PC
13 October 1952

From: Commandant
To: Commander, 3rd Coast Guard District (p)

Subj: Richard A. Norton - Keeper

There is forwarded herewith the Albert Gallatin Award for Mr. Richard A. Norton who will retire at the close of 31 October 1952.

R. L. MORGAN
By direction

Encl: (1) Albert Gallatin Award

JSR/ε 9 op

Return to 3-2

Date mailed: 10/13/52

FA-1
LL
27 October, 1952

From: Commandant
To: Richard A. Norton, Keeper, FLHS, Retired (1014)
P.O. Box 2
Highland & Belleview Avenues
Leonardo, N. J.

Subj: Retired Pay; payment of

1. Having been transferred to the retired list of the Former Lighthouse Service, Coast Guard effective 1 November, 1952 in accordance with Departmental letter dated 17 October, 1952 your pay accounts will henceforth be carried at Headquarters.

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

H. M. TENNEY
By direction

Incls.
1. Form W-4, Employee's Withholding Exemption Certificate.
2. CG Form 9671 (Letter of instructions)

LEHYNES Sta. 8-1

STANDARD FORM 50 (9 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 21, FEDERAL PERSONNEL MANUAL

TREASURY DEPARTMENT—U. S. COAST GUARD
WASHINGTON, D. C.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Richard A. Norton	10-3-82	2	10-16-52

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Retirement (Age)	Close 10-31-52	

FROM	TO
Keeper	8. POSITION TITLE
Class 2-d($2873.52-3324.96) $3324.96 pa incl $301.60 pa qtrs	9. SERVICE, SERIES, GRADE, SALARY
Light Station	10. ORGANIZATIONAL DESIGNATIONS
New York, N.Y. Conover & Chapel Hill Rge Lts, N.J.	11. HEADQUARTERS
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L [ ] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
X					

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		FROM: TO: Operating Expenses, CG	Yes 6-20-18		[ ] CLAIMED [ ] PROVED STATE: Mass.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Lump sum payment to be made for all accrued annual leave to credit at close of 10-31-52.

Annual rate of retired pay is $2358.20.

Total Service: 27 years, 2 months, 29 days.

Computation: $3461.90 X 27.2472 yrs. ÷ 40 = $2358.20.

FORWARDED TO FIELD OFFICE

OCT 20 1952

ENTRANCE PERFORMANCE RATING:

FORWARDED TO CSC

NOV 15 1952

K. R. Morgan
B. M. [illegible]
C.G.R., C[illegible] ... DIVISION

22. SIGNATURE OR OTHER AUTHENTICATION

U. S. GOVERNMENT PRINTING OFFICE : 862864—1951

Name Richard A. Norton Date of birth 10-3-82

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks		
	Month	Day	Year	Month	Day	Year	Y	M	D
Army									
Navy									
Marine Corps									
Civilian employment	Sept.	26	1920	Apr.	22	1921	0	6	27 ✓
	Oct.	31	1921	Feb.	28	1922	0	4	0 ✓
	June	27	1926	Mar.	4	1927	0	8	8 ✓
	Mar.	7	1927	Oct.	31	1952	25	7	24 ✓
Total service							27	2	29 OK ✓

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? No If so, give number of claim

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

If so, state the compensation received No

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Keeper	Nov.	1	1947	May	1	1948	130	2544.48	$ 1272.18 ✓
"	May	2	1948	July	10	1948	5	2619.72	503.75 ✓
"	July	11	1948	May	14	1949	22.	2949.72	2495.90 ✓
"	May	15	1949	June	28	1949	31 ✓	3024.96	372.29 ✓
"	June	29	1949	July	7	1951	521.8	3024.96	7371.40 7371.30*
"	July	8	1951	Oct.	31	1952	34.5	3324.96	5294.23*

*Includes 20% additional compensation under PL 143

Total compensation for last five years of active service ~~$ 17309.65~~ 17309.54

Average compensation for last five years of active service ~~3461.93~~ 3461.90

Annual rate of retired pay ($ 3461.90 × years 27.2472 ÷ 40) = $2358.20

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—85803-1

Retirement (age) effective close of 10-31-52. To be paid in lump-sum for any annual leave due at close of 10-31-52

N. C. G. 2521
(Rev. May 1943)

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date 26 August 1952

District Coast Guard Officer, 3rd Coast Guard District,

New York 13, N. Y.
(City)

I hereby apply for retirement from active duty effective 1 November 1952 on the basis of service shown hereon.

Home Address: P.O.Box 2
Highland & Belleview Aves.
Leonardo, N. J.

Richard A. Norton
RICHARD A. NORTON
(Name)

Keeper, Chapel Hill Light Station
(Designation)

OFFICE OF THE DISTRICT COAST GUARD OFFICER,
3rd CG DISTRICT

City New York, N.Y. *Date* 19 September 1952

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 2358.20 per annum, effective at the close of 31 October 1952

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.

