1813 / M I N G E S, Mr. JOHN H. /

Retired 33 COAST GUARD (L.H.S.) /

-813

Retired 33
Born
2-2-1877
Box 912

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 - MAR 18 1940

INACTIVE

INACTIVE

Geo. H. Minges

John H. Minges

STATE FROM WHICH APPOINTED
S. C.

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
(Prob)			
A.K. Tybee Knoll Cut Range No	$300 pa	Light-House	Nov. 1, 1903 Eo
2nd A.K. Mosquito Inlet, Fla	490 "	"	Dec. 1, 1904 "
1st A.K. Tybee L.S., Ga.	500 "	"	March 15, 1906 "
" " " etc "	$1250 mo	"	July 1, 1908
Asst. Kpr. South Jetty Ch. etc S.C.	540.	"	Sept 1, 1910
" " Tybee Knoll etc. Ga.	480	"	Nov. 16, 1913
1st " " Tybee Range Front etc Ga. $61/2 a.	$576.	"	Oct. 1, 1914.
1st " " Hillsboro Inlet L.S. Fla	564	"	Feb. 16, 1916.
Additional Keeper at Large - 6th Distr	720.	"	Apr. 25, 1917.
" " " Increase	780	"	Nov 4, 1918.
" " " "	840	"	Dec 19 1918
Keeper Hunting Isl. L.S.Sta.	960	"	Sept. 16, 1922

RESIGNED CLOSE OF June 30, 1923.

Retired - Dec. 1, 1933 (Disability) # 1169.16 pa

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

ATJ.

File No. 6676.

Two Inclosures.

28 Oct., 1903.

APPOINTMENT CLERK
RECEIVED
OCT 30 1903
DEPARTMENT OF
COMMERCE AND LABOR

The Honorable

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. John H. Menges as Assistant Keeper of Tybee Knoll Cut Range, Ga., Light-Station, to date from 1 Nov., '03, with pay at the rate of $300. a year, in the place of Mr. John P. Burn, whose transfer has been asked.

Mr. Menges has passed the required Civil Service examination and obtained a rating of 81 per cent.

The Board encloses herewith letters from Mr. James Smith and Mr. Fred A. Fischer declining appointment at this station.

Respectfully

C. F. Hutchins,
Captain, U. S. N.,
Naval Secretary.

Nov 3 1903
Appointment written.

Department of Commerce and Labor
Nov. 3, 1903
APPROVED:
Acting SECRETARY.

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

, 190

M , of ,

having been examined and found qualified, as shown by Certificate

No, of the Civil Service Commission, is hereby appointed

,

in the ,

at a salary of dollars

per annum, this appointment to be for a probationary period of six

months, beginning , 190 , or as soon thereafter

as oath of office is taken.

Secretary.

Change rptd
C. S. Com.

Date of oath: , 190

CARDED

Department of Commerce and Labor.

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 6 19 1901 1,500.

APPOINTMENT CLERK
RECEIVED
NOV 24 1903
DEPARTMENT OF
COMMERCE AND LABOR

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

I, John H. Mounges do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

John H Mounges

C.O.D. Nov. 1, 1903.

Sworn to and subscribed before me, this 11th day of November A. D. 1903

M. Naughton
J. P. Ocala

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Assistant Keeper	Tybee Island, Ga.	Charleston S. C.	South Carolina

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a 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. *The oath should be taken on or after the date of the appointment.*



OATH OF OFFICE

OF

U. S. LIGHT-HOUSE ESTABLISHMENT.

NOV 16 1903 Received 6676

Mc.

John H. Minges

Position: Asst. Keeper

Sylvee Hurd Cut

Range, Ft. Station, Ga.

Dated Nov. 11" 1903.

Ans. for 3=1/4 1903.

300.

for 2 1/4 1903. Mc.

EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.

SEC. 1756. Every person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, excepting the President and the persons embraced by the section following, shall, before entering upon the duties of such office, and before being entitled to any part of the salary or other emoluments thereof, take and subscribe the following oath:

* * * * * * *

SEC. 1757. * * * I, A. B., 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.

AN ACT amending the Revised Statutes of the United States in respect to official oaths, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section twelve hundred and eighteen of the Revised Statutes of the United States be and is hereby, amended so as to read as follows:

* * * * * * *

SEC. 2. That section seventeen hundred and fifty-six of the Revised Statutes be, and the same is hereby, repealed, and hereafter the oath to be taken by any person elected or appointed to any office of honor or profit either in the civil, military, or naval service, except the President of the United States, shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

Approved, May 13, 1884.

Form 1882

LETTER ASKING FULL APPOINTMENT

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

OFFICE OF THE CHIEF CLERK RECEIVED APR 21 1904 ATJ DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED APR 21 1904 DEPT OF COMMERCE AND LABOR

File No. 6676.

19 April, 1904.

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the full appointment of Mr. John H. Minges, as Assistant Keeper at Tybee Knoll Cut Range, Ga., Light-Station, to date from 1 May, '04, with pay at the rate of $300.00. a year.

Mr.Minges received probationary appointment as Assistant Keeper by Department letter of 3 Nov., '03, to date from 1 Nov., '03. He entered upon duty under said appointment on 1 Nov., '03, and his full appointment is recommended by the Inspector of the 6th Light-House District.

Respectfully,

APPROVED
APR 21 1904

Secretary

C. T. Hutchins
Captain, U. S. N.,
Naval Secretary.

OFFICE OF THE CHIEF CLERK FORWARDED APR 21 1904 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR KEYED.

Prob. appt. given Minges. Board written APR 22 1904

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN MAY 14 1904 DEPT OF COMMERCE AND LABOR

Form 138.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington
19 April, 1904.

Asks full appointment of Mr. John H. Minges, as Assistant Keeper at Tybee Knoll Cut Range, Ga., Light-Station.

Sir:

The Board has the honor to ask the full appointment of Mr. John H. Minges, as Assistant Keeper at Tybee Knoll Cut Range, Ga., Light-Station, to date from 1 May, '04, with pay at the rate of $300.00. a year.

Mr. Minges received preliminary appointment as Assistant Keeper by Department letter of 3 Nov., '03, to date from 1 Nov., '03. He entered upon duty under said appointment on 1 Nov., '03, and has full appointment is recommended by the Inspector of the 4th Light-house District.

Respectfully.

Captain, U. S. N.,
Naval Secretary.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

April 22, 1904.

Gentlemen:

Referring to Board's letter of April 19, 1904, File No. 6676, asking the full appointment of Mr. John H. Minges, as Assistant Keeper at Tybee Knoll Cut Range Light-Station, Georgia, the Department invites the Board's attention to its request of October 28, 1903, for the probationary appointment of Mr. John H. Menges, to the same position.

It is suggested that if the name of the person in question is Minges, the Board request that Department letter of November 3, 1903, appointing him, be corrected.

By direction of the Secretary.

Chief Clerk.

The Light-House Board.

noted
K

L-W

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 13 1904
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

ATJ.

File No. 6676.
One Inclosure.

12 May, 1904.

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

Referring to Department letter of 22 April, '04, the Board returns herewith Department letter of 3 Nov., '03, appointing Mr. John H. Menges, Assistant Keeper at Tybee Knoll Cut Range, Ga., Light-Station, that the spelling of the name may be corrected to Minges, as the Inspector of the Sixth L. H. District reports that the latter is the correct spelling of the name.

Respectfully,

C. F. Schroeder

Captain, U. S. N.,
Naval Secretary.

DIVISION OF APPOINTMENTS
RECEIVED
MAY 13 1904
4:15 p.m.
DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 13 1904
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
KEYED

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAY 14 1904
DEPT OF COMMERCE AND LABOR

Light-House Board,
12 May, '04.

Returning Department letter appointing Mr. John H. Menges Asst. Keeper of Tybee Knoll Cut Range, Ga., Light-Station, for correction in spelling of his name.

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

May 14, 1904.

Gentlemen:

Returned herewith is Department letter of November 3, 1903, appointing Mr. John H. Menges assistant keeper at Tybee Knoll Cut Range Light-Station, Ga., changed so that the name of the person appointed reads John H. Minges, it appearing that the latter is the correct spelling of the name.

By direction of the Secretary.

Chief Clerk.

The Light-House Board.

Inclosure No. 184.

D-W

6676

April 30, 1904.

Mr. John H. Minges South Carolina

having satisfactorily served a probationary period of six months,

is hereby absolutely appointed Assistant Keeper at Tybee Knoll Cut Range Light-Station, Georgia,

in the Light-House Service

at a salary of Three Hundred dollars per annum.

This appointment to take effect May 1, 1904.

Change reported to Civil Service Commission.

DIVISION OF APPOINTMENTS
REPORTED
MAY 16 1904
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Acting

The Light-House Board.

CARDED.

W
D

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

LIGHT HOUSE BOARD.
RECEIVED
JUN 15 1908

No 6676

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 19 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS
RECEIVED
JUN 20 1908
DEPT OF COMMERCE AND LABOR

I, John H. Minges

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

John H Minges

Light House Board,
Entered upon duty.
Date May 1st 1902

W Woodward
Chief Clerk.
HB

Sworn-to[b] and subscribed before me, this 11th day of June, A. D. 1908

[c]Name: M. Naughton

{Affix official seal.}

Official title: J.P. Cuba

FORWARDED

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Asst Keeper	Bayhead Knoll Cuba Range Light Station Ga.	S.C.	S.C.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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. *The oath should be taken on or after the date of the appointment.*

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.

11—044

INDEXED.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 19 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Form 111

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OATH OF OFFICE

OF

John H Hughes

Position: Asst. Keeper

Sylvee Head Cut

Parish of Plaquemines, La.

Dated June 11, 1908.

Appr. 30, 1908

$300 a year.

EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.

SEC. 1756. Every person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, excepting the President and the persons embraced by the section following, shall, before entering upon the duties of such office, and before being entitled to any part of the salary or other emoluments thereof, take and subscribe the following oath:

* * * * * * *

SEC. 1757. * * * I, A. B., 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.

AN ACT amending the Revised Statutes of the United States in respect to official oaths, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section twelve hundred and eighteen of the Revised Statutes of the United States be, and is hereby, amended so as to read as follows:

* * * * * * *

SEC. 2. That section seventeen hundred and fifty-six of the Revised Statutes be, and the same is hereby, repealed, and hereafter the oath to be taken by any person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, except the President of the United States, shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

Approved, May 13, 1884.

PERSONAL QUESTION SHEET

NOTE.—This sheet is to be used only in cases of persons appointed in the Department of Commerce and Labor after June 30, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 10, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for by the questions in Part II of this form, relative to each person appointed or employed in your Bureau after June 30, 1903, now serving or hereafter appointed or employed, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

Secretary.

PART I.

CARDED

(Blanks in Part I are to be filled 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 is to be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Mr. John Henry Minges.

2. How do you write your name on the pay roll? John H Minges

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county and Congressional district.) Charleston / City or town. South Carolina / State or Territory. Charleston / County. First / Congressional district.

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

5. Where were you born? Charleston, South Carolina

6. When were you born? December / Month. 2nd. / Day. 1877 / Year.

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

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
No				

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: "Appointed before position was classified;" "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position and salary, if known.)

Assistant Keeper December 1902

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

Have no physical disabilities. Eyesight good.

11. Have you ever held any position in the civil service of the United States prior to the time of your present appointment? (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.)

No.

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

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

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

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

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

Clerk and Mariner

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

Public School.

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

None

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

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

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

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

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

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

Clerk and Mariner

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

Public School.

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

None

11—1434

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

Assistant Keeper December 1902

18. 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

19. State the date upon which the above blanks were filled May 27th, 1904

Witness: _____

In case signature is by mark.

(Signature) John H. Minges

P. O. Address: Savannah
City or town.

Georgia
State or Territory.

Reviewed, approved, and forwarded JUL 13 1904, 190

(Signature) A C Hodgson

(Official title) Cmd'r U. S. N. Light House Inspr. 6th. District.

PART II.

(Blanks in Part II are to be filled 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 above questions is employed.

Lt. House Service, Tybee Knoll Range, Ga. Sixth
Bureau or Service. Place (city, town, or station). District.

2. To what position has he been appointed? Asst. Keeper

3. State the date of appointment. November 3, 1903

4. State the date the appointee or employee entered on duty. November 1, 1903

5. What is his salary? $300. Per Annum

6. From what appropriation is he paid? Salaries of Keepers

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

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

9. In what manner did the appointee or employee enter the service? (Examples: "Appointed before position was classified;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau, or Service, position and salary, if known.)

Examination asst Keeper Lt. House Service

10. Is the appointee or employee required to give bond? No.

(Signature) A C Hodgson

(Official title) Cmd'r U. S. N. Light House Inspr. 6th. District.

Date: JUL 13 1904, 190

11—1434

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

ATJ.

File No. 6676.

3 Nov., 1904.

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 4- 1904
DEPT OF COMMERCE AND LABOR

The Honorable,
The Secretary of Commerce and Labor.

Sir:-

S. 6. #300pa

The Board has the honor to ask the transfer and promotion of Mr. John H. Minges, from the position of Assistant Keeper at Tybee Knoll Cut Range, Ga., Light-Station, to that of Second Assistant Keeper of Mosquito Inlet, Fla., Light-Station, to date from 1 Dec., '04, with pay at the rate of $490 a year, in the place of Mr. E. J. Praetorious, transferred. 11/1/04.

Respectfully,

/Dem.

C. J. Hutchins
Captain, U. S. N.,
Naval Secretary.

APPROVED
NOV 4-1904
Lawrence O. Murray
Assistant Secretary
Gov 7HB

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
NOV 7- 1904
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
NOV 4 - 1904
2.10 PM
DEPT OF COMMERCE AND LABOR

Copy

KEYED.

GENERAL APPOINTMENT--ABSOLUTE DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

6676

November 7, 1904.

Mr. John H. Minges, of South Carolina, is hereby appointed Second Assistant Keeper at Mosquito Inlet Light-Station, Florida, in the Light-House Service, at a salary of Four Hundred and Ninety dollars per annum, this appointment to take effect December 1, 1904, vice Mr. E. J. Praetorious, transferred.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By transfer from Assistant Keeper at Tybee Knoll Out Range Light-Station, Georgia, at $300 per annum.)

DIVISION OF APPOINTMENTS
REPORTED
NOV 9 - 1904
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Change reported to Civil Service Commission.

Laurence O Murray
Acting Secretary.

Date of oath: _____, 190

41—1393

CARDED.

The Light-House Board.

W.
n

Department of Commerce and Labor.
~~TREASURY DEPARTMENT,~~
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 6 19 1901 1,500.

6676

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

I, John H. Minges do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

John H. Minges

Sworn and subscribed before me, this first day of December A. D. 1904

Chas R. Dilzer
Notary Public
State at Large

Inspector reports B. H. Board. Re Entered on duty Dec. 1, '04.
J. B. Johnson
Chief Clerk.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
2nd asst.	Mosquito Inlet Lt. Station, Fla	D.C.	Fla.

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a 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. *The oath should be taken on or after the date of the appointment.*

CARDED.

DIVISION OF APPOINTMENTS
RECEIVED
DEC 10 1904
DEPT OF COMMERCE AND LABOR

LIGHT HOUSE BOARD,
DEC 8 1904
6676 Enclosure
U. S. LIGHT-HOUSE ESTABLISHMENT.

OATH OF OFFICE

OF

John H. Mingler

Position: 2nd Asst. Keeper

Marquette Inlet Lt. Station, Mich.

Dated Dec. 1 1904

Dec. 1, '04 4pm.

Dec. 9, '04 Rec'd.

EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.

SEC. 1756. Every person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, excepting the President and the persons embraced by the section following, shall, before entering upon the duties of such office, and before being entitled to any part of the salary or other emoluments thereof, take and subscribe the following oath:

* * * * * * * *

SEC. 1757. * * * I, A. B., 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.

AN ACT amending the Revised Statutes of the United States in respect to official oaths, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section twelve hundred and eighteen of the Revised Statutes of the United States be and is hereby, amended so as to read as follows:

* * * * * * * *

SEC. 2. That section seventeen hundred and fifty-six of the Revised Statutes be, and the same is hereby, repealed, and hereafter the oath to be taken by any person elected or appointed to any office of honor or profit either in the civil, military, or naval service, except the President of the United States, shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

Approved, May 13, 1884.

ATJ.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

File No. 6676.

13 March, 1906.

OFFICE OF THE CHIEF CLERK RECEIVED MAR 14 1906 DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED MAR 14 1906 DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the transfer and promotion of Mr. John H. Minges of Fla., from the position of Second Assistant Keeper at Mosquito Inlet, Fla., with pay at the rate of $490 a year, to that of First Assistant Keeper of Tybee, Ga., Light-Station, to date from 15 March, 1906, or as soon thereafter as he enters on duty, with pay at the rate of $500 a year, in the place of Mr. Thorwald Danielsen, whose transfer and promotion have been asked.

Respectfully,

U. Sebree

Captain, U. S. N.,

Naval Secretary.

3-15-06

OFFICE OF THE CHIEF CLERK FORWARDED MAR 14 1906 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN MAR 15 1906 DEPT OF COMMERCE AND LABOR

KEYED.

GENERAL APPOINTMENT—WITHOUT FIXED DATE

Department of Commerce and Labor

6676

OFFICE OF THE SECRETARY

Washington

March 15, 1906.

Mr. John H. Mingus, of Florida, is hereby appointed First Assistant Keeper of the Tybee Light-Station, Georgia, in the Light-House Service, with compensation at the rate of Five Hundred dollars per annum, effective beginning March 15, 1906, or as soon thereafter as he enters on duty. (vice Thorwald Danielsen.)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By transfer and promotion from second assistant keeper of the Mosquito Inlet Light-Station, Florida, at $490 per annum.)

CARDED.

DIVISION OF APPOINTMENTS
REPORTED
MAR 17 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Secretary.

CHANGE REPORTED
MAR — 1906

The Light-House Board.

By

D.

6676

[a]Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
MAR 31 1906
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, John H. Minges

do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

John H Minges

Light House Board,
Entered upon duty.
Date March 15, 1906.

[b]Sworn to and subscribed before me, this 24 day of March, A. D. 1906

J B Johnson
Chief Clerk.

[c]Name: J B Johnson

Official title: Notary Public

{Affix official seal.}

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
1st Asst	Tybee	S C.	S C.

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

[b]Insert here "Sworn to" or "Affirmed," as the case may be.

[c]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. *The oath should be taken on or after the date of the appointment.*

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.

11—944

RECEIVED
MAR 31 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
MAR 31 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

CARDED.

LIGHT HOUSE BOARD
MAR 27 1906
Received.
6676
Form 111
Enclosure.

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OATH OF OFFICE

OF

John H. Meiges

Position: 1st Asst. Keeper

Sullys Is., Light Station

Date: March 24, 1905.

Md. 1506. 700.

Mch. 29/06. Ltr.

EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.

SEC. 1756. Every person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, excepting the President and the persons embraced by the section following, shall, before entering upon the duties of such office, and before being entitled to any part of the salary or other emoluments thereof, take and subscribe the following oath:

* * * * * * *

SEC. 1757. * * * I, A. B., 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.

AN ACT amending the Revised Statutes of the United States in respect to official oaths, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section twelve hundred and eighteen of the Revised Statutes of the United States be, and is hereby, amended so as to read as follows:

* * * * * * *

SEC. 2. That section seventeen hundred and fifty-six of the Revised Statutes be, and the same is hereby, repealed, and hereafter the oath to be taken by any person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, except the President of the United States, shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

Approved, May 13, 1884.

DIVISION OF APPOINTMENTS,
Form 221.—Ed. 5 27 1903 5,000.

INFORMATION AS TO THE PERSONNEL.

DEPARTMENT OF COMMERCE AND LABOR

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 26, 1903.

