrtle Appropriation, Salaries, Light-house Vessels

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

Former salary,

CHIEF CLERK NOV 21 1913

APPOINTMENTS NOV 21 1913 2.40

...Second
...g, Officer Percentage, 80.0, Other eligibles considered:

...ltion Services terminated,

None

...e, steam vessels, all oceans, any tonnage.
...ter, not eligible for appointment on this

...ion of the
...3 1913 , 191

...rvice District.

...REAU OF LIGHTHOUSES
WASHINGTON November 21, 1913.

...nerce, approved.
...porary position of additional second officer
...tle, at $840 per annum, effective November 22,
...anyon enters on duty, and to continue for a period not to exceed three months. In this connection attention is invited to Bureau letter to the Department, dated October 31, 1913, in regard to the transfers of officers on the tenders Myrtle and Ivy.

November 22, 1913.

APPROVED:

E. F. Sweet
Assistant Secretary.

Acting Commissioner.

11/21/13 MCG

C-M

1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

MCG

Nov. 21, 1913

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

Designation.	Salary.
2nd Officer	$840

Geo. W. Kingsley
Chief of Appointment Division.

11—5045

Tender Myrtle
(vice Ivy 3 mos)

JHG

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., Nov. 12, 1913, 191
(City.) (Date.)

LIGHT NOV 14 1913 HOUSES

LIGHT NOV 20 1913 HOUSES

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y, 2nd C.S.Dist)

Action recommended, temporary appointment for a period not to exceed three months.

Name, Norman C. Manyon

Legal residence, New York

CHIEF CLERK NOV 21 1913

Position, additional Second Officer

Salary, $840 p.a.

Location, Lighthouse Tender Myrtle

Appropriation, Salaries, Light-house Vessels

Effective November *22, 1913 { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

APPOINTMENTS NOV 21 1913 2.40

Former position,

Former salary,

Location,

Rank on eligible list, 1 Rating, Second Officer Percentage, 80.0, Other eligibles considered:

Previous incumbent, New position Services terminated,

Reason,

Relatives in Government Service, None

Remarks: Licensed as 2nd Mate, steam vessels, all oceans, any tonnage. Nos. 1 to 4 on eligible register, not eligible for appointment on this Tender.

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 13 1913, 191

Secretary. Civil Service District.

*Changed in Bureau SECOND

No regular position of 2nd Officer on Tender Myrtle

McC.

* No papers now

BUREAU OF LIGHTHOUSES
WASHINGTON

November 21, 1913.

Submitted to the Secretary of Commerce, approved.

It is recommended that the temporary position of additional second officer be authorized for the tender Myrtle, at $840 per annum, effective November 22, 1913, or as soon thereafter as Manyon enters on duty, and to continue for a period not to exceed three months. In this connection attention is invited to Bureau letter to the Department, dated October 31, 1913, in regard to the transfers of officers on the tenders Myrtle and Ivy.

11/21/13 MMcC

November 22, 1913.

APPROVED:

Assistant Secretary.

Acting Commissioner.

C-M

Strike out the clause which does not apply.

11—2314