T. J. Curtin
T. J. CURTIN
Chief, Civilian Personnel Section
~~District Coast Guard Officer~~, ~~Third District~~

FOR USE OF DEPARTMENT

16—35893-1

TREASURY DEPARTMENT
U.S. COAST GUARD
CG-2660 (Rev. 1-50)

PERSONNEL RECOMMENDATION

TO: COMMANDANT, UNITED STATES COAST GUARD

FROM (Recommending Office)	LOCATION	DATE
Commander, 3rd CG District	80 Lafayette St., N.Y.C.	9-19-52

NATURE OF RECOMMENDATION: Retirement (Age)

NAME (Last, First, Middle Initial)	LEGAL RESIDENCE	DATE OF BIRTH	VET'S. PREF.?
Mr. Richard A. Norton	Mass.	10-3-82	No

	FROM 03-518	TO
POSITION & NUMBER	Keeper	
GRADE OR RANGE & PAY	$2873.52-3324.96 $3324.96 pa incl $301.60 pa Qtrs.	
VALUATION OF QUARTERS	—	
APPROPRIATION	Operating Expenses, CG	
~~XXXXXX~~ HQ	New York, N. Y.	
~~XXXXX~~ Post of Duty	Conover & Chapel Hill Lt.Sta., N.J.	
DIVISION		
SECTION		

PROPOSED EFFECTIVE DATE: close 10-31-52

[X] THE ACTUAL DATE OF ~~XXXXXXXXX~~ retirement.
[ ] AS SOON THEREAFTER AS HE ENTERS ON DUTY

POSITION CLASSIFICATION OR JOB DATA

[ ] NEW POSITION

[ ] VICE _____ (Previous Incumbent) _____ (J.C.S.&-IVb Only) _____ (Date & Manner Vacated)

[ ] NEW POSITION, OR JOB, IN LIEU OF _____ (Position or Job Superseded) _____ (Incumbent) _____ (J.C.S.&-IVb Only)

[ ] ADDITIONAL IDENTICAL _____ (Name of Employee _____ (J.C.S.& of Position to Which Identical-IVb Only)

REMARKS: Lump-sum payment will be made for all accrued annual leave to credit at close of 10-31-52 at $3324.96 per annum, plus 20% additional compensation.
The following papers are attached: Form 2521 and Certified Form 2806.

Certified as required in Instruction 6:

T. J. Curtin

T. J. CURTIN
CHIEF, CIVILIAN PERSONNEL SECTION

(Signature of Recommending Officer)

B 5745

INSTRUCTIONS

1. This form shall be submitted for all personnel recommendations including notice of death, but excepting resignations. The original shall be forwarded to Headquarters. It is important that all pertinent sections of the form be completed in accordance with these instructions.

2. Under 'Nature of Recommendation' indicate clearly the type of action, e.g., probational appointment, reinstatement, appointment by transfer, temporary, reassignment, promotion, etc. Indicate under 'Remarks' any limitation on the duration of the position.

3. When submitting a recommendation for transfer or reassignment within the Coast Guard which involves a reduction in pay or rank, except an action proposed for disciplinary reasons or because of reclassification of an employee's position, a statement signed by the employee indicating that he is agreeable to the reduction shall accompany the recommendation.

4. In reporting deaths indicate under 'Remarks' the hour and date. Also show last day in pay status if prior to date of death. In cases of transfers to other Federal departments or agencies, state date employee actually entered on duty in other department or agency.

5. *Definitions of terms used under POSITION CLASSIFICATION OR JOB DATA*

NEW POSITION - Check this space when a position or job is being established for the first time which is entirely new to the organization.

NEW POSITION IN LIEU OF - Check this space when a new position or job is being established in lieu of an existing position which has experienced an increase or decrease in its duties and responsibilities.

VICE CHANGES - Check this space when an employee is being placed in an existing, vacant, previously established position or job which has the identical duties and responsibilities, the same immediate supervisory conditions and the same organizational location as it had when it was originally established.

ADDITIONAL IDENTICAL ACTIONS - Check this space when an additional position or job is being created which has duties and responsibilities identical in all respects with those of an existing position or job. In addition, a IVb position must be identical with a position previously allocated in the same 'service', 'grade', and 'class' and must be under the same immediate supervisory conditions within the same organizational unit.

6. In the case of 'Vice' or 'Additional Identical' actions, the signature of the recommending officer represents a formal certification that the definitions contained under instruction 5 are complied with in every respect.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDER
3rd COAST GUARD DISTRICT
80 LAFAYETTE ST.
NEW YORK 13, N. Y.

P
19 September 1952

From: Commander, 3rd Coast Guard District
To: Commandant (PC)

Subj: Richard A. Norton, Keeper; The Albert Gallatin Award in Recognition of Service

1. Reference is made to application submitted by subject employee for optional retirement effective 31 October 1952.

2. Headquarters is advised that Mr. Norton is eligible for subject award as indicated in Civilian Personnel Memorandum No. 5-51.

E. T. Calahan

E. T. CALAHAN
By direction

PC

OCT 20 1952

Mr. Richard A. Norton
P. O. Box 2
Highland & Belleview Avenues
Leonardo, New Jersey

Dear Mr. Norton:

My attention has been called to the fact that you will retire from the position of Keeper in the Coast Guard at the close of 31 October 1952 after having rendered more than twenty-seven years of honorable service in the former Lighthouse Service and the Coast Guard.

I take pleasure in congratulating you on your long and efficient service and entertain the hope that you may long enjoy the leisure afforded by relief from active duty.