To Supervising Officers of the Treasury Department and Others concerned:

You are hereby directed to have each new appointee or employee in your office at the time of taking the oath, in his own handwriting, answer in full all of the following inquiries, and date and sign the paper at the end. You will then forward the paper to the Department.

ROBERT B. ARMSTRONG,
Acting Secretary.

STATEMENT OF APPOINTEE OR EMPLOYEE.

In what service in or under the ~~Treasury Department~~ Department of Commerce and Labor are you to be employed?

Light House Service

In what bureau, office, or division of that service are you to be employed?

Sixth District

What is the designation of the office or position to which you have been appointed?

Assistant Keeper

What is the rate or amount of compensation, pay, or emolument which you are to receive per diem, per month, or per annum? $300.00 Per Annum

Where were you born? (Give town and State.) Charleston So. Co.

In what year were you born? 1876

Are you married or single, widow or widower? Single.

Where is your legal residence? (Give town, county, Congressional district, and State.)

Charleston S.C.

Did you render military or naval service in the War of the Rebellion, or in the Spanish-American War? If so, in what capacity and in what organization?

No

Have you any relatives in the service of the Government? If so, state the relationship and service in which employed.

No.

Have you ever before been employed in the Treasury service? If so, give date of original

Board asked for oath under appt. of May 1, 1904.
See D. L. of May 23, 1908 in file of
LEANDER J. MEVERDEN.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

6676

OFFICE OF THE CHIEF CLERK RECEIVED AUG 7 1908 DEPT. OF COMMERCE & LABOR

Office of the Inspector, 6th L. H. Dist.,

Charleston, S.C.,

The Light-House Board,

July 29, 1908. (Date)

Washington, D. C.

Sirs: I have the honor to recommend the (1) promotion (Probationary appointment, transfer, promotion, etc.)

of (2) Mr. John H. Minges, (Name of person—letter for letter—as reported to Board) 8/10 average of (3) South Carolina, (State of legal residence)

from (4) 1st Assistant Keeper (Official title of present position, as Keeper, First Assistant Keeper, etc.)

AUG 7 1908 DEPT. OF COMMERCE & LABOR

at (5) Tybee Light-Station, Ga., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $500.00 per an. (Salary now paid) to (7) 1st Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Tybee Light-Station and Tybee Beacon, Ga., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at

(9) $ 42.50 per mo., (Salary recommended) effective beginning (10) July 1,1908, (the date

of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~ (Strike out the clause not appropriate)

in the place of (11) himself (State name of *last* person holding position)

who (12) is recommended for increase in pay (Died, transferred, resigned, dismissed, etc.) on (13) June 30,1908. (Last day of service)

Mr. (14) ——— stands No. (15) —— in list of eligibles, This increase is recommended in accordance with the report of the Committee on Equalization of Pay, approved June 25,1908,

Class (16) ——, with an average of (17) —— per cent, and

was considered with (18) ———

(19) letters of declination of ——— herewith.

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN AUG 7 1908 DEPT. OF COMMERCE & LABOR

Respectfully,

Comdr., U.S.N., Inspr. 6th L.H.District.

8-7-08.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

August 6, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

INDEXED.

OFFICE OF THE CHIEF CLERK FORWARDED AUG 7 1908 TO APPOINTMENTS DEPT. OF COMMERCE & LABOR

CAPTAIN, U. S. N.

NAVAL SECRETARY

H-4214

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

6676

August 7, 1908.

Mr. John H. Minges, of S. C., is hereby appointed

First Assistant Keeper of Tybee Light-Station and Tybee Beacon Light, Ga.,

in the Light-House Service,

at a salary of Forty-two and 50/100 dollars per month,

this appointment to be effective beginning July 1, 1908, he

having entered upon duty on that date and since continuously served

in the above-mentioned position. (vice Himself)

Payment of the compensation authorized in this appointment is

subject to the oath of office being taken.

(By promotion from First Assistant Keeper of Tybee Light-Station, Georgia,

at $400 per annum.)

CARDED

Acting Secretary.

Date of oath: _____, 190

The Light-House Board.

L.
D

CHANGE REPORTED
AUG 7 — 1908
C. S. COMMISSION.

Form 111

LIGHT HOUSE BOARD.
RECEIVED
AUG 18 1908

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 28 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor No. 6676

LIGHT-HOUSE ESTABLISHMENT

Rochester

I, John H. Minges

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

John H Minges

[b] Sworn to and subscribed before me, this 13th day of August, A. D. 1908

(Affix official seal here.)

[c](Name:) M. Naughton

(Official title:) J.P. Cuba

CARDED

OFFICIAL TITLE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
1st asst. Keeper	Tybee Lt. Station and Tybee Beacon Light Ga.	S. C.	S. C.

OFFICE OF THE Inspector, 6th LIGHT-HOUSE DISTRICT,

Charleston, S.C. (Address.), August 15th 1908. (Date.)

The above-named appointee entered upon duty on July 1st 1908. (Date.)

(Signed:) Hugh Rodman

Commander, U.S.N., Inspector 6th Dist

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 28 1908
TO APPOINTMENTS
DEP'T OF COMMERCE AND LABOR

RECEIVED
AUG 28 1908
DEPT OF COMMERCE AND LABOR

11—944

Department of Commerce and Labor

LIGHT-HOUSE BOARD
JUN 7 1909
NO. 11

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Inspector, 6th Dist. 2. Where employed Tybee, Ga.
3. Name John H. Minges 4. Where born South Carolina.
5. Age ~~33~~ 31 6. Position 1st Asst. Kpr. Tybee Lt. Sta., and Tybee Beacon Lt., Ga.
7. Compensation $42.50 p.m. 8. When appointed (*a*) November 1, 1903.
9. How appointed (*b*) Through Civil Service Examination.
10. Appointed from—State South Carolina.; Congressional District 1st; County Charleston, S.C.
11. Status under Civil Service Rules (*c*) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) Perform the duties of the keeper in his absence, his share of the work in attending the lights and in the care of government property at the station.
15. Efficiency—Quantity of work (*d*) 10/10; Quality of work (*e*) Good; Interest manifested in work (*f*) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

O. R.

CARDED

J. H. Huckenpahler
Comdr., U.S.N., Ret'd, Inspr. 6th L.H. District.
Head of Bureau or Office.

CAPTAIN, U. S. N.
NAVAL SECRETARY

June 2, 1909.

11—3005

INSTRUCTIONS.

(*a*) Give date of appointment in branch of service in which now employed. Service elsewhere under the Government must be explained fully in answer to Question 13.

(*b*) State whether "Prior to Classification," "Without Examination," "Through Civil-Service Examination," by "Reinstatement," or "Transfer." If by reinstatement or transfer, prior service must be shown in answer to Question 13. If appointed without examination, explain fully.

(*c*) State whether "Presidential," "Unclassified," "Classified Competitive," or "Classified Excepted."

(*d*) Quantity of work must be stated in tenths on the basis that 10 tenths equal the amount of the particular class of work which can be performed by a thoroughly efficient employee.

(*e*) Express quality of work in the following terms: "Excellent," "Good," "Average," "Fair," "Poor."

(*f*) State whether or not employee manifests a disposition to familiarize himself with the work of the office in the sense of adding to the efficiency of the office as a whole.

(*g*) Under this head should be made any statement deemed advisable concerning the employee, especially in regard to efficiency.

11—3005

RECEIVED
JUN 20 1909
AND LABOR

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of Inspector, 6th District,
Charleston, S.C.,
August 19, 1910.

The Commissioner,
~~The Light-House Board~~
Bureau of Light-Houses,
Washington, D. C.

Sirs: I have the honor to recommend the (1) transfer and promotion (Probationary appointment, transfer, promotion, etc.)
of (2) Mr. John H. Minges (Name of person—letter for letter—as reported to Board) of (3) South Carolina, (State of legal residence)
from (4) 1st Assistant Keeper (Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Tybee Light-Station and Tybee Beacon Light, Ga., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $ 42.50 p. m., (Salary now paid) to (7) Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) South Jetty Channel Range and Middle Ground Channel Range Lights, SC. (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at
(9) $540.00 p.a., (Salary recommended), effective beginning (10) September 1,1910, ~~(the date of his entrance on duty)~~, (or as soon thereafter as he enters on duty) (Strike out the clause not appropriate)
in the place of (11) Mr. Paul Wright (State name of *last* person holding position)
who (12) ~~is recommended for transfer~~ (Died, transferred, resigned, dismissed, etc.) on (13) August 31, 1910. (Last day of service)
Mr. (14) ------- stands No. (15) --- in list of eligibles,
Class (16) ---, with an average of (17) ------- per cent, and
was considered with (18) -------
(19) letters of declination of ------- herewith.

Respectfully,

H. Reild

Comdr., U.S.N., Inspector, 6th L.H.District.

Department of Commerce and Labor
BUREAU OF LIGHT-HOUSES.
~~LIGHT-HOUSE BOARD~~

HB-ATJ. 8-23-10

August 22, 1910., 19

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
AUG 24 1910
DEPT OF COMMERCE AND LABOR

O Rheardson

Acting Commissioner.

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington.

August 24, 1910.

Sir:

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

Assistant Keeper of South Jetty Channel Range and Middle Ground Channel Range Lights, South Carolina.

in the Light-House Service

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

effective beginning September 1, 1910, or as soon thereafter as you enter upon duty in the above-mentioned position.

(vice Emil Wright.)

(By transfer from First Assistant Keeper of Tybee Light-Station and Tybee Beacon Light, Georgia, at $42.50 per month.)

RECEIVED
SEP 11 1910
O. S. COMMISSION.

By direction of the Secretary:

Respectfully,

CARDED

APPOINTMENT DIVISION
REPORTED
AUG 25 1910
DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Chief Clerk.

Mr. John H. Minges,

Through the Commissioner of Light-Houses.

Appropriation:
Le
D

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, John H. Minges

do solemnly [a] swear (See below.) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

John H Minges
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 6th day of September, A. D. 1910

(Affix official seal here.)

(Name:) J. M. C. G. Carraway

(Official title:) Notary Public

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
Assistant Keeper, L. H. Service	$540.00 P.A.	South Jetty Channel Rg. & Middle Ground Channel Range Lights, S.C.	S. C.	S. C.

(The above should be filled in by the district officer.)

AWARDED

Office of the Inspector, 6th Light-House District,

Charleston, S.C., (Address.) September 13, 1910. (Date.)

The above-named appointee entered upon duty on September 1, 1910. (Date.)

(Signed:) N. Mield.

Comdr., U.S.N., Inspr., 6th L.H.District.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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.

DIVISION OF ACCOUNTS RECEIVED SEP 23 1910 DEPT OF COMMERCE AND LABOR

NOTE CAREFULLY.

The oath may be taken any time prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

A letter of transmittal (use Form 95) should accompany oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

11—944

Ent'd SEP 22 1910

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

May 11, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name John H. Minges 2. Age 35 (Last birthday.)
3. Bureau Lighthouses (6th Dist.) 4. Position Assistant Keeper
5. Compensation $540. p.a. 6. Where employed South Jetty Channel and Middle Ground Channel Ranges, S.C.
7. When appointed (*a*) Nov. 1, 1903 8. How appointed (*b*) Through Civil Service Examination
9. Status under Civil Service Rules (*c*) Classified Competitive
10. Is the employee an honorably discharged soldier or sailor? No
11. Does the employee receive a pension? No If so, state the amount
12. Other Government service None
13. Duties (describe fully) Perform the duties of the keeper in his absence and his share of the work in attending the light and care of government property.
14. Has the employee special qualifications? No If so, state them -----
15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	95	2	190
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance		2	
		8	
Total		10	790
Average percentage			98 75

DIVISION OF APPOINTMENTS RECEIVED JUN 1 1911 DEPT OF COMMERCE AND LABOR

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Shows interest in his work.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Salary is a fair equivalent for service rendered. If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No If so, what percentage of salary is unearned?

20. Remarks: (e) Works in harmony with the Keeper for the efficiency of the Station.

The official who is primarily responsible for the statements herein submitted will sign here—

N. Field.

Comd'r U.S.N. Light House Inspr. 6th. District.

The official who approves the statements thus submitted will sign here—

L. O. Putnam

Chief of Bureau or Office.

T.S.C.

October 25, 1913.

Fee: J. H. Minges.

Commissioner of Lighthouses:

For the reasons set forth in the Sixth Inspector's letter of the 6th instant, and in accordance with the Bureau's recommendation of the 22nd instant, the Department had discontinued the position of assistant keeper of South Jetty Channel Range and Middle Ground Channel Range Lights, South Carolina, at $540 per annum, effective at the close of a date to be fixed by the Bureau and reported to the Department.

In accordance with the Bureau's further recommendation, the Department has increased thepay of the position of keeper of the above-mentioned station from $624 to $720 per annum, effective on a date to be fixed by the Bureau and reported to the Department.

It is noted that appropriate recommendations in regard to the services of the incumbents of the above-mentioned positions will be submitted to the Department at a later date.

By direction of the Secretary:

Acting Chief Clerk.

G
M

C. [illegible] REFERENCE

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES NOV 3 1913 DEP'T OF COMMERCE

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

Charleston, South Carolina November 1, 1913 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENT DIVISION APPOINTMENT WRITTEN 1913 DEP'T OF COMMERCE

CHIEF CLERK NOV 5 1913

Action recommended, Transfer

Name, John H. Minges — Legal residence, South Carolina

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

Location, Tybee Knoll Cut Range, New Channel Range & Long Island Crossing Range, South Carolina & Georgia. — Appropriation, Sal. Keps. Lt. Houses. 024

Effective November 8, 1913 { the actual date of entrance on duty, as soon thereafter as he enters on duty.

APPOINTMENTS NOV 5 1913

Former position, Assistant Keeper — Former salary, $540.00 per annum.

Location, South Jetty Channel Range and Middle Ground Channel Range Lts. So. Car.

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

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

Previous incumbent, Nathaniel I. Hasell — Services terminated, October 2, 1913.

Reason, Deceased

Relatives in Government Service, Not any.

Eff. date to be reported

Remarks: Position held by Minges to be discontinued about Nov. 10th. Attached is letter accepting transfer at reduced rate of pay.

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

11/5/13 mlf

H. D. King
Inspector, 6th L.H. District.

Secretary, Civil Service District.

AHT

Mac
One Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Nov. 4, 1913

Acting Commissioner.

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

11—2314

INSTRUCTIONS

The nominee's name should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth on pages 119 and 120, Regulations, 1911, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more relatives in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

BUREAU OF LIGHTHOUSES
NOV 3 1913
DEP'T OF COMMERCE

South Jetty, Channel Range;
Georgetown, S.C. Oct 30/13.

LIGHT-HOUSE INSPECTOR
NOV 1 1913
SIXTH DISTRICT
CHARLESTON, S.C.

Light-House Inspector,
Sixth District,
Charleston S.C.

Sir:

I will accept the position as Assistant Keeper, at Tybee Knoll Cut Range Light Station, Savannah River, Georgia.

Respectfully.
J.A. Mikges
Asst Keeper

Terminate to for transfer and demotion on discontinuance of present position

...NS TO
...CTOR
...S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

October 6, 1913.

Mr. J. H. Minges, Asst. Kpr. So. Jetty Chan.

It is altogether probable that the position as Assistant Keeper at your present station may be abolished at an early date. There is at the present time a vacancy as Assistant Keeper at $40.00 per month at Tybee Knoll Cut Range Light Station, Savannah, Georgia.

State if you desire to accept transfer to that station at this time.

sgd K I N G

Inspector.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 6, 1913.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

(By transfer from assistant keeper at $540 per annum.)

CARDED.

CHANGE REPORTED
NOV 1913
O. S. COMMISSION.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION.
REPORTED
NOV 6 1913
ASSISTANT CLERK

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

M
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Nathaniel I. Hascll.

Legal Residence: South Carolina.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 9 1913

CHIEF JAN 8 1914

APPOINTMENTS JAN 8 1914

I, John H. Minges,

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.

☞ Sign John H Minges

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 22nd day of November, A. D. 191 3

(Affix official seal here)

[4] (Name) Joseph F O'Brien

(Official title) N. P. & Notary

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Assistant Keeper	$480.00 p.a.	Tybee Knoll Cut Rge, New Channel Rge. & Long Island Crossing Rge. Lt. Sta. S.C. & Ga.
Former[5]	Assistant Keeper	$540.00 p.a.	South Jetty Channel Rge & Middle Ground Channel Rge. Lts. S. C.

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

CARDED.

Office of Lighthouse Inspector, Sixth District

Charleston, South Carolina, November 29 1913.
(Address) (Date)

The above-named appointee entered upon duty on November 16, 1913.
(Date)

AHT ✓

W. D. King

(Signature, followed by title)

Inspector 6th L. H. Dist.

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

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

[3] The oath may be taken any time 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 1/3/14

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Light SEP 14 1914 HOUSES

A H T

OFFICE OF LIGHTHOUSE INSPECTOR, 6th DISTRICT,

Chas. S. C., (City.) Sept. 12, 1914. (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENT DIVISION APPOINTMENT WRITTEN SEP 25 1914 DEPT OF COMMERCE

Action recommended, Appointment and promotion.

Name, ☆ John H. Minges 98.5%

Legal residence, South Carolina.

Tybee Range Front, Oyster Beds Range, Bloody Point Range, Jones Island Range, Tybee Knoll Cut Range, New Channel Range, Long Island Crossing Range, Lights, S. C. & Ga. Oct 1, 1914

Salary, $576.00 per annum.

Appropriation, Sal. Kprs. Lt. Houses.

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

Former position, Assistant Keeper

Former salary, $480.00 per annum.

Location, Tybee Knoll Cut Range, New Channel Range, Long Island Crossing Range, Lights, Ga.

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

Previous incumbent, New position - Auth. 9/24/14 Services terminated, - - - - - - - - -

Reason, - - - - - - - -

Relatives in Government Service, Not any.

Remarks: Quarters are provided by Government. See letter attached relative consolidation of stations.

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

In the absence and by direction of the Inspector.

Barrow

Secretary, Civil Service District. Chief Clerk.

HRW-McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

September 22, 1914.

9/25/14 MMcC

Submitted to the Secretary of Commerce, approved.

See Bureau recommendation of this date for the authorization of the new position to which the appointment of Minges is recommended. Minges is entitled to this promotion over Arthur A. Burn by reason of his length of service and efficiency.

Acting Commissioner.

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

11—2314

INSTRUCTIONS

The nominee's name should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth on pages 119 and 120, Regulations, 1911, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more relatives in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 25, 1914.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Seventy-six dollars per annum,

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

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

CARDLY

By direction of the Secretary:

APPOINTMENT DIVISION ENTERED SEP 25 1914 DEPT OF COMMERCE JOURNAL

Respectfully,

(SIGNED) CLIFFORD HASTINGS

C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: South Carolina.

CHANGE REPORTED OCT 1914 U. S. COMMISSION.

11—3002

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT
OCT 7 1914
HOUSES

Department of Commerce and Labor

LIGHTHOUSE SERVICE

APPOINTMEN,
OCT 8 1914

I, John H. Minges,

do solemnly [1] SWEAR (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: SO HELP ME GOD.

☞ John H. Minges
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 1st day of October, A. D. 1914

(Affix official seal here)

My commission expires Jan. 11, 1915

[4] (Name) J. M. Bell

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station
Present First Asst. Kpr.	$576.00 p.a.	Tybee Rg. F., Oyster Beds Rg., Bloody Pt. Rg., Jones Isl. Rg., Tybee Knoll Cut Rg., New Channel Rg., Long Isl. Crossing Rg., Lts., S. C. & Ga.
Former [5] Asst. Kpr.	$480.00 p.a.	Tybee Knoll Cut, Long Island Crossing, New Channel, Ranges, Ga.

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

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT

CARDED.

Chas. S.C. (Address), Oct. 6, 1914. (Date)

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

H. D. King
(Signature followed by title)
Inspector, 6th, Lighthouse District

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

JL

COPY

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

October 31, 1914.

CHIEF CLERK NOV 3 1914

Lighthouse Inspector, Charleston, S. C.

Referring to Department letter appointing the following-named employee, secure and forward oath of office covering this appointment as soon as practicable. See paragraph "Forwarding oaths and personal question sheets," ~~page 119~~ Par. 426, Regulations, 1914.

NOV 3 1914

Name of employee: John H. Minges

Position: First Assistant Keeper

Date of Department letter: September 25, 1914.

(Signed) Bowerman

Acting Commissioner.

Bureau of Lighthouses, Washington.

OCT 31 1914

Submitted to Secretary of Commerce for his information.

H.B. Bowerman
Acting Commissioner.

Oath recd.
file-Hunt

Hunt

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

PF-CAR FEB 1 - 1916

LIGHT FEB 3 1916 HOUSES

Charleston, S. C., (City.) February 1, 1916. (Date.)

CHIEF CLERK FEB 4 1916

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Appointment and transfer.

Name, **John H. Minges.** Legal residence, **South Carolina.**

Position, **First Assistant Keeper .** Salary, **$564.00, p.a.**

Location, **Hillsboro Inlet Light Station, Fla.** Appropriation, **Salaries Keepers of Lighthouses.**

Effective **February 16, 1916.** {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, First Assistant Keeper. Former salary, **$576.00, p.a.**

Location, **(Tybee Range Front, Oyster Beds Range, Bloody Point Range, Jones Island Range, Tybee Knoll Cut Range, New Channel Range, Long Island Crossing Range, Lights, (S.C. and Ga.)**

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

Previous incumbent, George B. Nauman Services terminated **February 15, 1916.**

73a

Reason, **Transferred to Mosquito Inlet Light Station.**

Relatives in Government Service, Not any.

Remarks: See letter attached showing Minges desires a transfer even at a reduction of salary. Approval of action recommended will not be in violation of section 2 of Rule 1 of the civil-service rules. Quarters provided by the Government.

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

.....
Secretary, Civil Service District.

H. L. Beck
Inspector.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON
FEB 3 1916

2-H-16

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

INSTRUCTIONS

The nominee's name should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth on pages 119 and 120, Regulations, 1911, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

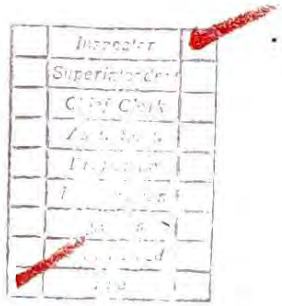
When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more relatives in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

11—2314



321
Tybee Knoll Cut Lt. Sta., &c., Ga.



January 18, 1916.

Lighthouse Inspector 6th Dist.

Charleston, S.C.

Sir:-

In reply to your letter of the 15th Instant, I respectfylly inform you that I will be glad to accept the position of 1st. Asst. Keeper at Hillsboro Inlet Fla. Light Station, with pay at the rate of $564.00, per annum and subsistence at 30 cts. per day, and I desire to be considered for a transfer to said station should a vacancy occur.

Respectfully,

J. H. Mauges
1st. Asst. Keeper.

E. L. Floyd
Keeper, in charge of Sta.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 5, 1916.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Sir:

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

First Assistant Keeper

in the Lighthouse Service

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

(By transfer from first assistant keeper at $576 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
C

CARDED.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: George B. Nauman.

Legal Residence: South Carolina.

CHANGE REPORTED FEB 1916 C. G. COMMISSION

APPOINTMENT DIVISION ENTERED FEB 5 - 1916 ON JOURNAL DEPT OF COMMERCE

11—3602

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT FEB 23 1916 HOUSES

APPOINTMENT MAR 7 1916

CHIEF CLERK MAR 7 1916

I, John H. Minges,

do solemnly [1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

John H. Minges
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 19th day of February, A. D. 1916.

(Affix official seal here)

[4] (Name) Harley L. Estes

(Official title) Notary Public, State of Florida. My commission expires July 13 1919

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present First Ast. Keeper.	$564.00,p.a.	Hillsboro Inlet Light Station, Fla.
Former [5] First Ast. Keeper.	$576.00,p.a.	(Tybee Range Front, Oyster Beds Range, Bloody Point Range, Jones Island Range, Tybee Knoll Cut Range, New Channel Range, Long Island Crossing Range, Lights, S.C. and Ga.)

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

CARDED.

PF-CAR

OFFICE OF LIGHTHOUSE INSPECTOR, 6th DISTRICT

Charleston, S. C., (Address) February 21, 1916. (Date)

The above-named appointee entered upon duty on February 16, 1916. (Date)

In the absence and by direction of the Inspector.

Tom H. Gregg
(Signature, followed by title)
Superintendent.

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

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

11—944

Form 73

NOMINATION.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EMK.

LIGHT HOUSES DEC 9 1916

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

Charleston, S.C., (City.) December 7 (Date.), 191 6.

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK DEC 12 1916

Action recommended, Appointment and promotion.

Name, John H. Minges, Legal residence, South Carolina.

Position, Additional Keeper. Salary, $720.00 per annum.

Location, Sixth Lighthouse District. at large. Appropriation, Salaries, Keepers of Lighthouses.

Effective January 1, 1917, { ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

APPOINTMENTS DEC 12 1916 3.

Former position, First Assistant Keeper Former salary, $564.00 per annum.

Location, Hillsboro Inlet Light Station, Fla.

DEPARTMENT OF COMMERCE DEC 13 1916

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

Previous incumbent, New position. Services terminated,

Reason,

Members of family in Government Service, None.

Remarks: Authorized by Department letter of November 18, 1916.

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

K P Beck
Inspector, 6th Lighthouse District.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 11 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

INSTRUCTIONS

The nominee's name (include full Christian name and middle initial or initials, if any) should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on [redacted]s nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth in Regulations, 1914, paragraph 446, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

[redacted] license from the Steamboat Inspection S[redacted]ce is required for the position to which appointment is recommended, state grade, waters, and tonnage covered by the license, and whether or not the same is sufficient to cover the position.

When it is proposed to fill a new position, indicate the fact by inserting, after the words "Previous incumbent," the words "New position," and give the date of Department letter. Always ascertain that proper report or recommendation for the disposition of the services of the previous incumbent has been made before submitting recommendation for the appointment of a successor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more members of his family in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 13, 1916.

Mr. John H. Minges,
Through the Commissioner of Lighthouses.

Sir:

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

Additional Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Twenty dollars per annum,

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

(By transfer from first assistant keeper at $564 per annum.)

CARDED!

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED DEC 13 1916 DEPARTMENT OF COMMERCE

(SIGNED) CLIFFORD HASTINGS

L
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: South Carolina.

11—3692

Form 111

EMK

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT APR 30 1917 HOUSES

I, John H. Minges,

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 MAY 17 1917

John H Minges

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 27th day of April, A. D. 1917.

(Affix official seal here)

APPOINTMENTS MAY 17 1917

[4] (*Name*) Farrow

(*Official title*) Chief Clerk, Office Inspector, 6th L. H. District.

My commission expires ----------

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Additional Keeper	$720.00 p.a.	Sixth Lighthouse District.
Former [5] 1st Asst.Keeper	564.00 p.a.	Hillsboro Inlet Light Station, Fla.

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

APP

OFFICE OF LIGHTHOUSE INSPECTOR, 6th DISTRICT

Charleston, S.C., (Address) April 27, 1917. (Date)

The above-named appointee entered upon duty on April 25, 1917. (Date)

CARDED.

W. E. Beck

Inspector, 6th 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 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—044

Red-271.

APPOINTMENT DIV. DEC 20 1916

DEC 20 1916

Sir:

Referring to report of the assistance rendered by you on December 1, 1916, to a party in a motor boat, which had upset on a bar in the vicinity of Hillsboro Inlet Light Station, Florida, you are commended for the service rendered on the occasion referred to, which fact will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. John H. Minges, First Assistant Keeper,
Hillsboro Inlet Light Station, Florida.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by WILLIAM C. REDFIELD

Mailed DEC 20 1916 by

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4755—2

LIGHT SEP 21 1916 HOUSES

MAKE NO ENTRIES IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

TW JULY 1, 1916.

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

2. Department:
Commerce.

3. Bureau, office, or service:
Lighthouse Service, 6th District.

4. Designation of position:
First Assistant Keeper in the Lighthouse Service.

5. Occupation (if not clearly shown by answer to question 4):
1st Asst. Keeper of Hillsboro Inlet Light Station, Fla.

6. Annual earnings:
$570.00

7. Kind of appropriation:
LS

8. Present rate of pay:
$564.00 PA

9. Initial rate of pay:
$ 300.00 PA

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

Substitute— Years:	Months:	Regular— Years:	Months:
		15	8

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

12. Race:
W

13. Sex:
Male.

14. Date of birth—
Month: December
Year: 1876

15. Kinds of schools attended, years attended, and degrees taken:
E8

16. Marital condition:
S

17. War veteran?
No

18. Appointed from—
Congressional district and State: 1 South Carolina
County: Charleston

19. Civil service status:
C

20. Method by which classified status was obtained:
CE

21. Place of employment—
City: Deerfield
State: Florida.

DO NOT FOLD THIS CARD.

11—5869

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 14, 1918.

Mr. John H. Mingee,
M

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper of the Lighthouse Service has been changed from $ 720 per annum to $ 780 per annum, additional November 1, 1918. (The above rate of pay includes any additional pay or bonus effective.)

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

By direction of the Secretary:

Respectfully,

CARTER
Chief of Appointment Division.

R
Ho

FOR BASIS OF THIS ACTION SEE LETTER DATED 10/7/18 IN FILE OF 109516

ENTERED DIVISION NOV 1 1918

ADDRESS ALL COMMUNICATIONSS TO LIGHTHOUSES SUPERINTENDENT OF LIGHTHOUSE INSPECTOR CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

2775

LIGHT NOV 29 1918 HOUSES

OFFICE OF SUPERINTENDENT 6th DISTRICT

HLB-JFS

~~OFFICE OF INSPECTOR, 6TH DISTRICT~~
CHARLESTON, S. C.

Nov. 27, 1918.

Commissioner of Lighthouses.

SUBJECT: Pay of additional keeper.

REFERENCE: Bureau letter of Nov. 11, 1918,
relative reclassification of pay of keeper.

The Bureau states in the reference that "additional keepers should be given permanent station when proficient". This indicates a wide difference of opinion between the Bureau and this office with respect to the duties and qualifications of the one additional keeper in this district.

The position of additional keeper was authorized primarily in order that keepers at stations having only one or two keepers might be granted leave of absence without having to employ substitutes at their own expense. The one selected was the first assistant keeper who, at that time, had had the longest training and experience and was best qualified for promotion to the position of keeper. An assistant keeper who had not already had the training and experience necessary to render him proficient would have been unfitted to fill the position. It is necessary for the additional keeper in question to be proficient in the operation of IOV lights, lights with revolving apparatus, fog signals run by clock work, high pressure acetylene lights, lens lanterns, post lanterns and in fact every kind of light used in this district. He must be a good boatman and able to operate a gasolene engine, for at times he must relieve the keepers of large groups of important harbor lights and assume sole charge of them during the absence of the regular keepers. When he relieves the keeper of a light station he must know how to keep the records of the station and do so.

Had the present incumbent not been selected to fill this position it is probable that before this time he would have been appointed keeper of a permanent station because of his length of service and qualifications at a better salary than has been recommended for the position which he now holds. As additional keeper he should certainly receive as much pay as the majority of the keepers who will be relieved by him. I adhere to my recommendation that the base pay of this one position of additional keeper and of the present incumbent, John H. Minges, be fixed at $780 per annum.

5

CHIEF CLERK

As stated in my letter of June 26, 1918, on the subject of adjustment of keepers' pay, etc., it is believed that one other position of additional keeper should be authorized for this district. This position should be filled from the eligible register and the appointee should be assigned to duty at the depot and stations for training. When proficient he should be assigned to permanent duty at a station upon the occurrence of a vacancy. It is again recommended that one more position of additional keeper be authorized at a salary of $600 per annum.

A. L. Beck

Superintendent of Lighthouses.

1918 DEC 9 PM 4 03

McC-MCW

Bureau of Lighthouses,
December 9, 1918.

1. Submitted to the Secretary of Commerce recommending that the base pay of John H. Minges be increased to $780 per annum, and that the pay of the position of additional keeper held by him be correspondingly increased, effective December 10, 1918, increase in pay of this position to continue only during the incumbency of the present appointee and until the Sixth Superintendent can assign this incumbent to some suitable permanent station; thereafter the Bureau desires to adhere to the adopted schedule for additional keepers.

2. The Bureau proposes to assign to the Sixth District one other of the 32 authorized positions of additional keeper in the Lighthouse Service at $600 per annum, and nomination will be submitted to the Department at a later date for the appointment of a suitable person thereto.

APPROVED:

A. L. Thurman

Acting Secretary.

1918 DEC 9 PM 2 43

Acting Commissioner.

APPOINTMENT DEC 11 1918 DEPARTMENT OF COMMERCE

1918 DEC 9 PM 2 21

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 12, 1918.

M

r. John H. Hinges,

Through the Commissioner of Lighthouses.

Sir:

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

780 840
December 10, 1918. (The above rate of pay includes longevity pay of $60.)

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

By direction of the Secretary:

CHANGED

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

DEC 1

F
Ho

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EMK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 6th DISTRICT.

1922 SEP 6 PM 3 50

Charleston, S.C., September 5, 1922.
(City.) (Date.)

DEPARTMENT OF COMMERCE SEP 7 1922 APPOINTMENT

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion and appointment.

Name, John H. Minges — Legal residence, South Carolina.

Position, Keeper — Salary, $960 base per annum (including longevity pay of $60 per annum)

Location, Hunting Island Light Station, S.C. — Appropriation, Salaries, Keepers of Lighthouses.

Effective September 16,1922. { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, (Additional) Keeper — Former salary, $840 base per annum, including longevity pay of $60 per annum.

Location, Sixth District

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

Previous incumbent, James Smith — Services will terminated, Close of September 15,1922.

Reason, Transferred to Fort Sumter Light Station, S.C., at his own request.

Members of family in Government Service, None

Remarks: Quarters are provided by the Government. Mr. Minges has served as Asst. and 1st Asst. Keeper at various stations in this district since November 1,1903, and is entitled to promotion to above position.

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

9/8/22.

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 7 - 1922

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION September 8, 1922.

r. John H. Minges, WASHINGTON

M

Sir:Through the Commissioner of Lighthouses.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 840 per annum to $ 960 per annum, (including $60 per annum longevity pay), effective September 16, 1922, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED SEP 11 1922 ON JOURNAL DEPARTMENT OF COMMERCE.

P
G
6th

BY S. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHARLESTON, S. C.

EMK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 19 AM 11 49

OFFICE OF SUPERINTENDENT, 6TH DISTRICT
CHARLESTON, S. C.
September 18, 1922.

1922 SEP 23 PM 3 47

Commissioner of Lighthouses.

Subject: John H. Minges, Date of entrance on duty.
Reference: Notice of Change in salary dated Sep.8,1922.

1. Mr.John H.Minges entered on duty as Keeper of Hunting Island Light Station, S.C., on September 16,1922, at a salary of $960 per annum having been transferred from the position of Keeper (Additional) 6th District at a salary of $840 per annum. Both salaries include longevity pay.

CARDED

H. L. Beck
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
SEP 20 1922

U. S. REPORT DATA ENTERED

Hydro.
Engr. Cons.
Mar. Engr.
Accounts.
Contracts.
Chf. Clk.
Dep. Comr.
Comr.

EK

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

LIGHTHOUSES

Form 93 EAW NOTICE OF RESIGNATION ~~OR DEATH~~ 1923 JUN 21 AM 8 48

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Sixth DISTRICT. 1923 JUN 21 PM 4 35

Charleston, S. C., June 19, 1923.

DEPARTMENT OF COMMERCE JUN 22 1923 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

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

Name, John H. Minges. Position, Keeper,

Legal residence, South Carolina. Station, Hunting Island Light Station, S. C.

Salary, $960, base per annum

The acceptance of this resignation is recommended effective at the close of June 30, 1923.

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

Remarks:

Resignation tendered with a view to accepting position as skilled laborer (registered) at Charleston Lighthouse Depot beginning July 1, 1923.

JUN 22 1923

6-22-23.

H. L. Beck

H. L. Beck, Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON JUN 21 1923

Inclosure

Submitted to the Secretary of Commerce, approved.

11—4623

J. S. CONWAY

Acting Commissioner of Lighthouses.

INSTRUCTIONS

State on the face of this form whether or not the employee has taken leave in excess of the accrued rate.

In case the employee has taken leave in excess of the amount which will have accrued up to and including the effective date of his resignation, state under "Remarks" the amount taken and the amount in excess and submit appropriate recommendation. See Regulations, 1918, Article 488, 2d par.

Change the wording of this form to meet requirements when used to report notice of death.

11—4623

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1923 JUN 21 AM 8 48

LIGHTHOUSES
RECEIVED
CHARLESTON, S. C.
JUN 19 1923
Chief Clk
Asst. Supt.
Voucher
Personnel
Property
Engineer
Depot
File

OFFICE OF SUPERINTENDENT, 6TH DISTRICT
CHARLESTON, S. C.

June 19, 1923

Superintendent of Lighthouses,
Charleston, S.C.

I beg to tender herewith my resignation as keeper in the Lighthouse Service effective at the close of June 30, 1923.

J.H. Minges

J.H. Minges, Keeper,
Hunting Island Light Station.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 22, 1923.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the Bureau, to take effect at the close of business on June 30, 1923.

Bureau..... Lighthouse Service.

Station..... Hunting Island Light Station, South Carolina.

Position..... Keeper.

Salary..... $960 per annum.

(including $60 per annum longevity pay).

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER JUN 23 '23

APPOINTMENT DIVISION ENTERED JUN 23 1923 DEPARTMENT OF COMMERCE

Acting Chief of Appointment Division.

G
G
6th

U. S. REPORT DATA ENTERED

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Kruger, John H. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 6th Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
960	240	1200	XCR	404.25	1604.25	LHS	6	1380	yes	120	

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

approved 1350

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1320 TO $1560

PERSONNEL CLASSIFICATION BOARD FOR [redacted]: LP
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 15.
2—12758

DO NOT WRITE IN THIS SPACE

a			
b			
c			
d			

1. Minges, John H.
(Surname) (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Office of Superintendent, 6th District
(b) Subdivision Hunting Island Light Station
(c) City or town Progmore, State S.C.
6. Pay-roll title Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day 8; per week 56
(b) If this is not a full-time position, state percentage of time employed per day —; or per week —
(c) If night work, wholly or in part, state the hours. From — m. to — m.
Stands night watches & tower equally divided between keeper and 2 assistants.
9. If this is not an all-year-round position, state approximate number of days employed each year — 1/3 regular working hours per annum so employed.
During what months —
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation —
11. Present rate of pay, exclusive of bonus $ 960 per annum; bonus, $ 240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 960 per annum; bonus, $ 240 per annum.
13. If the employee receives overtime pay, state the rate —
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
Commutation of subsistence paid at rate of 45¢ per day— $164.25 per annum
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment Uniform-approximate annual maintenance cost; annual cost, $ 5.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
(d) College: Name —; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
(e) Post graduate work: Kind —; years ☐ 1 ☐ 2 ☐ 3
(f) Correspondence courses: Kind —; number of lessons —; number completed —

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

Percentage of total time given to each task

This station is situated on an island about 15 miles from the nearest postoffice & settlement where provisions can be obtained, accessible only by small boat. The light is shown from a tower 133 feet high & one of the 3 keepers is on watchs in the tower from sunset to sunrise. In addition to the tower there are 3 dwellings & outbuildings on the reservation. Keeper is responsible for proper execution of all duties of station & care of Government property thereon. Value of this station is approximately $125,000. Tasks performed as follows:

1. Stand night watches in tower, clean & care for delicate & expensive illuminating apparatus of major coast light. Keeper performs equal share of work with 2 assistants.... 40%
2. Superintends & helps in work of proper upkeep of structures, equipment, grounds etc. as follows: painting tower, dwellings & outbuildings, minor repairs to same..... 40%
3. Trips from station to secure mail, provisions & supplies & upkeep of floating equipment..... 10%
4. Official correspondence records, property returns, miscellaneous reports & laying out and supervising work of 2 assistants..... 10%
5. Light keepers are at times called on by the public to render assistance to persons in distress & assist in saving lives & property from perils of sea when it is practicable to do so.