Sincerely yours,

A. C. RICHMOND
Rear Admiral, U. S. Coast Guard
Acting Commandant

BBJ/g

Return to 3-2

Date typed: 10-16-52
Date mailed: 10/20/52

(Fill in blocks as initialled - do not use for routing)

OFFICE OR DIVISION DESIGNATORS	PC-P	C												
INITIALS OF RESPONSIBLE OFFICERS														
INTRA-OFFICE OR DIVISION INITIALS														

AB604

20 October 1952

Commander, 3rd Coast Guard District (p)

Age Retirement of Richard A. Horton - Keeper

H. L. MORGAN
By direction

Mailing address:

P. O. Box 2
Highland & Belleview Avenues
Leonardo, New Jersey

10-20-52
ICDm

JSR/ek 72

Return to 3-2

Date mailed:

PAY ADJUSTMENTS FOR KEEPERS, LIGHT ATTENDANTS AND VESSEL PERSONNEL EFFECTIVE ~~28 OCTOBER 1951~~, IN ACCORDANCE WITH ~~TREASURY DEPARTMENT APPROVAL OF 26 OCTOBER 1951~~ 8 JULY 1951 PUBLIC LAW 375, 82nd CONGRESS APPROVED 5 JUNE 1952

NAME: NORTON, Richard A

DESIGNATION: Keeper, Conover & Ch. Hill

FROM: Range $2573.52-3024.96
@ $3024.96 pa incl $240 pa qtrs

TO: Range $2873.52-3324.96
@ $3324.96 pa incl $240 pa qtrs

DEPT. STOCK FORM 2249
REV. 12-45

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL Date 4-30-48

Name: Norton, Richard A. (Mr.)

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

Nature of Recommendation

Administrative Pay Increase

Effective: 5-2-48

	FROM 03-518	TO 03-518
Position		Keeper
Grade	Class 2-d($2243.52-2694.96)	Class 2-d($2243.52-2694.96)
Salary	$2544.48 pa incl $240 pa Qtrs	$2619.72 pa incl $240 pa Qtrs
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters Post of Duty		New York, N. Y.
Appropriation		Conover & Chapel Hill Rge Lts
Allotment		S&E, CG 1948 (Civ.Emp.) N.J.
	FIELD ☒ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

Remarks:

You are hereby granted a one-step increase in rate of compensation.

Justification:

Position:	Permanent
Last Increase:	Promotion 4-20-47 $2469.24-$2544.48
Conduct & Service:	Satisfactory
Efficiency Rating:	Very Good - Approved 4-8-47

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

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

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No Preference

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

DATE OF OATH

ms

OFFICIAL PERSONNEL FILE

MAY 1 - 1948

DATE APPROVED

☐ PATENTED

DEPT. STOCK FORM 2249
REV. 12-45

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 111

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date April 18, 1947

Name: Norton, Richard A. (Mr.)

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

Nature of Recommendation Administrative Pay Increase

Effective: April 20, 1947

03-518

	FROM 1553	TO 1553
Position		Keeper
Grade	Class 2-d ($2243.52-$2694.96)	Class 2-d ($2243.52-$2694.96)
Salary	$2469.24 pa incl. $240 pa Qtrs.	$2544.48 pa incl $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Conover & Chapel Hill Rge Lts
Appropriation		Civilian Employees, N.J.
Allotment		C.G.
	FIELD [X] DEPRTMTL [ ]	FIELD [X] DEPRTMTL [ ]

Remarks:

You are hereby granted a one-step increase in rate of compensation.

Justification:

Position:	Permanent
Last Increase:	Promotion 4-7-46 $2100 to $2166
Conduct & Service:	Satisfactory
Efficiency Rating:	Very Good approved 5-23-46

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

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

DATE APPROVED [redacted]

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: Male

NATURE OF POSITION: NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION: No Preference

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

DATE OF OATH

gjf

[ ] PATENTED

OFFICIAL PERSONNEL FILE

APR 28 1947

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

111

TO (NEW) TYPE OF PERSONNEL — Date April 10, 1947

Name: Burton, Richard A. (Jr.)

From: U. S. Coast Guard — Station No.:

Nature of Recommendation: Administrative Pay Increase

Effective: April 20, 1947

03-58

	FROM 1113	TO 1023
Position		Lamper
Grade	Class 2-d ($2043.12-$2604.96)	Class 2-d ($2043.12-$2604.96)
Salary	$2448.84 per annum, $40 per week	$2448.84 per annum, $40 per week.
A. B. C. No.		
Bureau or Department		U. S. Coast Guard
Appointment		
Authorization		
Designation		New York, N. Y.
Post of Duty		Governor's Island Sub Base
Appropriation		Civilian Employees, U.S.C.G.
Allotment		

Status: ☒ Permanent ☐ Temporary ☐ Indefinite ☐ Part-time

Remarks:

You are hereby granted a one-step increase in rate of compensation.

Justification:

Position Vacant
Last Incumbent
Duties & Responsibilities
Necessity Existing

Permanent
Personnel 4-7-46 $2100 to $2166
Satisfactory
Navy Wage Approved 3-23-46

Considered given all other eligible employees within the jurisdiction of Appointment & Assignment Section in the matter of promotion and that no other employee has a claim for preference.