Subject to transfer to Navy Dept or War Dept. by executive order when national emergency exists. (Act. of Aug. 29, 1916 -39 Stat., 602)

Includes longevity pay - $60 per annum for 5 years continuous service.

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

Under supervision of periodical inspections of the district superintendent. On his own responsibility to see that the duties of the Light Station are properly executed under general instructions as prescribed in the regulations of the Lighthouse Service. Not under close supervision of immediate superior as this light station is approximately 80 miles from district headquarters.

20. Do the duties involve direction or supervision of the work of other employees? Yes

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

In immediate charge of light station. Responsible for proper operation of the light, proper care of property of the station & the direction of two assistants. Lays out work for day & supervises performance of same. Enforces discipline at station. Keeper is guided by general instructions of regulations & instructions issued by district superintendent. The station is inspected periodically, either by Superintendent or Asst. Superintendents when the working of the station is criticised & if unsatisfactory, instructions are issued to correct the deficiencies.

Two assistants are under the direction of the principal keeper: the first assistant (who is in charge of the station in the absence of the principal keeper) and the second assistant keeper.

21. How long have the employee's duties been substantially as described above? Since Sept. 16, 1922 (8 mo.)

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

June 5, (Date), 1923. A L Beck (Signature of Preparing Officer) Superintendent of Lighthouses (Title)

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

Impractible to secure employee's signature on account of his inaccessibility.

(Signature of Employee)

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

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

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

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

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Skilled boatman, qualified painter. Ability to perform minor carpenter work. Thorough familiarity with mechanism & lighting apparatus & equipment of his station

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1680

June 5 (Date), 1923. A L Beck (Signature of head of field office or station) Superintendent of Lighthouses (Title)

GOVERNMENT PRINTING OFFICE 2—12758

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 21, 1932.

The Civil Service Commission:

Further reference is made to the Commission's letter of April 13, 1932 (File X:Or:els), relative to the duties and designation of John M. Minges, general helper in the Lighthouse Service at Charleston, South Carolina.

The Department concurs with the Commission that the designation of the position occupied by Mr. Minges should be storekeeper. Inasmuch as Mr. Minges has a competitive classified status, having served as keeper in the Lighthouse Service from November 1, 1903, to June 30, 1923, the date preceding his entrance on duty as a skilled laborer at the Charleston Lighthouse Depot, it will be appreciated if arrangements can be made to examine him noncompetitively in order that he may have an opportunity to qualify for the position which, it is understood, requires an educational examination.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

JUL 22 1932

Chief of Appointment Division.

A:DSE

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
JUL - 1 1932
DEPARTMENT OF COMMERCE

June 30, 1932 1932 JUL - 1 - AM 9:56

CHIEF CLERK

Secretary of Commerce:

1. In reference to Department letter of May 16 regarding the civil service status of John H. Minges in the 6th Lighthouse District:

2. The records show that Mr. Minges has a classified civil service status, having been appointed as a lighthouse keeper in 1903, and having continued as a lighthouse keeper until 1923, when he resigned in order to accept employment as a skilled laborer at the Charleston Lighthouse Depot. In connection with this change in status, it appears that Mr. Minges' eligibility therefor should have been determined by the Civil Service Commission on the basis of a noncompetitive examination on civil service form 375 as is the practice in other similar cases. Civil service form 375 in duplicate is herewith inclosed, executed by Mr. Minges, in case this action is deemed necessary at the present time.

3. No change in Mr. Minges' designation, however, is recommended at the present time, for the reason that the circumstances here are like those at the Edgemoor Lighthouse Depot in the 4th District, which is described in detail in Bureau letter of May 10, 1932.

* June 10, 1932 ?

W. P. Harman

W. P. HARMAN,
Acting Commissioner of Lighthouses.

RG:EMF
Incls.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JUL 21 1932
DEPARTMENT OF COMMERCE

Form 375
March, 1930

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? Helper general

2. Give the place and date of your birth Charleston, South Carolina, December 2nd, 1876 (1876)

3. (*a*) In the space below, give a detailed statement of your education, including dates:

Grammar school		High school			College or university			
From Public, to 1890		From None, to			From None, to			
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
1883 Charleston, S.C.	7th							

(*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 None

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.) None

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.)

Lighthouse Keeper, November 1st. 1903 to June 30th.1923 inclusive. Resigned and transferred to position as Skilled laborer at Charleston Lighthouse Depot, Charleston, S.C., effective July 1st.1923 which position was held by me through September 30th.1925. On October 1st. 1925 I was given contract of employment in registered position as Helper General the duties of which I have performed since October 1st.1925 continuously up to and including the present date (June 23rd. 1932)

Form 375
March, 1930

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

e the purpose for which this application form is filed.

Transferred

(Temporary appointment, transfer, promotion, reinstatement, etc.)

Position Helper General

(Give exact title of position or examination)

in the Charleston Lighthouse Depot

(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, John H. Mauges

Number and Street, 160 Savage Street

Post Office, Charleston

County, Charleston

State or Territory, South Carolina

Kind of examination .....

Place .....

Date .....

Candidate will not fill the following blanks:

Application ..... *approved* ....., *19*

By whom ..... *approved,* .....

U. S. GOVERNMENT PRINTING OFFICE 1930 6—12366

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 Clerk with Southern railroad and clerk in various stores in Charleston, S.C.

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 See #5

8. State any additional facts which may tend to show your fitness for the position you seek Have been satisfactorily performing duties of this position since 1925

9. If ever in the United States military or naval service, give dates of enlistment and discharge No

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")
	Lighthouse Keeper	Charleston, S.C.	About 1903	Yes
	Helper General	Charleston, S.C.	Feb. 24th, 1932	Yes

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? Good (*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) No

(*e*) Have you had any disease, acute or chronic, during the past five years? (If so, describe fully and give length of time incapacitated) No

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*) John H. Mauges

(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 24 day of June, 1932, at city [or town] of Charleston county of Charleston, and State [or Territory or District] of S C

[OFFICIAL IMPRESSION SEAL]

(*Signature of officer*) I. M. Nelson

(*Official title*) N P for S C

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

June 8, 1932.

The Civil Service Commission:

Receipt is acknowledged of the Commission's letters of April 13 and May 31 (File X:Or:els), relative to the duties and designation of John H. Minges, general helper under the Bureau of Lighthouses at Charleston, South Carolina.

It is expected that the bureau's report in the matter will be received by the Department in the near future, at which time the Commission will be further advised.

By direction of the Secretary:

Respectfully,

JUN - 1932

EDW. J. GARDNER.

Chief of Appointment Division.

D:DSE

COMMISSIONERS

THOMAS E. CAMPBELL, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE X:Or:els
AND DATE OF THIS LETTER

DEPARTMENT OF COMMERCE
JUN - 1 1932
APPOINTMENT DIVISION

May 31, 1932

The Honorable,

The Secretary of Commerce.

Sir:

Under date of April 13 the Commission quoted the duties of John H. Minges, general helper, Lighthouse Service, Charleston, South Carolina, and suggested that the designation of storekeeper would be more appropriate. The Commission would appreciate the Department's advice as to the action taken.

By direction of the Commission:

Very respectfully,

John T. Doyle

Secretary

CC-Fifth District

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JUN 8 1932
DEPARTMENT OF COMMERCE

May 16, 1932.

Commissioner of Lighthouses:

Acknowledgment is made of the Bureau's letter of May 10, with reference to the duties performed by John H. Minges, an employee of the Sixth Lighthouse District, under the designation "general helper."

The statement of Mr. Minges' duties given by the Civil Service Commission in its letter of April 13 has led the Department to conclude that certain of Mr. Minges' duties are educational in character and that his present title is inappropriate. It is requested that the Bureau give Mr. Minges' case further consideration with the view to appropriately fixing his designation and that the result be communicated to the Department so that suitable arrangements may be made to give him an appropriate civil-service examination.

(SIGNED) E. W. LIBBEY

Chief Clerk.

MAY 17 1932

C:PME

DEPARTMENT OF COMMERCE
1932 MAY - 14 - AM 11 : 13
CHIEF CLERK

APPOINTMENT DIVISION

May 14, 1932.

Memorandum for Mr. Libbey

With reference to the accompanying letter from the Civil Service Commission under date of April 13, relative to the duties performed by John H. Minges under the title of "general helper" in the Sixth Lighthouse District, and to the bureau's response thereto of May 10:

In the Preliminary Class Specifications for positions in the field service issued by the Personnel Classification Board, certain of the duties performed by Mr. Minges seem to be comprehended under those assignable to storekeeper. The duties and responsibilities of a storekeeper are described by the Board in the following language:

> "Under immediate or general supervision with limited latitude for independent or unreviewed action or decision, in a stock room, warehouse or commissary to perform moderately difficult clerical and manual tasks involved in the physical receipt, storage, custody, maintenance, issue and shipment of supplies, materials and equipment, the requisitioning of stock for replenishment, and the care and preservation of the quarters occupied; to supervise a small group of assistant and junior storekeepers and junior or underproperty and supply clerks, or a moderately large group of under storekeepers and laborers; and to perform related work as assigned."

Under the Light Keeping and Depot Keeping Service of the Field Class Specifications provision, among other things, is made for assistant lighthouse depot keeper (Class 1 depot). The duties of an assistant depot keeper as described by the Board are as follows:

> "Under immediate or general supervision as assistant depot keeper to serve as assistant to the depot keeper at a Class 1 lighthouse depot; to be responsible for the maintenance of work at the depot during the absence of the depot keeper; and to perform related work as assigned."

Mr. Minges is paid at the rate of $5.04 a day which (excluding Sundays) is equivalent to approximately $1577 on an annual basis. The Board recommended that the position of storekeeper be allocated to grade 4 of the clerical, administrative and fiscal service; that

of assistant depot keeper ~~to~~ grade 8 of the Light-Keeping Service ($1740-2100). Inasmuch as the position of depot keeper seems to be peculiar to the Lighthouse Service and that the description given for the position of storekeeper in the Field Class Specifications was evidently designed to meet the convenience of services other than the Lighthouse Service, it would seem that Mr. Minges' designation should properly be assistant depot keeper. The description of Mr. Minges' duties, however, does not fully justify this office recommending that his designation be so fixed. In any event this office feels that the position occupied by Mr. Minges should have been filled as the result of an educational examination.

Your instructions are respectfully requested.

Gardner

Mr Gardner
I concur with the C. S. Com. that the designation should be Storekeeper.
E.L.



Enclosure
G:DSE

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
MAY 11 1932
APPOINTMENT DIVISION

May 10, 1932.

Secretary of Commerce:

In accordance with the Department's indorsement of April 20 on Civil Service Commission's letter of April 13 regarding a position of general helper in the district of the Superintendent of Lighthouses, Charleston, S. C. occupied by John H. Minges, there is inclosed a copy of the 6th Superintendent's indorsement in this matter dated April 29. The Bureau concurs with the views of the Superintendent in this matter and considers the designation helper general desirable as it more readily permits the assignment of such employees to general duties about the depot, including assignment to common labor when necessary. It is also understood that the designation of helper general is used in Navy Yards for similar kinds of positions.

W P Harman
Acting Commissioner of Lighthouses.

RG:DCC

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
MAY 16 1932
DEPARTMENT OF COMMERCE

HLB: SO'B

****

Office of Superintendent of Lighthouses
Charleston, S.C., April 29, 1932

1. Returned to the Bureau with the report that the status of J. H. Minges has been the subject of correspondence between this office and the Manager of the Fifth Civil Service District for a number of months. Mr. Minges was formerly a keeper in the Lighthouse Service. On July 1, 1923, he was transferred to the position of skilled laborer at Charleston Lighthouse Depot under authority of paragraph 1, Regulation VII of the Civil Service Regularions for the Lighthouse Service. This action had the prior authority of the Bureau. On October 1, 1925, with Bureau approval, his designation was changed from "skilled Laborer" to "helper general". At the time that Mr. Minges was transferred from the position of keeper to that of skilled laborer at the depot it was my belief that a non-competitive examination before the local Board was not required and that belief was concurred in by the two members of the local Board in this office. However, nearly nine years later, the District Manager, Fifth Civil Service District, at Atlanta, Georgia, came to the conclusion on his own initiative

that a non-competitive examination should be held. On February 2, 1932, he directed that Mr. Minges file his application for examination. Subsequently, the District Manager requested me to furnish him with a detailed job description of the duties performed by Mr. Minges, which was done. The description given in the foregoing communication from the Civil Service Commission was taken from my reply to the District Manager.

2. Mr. Minges performs his duties satisfactorily under his present designation as "helper general". His position is not as much non-educational in character as that of the Depot Keeper and Assistant Depot Keeper. It is not improbable that each large Lighthouse Depot in the Service has non-educational employees performing the same duties as those performed by Mr. Minges.

3. It is recommended that no change be made in the designation of the position.

H. L. BECK,
Superintendent of Lighthouses

COMMISSIONERS

THOMAS E. CAMPBELL, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE X:Or:els
AND DATE OF THIS LETTER

April 13, 1932

DEPARTMENT OF COMMERCE
APR 19 1932
APPOINTMENT DIVISION

The Honorable,

The Secretary of Commerce.

Sir:

The Manager of the Fifth U. S. Civil Service District at Atlanta, Georgia, advises that John H. Minges has been serving as a general helper in the Lighthouse Service at Charleston, South Carolina, at the rate of $5.04 per day. The duties of the position are as follows:

(a) Opening boxes, crates, bales, etc. of supplies as received and checking the items against lists on invoices or shipping memoranda.

(b) Arranging supplies received in an orderly manner in the storehouse on shelves, in bins, etc.

(c) The actual physical filling of requisitions that have been approved by the Superintendent of Lighthouses and forwarded to the Depot Keeper with instructions to issue the supplies. He assembles the supplies and gets them ready for shipment by putting them in boxes, crates, packages, etc.

(d) Preparation of packer's lists to accompany shipments of supplies issued from the Depot.

(e) Assisting in the counting of stock on hand at the time of taking the annual inventory, as well as on other occasions when it is desired to check the stock actually on hand against the balance shown by the stock cards.

(f) Helping the Depot Keeper in any other way necessary such as delivering invoices and other papers to vessels of the Lighthouse Service making their headquarters at the Depot.

The duties would indicate that the position should be properly designated as a storekeeper and should be filled from a register established through an educational examination.

By direction of the Commission:

Very respectfully,

John T. Doyle
Secretary

CC-Fifth District

April 20, 1932.

Copy transmitted to the Lighthouse Service for information and report to the Department.

(SIGNED) E. W. LIBBEY
Chief Clerk.

APR 21 1932

DSE

September 8, 1932.

Memaorandum

The Civil Service Commission (Mrs. Gordon) telephoned me that an abstract of official record was necessary before they could go further in the case of Mr. John H. Minges who is serving as general helper in the nonappointive service of the Lighthouse Service. I telephoned Mr. Morgan of the bureau and he said they would immediately request the Superintendent to forward the abstract.

Aydt

Form 2453
Feb., 1932

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. SRR-GGD

DEPARTMENT OF COMMERCE
SEP 19 1932
APPOINTMENT DIVISION

September 15, 1932.

The Honorable
The Secretary of Commerce
Washington, D. C.

Sir:

Referring to your request of July 21, 1932 for approval of the change in status of John H. Minges to the position of Storekeeper in the Lighthouse Service, Charleston, South Carolina, you are informed that action is delayed for the reason checked below:

Proof of residence (Form) is required.

Affidavit as to members of family in the service (Form 1769) is required.

Medical certificate is necessary.

Form was returned to candidate for correction.

Certified copy of military or naval discharge is necessary.

Preference is being investigated.

Examination Form required.

** Storekeeper examination has been ordered.

Strength test is required.

Proof of correct date of birth is necessary (see Form 2473, inclosed).

Fingerprint chart (Form 2390) is necessary.

** Instructions were mailed the Secretary, Charleston, South Carolina, on September 14, 1932.

September 19, 1932.

Copy transmitted to the Bureau of Lighthouses.

SEP 20 1932

U. S. Civil Service Commission.

Chief of Appointment Division.

DSE

ore 16—481

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 4, 1932.

The Civil Service Commission:

In compliance with a telephonic request from the Commission (Mrs. Gordon) of September 8, 1932, there is transmitted herewith an abstract of official record in the case of Mr. John H. Minges, general helper in the Sixth Lighthouse District.

By direction of the Secretary:

Respectfully,

OCT - 4 1932

EDW. J. GARDNER,

Chief of Appointment Division.

Inclosure

A

REFERRED TO Personnel

DEPARTMENT OF COMMERCE
OCT - 3 1932
SUPT. OF LIGHTHOUSES
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington 40

1931 SEP - 14 - AM 8

1932 SEP - 10 AM 8 53

September 8, 1932

Superintendent of Lighthouses: Charleston, S. C.

MARINE
AIRWAYS

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

NAME AND DESIGNATION JOHN H. MINGES -- General Helper

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

Department has informally requested that this be promptly furnished.

For the Commissioner:
R. L. COX
Acting Chief of Personnel Division.

H-M

IDK

District Sixth Date Sept. 12, 1932

Returned to Commissioner of Lighthouses: **Standard Form 13, in quadruplicate, furnished herewith - abstract of official record of John H. Minges, Helper General, this district.**

H. L. Beck
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington

OCT 3 1932

Submitted to Secretary of Commerce for his information
For the Commissioner:

Chief, Personnel Division.

Standard Form No. 13
Approved by the President
2-26-26—Revised 1-10-28

IDK

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.
In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year,** or part of **fiscal year,** the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: MR. MINGES, JOHN HENRY (Surname first, Mr., Miss, or Mrs.) — DECEMBER 2, 1876 (Date of birth)

Department of Commerce, Bureau of Lighthouses
(Department and office in which last service was had. See Paragraph 2 of Instructions)

Charleston, S. C. (Place) — September 12, 1932 (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
DEPARTMENT OF COMMERCE BUREAU OF LIGHTHOUSES SIXTH DISTRICT:				
Mosquito Inlet L.H., Fla.	Proba.Appt.	2nd Asst.Keeper	$ 490.00	Nov. 1, 1903
Tybee Lighthouse, Ga.	Promoted	1st Asst.Keeper	500.00	Mar. 15,1906
" " "	Incr.Pay	" " "	510.00	July 1, 1908
Middle Ground Ranges,	Transferred	Asst. Keeper	540.00	Sept.1, 1910
Tybee Knoll Cuty L.H.,Ga.	Transferred	Asst. Keeper	480.00	Nov.16, 1913
Tybee Knoll & Oyster Bed. Ranges, Ga.	Transferred	1st Asst.Keeper	576.00	Oct. 1, 1914
Hillsboro Inlet L.H.,Fla.	Transferred	1st Asst.Keeper	564.00	Feb.16, 1916
Sixth District,Chas.,S.C.	Transferred	Additional Keeper	720.00	Apr. 25,1917
" " " "	Incr. Pay	" "	780.00	Nov. 1, 1918
" " " "	Incr. Pay	" "	840.00	Dec.10, 1918
Hunting Island L.H., S.C.	Transferred	Keeper	960.00	Sept.16,1922
" " " "	Resigned to	"	960.00	June 30,1923
2	accept position as Skilled Laborer at Depot. No break in service.			
Charleston, S. C.	Cont. of Emp.	Skilled Laborer	$3.473 Day	July 1, 1923
" "	Sal. Incrsd.	" "	4.24 "	July 1, 1924
" "	Sal. Incrsd.	" "	4.48 "	Feb. 16,1925
" "	Cont. of Emp.	Helper General	4.64 Day	Oct. 1, 1925
" "	Sal.Incrsd.	" "	5.04 "	July 1, 1928.
	Still	employed as above - last entry.		

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents

UNDER LIGHTHOUSE SERVICE RETIREMENT ACT - NOT SUBJECT TO RETIREMENT DEDUCTIONS.

Do records show employee has made application for refund of any portion of amount shown above? ---
(Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) ---

State leaves of absence in current calendar year: annual 13; sick 0; without pay 19
Furlough 1.

State any leave of absence in excess of six months in the aggregate in any calendar year: None.

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein.

H. L. Beck
H. L. Beck (Signature)

Countersigned ....., 19.....

Superintendent of Lighthouses.
(Official title)

(Signature)

(Official title)

Furnished to:

10—1831 U. S. GOVERNMENT PRINTING OFFICE, 1929

Standard Form No. 13
Approved by the President
2-26-26—Revised 1-10-28

IDK

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

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In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: MR. MINGES, JOHN HENRY — DECEMBER 2, 1876
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

Department of Commerce, Bureau of Lighthouses
(Department and office in which last service was had. See Paragraph 2 of Instructions)

Charleston, S. C. — September 12, 1932
(Place) (Date)

I. SERVICE RECORD

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" " " "	Resigned to	"	960.00	June 30,1923
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" "	Sal.Incrsd.	" "	5.04 "	July 1, 1928.
	Still employed as above - last entry.			

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

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(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
			UNDER LIGHTHOUSE SERVICE RETIREMENT ACT - NOT SUBJECT TO RETIREMENT DEDUCTIONS.												

Do records show employee has made application for refund of any portion of amount shown above? ---- (Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) ----

State leaves of absence in current calendar year: annual 13 Furlough 1.; sick 0; without pay 19

State any leave of absence in excess of six months in the aggregate in any calendar year: None.

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein.

H. L. Beck (Signature)

Superintendent of Lighthouses. (Official title)

Countersigned ----------, 19----

---------- (Signature)

---------- (Official title)

Furnished to:

10—1831 U. S. GOVERNMENT PRINTING OFFICE: 1940

COMMISSIONERS

THOMAS E. CAMPBELL, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

DEPARTMENT OF COMMERCE
OCT -8 1932
APPOINTMENT DIVISION

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE SRR:EDB:DMC
AND DATE OF THIS LETTER
P-4307

October 4, 1932.

The Honorable,
The Secretary of Commerce,
Washington, D. C.

DEPARTMENT OF COMMERCE
1932 OCT - 8 AM 9:01
CHIEF CLERK

Sir:

Reference is made to the Department's letter of July 21, 1932, and previous correspondence, regarding the duties and designation of John H. Minges, general helper in the Lighthouse Service, Charleston, South Carolina.

Under date of September 15, 1932, the Department was notified that instructions had been mailed to the Secretary at Charleston, South Carolina, on September 14, 1932, for the noncompetitive storekeeper examination for Mr. Minges. You are advised that Mr. Minges abandoned this examination.

Inasmuch as Mr. Minges is misassigned to the duties of storekeeper and as he has not qualified in examination for that position, his assignment must be changed to conform with his Civil Service status. The position of storekeeper, which Mr. Minges has been occupying, should be filled in accordance with the Civil Service rules, by the assignment of a person who has met the requirements for this position. It is requested that the fact and date of the termination of the misassignment of Mr. Minges to storekeeper duties be reported to the Commission immediately.

By direction of the Commission:

October 10, 1932.

Very respectfully,

Copy transmitted to the Bureau of Lighthouses for necessary action and report to the Department.

E. C. Babcock,
Secretary.

(SIGNED) E. W. LIBBEY OCT 12 1932

DSE

Chief Clerk.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1932 NOV - 7 - AM 10:30

IDK

OFFICE OF SUPERINTENDENT, 6TH DISTRICT
CHARLESTON, S. C.

November 4, 1932

Commissioner of Lighthouses

1. In compliance with Bureau letter of October 31, 1932, regarding the case of John H. Minges, Helper General, the following revised description of the present duties of Minges showing the approximate percentage of his time devoted to each separate kind of duty, is submitted herewith:

(a) Opening boxes, crates, bales, etc., of supplies as received and checking the items agains lists on invoices or shipping memoranda 12½%

(b) Arranging supplies received in an orderly manner in the storehouse on shelves, in bins, etc. 5%

(c) The actual physical filling of requisitions that have been approved by me and forwarded to the Depot Keeper with instructions to issue the supplies. He assembles the supplies and gets them ready for shipment by putting them in boxes, crates, packages, etc. Prepares packer's lists to accompany shipments of supplies issued from the Depot..... 65%

(d) Assisting in the counting of stock on hand at the time of taking the annual inventory, as well as on other occasions when it is desired to check the stock actually on hand against the balance shown by the stock cards. 10%

(e) Helping the Depot Keeper in any other way necessary, such as delivering invoices and other papers to vessels of the Lighthouse Service making their headquarters at the Depot, and to render such assistance as called upon relative condition, location, etc. of Stock and Stores carried at Depot..... 7½%

2. Of course the fact should be stressed that the above duties as performed by Minges are under the direct supervision of the Depot Keeper and Assistant Depot Keeper. The latter are responsible for the proper performance of the above duties, and the proper care in the receipt and issue of supplies. These duties are assigned to Minges as Helper General.

FOR AND IN THE ABSENCE OF THE SUPERINTENDENT OF LIGHTHOUSES

A. C. VAN ORSDELL
CHIEF CLERK

DEPARTMENT OF COMMERCE

OFFICE OF THE CHIEF CLERK

WASHINGTON

November 16, 1932.

Commissioner of Lighthouses:

The report of the date of termination of the misassignment of John H. Minges, general helper at Charleston, South Carolina, requested by the Civil Service Commission in its letter of October 4, 1932, has not yet been received by the Department.

The Commission's letter was forwarded to the bureau by indorsement of October 10, 1932. In view of the fact that more than a month has now elapsed, it is requested that the report be submitted without delay.

(SIGNED) E. W. LIBBEY
Chief Clerk. 11/17

11/22
Report made yesterday says Mr Mehgan is ill

A:DSE 11/24

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

November 19, 1932.

DEPARTMENT OF COMMERCE
NOV 22 1932
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
1932 NOV-22- AM 9:55
CHIEF CLERK

Secretary of Commerce:

1. In reference to Department communication of October 10 indorsing Civil Service Commission Letter of October 4 regarding the status of John H. Minges, General Helper in the 6th Lighthouse District, and also Department letter of November 16 in this connection:

2. The Bureau has discussed this case informally with the Civil Service Commission, and in accordance with the Commission's informal request is herewith submitting the 6th Superintendent's letter of November 4 describing in detail the duties of Mr. Minges and the approximate amount of time devoted to each separate item of his position. As stated in Bureau letter to the Department dated June 30, 1932, Mr. Minges has a classified civil service status, having been appointed a lighthouse keeper in 1903, he having been transferred to his present position in 1932 under the designation of skilled laborer.

3. As to Civil Service Commission letter of October 4, the designation of storekeeper is not consistent with the designations employed for such positions in the Lighthouse Service. The equipment for light stations and lighthouse vessels is maintained and repaired at lighthouse depots throughout the Service , and the employees in charge of work at these depots are designated depot keeper and assistant depot keeper. These positions are largely filled by transferring vessel officers and lighthouse keepers to them who are suitably qualified and whose experience on vessels or at light stations renders them peculiarly suited for such positions, because of the knowledge they have gained of the complex equipment of the Service. The position occupied by Mr. Minges is subordinate to the position of depot keeper and assistant depot keeper at the Charleston Lighthouse Depot, his duties being as described in the inclosed letter from the 6th Superintendent.

4. With Bureau letter of June 30, 1932, addressed to the Department in regard to the case of Mr. Minges Civil Service Form 375 was inclosed in duplicate, and in consideration of the discussion of the matter at the Civil Service Commission, it is recommended that Mr. Minges' eligibility for his present position be determined by noncompetitive examination on the basis of his qualifications and experience as shown in the Civil Service Form 375 referred to. In the event that the Civil Service Commission considers that Mr. Minges' present designation of general helper cannot appropriately be retained, it is suggested that his designation be approved as skilled laborer or as packer, as it appears that any of these designations could appropriately be applied to the duties of his position as herein described.

W. P. HARMAN,
Acting Commissioner of Lighthouses.

RG:EMF

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

November 25, 1932.

The Civil Service Commission:

Transmitted herewith for the Commission's consideration is a copy of a letter dated November 19, 1932, from the Acting Commissioner of Lighthouses, which was written in response to the Commission's letter of October 4, 1932 (File P-4307), regarding the misassignment of John H. Minges, general helper in the Lighthouse Service at Charleston, South Carolina.

A copy of the letter from the Office of the Sixth Superintendent referred to in the second paragraph of the bureau's letter and Form 375 mentioned in the fourth paragraph are also herewith.

By direction of the Secretary:

Respectfully,

WM. J. GARDNER,

NOV 28 1932

Chief of Appointment Division.

12/2/32

11/10/33

Enclosure
A:DSE

COMMISSIONERS

THOMAS E. CAMPBELL, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE SRR:MCR:VT
AND DATE OF THIS LETTER

DEPARTMENT OF COMMERCE
JAN 13 1933
APPOINTMENT DIVISION

January 12, 1933.

C2-10-10

Chief, Appointment Division,

Department of Commerce.

Sir:

Reference is made to your letter of November 25, 1932, transmitting for the Commission's consideration a copy of a letter dated November 19, from the Acting Commissioner of Lighthouses, which was written in response to the Commission's letter of October 4, (File P-4307), regarding the misassignment of John H. Minges, general helper in the Lighthouse Service at Charleston, South Carolina. A copy of a letter from the Office of the Sixth Superintendent referred to in the second paragraph of the Bureau's letter was also enclosed.

Careful consideration has been given to this case, and in view of the Department's further explanation in regard to the duties performed by Mr. Minges, it is believed that his proper designation should be skilled laborer (stores). The records show that he was transferred to the position of skilled laborer on July 1, 1923, without examination, and it is considered that he should have been required to qualify noncompetitively at that time. Mr. Minges has never passed an assembled examination and he should now qualify. It has been determined that the title of the appropriate examination is "messenger and skilled laborer." Mr. Minges will accordingly be ordered up for this examination, and appropriate instructions will be made to the Secretary of the local civil service board at Charleston. It is requested that the Lighthouse Service be so advised, and that Mr. Minges be urged to complete the examination and not abandon it as he did in previous instance. The Department will be notified of the result of the examination in the routine manner.

In this connection, the Department's attention is invited to the fact that the duties of depot keeper and assistant depot keeper appear to approximate those of storekeeper. It is accordingly believed that hereafter when it is desired to transfer a lighthouse keeper or a vessel officer to such a position, he should first be required to qualify in an appropriate noncompetitive examination. The examination for lighthouse keeper is nonassembled and noneducational, and is not considered appropriate for the duties described for depot keeper. It is accordingly suggested that prior authority be requested for such change in status in all cases hereafter.

By direction of the Commission:

January 17, 1933. Very respectfully,

Copy transmitted to the Commissioner of Lighthouses for information and guidance.

(SIGNED) E. W. LIBBEY

Chief Clerk.

E. C. Babcock,

Secretary.

JAN 19 1933

A

Form 2453
Feb., 1932

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

SRR/RAB

January 20, 1933.

DEPARTMENT OF COMMERCE
JAN 23 1933
APPOINTMENT DIVISION
1933 JAN-23 AM 8:52
DEPARTMENT OF COMMERCE
CHIEF CLERK

The Honorable
The Secretary of Commerce
Washington, D. C.

Sir:

Referring to ~~your~~ the Commission's letter, January 12, 1933 ~~for approval~~ concerning ~~of~~ the change in status of John H. Minges to the position of Skilled Laborer, in the Lighthouse Service, Charleston, South Carolina, you are informed that action is delayed for the reason checked below:

Proof of residence (Form) is required.

Affidavit as to members of family in the service (Form 1769) is required.

Medical certificate is necessary.

Form was returned to candidate for correction.

Certified copy of military or naval discharge is necessary.

Preference is being investigated.

Examination Form required.

** Messenger and Skilled Laborer examination has been ordered.

Strength test is required.

Proof of correct date of birth is necessary (see Form 2473, inclosed).

Fingerprint chart (Form 2390) is necessary.

** Instructions were mailed Secretary, Charleston, South Carolina, on January 20, 1933.

ors 16—481

U. S. Civil Service Commission.

January 23, 1933.

Copy transmitted to the Bureau of Lighthouses.

J. GARDNER.
Chief of Appointment Division.

JAN 24 1933

Form 2280
Sept., 1931

P-4307

DEPARTMENT OF COMMERCE
FEB - 7 1933
APPOINTMENT DIVISION

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

SRR/RAB

February 2, 1933.

The Honorable
The Secretary of Commerce
Washington, D. C.

Sir:

Referring to ~~your~~ the Commission's letter of January 12, 1933 concerning a noncompetitive examination ~~was~~ ordered to test the fitness of John H. Minges for change in status to the position of Skilled Laborer in the Lighthouse Service, Charleston, South Carolina.

The Commission is unable to authorize the proposed action for the reason indicated below:

The proposed applicant failed to report for examination.

** The applicant failed in examination as indicated below:

Examination: Messenger and Skilled Laborer

Average: 60.80

Remarks:

February 8, 1933.

Copy transmitted to the Bureau of Lighthouses.

Chief of Appointment Division. U. S. CIVIL SERVICE COMMISSION.

DSE

In duplicate.

16-350

February 9, 1933.

Commissioner of Lighthouses:

The Department is in receipt of a letter from the Civil Service Commission dated February 2, 1933, stating that John H. Minges who is serving as general helper in the Lighthouse Service at Charleston, South Carolina, attained an ineligible rating of 60.80 in the noncompetitive examination for messenger and skilled laborer which was given him in order that he may have an opportunity to acquire the necessary status for the position he now holds under misassignment.

It appears, therefore, that unless arrangements can be made with the Civil Service Commission to have Mr. Minges reexamined, his assignment must be corrected in accordance with the instructions contained in the Commission's letter of October 4, 1932 (File P-4307), a copy of which was referred to the bureau on October 10, 1932.

By direction of the Secretary:

EDW. J. GARDNER.

Chief of Appointment Division.

A:DSE

DEPARTMENT OF COMMERCE

OFFICE OF THE CHIEF CLERK

WASHINGTON

March 7, 1933.

Commissioner of Lighthouses:

Receipt is acknowledged of the bureau's letter of February 20, and enclosure of February 16, from the Sixth Superintendent, relative to the case of John H. Minges who is employed at the Charleston Lighthouse Depot under the designation of helper general.

In connection with the suggestion that Mr. Minges be carried as skilled laborer, attention is invited to the fact that skilled laborer is regarded as an educational position and that appointments thereto may be made only as the result of examination including educational tests. That being the case, it would appear to be futile to request the Commission to permit Mr. Minges to be carried under the designation of skilled laborer. In view of the fact that he attained an ineligible rating in the noncompetitive examination for messenger and skilled laborer which includes the same educational tests, further examination with a view to having him qualify as skilled laborer would likewise appear to be futile. The Department, therefore, requests that Mr. Minges' assignment be corrected as indicated in its letter of February 9, 1933.

(SIGNED) E. W. LIBBEY

Chief Clerk.

MAR - 8 1933

D:DSE

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
FEB 21 1933
APPOINTMENT
DIVISION

February 20, 1933.

DEPARTMENT OF COMMERCE
1933 FEB - 21 - AM 9 : 58
CHIEF CLERK

SUBJECT: 6th Superintendent's letter of February 16 re misassignment of J. H. Minges.

Submitted to the Secretary of Commerce inviting attention to Bureau letter in this matter dated November 19, 1932, particularly paragraph 4 thereof, for consideration as to the practicability in adjusting the matter as therein indicated.

W. P. HARMAN,
Acting Commissioner of Lighthouses.

RG:EMF
Incl.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
MAR - 7 1933
DEPARTMENT OF COMMERCE

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

HLB:SO'B

1933 FEB 18 AM 9:17

OFFICE OF SUPERINTENDENT, 6TH DISTRICT
CHARLESTON, S. C.

February 16, 1933

Commissioner of Lighthouses

1. There is returned herewith Appointment Division letter of February 9, 1933, relative to the alleged misassignment of J. H. Minges, who is employed at the Charleston Lighthouse Depot under the designation of Helper General. It is stated in the letter from the Appointment Division that Mr. Minges' assignment must be corrected in accordance with the instructions contained in the Commission's letter of October 4, 1932. The letter referred to stated that "his assignment must be changed to conform with his Civil Service status. The Depot Keeper has been directed immediately to relieve Mr. Minges of all duties that might be classified as belonging to a Messenger and to employ him as a Skilled Laborer. It is recommended that I be authorized to give him a new contract of employment effective March 1, 1933, under the designation of Skilled Laborer.

2. This will give him the designation and Civil Service status which was his when he was transferred from the position of keeper in the Lighthouse Service to that of Skilled Laborer on July 1, 1923 and will thus make his assignment conform with his Civil Service status at the time of his transfer. When the transfer was made it was with Bureau approval in conformity with paragraph 1 of Regulation VII of the Civil Service Regulations for the Lighthouse Service. The transfer was made with the full knowledge and approval of two of the members of the Local Civil Service Board, who had no doubt of his qualifications and made no suggestion that he be given a non-competitive examination. Through oversight on the part of the clerk charged with the duty of preparing the monthly report of changes his name appears to have been omitted from the report that was made at that time. The office copy of that report was destroyed years ago. It was nearly nine years later that the District Manager, Fifth United States Civil Service District, Atlanta, Georgia, on his own initiative decided that a non-competitive examination should have been held when Mr. Minges was transferred. Unfortunately for Mr. Minges, the Civil Service Commission required him to take examinations for positions of designations under which certain educational qualifications are required that are not possessed by Mr. Minges. It is believed that if in the last examination he had been examined only for the position of Skilled Laborer he would have passed. However, he was required to take also the examination for the position of Messenger. He has now been relieved of Messenger duties and it is recommended that the Department take the matter up with the Civil Service Commission with a view to permitting him to remain in the position of Skilled Laborer without further examination. However, if an examination is insisted upon it is recommended that the Civil Service Regulations for the Lighthouse Service, Regulation VII, paragraph 1, be strictly complied with and that he be required to take a non-competitive examination before the Local Board.

H. L. Beck

H.L. Beck, Superintendent of Lighthouses

FIFTH UNITED STATES CIVIL SERVICE DISTRICT
OFFICE OF THE MANAGER, ATLANTA, GA.

1933 APR - 8 - AM 9:34

April 3, 1933

Mr. H.L. Beck,
Superintendent of Lighthouses,
Charleston, S. C.

My dear Mr. Beck:-

I have your letter of March 27 in further reference to the Minges case.

I had hoped for an opportunity to call upon you long before this, but have been unable to do so. In view of the limited budget under which we are operating, and the volume of work here, I am afraid that I will be unable to visit Charleston in the near future.

Our records show that Mr. Minges' case has received very careful consideration by the Commission. Originally, as you know, it was held that his duties were first grade in character, and a first grade clerical test was authorized. Mr. Minges abandoned this examination. On review, the Commission decided to give him a third grade clerical test, which is the lowest educational test in the clerical group. His position is clearly educational, not non-educational, in character. While Mr. Minges failed in this examination with the ineligible rating of 60.80, it may be that he will be able to qualify on a second trial. I suggest that you propose this to the Department.