E. L. Kenyon
Chief, Appt. & Assignment Section

OFFICIAL PERSONNEL FILE

	Regular
	10-3-1892
	Yes.
	Male
	New / Addl. Instr.
	Fee
	No Preference
	Lighthouse Act 4 March

Subject to Reinvestment Act of
Date of Entry

PAY ADJUSTMENTS FOR KEEPERS, LIGHT ATTENDANTS ~~AND VESSEL EMPLOYEES~~ EFFECTIVE July 1, 1946, IN ACCORDANCE WITH TREASURY DEPARTMENT APPROVAL OF June 25, 1946

NEW YORK DISTRICT

KEEPERS (Cont'd)

Name	No.	Station	Class	From			To		
				Range	Pay	Qtrs.	Range	Pay	Qtrs.
NORTON, Richard Allen	#1553	Conover & Chapel Hill, N. J.	2-d	$1968-2364	$2166	$240	$2243.52-2694.96	$2469.24	$240
PASTORINI, Edward T.	1629	Penfield Reef, Conn.	3-b-1	1836-2232	1968	60	2093.04-2544.48	2243.52	60
POSSEL, Albert G.	1647	Rondout, N. Y.	2-a	1836-2232	2166	240	2093.04-2544.48	2469.24	240
RASMUSSEN, Thomas E.	5715	Ft. Wadsworth, N. Y.	2	1770-2166	1902	240	2020-2469.24	2168.28	240
REXINGER, Ralph W.	6360	Robbins Reef, N. J.	4-a	2034-2430	2298	60	2313.76-2770.20	2619.72	60
ROCKETTE, Murphy L.	1605	Navesink, N. J.	3-d	2100-2496	2496	240	2394-2845.44	2845.44	240
SCANLON, Michael	1613	New London Ledge, Conn.	4-b-1	1902-2298	2034	60	2168.28-2619.72	2318.76	60
SCHUBERT, Frank P.	1572	Governors Is., N. Y.	3	1836-2232	1902		2093.04-2544.48	2168.28	
SHACKLEY, William A.	1671	Stratford Pt., Conn.	3-b-1	1836-2232	2232	60	2093.04-2544.48	2544.48	60
SHEFFIELD, George E.	1502	Execution Rocks, N.Y.	4-b-1	1902-2298	2166	60	2168.28-2619.72	2469.24	60

(PCP-3)
CG-75

5 July, 1946

To: Commander, 3rd CG District

Subj: Assignment of number to position of Keeper at Conover and Chapel Hill Light Station, New Jersey

The number 6364 assigned to the position of Keeper at Conover and Chapel Hill Light Station, New Jersey, occupied by Richard A. Norton, is incorrect and should be No. 1553. Your records should be corrected accordingly.

H. L. MORGAN
By direction

U.S. COAST GUARD
MAIL SECTION, (2)
FILED JUL 10 1946

Brown:
Return to 3-2

STOCK FORM 2249
12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

PAGE: 60621

TO DIRECTOR OF PERSONNEL

Date April 5, 1946

Name: Norton, Richard A. (Mr.)

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

Nature of Recommendation Pay Increase (Administrative)

Effective: April 7, 1946 1553 1553

	FROM ~~6364~~	TO ~~6364~~
Position		Keeper
Grade	Range $1968-2364	Range $1968-2364
Salary	$2100 pa incl. $240 pa Qtrs.	$2166 pa incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Conover & Chapel Hill L.S., NJ
Appropriation		Civilian Employees, C. G.
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks: You are hereby granted a one-step increase in rate of compensation.

Justification:

Position: Permanent
Last Increase: Prom. 4-1-45, $1740-1800
Conduct and Service: Satisfactory
Efficiency Rating: Very Good

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Massachusetts

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

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

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

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

RM

MAY 3 1946

DEPT. STOCK FORM 2240
REV. 12-41

UNITED STATES NAVY DEPARTMENT
WASHINGTON, D. C.

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date July 1, 1945

Name: Norton, Richard A.

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

Nature of Recommendation Pay Adjustment

Effective: July 1, 1945

	FROM 6364	TO 6364
Position		Keeper
Grade		
Salary	Range $1440-1800 $1560 pa plus $240 pa Qtrs.	Range $1968-2364 $2100 pa* incl. $240 pa Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Conover & Chapel Hill L.S.,N.J.
Appropriation		Civilian Employees, C. G.
Allotment		

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

Remarks: * Your increased compensation includes valuation for quarters.

Justification:

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

Capt. [illegible] USCG
Comd., U.S.C.G.R.
Chief, Civilian Personnel Division (BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, NAVY DEPARTMENT)

DATE APPROVED

JUL 13 1945

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Massachusetts

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

DEPT. STOCK FORM 2248
REV. 12-41

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

PAGE:

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date April 1, 1945

Name: Norton, Richard A.

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

Nature of Recommendation

Pay Increase (Periodic)

Effective: April 1, 1945

	FROM 6364	TO 6364
Position		Keeper
Grade		
Salary	Range $1440-1800 $1500 p.a.plus $240 p.a.Qtrs.	Range $1440-1800 $1560 p.a.plus $240 p.a.Qtrs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		New York, N. Y.
Post of Duty		Conover & Chapel Hill L.S.,
Appropriation		Civilian Employees, C.G.
Allotment		

FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks You are hereby granted a one-step increase in rate of compensation.

Justification: Mr. Norton's last increase in rate of compensation was on October 1, 1943, in the amount of $60.

The position ofcupied by this employee is not temporary. His service and conduct are satisfactory. His current efficiency rating is VG.

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

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

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

DATE APPROVED APR 2 1945

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Massachusetts

SEX: Male

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

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

DATE OF OATH

SAMSON PAT. PENDING

NAVY DEPARTMENT
United States Coast Guard

Date 1 November, 1943

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION
OR PAY STATUS OF CIVILIAN EMPLOYEE

From: District Coast Guard Officer, 3rd Naval District.
To: Commandant.