I would be glad to discuss this matter with you, as you suggest, but it would be inadvisable to defer action until I can visit Charleston, since such a trip will probably not materialize in the near future, and in view, also, of the long delay which has already been experienced. As you know, this case has been pending over a year.

Frankly, I can not see how the Commission can take any action different from that already taken. It has been most liberal, I think, in agreeing to consider this a position of the third grade,,notwithstanding the duties of the position and the compensation, $5.00 per diem. The Department of Commerce has notified the Commission that it agrees that the designation of this position should be storekeeper, not laborer.

I regard it as most important that prompt action be taken to close this case. We not only have eligibles who have qualified in open competitive examination for the precise work to which Mr. Minges has been assigned, but we have at least one eligible who has been laid off by another Government department because of a necessary reduction in force. These eligibles, and especially the one last referred to, are entitled by law to consideration for this position unless Mr. Minges can qualify, and provided, of course, that it is not filled by reinstatement, transfer or promotion within the service.

Very truly yours,

/s/ J. H. Weiss,
District Manager

Copy

Department of Commerce
Lighthouse Service

Office of Superintendent, 6th District
Charleston, S. C.
April 6, 1933.

Mr. J. H. Weiss,
District Manager,
Fifth United States Civil Service District,
Atlanta, Georgia.

Dear Mr. Weiss:

I have your letter of April 3, 1933, in further reference to the Minges case and have given it careful consideration. I am sorry that you will not be able to visit Charleston in the near future.

It looks as if three things can happen to Minges and possibly four, First, if he be given an opportunity to qualify under another third grade clerical test and pass, he may retain his present position; second, should he fail, he can be assigned to a common laborer's job at reduced pay; third, he may be dismissed from the service without any regard to his long and faithful service. The fourth possibility is his retirement under the Lighthouse Service Retirement Act on account of disability. This is the possibility that will be considered before actually dismissing him.

The Department was inclined to think that it would be futile to give Mr. Minges another non-competitive examination, but in view of your having suggested that action, I am recommending that he be given another opportunity to qualify.

Respectfully,

(Sgd.) H. L. Beck,
Superintendent of Lighthouses.

Copy to Commissioner of Lighthouses, Washington, D. C., together with a copy of letter of April 3 from the District Manager of the Fifth United States Civil Service District. It is recommended that the Department be requested to give its assent to another non-competitive examination as suggested by the District Manager.

(Sgd.) H. L. Beck,
Superintendent 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 April 10, 1933.

APR 12 1933
APPOINTMENT
DEPARTMENT OF COMMERCE
1933 APR - 12 AM 9:46
CHIEF CLERK

Secretary of Commerce.

1. In reference to the Department's letter of March 7 relative to the case of John H. Minges in the 6th Lighthouse District:

2. There is inclosed a copy of the 6th Superintendent's indorsement on his letter of April 6 to the District Civil Service Manager in reply to the Manager's letter in the matter dated April 3. The Bureau concurs with the Superintendent's indorsement and recommends that another noncompetitive examination be given to Mr. Minges, it being noted that this is the view of the District Civil Service Manager.

W. P. HARMAN,
Acting Commissioner of Lighthouses.

RG:EMF
Incl.

April 27, 1933.

The Civil Service Commission:

Referring to the Commission's letter of February 2, 1933 (File SHR/RAB), advising that John H. Minges had failed in the noncompetitive examination given him to test his fitness for change in status to the position of skilled laborer in the Lighthouse Service at Charleston, South Carolina, the Department is in receipt of a recommendation from the Bureau of Lighthouses that Mr. Minges be given another opportunity to qualify by a noncompetitive examination. If the Commission has no objection, it will be appreciated if arrangements be made accordingly.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER. APR 27 1933

Chief of Appointment Division.

D:DSE

Form 2453
Feb., 1932

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

DEPARTMENT OF COMMERCE
MAY 4 - 1933
APPOINTMENT DIVISION

SRR/RAB

May 3, 1933.

The Honorable,
The Secretary of Commerce,
Washington, D. C.

Sir:

Referring to your request of April 27, 1933 for approval of the change in status of John H. Minges to the position of Skilled Laborer in the Lighthouse Service, Charleston, South Carolina, you are informed that action is delayed for the reason checked below:

Proof of residence (Form) is required.

Affidavit as to members of family in the service (Form 1769) is required.

Medical certificate is necessary.

Form was returned to candidate for correction.

Certified copy of military or naval discharge is necessary.

Preference is being investigated.

Examination Form required.

** Messenger and Skilled Laborer examination has been ordered.

Strength test is required.

Proof of correct date of birth is necessary (see Form 2473, inclosed).

Fingerprint chart (Form 2390) is necessary.

** Instructions were mailed Secretary, Charleston, South Carolina, May 2, 1933.

May 4, 1933.

Copy transmitted to the Bureau of Lighthouses.

MAY 4 - 1933

qro 16—481

U. S. Civil Service Commission.

EDW. J. GARDNER.
Chief of Appointment Division.

DSE

Form 2280
Sept., 1931

[redacted] P-4307

UNITED STATES CIVIL SERVICE COMMISSION SRR/RAB

WASHINGTON, D. C.

DEPARTMENT OF COMMERCE
MAY 16 1933
APPOINTMENT DIVISION

May 15, 1933.

The Honorable,
The Secretary of Commerce,
Washington, D. C.

Sir:

Referring to your request of April 27, 1933 a noncompetitive examination was ordered to test the fitness of John H. Minges for change in status to the position of Skilled Laborer in the Lighthouse Service, Charleston, South Carolina.

The Commission is unable to authorize the proposed action for the reason indicated below:

The proposed applicant failed to report for examination.

** The applicant failed in examination as indicated below:

Examination: Messenger and skilled laborer

Average: 68.40

Remarks:

May 19, 1933.

Copy transmitted to the Bureau of Lighthouses.
EDW. J. GARDNER.

MAY 19 1933

E. J. Babcock

Chief of Appointment Division. U. S. CIVIL SERVICE COMMISSION.

DSE In duplicate.

16-350

December 1, 1933.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of the Act of March 4, 1933, entitled An Act to provide for retirement for disability in the Lighthouse Service, you are, upon recommendation of the Commissioner of Lighthouses, hereby retired from that service (Sixth District), effective beginning December 1, 1933, with retired pay at the rate of $1169.16 per annum.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER. DEC - 4 1933

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
DEC 2 1933
SHEET NO. 424
DEPARTMENT OF COMMERCE

December 1, 1933.

Mr. John H. Minges,

Through the Commissioner of Lighthouses.

Dear Mr. Minges:

The Department is today notifying you by separate letter of your retirement from the Lighthouse Service, effective December 1, 1933, on account of disability.

For myself personally, and for the Department, I extend sincere thanks for your satisfactory services. I regret that impaired health has necessitated relinquishment of your official duties, and trust that the comfort you may well derive from your splendid record will soon be augmented by an improvement in your physical condition.

Very sincerely,

DANIEL C. ROPER DEC - 4 1933

Secretary of Commerce.

EMS

A

Form 9 MSH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE NOV 14 1933 APPOINTMENT DIVISION

1933 NOV 13 AM 9:14 DEPARTMENT OF COMMERCE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date November 11, 1933

1933 NOV 14 AM 11:04 DEPARTMENT OF COMMERCE DEC - 1 1933 CHIEF APPOINTMENT DIVISION

Superintendent of Lighthouses,

Sixth District

Charleston, S. C.
(City)

I hereby apply for retirement from active duty in the Lighthouse Service effective December 1, 1933 on the basis of service shown hereon, on account of disability

Disability after 15 years - 30 years Service

J. H. Minges
John H. Minges (Name)

Helper General
(Designation)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Charleston, S. C. *Date* November 11, 1933

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,169.16 per annum, effective at the close of November 30, 1933

It is certified that the record of service and pay shown on Page 2 is correct as shown by the records of this office, and that all Government service shown has been verified.

H. L. Beck
H. L. Beck, *Superintendent of Lighthouses.*

NOV 13 1933

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

11/14/33

Submitted to the Secretary of Commerce, recommending approval.

A. J. Harman
Acting Commissioner of Lighthouses.

FOR USE OF DEPARTMENT 11—10551

2

O.K. for OK

Chief Clerk

11-28-33

Dr Whitehead recommends that Mr. Minges be retired and reexamination is not necessary

J a

Form 9a

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT

(Act of March 4, 1925)

1933 NOV 9 AM 8 00

November 9, 1933
(Date)

NAME OF CLAIMANT John H Minges DESIGNATION Helper General

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Large scar on back of neck from carbuncle. Well nourished with a pendulous abdomen. All teeth missing. Prominent eyeballs with reddened conjunctivae.

Height 64 inches Weight 134 pounds pounds. Complexion Brunette
Color of eyes Blue Color of hair Grey

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: Claims total disability from stomach pains following ulcer of stomach in 1923, causing gas formation and constant use of alkalies for temporary relief. Shortness of breath on exertion or going up stairs. Neuritis pains in right arm at times. Weakness in arms and legs so that he cannot perform heavy work of any kind.

Here describe fully nature of disability: High blood pressure, right arm Systolic 170 with the Diastolic 90. Left arm Systolic 155 and Diastolic 85. Pulse sitting 90. Standing 100. (Not exercised). Aortic and Mitral valvular lesions. Cardiac hypertrophy. Urine negative. Temperature normal.

Claimant describes the duties of his position as follows: States he has to handle supplies from storehouse necessitating lifting weights of 100 pounds and over.

Born Dec. 2, 1877

Is disability to perform such duty of a permanent character? Yes
Is it indicated that applicant may recover from disability and be fit for restoration to active duty? No Do you recommend reexamination with this in view? ---

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

The examining physician must be in the Federal Service

Charleston, S.C.
(Place of examination)

Franklin F Sams
(Examining Surgeon)

Acting Assistant Surgeon U.S.P.H.S.
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE. 1931 11—10543

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 - MAR 18 1940

Form W-2b
(Rev. July 1951)
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING STATEMENT—1951

Wages Paid and Income and F. I. C. A. Taxes Withheld

COPY

EMPLOYEE TO WHOM PAID (Print name, full address)	SOCIAL SECURITY NUMBER	MARITAL STATUS
[illegible] OLIVIA ST KEY WEST FLA	[illegible]	

FEDERAL INSURANCE CONTRIBUTIONS ACT.			INFORMATION FOR INCOME TAX RETURN	
Total F.I.C.A. wages (before payroll deductions) paid in 1951*	F.I.C.A. employee tax withheld, if any		Total wages (before payroll deductions) paid in 1951	Federal income tax withheld, if any
			[illegible]	

EMPLOYER BY WHOM PAID (Name, address, and identification number)

U. S. COAST GUARD

WASHINGTON 25, D. C.

*If your wages were subject to F.I.C.A. taxes, but are not shown, your F.I.C.A. wages are the same as wages shown under "INFORMATION FOR INCOME TAX RETURN," but not more than $3,600.

$

EARNINGS STATEMENT—1951

EMPLOYEE TO WHOM PAID (Print name, full address)	SOCIAL SECURITY NUMBER	MARITAL STATUS
THOMAS H MINGO 516 OLIVIA ST KEY WEST FLA	606	

	FEDERAL INSURANCE CONTRIBUTIONS ACT.			INFORMATION FOR INCOME TAX RETURN	
	Total F.I.C.A. wages (before payroll deductions) paid in 1951	F.I.C.A. employee tax withheld, if any		Total wages (before payroll deductions) paid in 1951	
				79296	

EMPLOYER BY WHOM PAID (Name, address, and identification number)

U. S. COAST GUARD

WASHINGTON 25, D. C.

$

Form W-2b
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING STATEMENT—1947
Wages Paid and Income Tax Withheld

COPY

EMPLOYEE TO WHOM PAID (Print name, full address, and Soc. Sec. No.)

JOHN H. MINGES, HELPR. GEN. RET. (DECEASED)
17 COUNCIL STREET
CHARLESTON, S. C.

Total wages (before pay-roll deductions) paid in 1947	Federal income tax withheld, if any
$	$ 26.40

EMPLOYER BY WHOM PAID (Name, address, and S. S. identification No.)

W. B. SONNTAG, LIEUT. (jg) USCG
AUTHORIZED CERTIFYING OFFICER
U. S. COAST GUARD HEADQUARTERS
WASHINGTON 25, D. C.

o6—16—48955-1 U. S. GOVERNMENT PRINTING OFFICE

Form W-2b
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING STATEMENT—1946
Wages Paid and Income Tax Withheld

COPY

EMPLOYEE TO WHOM PAID (Print name, address, and Social Security No.)

JOHN H MINGES. HELPR GEN RET
17 COUNCIL ST
CHARLESTON S C

Total wages (before pay-roll deductions) paid in 1946	Federal income tax withheld, if any
$ 1,169.16	$ 105.60

EMPLOYER BY WHOM PAID (Name, address, and S. S. identification No.)

R.D.FRITZ LIEUT. U.S.C.G.
AUTHORIZED CERTIFYING OFFICER

o6—16—42395-3 U. S. GOVERNMENT PRINTING OFFICE

Form W-2b
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING STATEMENT—1947 1946

Wages Paid and Income Tax Withheld

COPY

EMPLOYEE TO WHOM PAID (Print name, full address, and Soc. Sec. No.)

JOHN H. STITES, HTPR. GEN. R[illegible].
17 COUNCIL ST
CHARLESTON, S. C.

Total wages (before pay-roll deductions) paid in 1947 1946	Federal income tax withheld, if any
$ 1,169.16	$ 105.60

EMPLOYER BY WHOM PAID (Name, address, and S. S. identification No.)

R. D. FRITZ, LIEUT. U.S.C.G.
AUTHORIZED AUTHENTICATING OFFICER
CERTIFIED TO BE A TRUE COPY

MARIE BARTHELL
CHIEF, ALLOTMENT AND RETIRED PAY SUBSECTION

LEN.

o6—16—48955-1 U. S. GOVERNMENT PRINTING OFFICE

Form W-2b
(Revised June 1945)
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING RECEIPT—1945
For Income Tax Withheld on Wages

COPY

EMPLOYEE TO WHOM PAID (Print name, address, and Social Security No.)

JOHN W [illegible] HELPER GEN DEL
17 CODE ST
CHARLESTON S C

Total wages (before pay-roll deductions) paid in 1945	Federal income tax withheld
1,169.16	136.70
$	$

EMPLOYER BY WHOM PAID (Name, address, and S. S. identification No.)

[illegible] DIST CT [illegible] MS OFF CLK
U S COURT HOUSE
WASHINGTON D C

16—42395-2 ☆ U. S. GOVERNMENT PRINTING OFFICE

Form W-4 (Rev. 1944)
U. S. Treasury Department
Internal Revenue Service

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

(Collection of Income Tax at Source on Wages)

Print full name ~~John Henry Minges~~ Helpr. Gen. Social Security No. .....

Print home address ~~17 Council Street, Charleston, S.C.~~

FILE THIS FORM WITH YOUR EMPLOYER. Otherwise, he is required by law to withhold tax from your wages without exemption.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

I. If you are SINGLE, write the figure "1" here 1

II. If you are MARRIED, one exemption is allowed for the husband and one exemption for the wife.

(a) If you claim *both* of these exemptions, write the figure "2" here . . . . .

(b) If you claim *one* of these exemptions, write the figure "1" here 0

(c) If you claim *neither* of these exemptions, write "0" here . . . . .

III. If during the year you will provide more than one-half of the support of persons closely related to you, write the number of such dependents here. (See Instruction 3 on other side.) 1

IV. Add the number of exemptions which you have claimed above and write the total here . . . . .

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Dated Jan 1, 1945 (Signature) John H. Minges Helpr. Gen.

Form W-2b
U. S. Treasury Department
Internal Revenue Service

WITHHOLDING RECEIPT—1944
For Income Tax Withheld on Wages

COPY

EMPLOYER BY WHOM PAID (Name and address)

ALLOTMENT DISBURSING OFFICER
U. S. COAST GUARD
WASHINGTON 25. D. C.

Total Wages paid during the calendar year 1944	Federal Income Tax withheld
$ 1169.16	$ 92.20

EMPLOYEE TO WHOM PAID (Print full name, address, Social Security No.)

JOHN H MINGES, HELPER GEN RET
17 COUNCIL ST
CHARLESTON S C

16—41134-1 U. S. GOVERNMENT PRINTING OFFICE

Form W-2,
U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

STATEMENT OF INCOME TAX WITHHELD ON WAGES

By Employer

(EMPLOYEE'S RECEIPT)

Calendar Year 1943

INSTRUCTIONS TO EMPLOYER

Prepare this form in duplicate for each employee from whom a tax has been withheld. Furnish original to employee. Forward duplicate with Return of Income Tax Withheld on Wages, Form W-1, for the fourth quarter of the year (or with the employer's final return, if filed at an earlier date). (See Circular WT.)

INSTRUCTIONS TO EMPLOYEE

This is your receipt for Income Tax (including Victory Tax) withheld. You should keep it for use in preparing your Income and Victory Tax return for 1943, and as evidence of tax withheld.

EMPLOYEE TO WHOM PAID: JOHN H MINGES, HELPER GEN RET
17 COUNCIL ST
CHARLESTON S C

(Print full name of employee, home address, and social security number, if any. If employee is a married woman, name of husband should also be furnished)

EMPLOYER BY WHOM PAID: U. S. COAST GUARD
WASHINGTON, D.C.

(Name and address of employer)

STATEMENT OF INCOME TAX WITHHELD ON WAGES

Wages paid during the calendar year 1943 ..... $ 1169.16

Amount of income tax withheld ..... $ 57.00

16—34840-1

[OVER]

FORM W-4
U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

(Collection of Income Tax at Source on Wages)

3

Name John Henry Minges, HELPER GEN., RET.
(Print full name)

Address 17 Council St.
(Print home address)
Charleston S.C.

Social Security No.

I. Check the box in the line below which applies to *you* on the date this form is filled in:

Married person living with husband or wife but claiming **none** of the personal exemption ..... (1) ☐
Married person living with husband or wife but claiming **half** of the personal exemption ..... (2) ☐
Single person (not head of a family) or married person not living with husband or wife (not head of a family) ..... (3) ☒
Married person living with husband or wife and claiming **all** of the personal exemption (spouse claiming none of the exemption) ..... (4) ☐
Head of a family (a single person or married person not living with husband or wife who exercises family control and supports closely connected dependent relative(s) in one household) ..... (5) ☐

II. Number of dependents **receiving chief support from you** who are either under 18 years of age or incapable of self support because mentally or physically defective ..... ____

I declare that the entries made herein are a true and complete statement as of the date indicated, pursuant to the Internal Revenue Code and the regulations issued under authority thereof.

Date 7-14, 1943

16—34596-1

(Signature) John Henry Minges
Helpr. Gen.

3-2
file 75
LEH

(FA-PA)
CG-75

22 September, 1947

Collector of Internal Revenue
Baltimore 2, Maryland

Dear Sir:

Official notification has been received in this office, from the Bureau of Vital Statistics, Charleston, S. C., of the death of John H. Minges, Helper General, of the Former Lighthouse Service, U. S. Coast Guard, on July 6, 1946.

Retired pay checks for the period July 1, 1946, through March 31, 1947, were issued by E. J. Brennan, Chief Disbursing Officer, and withheld pending information as to the existence of Mr. Minges.

Since Mr. Minges' retired pay was subject to tax withholding, the sum of $8.80 was deducted from his retired pay each month for the above mentioned period.

In view of the fact that Mr. Minges died on July 6, 1946, and was not entitled to retired pay subsequent to that date, and money due the estate of a deceased person is not subject to tax, it is requested that this office be granted a refund in the amount of $79.20 covering the tax which was erroneously withheld and disposed of in the case of Mr. Minges for the months of July 1946 through March 1947.

By direction of the Commandant.

Very truly yours,

J. A. WILBER
Chief Pay Clerk, USCG
Acting Chief, Pay and Audit Section

U. S. COAST GUARD
MAIL SECTION
MAILED SEP 24 1947

LEH:lmk 6-1
EH LEH CG. MS

3-2 feb 75
2814

(FA-PA)
CG-75

4 September, 1947

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Minges, Helper General, Retired
Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay due in his case:

Date of death:	6 July, 1946
Gross pay to date of death:	$19.49
Federal Tax withheld and disposed of:	8.80
Other deductions:	None
Net amount due on death:	$10.69

Last paid for period 1-30 June, 1946, on D. O. Vou. No. 460 2, settled in the June 1946 account of E. J. Brennan, symbol No. 18-460.

Appropriation to which chargeable: 2071255, Retired Pay, former Lighthouse Service, Coast Guard, 1947.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

J. A. WILBER
Chief Pay Clerk, USCG
Acting Chief, Pay and Audit Section

LEH:eh 6-1

RBL EH.

3-2
file 75-
LEN.

CG-75 (FA-PA)

25 August, 1947

Bureau of Vital Statistics
Charleston, South Carolina

Gentlemen:

Unofficial information received in this office states that John H. Minges, Helper, General, Former Lighthouse Service, U. S. Coast Guard, Retired, of 17 Council Street, Charleston, S. C., died on 6 July, 1946.

In this connection, it is requested that this office be furnished official confirmation of the date of death of Mr. Minges and the name and address of next of kin, in order to close the pay account of the decedent.

An early reply will be appreciated.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Lieut.(jg), USCG
Acting Chief, Pay and Audit Section

U. S. COAST GUARD
MAIL SECTION
MAILED AUG 27 1947

LEH:lpf 6-1

LEH:LEN:dd MB

3-2
file 75
JCH.

(FA-PA)
CG-75

10 January, 1947

John H. Minges, Helper General, USCG (Retired)
17 Council Street
Charleston, South Carolina

Dear Sir:

You are advised that retirement pay checks for the months of July through December 1946, totaling $531.78, drawn in your favor are being held at Coast Guard Headquarters pending receipt of signed Form CG-9671-B.

Inclosed is a Form CG-9671-B to be signed and returned to the Commandant (FA-PA) Coast Guard Headquarters, Washington 25, D. C.

Upon receipt of this signed Form CG-9671-B the above mentioned checks will be mailed to you.

By direction of the Commandant.

Very truly yours,

R. D. FRITZ
Lieutenant, USCG
Chief, Pay and Audit Section

Incl
Form CG-9671-B

U. S. COAST GUARD
MAIL SECTION
MAILED JAN 13 1947

sg 6-1 RBS cdy mrs

3-2
file 75
1947

(FA-PA)
CG-75

28 April, 1947

Postmaster
Charleston, S. C.

Dear Sir:

This office is desirous of ascertaining the present whereabouts of John H. Minges, a retired member of the former Lighthouse Service of the U. S. Coast Guard, whose last known address, furnished on 31 July, 1946, was 17 Council Street, Charleston, S. C. This information is necessary in connection with the payment of retired pay due Mr. Minges.

It will be appreciated if you will make inquiry, and advise this office of the current address of John H. Minges, Helper General, Retired, or the name and address of a relative from whom this may be obtained.

By direction of the Commandant.

Very truly yours,

J. A. WILBER
Lieutenant (jg), USCG
Acting Chief, Pay and Audit Section

U. S. COAST GUARD
MAIL SECTION
RECEIVED APR 29 1947

LEH: vd 6-1
L.E.H. copy MB

(FA-PA)
CG-75

19 February, 1948

George Hofferbert, Collector
Treasury Department
Internal Revenue Service
Baltimore 2, Maryland

Dear Sir:

Reference is made to your letter of February 4, 1948, relative to the refund of $79.20 in the case of Mr. John H. Minges now deceased.

This office cannot proceed as outlined in paragraph 2 of your letter, as the amount of $79.20 represents withholding tax portion of retired pay computed as having accrued subsequent to date of death; as death of retired personnel terminates payment of retired pay, no portion thereof was due Mr. Minges' estate subsequent to April 6, 1946. Therefore, the $79.20 is not now due the estate but rather constitutes an overpayment of withholding tax to your department by this office.

It is again requested that a check in the amount of $79.20 made payable to the Treasurer of the United States be forwarded to Commandant (FA-PA) or that this amount be authorized to be deducted from the withholding tax remittance for the quarter ending 31 March, 1948.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Chief Pay Clerk, USCG
Chief, Pay and Audit Section

CCG:hms 6-7

Rec'd 2/9/48 ckd

TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
BALTIMORE 2, MD

OFFICE OF THE COLLECTOR
DISTRICT OF MARYLAND

IN REPLY REFER TO:

OC-2nd Floor
Internal Revenue Building
222 E. Redwood Street

February 4, 1948

The Commandant
United States Coast Guard
Washington 25, D. C.

Attention: Mr. J. A. Wilber
Chief Pay Clerk, USCG
Acting Chief, Pay and Audit Section

Reference: (FA-PA)
CG-75

Dear Sir:

This office is in receipt of your communication of recent date relative to a refund of $79.20 covering tax which was erroneously withheld and disposed of in the case of Mr. John H. Minges, now deceased.

In this connection, you are advised that a refund of $79.20 for tax erroneously withheld should be made to the estate of John H. Minges and a credit for this amount should be taken on line 2 of the next quarterly withholding tax return filed for the U.S. Coast Guard.

A copy of this communication should be attached to the return on which the credit is taken in order to insure proper application of same.

Very truly yours,

GEORGE HOFFERBERT
Collector

By: Robert C. Loker

Robert C. Loker, Chief
Wage & Excise Tax Division

OC:ns

15 February 1949
Fi-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Hingas, General Helper,
Retired, Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of Death:	6 July, 1946
Gross pay to date of Death:	$19.49
Federal Tax withheld and disposed of:	None
Other deductions:	None
Net amount due on Death:	$19.49

Last paid for period 1-30 June, 1946 on D. O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, CDO, Symbol No. 18-460.

Appropriation to which chargeable: 2071255, Retired Pay, Former Lighthouse Service, Coast Guard, 1947

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY, Lieutenant, USCG
Chief, Pay and Audit Section

LEHynes:IT
2/15/49 6-7

NCG 2661A
Form approved by
Comptroller General U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

CORRECTED

Headquarters
Retired Roll-Lighthouse

Appropriation: ~~2071255, Retired Pay, Former Lighthouse Service~~ U.S.Coast Guard, 1947

Unit _____

THE UNITED STATES, *Dr.*,

Total years of service _____

To John H. Minges, Helper General, Deceased Retired
(Name)

Pay period, duty, or grade ~~xxxxxxxxx~~

Monthly rate of pay ~~$97.13~~ (Base and longevity)

_____, *U. S. Coast Guard*
(Designation)

For pay and allowances—

_____
(Address)

From 7/1 1946, *to* 7/6 (Inclusive) 1946

CREDITS:		NOTATIONS
Subsistence allowance ..... $		
Rental or quarters allowance		
Pay	19.49	
Balance forwarded from ..... (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS ..... $	19.49	
CHARGES:		
Allotment ..... $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES ..... $	None	

		NOTATIONS
Total Credits ..... $	19.49	
Less—Total Charges, $		
Amt. retained		
TOTAL ..... $		
Net amount to be paid on this voucher ..... $	19.49	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O.Vou. No.4602, settled in the June, 1946 account of E.J. Brennan, Symbol No. 18-460.($8.80 Federal Tax withheld from retired pay each month. none withheld on this claim.) See reverse.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)

21-125
1200

(Payee will NOT use this space)

Differences ..... _____

Account verified: correct for ..... $ 19.49

(Signature or initials) LCH WH

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____} is true and correct, and so remains at this time, except
(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____, 19____ (MEMORANDUM—DO NOT SIGN) _____ (Name) _____ (Official designation)
(Date)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 19.49

Date _____, 19____

(MEMORANDUM—DO NOT SIGN) _____
Commanding, District Commander.

U.S. GOVERNMENT PRINTING OFFICE 16—29661-1

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

Died: 6 July, 1946

The following retired pay checks of the decedent, John H, Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499. Credit adjustment in the amount of $79.20 for erroneous tax withholding for the period 1 July, 1946 through 31 March, 1947 was stated on Public Voucher for Refunds, D. O. Vou. No. 436-15026 paid on 25 January, 1949, settled in the January, 1949 accounts of Paul D. Banning, CDO, Symbol No. 1372.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

N. C. G. 2661
Form approved by
Comptroller General, U. S
April 13, 1934

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(ORIGINAL)

U. S. COAST GUARD

Appropriation: 2071255, Retired Pay, Former Lighthouse Service U.S. Coast Guard, 1947.

Unit Headquarters Retired Roll-Lighthouse

Total years of service _____

Pay period, duty or grade _____

Monthly rate of pay $97.43 (Base and longevity)

For pay and allowances—

From 7/1, 19 46, *to* 7/6, 19 46 (Inclusive)

THE UNITED STATES, *Dr.*,

To John H. Minges, Helper General, Deceased Retired
(Name)

(Designation), *U. S. Coast Guard*

(Address)

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay	10.69	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS $	10.69	
CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $	None	

		NOTATIONS
Total Credits $	10.69	
Less—Total Charges, $		
Amt. retained		
TOTAL $		
Net amount to be paid on this voucher $	10.69	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, Symbol No. 18-460. ($8.80 Federal Tax Withheld and disposed of.) U.S.Treas.Check No. #1863 dated 1 August, 1946 was returned and cancelled in the July, 1947 account of Paul J. Banning (See reverse) CDO, Symbol No. 18-499.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)

21-125
1200

(Payee will NOT use this space)

Differences _____

Account verified; correct for $ 10.69

(Signature or initials) LEH COS MS

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____ is true and correct, and so remains at this time, except

(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____, 19____ (SIGN ORIGINAL ONLY) _____, _____
(Date) (Name) (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 16 November, 19 48

(SIGN ORIGINAL ONLY) _____
(Official title)

U. S. GOVERNMENT PRINTING OFFICE 16—26869-1

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

Died: 6 July, 1946

The following retired pay checks of the decedent on John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

16 November 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Minges, General Helper, Retired
Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of Death:	6 July 1946
Gross pay to date of Death:	$19.49
Federal Tax withheld and disposed of:	8.80
Other deductions:	None
Net amount due on death:	$10.69

Last paid for period 1-30 June, 1946 on D. O. Vou. No. 4602, settled in the June, 1946 account of E. J. Drennan, CDO, Symbol No. 18-460.

Appropriation to which chargeable: 2071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1947.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

LHynes:LBW
11-15-48 6-7

NAVCG 2661A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Appropriation: 2071255, Retired Pay, Former Lighthouse Service U.S. Coast Guard, 1947.

Unit: Headquarters Retired Roll-Lighthouse

Total years of service:

Pay period, duty, or grade:

Monthly rate of pay: $97.43 (Base and longevity)

For pay and allowances From 7/1 46, to 7/6 46 (Inclusive)

THE UNITED STATES, *Dr.*,

To John H. Minges, Helper General, Deceased Retired
(Name)

(Designation), U. S. Coast Guard

(Address)

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay	10.69	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS $	10.69	

CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $	None	

		NOTATIONS
Total Credits $	10.69	
Less—Total Charges, $		
Amt. retained		
TOTAL $		
Net amount to be paid on this voucher $	10.69	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, Symbol No. 18-460. ($8.80 Federal Tax withheld and disposed of.) U.S.Treas.Check No. 71883 dated 1 August, 1946 was returned and cancelled in the July, 1947 account of Paul J. Banning (See reverse) CDO, Symbol No. 18-499.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)
21-125
1200

(Payee will NOT use this space)

Differences

Account verified; correct for $ 10.69

(Signature or initials) REWCGG

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of (Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated , 19 { attached hereto / filed with voucher } for (Month), 19 is true and correct, and so remains at this time, except

(Here state fully changes occurring between date of last affidavit and signing of this voucher)

(Date), 19 (MEMORANDUM—DO NOT SIGN) (Name) (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 16 November 48

(MEMORANDUM—DO NOT SIGN)

Commanding, District Commander.

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

U.S. GOVERNMENT PRINTING OFFICE 16—29661-2

Died: 6 July, 1946

The following retired pay checks of the decedent on John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

16 November 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Hinges, General Helper, Retired
Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of Death:	6 July 1946
Gross pay to date of Death:	$19.49
Federal Tax withheld and disposed of:	8.80
Other deductions:	None
Net amount due on death:	$10.69

Last paid for period 1-30 June, 1946 on D. O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, CDO, Symbol No. 18-460.

Appropriation to which chargeable: 2071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1947.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant,

Very truly yours,

A. F. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

Lilynes:LBW
11-15-48 6-7

NAVCG 2661A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Headquarters

Appropriation: 2071255, Retired Pay, Former Lighthouse Service U.S. Coast Guard, 1947. *Unit* Retired Roll-Lighthouse

Total years of service _____

THE UNITED STATES, *Dr.*,

To John H. Minges, Helper General, Deceased Retired *Pay period, duty or grade* _____
(Name)

_____ (Designation), *U. S. Coast Guard*

Monthly rate of pay $97.43 (Base and longevity)

_____ (Address)

For pay and allowances—
From 7/1 46, *to* 7/6 46 (Inclusive)

CREDITS:		NOTATIONS
Subsistence allowance	$	
Rental or quarters allowance		
Pay	10.69	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS	$ 10.69	

CHARGES:		
Allotment	$	
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES	$ None	

		NOTATIONS
Total Credits	$ 10.69	
Less—Total Charges, $		
Amt. retained		
TOTAL	$	
Net amount to be paid on this voucher	$ 10.69	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, Symbol No. 18-460. ($6.80 Federal Tax withheld and disposed of.) U.S.Treas.Check No. 91863 dated 1 August, 1946 was returned and cancelled in the July, 1947 account of Paul J. Banning (See reverse) CDO, Symbol No. 18-499.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)
21-125
1200

(Payee will NOT use this space)
Differences _____
Account verified; correct for $ 10.69

(Signature or initials) REH CAH

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____ (Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____ is true and correct, and so remains at this time, except _____ (Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____ (Date), 19____ (MEMORANDUM—DO NOT SIGN) _____ (Name) _____ (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 16 November, 19 48

(MEMORANDUM—DO NOT SIGN) _____

Commanding, District Commander.

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

U.S. GOVERNMENT PRINTING OFFICE : 16—29661-2

Died: 6 July, 1946

The following retired pay checks of the decedent on John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

15 November 1948
PA-24 75

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Minges, General Helper, Retired
Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of Death:	6 July 1946
Gross pay to date of Death:	$19.49
Federal Tax withheld and disposed of:	8.80
Other deductions:	None
Net amount due on death:	$10.69

Last paid for period 1-30 June, 1946 on D. C. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, CDO, Symbol No. 18-460.

Appropriation to which chargeable: 2071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1947.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

Lhynes:LEW
11-15-48 6-7

NAVCG 2661A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Appropriation: 2071255, Retired Pay, Former Lighthouse Service U.S. Coast Guard, 1947.

Unit: Headquarters Retired Roll-Lighthouse

THE UNITED STATES, *Dr.*,

To: John H. Hinges, Helper General, Deceased Retired
(Name)
(Designation), U. S. Coast Guard
(Address)

Total years of service:

Pay period, duty, or grade:

Monthly rate of pay: $97.43
(Base and longevity)

For pay and allowances—
From 7/1 46, to 7/6 46
(Inclusive)

CREDITS:		NOTATIONS
Subsistence allowance	$	
Rental or quarters allowance		
Pay	10.69	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS	$ 10.69	

CHARGES:		
Allotment	$	
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES	$ None	

		NOTATIONS
Total Credits	$ 10.69	
Less—Total Charges, $		
Amt. retained		
TOTAL	$	
Net amount to be paid on this voucher	$ 10.69	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, Symbol No. 18-460. ($8.80 Federal Tax withheld and disposed of.) U.S.Treas.Check No. W1863 dated 1 August, 1946 was returned and cancelled in the July, 1947 account of Paul J. Banning (See reverse) CDO, Symbol No. 18-499.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)
21-125
1200

(Payee will NOT use this space)

Differences:

Account verified; correct for $ 10.69

(Signature or initials) LEN WH.

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____ (Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____ is true and correct, and so remains at this time, except

(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____ (Date), 19____ (MEMORANDUM—DO NOT SIGN) _____ (Name) _____ (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 26 November, 19 48

(MEMORANDUM—DO NOT SIGN)

Commanding, District Commander.

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

U.S. GOVERNMENT PRINTING OFFICE 16—29661-2

Died: 6 July, 1946

The following retired pay checks of the decedent on John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

Rec'd 8/17/48 ad.

TREASURY DEPARTMENT

INTERNAL REVENUE SERVICE

BALTIMORE 2, MD.
CUSTOM HOUSE

OFFICE OF THE COLLECTOR
DISTRICT OF MARYLAND

IN REPLY REFER TO Room 424

August 16, 1948

The Commandant(FA-PA)
United States Coast Guard,
Washington 25, D.C.

ref: CG-75

re: John H. Minges, dec'd.

Sir:

This office holding in its files your letter of February 19, 1948 reading as follows:

" Reference is made to your letter of February 4, 1948 relative to the refund of $79.20 in the case of Mr. John H. Minges, now deceased.

This office cannot proceed as outlined in paragraph 2 of your letter as the amount of $79.20 represents withholding tax portion of retired pay computed as having accrued subsequent to date of death; as death of retired personnel terminates payment of retired pay, no portion thereof was due Mr. Minges' estate subsequent to April 6, 1946. Therefore, the $79.20 is not now due the estate but rather constitutes an overpayment of withholding tax to your department by this office.

It is again requested that a check in the amount of $79.20 made payable to the Treasurer of the United States be forwarded to Commandant(FA-PA) or that this amount be authorized to be deducted from the withholding tax remittance for the quarter ending 31 March, 1948.

By direction of the Commandant. Very truly yours, S/ J. A. Wilber, Chief Pay Clerk, USCG, Chief, Pay and Audit Section".

In the event the matter has not been satisfactorily adjusted in the meantime, it is asked that you kindly forward a copy of the letter of February 4, 1948 to which you make reference, being particular to note the symbols and serial number appearing in the upper left hand corner.

Very truly yours,

George Hofferbert, Collector

By: Eugene Travers
Asst. Chief. Income Tax Division

AL:jkg

Rec'd 11/8/48 ajy

TREASURY DEPARTMENT

INTERNAL REVENUE SERVICE

BALTIMORE 2, MD.



OFFICE OF THE COLLECTOR
DISTRICT OF MARYLAND

IN REPLY REFER TO

OC: 2nd Floor
Internal Revenue Bldg.
222 E. Redwood Street

November 3, 1948

The Commandant
United States Coast Guard
Washington-25, D. C.

Attention: A. F. Mackay
Lieutenant, USCG
Chief, Pay and Audit Section

Reference: FA-PA 75

Dear Sir:

Reference is made to your communication of recent date relative to the refund of $79.20, representing withholding tax erroneously withheld, in the case of Mr. John H. Minges, Helper General, of the former Lighthouse Service, U. S. Coast Guard, now deceased. You advised that you have another case similar to Mr. Minges and you desire to be advised of the correct procedure to be followed in making adjustments.

In this connection you are advised that under date of February 4, 1948 you were advised relative to the procedure to be followed in adjusting the account of Mr. Minges. A copy of this letter is enclosed herewith which is self-explanatory. The procedure outlined thereon should be followed in the other case mentioned in your communication.

With respect to Mr. Minges' account in the amount of $79.20, you are advised that an examination of the records of this office fails to disclose that the adjustment has been made on your withholding tax returns to date.

Very truly yours,

GEORGE HOFFERBERT
Collector

By: Robert C. Loker

Robert C. Loker, Chief
Wage & Excise Tax Division

OC:bm

Enclosure

(FA-PA)
CG-75

19 February, 1948

George Hofferbert, Collector
Treasury Department
Internal Revenue Service
Baltimore 2, Maryland

Dear Sir:

Reference is made to your letter of February 4, 1948, relative to the refund of $79.20 in the case of Mr. John H. Minges now deceased.