Name Richard A. Norton

Nature of Action change in post of duty - decrease in range and cash (but not gross) salary.

Effective date of change 1 November, 1943

	FROM	TO
Position	Keeper	Keeper
Pay	$1680 per annum	$1500 per annum
Salary Range	$1560-1920	$1440-1800
Valuation of Quarters	$60.00 p.a.	$240 p.a.
Station	Great Captains Is. Lt.Sta., Conn.	Conover & Chapel Hill Lt. Sta.,N.

Remarks: This change is reported in accordance with

Department approval dated (perforated in Form 2249) 10-11-43

Signature Hyman Rosenstein
HYMAN ROSENSTEIN
Ass't. Civilian Personnel Officer

(This space for use of Headquarters)

NAVY DEPARTMENT
United States Coast Guard

Date 1 November, 1943

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION
OR PAY STATUS OF CIVILIAN EMPLOYEE

From: District Coast Guard Officer, 3rd Naval District,
To: Commandant.

Name Richard A. Norton

Nature of Action change in post of duty - decrease in range and cash (but not gross) salary.

Effective date of change 1 November, 1943

	FROM	TO
Position	Keeper	Keeper
Pay	$1680 per annum	$1500 per annum
Salary Range	$1560-1920	$1440-1800
Valuation of Quarters	$60.00 p.a.	$240 p.a.
Station	Great Captains Is. Lt.Sta., Conn.	Conover & Chapel Hill Lt. Sta.,NJ

Remarks: This change is reported in accordance with

Department approval dated (perforated in Form 2249) 10-11-43

Signature HYMAN ROSENSTEIN
Ass't. Civilian Personnel Officer

- -

(This space for use of Headquarters)

DEPT. STOCK FORM 2249
REV. 12-11

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 1 October, 1943

Name: Norton, Richard A.

From: U. S. Coast Guard

Bureau No.: 1580

Promotion

Effective: 1 October, 1943

	FROM	TO
Position	7479	Keeper
Grade		
Salary	Range $1560-1920 $1620 p.a. plus $60 tre.	Range $1560-1920 $1680 p.a. plus $60 tre.
C. S. C. No.		
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		New York, N.Y.
Appropriation		Great Captain Is. Lt.Sta.,N.Y.
Allotment		Civilian Employees, C.G.
	FIELD ☒ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

Remarks:

The action herein represents an administrative increase in salary effective as indicated above.

Justification:

Mr. Norton was last promoted 1 February, 1942, in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Good - $.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: M

NATURE OF POSITION: NEW ☐ ADDTL. IDENT. ☐

VICE VACANCY ☐ VICE ☐

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT?

DATE OF OATH

BUREAU OR DIVISION PERSONNEL FILES

DATE APPROVED BY THE SECRETARY

NOV 4 1943

TREAS. DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

Date Prepared 1 October, 1943

TO:

Name: Norton, Richard A.

From: U. S. Coast Guard

Bureau No.: 1580

Effective: 1 October, 1943

Promotion

	FROM 7479	TO 7479
Position		Keeper
Grade	Range $1560-1920	Range $1560-1920
Salary	$1620 p.a. plus $60 trs.	$1680 p.a. plus $60 trs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters Post of Duty		New York, N.Y.
Appropriation		Great Captain Is. Lt.Sta., N.Y.
Allotment		Civilian Employees, C.G.

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The action herein represents an administrative increase in salary effective as indicated above.

Justification:

Mr. Norton was last promoted 1 February, 1942, in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Good - 5.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT?

DATE OF OATH

BUREAU OR DIVISION PERSONNEL FILES

DATE APPROVED BY THE SECRETARY

NOV 4 1943

DEPT. STOCK FORM 2249
REV. 6-22-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

Date Prepared 1 October, 1943

TO:

Name: Norton, Richard E.

Bureau No.: 1540

From: U. S. Coast Guard

Promotion

Effective: 1 October, 1943

	FROM 7477	TO 7477
Position		Keeper
Grade	Range $1560-1920	Range $1560-1920
Salary	$1620 p.a. plus 60 trs.	$1680 p.a. plus 360 trs.
C. S. C. No.		
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters Post of Duty		New York, N.Y.
Appropriation		Great Captain Is. Lt.Hse.,N.Y.
Allotment		Civilian Employees, C.G.

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The action herein represents an Administrative increase in salary effective as indicated above.

Justification:

Mr. Norton was last promoted 1 February, 1942, in the amount of $60. His service and conduct are satisfactory. The position occupied by this employee is not temporary. His current efficiency rating is Good - E.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1888

LEGAL RESIDENCE: Mass.

SEX: M

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT?

DATE OF OATH

E. L. KOHLAR, Assistant Chief,
Civilian Personnel Division.

DATE APPROVED BY THE SECRETARY

NAVY

BUREAU SUSPENSE AND FILE COPY OCT 13 1943

Mar-EK MRL BB

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 11 October, 1945

Name: Norton, Richard A., Mr.

From: U. S. Coast Guard

Bureau No.: 5364

Change in post of duty - decrease in range and each (but not gross) salary.

Effective: E.O.D. 11-1-43

	FROM 7479	TO 7725
Position	Keeper	Keeper
Grade	Range $1500-1920	Range $1440-1800
Salary	$1500 p.a. plus $360 p.a. qtrs.	$1500 p.a. plus $240 p.a.qtrs.
C. S. C. No.		
Bureau or Div. Organizational Subdivisions	U. S. Coast Guard	U. S. Coast Guard
Headquarters Post of Duty	New York, N. Y. Great Captains Is., Lt.Sta., Conn.	New York, N. Y. Conover & Chapel Hill Lt.Sta.,N.C.
Appropriation	Civilian Employees, C. G.	Civilian Employees, C. G.
Allotment		

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-82

LEGAL RESIDENCE: Mass.

SEX: Male

NATURE OF POSITION

NEW * in lieu of | ADDTL. IDENT.

VICE VACANCY | VICE

*Carl F. W. Andersen Resigned 10-26-43

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-16

DATE OF OATH

FIELD ☐ DEPRTMTL. ☐ FIELD ☒ DEPRTMTL. ☐

Remarks: Travel from Great Captains Island Light Station, Conn. to Conover & Chapel Hill Light Station, N. C. necessary in interest of the Government not for convenience of employee is authorized, with per diem of $4.50 in lieu of subsistence, chargeable to symbol 05-20. Travel by privately owned automobile at the rate of 5¢ a mile, if more economical and advantageous to the United States than travel by commercial carrier, authorized. If travel is by privately owned automobile, a statement certifying that such travel is more economical and advantageous than travel by commercial carrier must be attached to the voucher.

Justification: The position of Keeper in the range $1500-1920 at Great Captains Island Light Station Conn. is to be discontinued coincident with the transfer of Mr. Norton.

APPROVED: October 1, 1943
/s/ Ralph A. Bard, Asst. Sec. of the Navy

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

DATE APPROVED BY THE SECRETARY
Travel Order No. 72
October 1, 1943

OCT 21 1943

BUREAU OR DIVISION PERSONNEL FILES

NCG 2660 U. S. COAST GUARD SEP 21 1943

NOMINATION

District Coast Guard Officer

From: 3rd Naval District (Nominating Officer) New York, N. Y. (Place) 18 September, 1943 (Date)

To: Commandant, U.S.Coast Guard.

Action recommended Change in post of duty; increase in gross (but not cash) pay and range.

Name NORTON, Richard A. (Mr.) (Last name, first name and initial) Date of birth 10-3-82

Legal residence Massachusetts

	From-	To-
Position	Keeper	Keeper
Pay and ~~range~~	~~$1620.~~ p.a.(1560-1920)	~~$1560.~~ p.a. (1440-1800)
Valuation of quarters	$60.00 p.a.	$240.p.a.
Station	Great Captains Island Lt.Sta.Conn	Chapel Hill Lt. Sta., N.J.
Appropriation	Civilian Emp. C.G.	Civ. Emp., C.G.

Effective 1 October ~~1943~~ ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

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

Vice Carl F.W. Anderson Pay 1680.p.a Services terminated 10-26-41

Reason Resigned (inducted into Coast Guard)

REMARKS: Mr. Norton is not entitled to military (veteran) preference.

This transfer is being made in the interests of the Government, and not for the convenience of the employee. It is desired to militarize Great Captains Island Light Station by transferring the only remaining civilian at that station.

Travel at Government expense is involved.

Selection regular, Exc p.p., 19__

Manager, Civil Service District.

Hyman Rosenstein
HYMAN ROSENSTEIN (Title)
By direction

*Strike out the clause which does not apply.

F.

(pcp)
75

UNITED STATES COAST GUARD



OFFICE OF THE
DISTRICT COAST GUARD OFFICER
THIRD NAVAL DISTRICT

21 September, 1943

To: The Commandant

Subj: Richard A. Norton, keeper; transfer of

Referring to nomination Form 2660 dated 18 September, 1943, recommending the transfer of subject-named man from Great Captains Island Light Station to Chapel Hill Light Station, Headquarters is informed that the resulting vacancy will not be filled and may be discontinued on the records.

Hyman Rosenstein

HYMAN ROSENSTEIN
By direction

UNITED STATES COAST GUARD

WASHINGTON

ADDRESS REPLY TO
THE COMMANDANT (PCP)
REFER TO FILE 00-75

25 September, 1943

MEMORANDUM FOR CHIEF FINANCE AND SUPPLY OFFICER VIA PERSONNEL BUDGET OFFICER

1. The New York Office has recommended the transfer of Richard A. Norton from the position of keeper at $1680 ($1560-1920) per annum with quarters valued at $60 at Great Captains Island Light Station to the position of keeper at $1560 ($1440-1800) per annum with $240 for quarters at Conover and Chapel Hill Light Station.

2. The position of keeper at the latter station was discontinued in October, 1941. Therefore, it is intended to authorize a new position at $1560 in the range $1440-1800 with quarters valued at $240 per annum, payable from the appropriation Civilian Employees, if the necessary funds may be used for that purpose.

3. The position of keeper, No. 7479, at Great Captains is to be abolished coincident with the transfer of Mr. Mullins.

CARL E. HENRICK
By direction

(pop)
76

3-2

18 September, 1945

To: Richard A. Norton, Asst. Keeper, Great Captains Island Light Station

Via: Commanding Officer, Northport Station

Subj: Orders; transfer; travel; temporary duty.

1. Effective on or about 25 September, 1945, you are detached from further duty at Great Captains Island Light Station. Report to Chapel Hill Light Station, New Jersey, for temporary duty, and assume charge of the station.

2. Transportation Request No. is forwarded herewith, which you will use to obtain a railroad ticket for travel from Port Chester, New York, to Leonardo, New Jersey.