This office cannot proceed as outlined in paragraph 2 of your letter, as the amount of $79.20 represents withholding tax portion of retired pay computed as having accrued subsequent to date of death; as death of retired personnel terminates payment of retired pay, no portion thereof was due Mr. Minges' estate subsequent to April 6, 1946. Therefore, the $79.20 is not now due the estate but rather constitutes an overpayment of withholding tax to your department by this office.

It is again requested that a check in the amount of $79.20 made payable to the Treasurer of the United States be forwarded to Commandant (FA-PA) or that this amount be authorized to be deducted from the withholding tax remittance for the quarter ending 31 March, 1948.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Chief Pay Clerk, USCG
Chief, Pay and Audit Section

CCG:hms 6-7

(PA-PA)
CG-75

25 August, 1947

Bureau of Vital Statistics
Charleston, South Carolina

Gentlemen:

Unofficial information received in this office states that John H. Minges, Helper, General, Former Lighthouse Service, U. S. Coast Guard, Retired, of 17 Council Street, Charleston, S. C., died on 6 July, 1946.

In this connection, it is requested that this office be furnished official confirmation of the date of death of Mr. Minges and the name and address of next of kin, in order to close the pay account of the decedent.

An early reply will be appreciated.

By direction of the Commandant,

Very truly yours,

J. A. WILBER, Lieut.(jg), USCG
Acting Chief, Pay and Audit Section

LEH:lpf 6-1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief Disbursing Section DATE: 16 July, 1947

FROM : Chief, Pay and Audit Section

SUBJECT: Returned checks for cancellation

The following checks of deceased personnel are being returned for cancellation.

Payee:	Check No.	Dated	Died
John H. Minges, Hlpr. Gen.	1,863	8-1-46	7-6-46
	2,701	8-31-46	
	3,541	10-1-46	
	4,375	11-1-46	
	5,213	11-30-46	
	156,039	12-31-46	
	156,883	1-31-47	
	157,734	2-28-47	
	11,473	3-31-47	

J. A. WILBER
Acting

Died 7/6/46

(FA-PA)
CG-75

28 April, 1947

Postmaster
Charleston, S. C.

Dear Sir:

This office is desirous of ascertaining the present whereabouts of John H. Minges, a retired member of the former Lighthouse Service of the U. S. Coast Guard, whose last known address, furnished on 31 July, 1946, was 17 Council Street, Charleston, S. C. This information is necessary in connection with the payment of retired pay due Mr. Minges.

It will be appreciated if you will make inquiry, and advise this office of the current address of John H. Minges, Helper General, Retired, or the name and address of a relative from whom this may be obtained.

By direction of the Commandant.

Very truly yours,

J. A. WILBER
Lieutenant (jg),USCG
Acting Chief, Pay and Audit Section

LEH: vd 6-1

Died 7/6/46

(PA-PA)
CG-75

10 January, 1947

John H. Minges, Helper General, USCG (Retired)
17 Council Street
Charleston, South Carolina

Dear Sir:

You are advised that retirement pay checks for the months of July through December 1946, totaling $531.78, drawn in your favor are being held at Coast Guard Headquarters pending receipt of signed Form CG-9671-B.

Inclosed is a Form CG-9671-B to be signed and returned to the Commandant (PA-PA) Coast Guard Headquarters, Washington 25, D. C.

Upon receipt of this signed Form CG-9671-B the above mentioned checks will be mailed to you.

By direction of the Commandant.

Very truly yours,

R. D. FRITZ
Lieutenant, USCG
Chief, Pay and Audit Section

Incl
Form CG-9671-B

sg 6-1

(PA-PA)
CG-75

25 August, 1947

Bureau of Vital Statistics
Charleston, South Carolina

Gentlemen:

Unofficial information received in this office states that John H. Minges, Helper, General, Former Lighthouse Service, U. S. Coast Guard, Retired, of 17 Council Street, Charleston, S. C., died on 6 July, 1946.

In this connection, it is requested that this office be furnished official confirmation of the date of death of Mr. Minges and the name and address of next of kin, in order to close the pay account of the decedent.

An early reply will be appreciated.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Lieut.(jg), USCG
Acting Chief, Pay and Audit Section

LEH:lpf 6-1

(PA-PA)
CC-75

25 August, 1947

Bureau of Vital Statistics
Charleston, South Carolina

Gentlemen:

Unofficial information received in this office states that John H. Minges, Helper, General, Former Lighthouse Service, U. S. Coast Guard, Retired, of 17 Council Street, Charleston, S. C., died on 6 July, 1946.

In this connection, it is requested that this office be furnished official confirmation of the date of death of Mr. Minges and the name and address of next of kin, in order to close the pay account of the decedent.

An early reply will be appreciated.

By direction of the Commandant.

Very truly yours,

J. A. WILSER, Lieut.(jg), USCG
Acting Chief, Pay and Audit Section

LEH:lpf 6-1

Rec'd 6/27/47 dcy.

1-7

UNITED STATES COAST GUARD

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

18 June, 1947

Postmaster
Charleston, S. C.

Dear Sir:

The records of this office fail to disclose receipt of reply to HQ letter dated 28 April, 1947, requesting information as to the whereabouts of John H. Minges, a retired member of the former Lighthouse Service of the U. S. Coast Guard, whose last known address was 17 Council Street, Charleston, S. C. This information is necessary in connection with the payment of retired pay due Mr. Minges.

It will be appreciated if you will make inquiry, and advise this office of the current address of John H. Minges, Helper General, Retired, or the name and address of a relative from whom this may be obtained.

By direction of the Commandant.

Very truly yours,

H. E. Solomon

H. E. SOLOMON
Lieutenant, USCG
Chief, Accounting Division

Deceased — July 6 - 1946 —

H. E. Solomon JUN [illegible] 1947

Edmund P. Grice, P. M. Act'g.

No insurance
17 Council St
Charleston S C.
Yes
ad

27 September 1948
FA-PA 75

Mr. George Hofferbert
Collector of Internal Revenue
Baltimore 2, Maryland

Dear Sir:

There is no record of a receipt of a reply to HQ letter of August 18, 1948, relative to the refund of $79.20 in the case of Mr. John H. Minges, Helper General, of the former Lighthouse Service, U. S. Coast Guard, now deceased.

As this office has another case similar to Mr. Minges' an early reply would be appreciated. A copy of HQ letter is inclosed.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

Incl: Ltr. dtd. 18 August 1948

LHynes:LBW
9-24-48 6-7

18 August 1948
FA-PA 75

Mr. George Hofferbert
Collector of Internal Revenue
Baltimore 2, Maryland

Dear Sir:

Reference is made to your letter dated August 16, 1948 relative to the refund of $79.20 in the case of Mr. John H. Minges, now deceased.

In accordance with your request, a copy of your letter dated February 4, 1948, File OC-2nd Floor, Internal Revenue Building, 222 E. Redwood Street., is inclosed.

No adjustment has been made in the case of Mr. Minges.

By direction of the Commandant.

Very truly yours,

M. C. REDFORD, Pay Clerk, USCG
Acting Chief, Pay and Audit Section

Incl: Ltr. dated February 4, 1948

LHynes:LF
8/18/48 6-7

(PA-PA)
CG-75

10 January, 1947

John H. Minges, Helper General, USCG (Retired)
17 Council Street
Charleston, South Carolina

Dear Sir:

You are advised that retirement pay checks for the months of July through December 1946, totaling $531.78, drawn in your favor are being held at Coast Guard Headquarters pending receipt of signed Form CG-9671-B.

Inclosed is a Form CG-9671-B to be signed and returned to the Commandant (PA-PA) Coast Guard Headquarters, Washington 25, D. C.

Upon receipt of this signed Form CG-9671-B the above mentioned checks will be mailed to you.

By direction of the Commandant.

Very truly yours,

R. D. FRITZ
Lieutenant, USCG
Chief, Pay and Audit Section

Incl
Form CG-9671-B

sg 6-1

16 November 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Re: John H. Minges, General Helper, Retired
Deceased

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay held due in his case:

Date of Death:	6 July 1946
Gross pay to date of Death:	$19.49
Federal Tax withheld and disposed of:	~~$.80~~
Other deductions:	None
Net amount due on death:	19.49 ~~$18.69~~

Last paid for period 1-30 June, 1946 on D. O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, CDO, Symbol No. 18-460.

Appropriation to which chargeable: 2071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1947.

Application for payment of amount due the decedent (Standard Form 1055) is being furnished next of kin.

By direction of the Commandant.

Very truly yours,

A. P. MACKAY
Lieutenant, USCG
Chief, Pay and Audit Section

LHynes:LBW
11-15-48 6-7

NAVCG 2661A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Appropriation: 2071255, Retired Pay, Former Lighthouse Service U.S. Coast Guard, 1947.

Unit: Headquarters Retired Roll-Lighthouse

THE UNITED STATES, *Dr.*,

To: John H. Hinges, Helper General, Deceased Retired
(Name)

(Designation), U. S. Coast Guard

(Address)

Total years of service:

Pay period, duty, or grade:

Monthly rate of pay: $97.43
(Base and longevity)

For pay and allowances—
From 7/1 46, to 7/6 46
(Inclusive)

CREDITS:		NOTATIONS
Subsistence allowance	$	
Rental or quarters allowance		
Pay	10.69	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS	$ 10.69	

CHARGES:		
Allotment	$	
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES	$ None	

		NOTATIONS
Total Credits	$ 10.69	
Less—Total Charges, $		
Amt. retained		
TOTAL	$	
Net amount to be paid on this voucher	$ 10.69	

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D.O. Vou. No. 4602, settled in the June, 1946 account of E. J. Brennan, Symbol No. 18-460. ($8.80 Federal Tax withheld and disposed of.) U.S.Treas.Check No. #1863 dated 1 August, 1946 was returned and cancelled in the July, 1947 account of Paul J. Banning (See reverse) CDO, Symbol No. 18-499.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)
21-125
1200

(Payee will NOT use this space)

Differences

Account verified; correct for $ 10.69

(Signature or initials) KEN MS

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ {attached hereto / filed with voucher} for _____ (Month), 19____ is true and correct, and so remains at this time, except

(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____, 19____ (MEMORANDUM—DO NOT SIGN) _____, _____
(Date) (Name) (Official Designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 16 November, 19 48 (MEMORANDUM—DO NOT SIGN) _____
Commanding, District Commander.

M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer

U.S. GOVERNMENT PRINTING OFFICE 16—29661-2

Died: 6 July, 1946

The following retired pay checks of the decedent on John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of Paul D. Banning, Symbol No. 18-499.

Check No.	Gross Pay	Tax Withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

Form No. 2661
Form approved by
Comptroller General, U. S
April 13, 1934

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(ORIGINAL)

TREASURY DEPARTMENT, U. S. COAST GUARD

071255 Retired Pay, Former Lighthouse Service, Coast Guard, 1946

Appropriation:

Headquarters
Unit Retired Roll-Lighthouse

THE UNITED STATES, *Dr.*,

Total years of service

To John H. Minges, Helper General, Deceased Retired Pay
(Name)

Monthly rate of pay $97.43
(Base and longevity)

(Designation), U. S. Coast Guard

For pay and allowances—

(Address)

From 7/1, 1946, *to* 7/6, 1946
(Inclusive)

CREDITS:		NOTATIONS			NOTATIONS
Subsistence allowance	$		Total Credits	$ 10.69	
Rental or quarters allowance			Less—Total Charges, $		
Pay	10.69		Amt. retained		
Balance forwarded from (Name of unit, noting month of roll or voucher)			TOTAL	$	
Sundry credits and adjustments			Net amount to be paid on this voucher	$ 10.69	
TOTAL CREDITS	$ 10.69				

REMARKS: Died: 6 July, 1946. Last paid for period 1-30 June, 1946 on D. C. Vou. No. 460 2, settled in the June 1946 account of E. J. BRENNAN, Symbol No. 18-460. ($8.80 Federal Tax Withheld and disposed of.)

(See reverse)

CHARGES:	
Allotment	$
Clothing	
Forfeited	
Sundry charges and adjustments	
TOTAL CHARGES	$ None

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)

21-125
1200

(Payee will NOT use this space)

Differences

Account verified; correct for $ 10.69

(Signature or initials) KENAH

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of .....
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $..... in cash or its equivalent without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated ....., 19..., {attached hereto / filed with voucher} for ..... (Month), 19... is true and correct, and so remains at this time, except

(Here state fully changes occurring between date of last affidavit and signing of this voucher)

(Date), 19... (SIGN ORIGINAL ONLY) ..... (Name) ..... (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 10.69

Date 4 September, 19 47

(SIGN ORIGINAL ONLY) M. C. REDFORD, PAY CLERK, USCG
Authorized Certifying Officer
Commanding, District Commander

U. S. GOVERNMENT PRINTING OFFICE 2—895

Died: 6 July, 1946.

The following retired pay checks of the decedent John H. Minges, Helper General, Retired, have been returned and were cancelled in the July, 1947 account of PAUL D. BANNING, Symbol No. 18-499.

Check No.	Gross Pay	Tax withholding	Net Pay	Date
1863	$97.43	$8.80	$88.63	8-1-46
2701	97.43	8.80	88.63	8-31-46
3541	97.43	8.80	88.63	10-1-46
4375	97.43	8.80	88.63	11-1-46
5213	97.43	8.80	88.63	11-30-46
156039	97.43	8.80	88.63	12-31-46
156883	97.43	8.80	88.63	1-31-47
157734	97.43	8.80	88.63	2-28-47
11473	97.43	8.80	88.63	3-31-47

NAVCG 2661A
Form approved by
Comptroller General, U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

Appropriation: _____ *Unit* _____

THE UNITED STATES, *Dr.*,

Total years of service _____

Pay period, duty, or grade _____

To _____
(Name)

Monthly rate of pay _____
(Base and longevity)

_____, *U. S. Coast Guard*
(Designation)

For pay and allowances—

_____
(Address)

From _____, *19*____, *to* _____, *19*____
(Inclusive)

CREDITS:		NOTATIONS			NOTATIONS
Subsistence allowance ..... $			Total Credits ..... $		
Rental or quarters allowance			Less—Total Charges, $		
Pay			Amt. retained		
Balance forwarded from ..... (Name of unit, noting month of roll or voucher)			TOTAL ..... $		
			Net amount to be paid on this voucher ..... $		
Sundry credits and adjustments					
TOTAL CREDITS ..... $			REMARKS:		
CHARGES:					
Allotment ..... $					
Clothing					
Forfeited					
Sundry charges and adjustments					
TOTAL CHARGES ..... $					

(Additional statements by Department if deemed necessary)	(ACCOUNTING CLASSIFICATION)	(Payee will NOT use this space)		
		Differences		
		.....		
		Account verified; correct for ..... $		

(Signature or initials) _____

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of _____
(Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

_____

_____

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $_____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated _____, 19____ { attached hereto / filed with voucher } for _____ (Month), 19____ } is true and correct, and so remains at this time, except

_____
(Here state fully changes occurring between date of last affidavit and signing of this voucher)

_____

_____

_____, 19____ (MEMORANDUM—DO NOT SIGN) _____, _____
(Date) (Name) (Official designation)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $_____

Date _____, 19____ (MEMORANDUM—DO NOT SIGN) _____
Commanding, District Commander.

U. S. GOVERNMENT PRINTING OFFICE 16—29661-2

MARGIN RESERVED FOR BINDING

N. B.—WRITE PLAINLY, WITH UNFADING INK—THIS IS A PERMANENT RECORD. Every item of information should be carefully supplied. AGE should be stated EXACTLY. PHYSICIANS should state CAUSE OF DEATH in plain terms, so that it may be properly classified. Exact statement of OCCUPATION is very important.

DEPARTMENT OF COMMERCE
Bureau of the Census

STANDARD CERTIFICATE OF DEATH

Registration Dist. No. 9a
Registrar's No. 46-4 549

Division of Vital Statistics—State Board of Health
State of South Carolina

State File No.

1. PLACE OF DEATH:
(a) County Charleston
(b) City or town Charlestnn
(If outside city or town limits, write RURAL)
(c) Name of hospital or institution:
229 East Bay
(If not in hospital or institution, write street number or location)
(d) Length of stay: In hospital or institution (Specify whether
In this community 69 years
years, months or days)

2. USUAL RESIDENCE OF DECEASED:
(a) State S.C. (b) County Charleston
(c) City or town Charleston
(If outside city or town limits, write RURAL)
(d) Street No. 229 East Bay
(If rural, give location)
(e) If foreign born, how long in U. S. A.? years.

3. (a) FULL NAME John Henry Minges

3. (b) If veteran, name war ---
3. (c) Social Security No. ---

4. Sex Male
5. Color or race White
6. (a) Single, widowed, married, divorced Single
6. (b) Name of husband or wife ---
6. (c) Age of husband or wife if alive --- years
7. Birth date of deceased Dec. 2, 1876
(Month) (Day) (Year)

8. AGE: Years 69 | Months 7 | Days 4 | If less than one day ___ hr. ___ min.

9. Birthplace Charleston, S.C.
(City, town, or county) (State or foreign country)
10. Usual occupation Retired lighthouse keeper
11. Industry or business

Father
12. Name John Adam Minges
13. Birthplace ___ Germany
(City, town, or county) (State or foreign country)

Mother
14. Maiden name Elizabeth Kraft
15. Birthplace ___ Germany
(City, town, or county) (State or foreign country)

16. (a) Informant's own signature Mrs. Rose H. Minges
(b) Address 17 Council St.
17. (a) Burial (b) Date thereof July 8, 1946
(Burial, cremation, or removal) (Month) (Day) (Year)
(c) Place; burial or cremation Bethany Cem. Chas., S.C.
J. Henry Stuhr
18. (a) Signature of funeral director J. Henry Stuhr, Ind.
(b) Address 232 Calhoun St., Chas., S.C.

19. (a) July 10, 1946 Leon Banov, M.D.
(Date received local registrar) (Registrar's signature)

MEDICAL CERTIFICATION

20. Date of death: Month July day 6th
year 1946 hour 5:30 minute
21. I hereby certify that I attended the deceased from July 5, 1946, 19__, to July 5, 1946, 19__:
that I last saw h__ alive on July 5, 1946, 19__:
and that death occurred on the date and hour stated above.

	DURATION
Immediate cause of death	
Coronary Thrombosis	3 days
Due to	
Due to	
Other conditions (Include pregnancy within three months of death)	

Major findings:
Of operations
Of autopsy

PHYSICIAN

Underline the cause to which death should be charged statistically.

22. If death was due to external causes, fill in the following:
(a) Accident, suicide, or homicide (specify)
(b) Date of occurrence
(c) Where did injury occur?
(City or town) (County) (State)
(d) Did injury occur in or about home, on farm, in industrial place, in public place?
(Specify type of place)
While at work?
(e) Means of injury

23. Signature J.E. Scott M.D. (M.D. or other)
Address 89½ Wentworth, Chas. Date signed 7-8-46

This is a true and correct copy from the original record on file in this office.
JUN 30 1947

THE R. L. BRYAN COMPANY, COLUMBIA, S. C. 906796

UNITED STATES COAST GUARD

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

25 August, 1947

Bureau of Vital Statistics
Charleston, South Carolina

Gentlemen:

Unofficial information received in this office states that John H. Minges, Helper, General, Former Lighthouse Service, U. S. Coast Guard, Retired, of 17 Council Street, Charleston, S. C., died on 6 July, 1946.

In this connection, it is requested that this office be furnished official confirmation of the date of death of Mr. Minges and the name and address of next of kin, in order to close the pay account of the decedent.

An early reply will be appreciated.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Lieut.(jg), USCG
Acting Chief, Pay and Audit Section

address
17 Council St.
Charleston S. C.

no insurance
LCH.