3. The travel necessary to the execution of this order is required by the public interests and is hereby authorized.

4. The expense incident to the travel herein authorized is chargeable against the Coast Guard travel allotment of the Third Naval District, symbol No. 05-20.

P. E. SHAW,
By direction

Incl.
Trans. Req. No.

CC: Ft. Hancock Sta.
Aids to Navigation
Supply
Pay
Personnel
Files

Ind-2
4 October, 1943 (F-2)

To: Chief, Civilian Personnel Division

Subj: Richard A. Norton, Keeper, 3rd Naval District; change of station

Returned. A position of keeper at $1740 per annum, less quarters valued at $240 per annum, payable from "Civilian Employees, Coast Guard", is hereby authorized for the DCGO, 3rd Naval District, at Conover and Chapel Hill Light Station, and assigned Position No. 7725. When Richard A. Norton enters on duty in the above-authorized position, his present position of Keeper (Position No. 7479) at Great Captains Island Light Station shall be abolished.

E. C. NUSSEAR
Asst. Chief Finance & Supply Officer

CC: Personnel Budget Officer



Ind-2
4 October, 1943 (F-2)

To: Chief, Civilian Personnel Division

Subj: Richard A. Norton, Keeper, 3rd Naval District; change of station

Returned. A position of keeper at $1740 per annum, less quarters valued at $240 per annum, payable from "Civilian Employees, Coast Guard", is hereby authorized for the DCGO, 3rd Naval District, at Conover and Chapel Hill Light Station, and assigned Position No. 7725. When Richard A. Norton enters on duty in the above-authorized position, his present position of Keeper (Position No. 7479) at Great Captains Island Light Station shall be abolished.

E. C. NUSSEAR
Asst. Chief Finance & Supply Officer

CC: Personnel Budget Officer

April

NCG 2599
U. S. Coast Guard
(Jan. 1943)

REPORT OF CHANGE IN PERSONNEL

NORTON, (Surname) Richard (First name) A. (Middle initial) _____ (Service No.) Asst. Keeper, (Rank or rating)

Chapel Hill Light Station (5-03-37-2)
FORT HANCOCK STATION (Unit) Fort Hancock, New Jersey (Place) 28 September, 1943 (Date)

1200, 25 September, 1943 Reported this time and date from Great Captains Island Light Station, for assignment to temporary duty in charge of Chapel Hill Light Station.

Entitled to shore duty pay (domestic) while attached to Chapel Hill Light Station.

(30)

AUTHORITY:
Ltr. DCGO, 3rd NavDist.,
18 September, 1943 (75)

P. ROSENTHAL, Lieut. (R)
(Commanding)

Executive Officer
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16—29504-1

(PCP)
CG-CP-75

May 28, 1943

Mr. R. A. Norton, Keeper
Great Captain's Island Light Station
Eaton's Neck Coast Guard Station
Northport, Long Island, New York

Dear Sir:

Reference is made to your letter of May 17, 1943, addressed to the Navy Department, in which you stated that you are desirous of enlisting but that you do not want to lose credit for your approximately 18 years of civil service toward retirement.

Civilian employees who occupy other than temporary positions in the Coast Guard and who are either inducted into some branch of the military service, or who voluntarily enlist with the permission of this Service, are entitled to be given an indefinite furlough which safeguards their civilian positions for their return to duty, provided they present a certificate of satisfactory service from the military authorities within 40 days after release from active duty in the military service.

Before taking any steps towards enlisting, you should take the matter up through official channels with the District Coast Guard Officer, Third Naval District, New York, New York.

Very truly yours,

CARL E. HERRICK
Lt. Commander Herrick, U.S.Coast Guard Res.
Chief, Civilian Personnel Division

U. S. COAST GUARD (11)
MAY 29 1943

Copy to DCGO, 3rd Naval District. Sent

MORGAN - 3012 3-2

REH

Lt. Capt. Sa. Lt. St.
May 17. 1943.

To - U. S. Navy Dept.
From - R. G. Norton - Lighthouse Kp.
Subject - Change of Status.

1. - I have 18 years of Civil Service Time I wish to save towards retirement.

2 - I wish to enlist for Sea Duty, having had experience.

3 - Please advise me procedure. Can I get Leave of absence from Civil Service, or Retirement? Can I put my C.S. time on the Sea for the Duration?

I want to enlist but I don't want to lose credit for 18 yrs of Civil Service Time.

R. G. Norton Lt. House Kpr.
Great Captain's Is. Lt. Sta.
Eaton's Neck C. G. Sta.
Northport.
L. I. N. Y.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Port Chester, New York
July 7th, 1942

From: Officer in charge, Great Captain's Island Light Station

To: Commanding Officer, Northport Station

Subject: Monthly leave, report of.

Reference: Your letter of June 4th, 1942

Name		Left Station Time	Left Station Date	Returned to station Time	Returned to station Date
P.A.Norton,	Civilian	12:00Noon	7/1/42	11:30A.M.	7/6/42

A. L. Kohlman, BMlc

---

75 **1st Indorsement**

NORTHPORT STATION
Northport, New York.
9 July, 1942.

From: Commanding Officer, NORTHPORT STATION.
To: District Coast Guard Officer, THIRD NAVAL DISTRICT.

1. Forwarded.

G. E. ANDERSON



CK FORM 2249

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 2 February, 1942.

Name: Norton, Richard A.

From: U. S. Coast Guard

Bureau No.: 1560

Adjustment in salary.

	FROM	TO
Position Grade Salary	Keeper Field (Range $1320-1560) $1560 p.a. plus $240 p.a.qtrs.	Keeper Field (Range $1560-1920) $1620 p.a. plus $60 p.a.qtrs.
Bureau or Div. Organizational Subdivisions	U.S. Coast Guard	U. S. Coast Guard
Headquarters Post of Duty Appropriation Allotment	New York, N. Y. Great Captain Is.Lt.Sta., Conn. Civilian Employees, C. G.	New York, N. Y. Great Captain Is. Lt.Sta., Conn. Civilian Employees, C. G.
	FIELD ☐ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐

EFFECTIVE *Remarks:* 2 February, 1942.

Justification:

Adjustment of salary due to discontinuance of family quarters.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: M | RACE: W

NATURE OF POSITION: NEW | ADDTL. IDENT.

VICE VACANCY | VICE: *

*Himself.

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-16

DATE OF OATH

DATE APPROVED BY THE SECRETARY

BUREAU OR DIVISION PERSONNEL FILES

FEB 12 1942

BLOCK FORM 2249
1-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

13

PAGE:

TO:

Date Prepared: 2 February, 1942.

Name: Norton, Richard A.

From: U. S. Coast Guard

Bureau No.: 1580

Adjustment in salary.

	FROM	TO
Position Grade Salary	Keeper Field (Range $1320-1680) $1380 p.a. plus $240 p.a.*trs.	Keeper Field (Range $1560-1920) $1620 p.a. plus $60 p.a.*trs.
Bureau or Div. Organizational Subdivisions	U.S. Coast Guard	U. S. Coast Guard
Headquarters Post of Duty Appropriation Allotment	New York, N. Y. Great Captain Is.Lt.Sta., Conn. Civilian Employees, C. G.	New York, N. Y. Great Captain Is. Lt.Sta., Conn. Civilian Employees, C. G.
	FIELD ☒ DEPRTMTL. ☐	FIELD ☒ DEPRTMTL. ☐
EFFECTIVE	2 February, 1942.	

Remarks: *Himself.

Justification:

Adjustment of salary due to discontinuance of family quarters.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-3-1882

LEGAL RESIDENCE: Mass.

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE: *

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-16

DATE OF OATH

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

DATE APPROVED BY THE SECRETARY

XXXXXXXX
NAVY

BUREAU SUSPENSE AND FILE COPY
FEB 9 1942

mc & Oth

Form 2660
TREASURY DEPART[illegible]NT
U. S. Coast Gu[illegible]

U. S. COAST GUARD

RECD FEB 5 1942

NOMINATION

From: Senior Coast Guard Officer, 3rd Naval District (Nominating officer) New York, N. Y. (Place) 2 February (Date), 1942.

To: Commandant, U. S. Coast Guard.

Action recommended Change in status - increase in range and salary.

Name NORTON, Richard A. (Last name, first name, and initial) Date of birth October 3, 1882

Legal residence Massachusetts

	From—	To—
Position	Keeper	Keeper
Pay and grade	$1380 ($1320-1680)	$1620 ($1560-1920)
Valuation of quarters	$240 p.a.	$60 p.a.
Station	Great Captains Island Lt.Sta., Conn.	Great Captains Island Lt.Sta., Conn.
Appropriation	Civilian Employees, C.G.	Civilian Employees, C.G.

Effective 2 February, 1942 [1] the actual date station became a ~~[illegible]~~ nonfamily one.

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

Vice _____ Pay _____ Services terminated _____

Reason _____

REMARKS: Mr.Norton is not entitled to military(veteran)preference.

Recommendation is hereby made for adjustment of pay due to the discontinuance of family quarters for the duration of the emergency, in order to accommodate additional enlisted personnel to be assigned to maintain a continuous watch and lookout duty.

Selection regular, _____, 19____

Manager, Civil Service District.

P. M. SHAW,
(Title)
By direction.

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

16—21953

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

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

OCT 31 1939
TREASURY DEPARTMENT
RECEIVED

Department or Establishment Lighthouse Date Oct 4, 1939.

1. Name in full (Mr., ~~Miss, or Mrs.~~) Norton (Surname) Richard (Given name) Allen (Middle name)
2. Present address 24 (Number) Grove St (Street) Port Chester (City) N.Y. (State)
3. Legal (voting) residence Mass 16 Cong. Dist (State and Congressional District) Dukes (County) Edgartown (City or town)
4. Where born Mass (State or foreign country) Wareham (City or town) When born Oct 3. 1882 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you None
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Lighthouse	U.S.S. Agawam	Quartermaster	$67.50 1080.	Sept	26	1920	Feb	22	1921
"	U.S.S. Potomac	"	67.50 to 75.00 a 900	June	27	1926	May	4	1927
"	West Bank Lt	2nd & 1st Keepers	1740	Nov	15	1927	May	24	1930
"	Old Orchard	1st Asst Keeper	1500	May	24	1930	Dec	1	1934
"	Gr. Capt. Ledge	"	1620	Dec	1	1934			
			less $240 rent						

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: no

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

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

no (Title) (Location) (Date appointment expires)

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

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

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

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

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

[OVER]

10—1930

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

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

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Owner Any Fishboats	Fishing - Owner	15 yrs.
Schr. Herman Rogers	Freighting - Sailor	1 "
Schr. Fred Tyler	" "	1 "
N. E. Steamship Co. steamer	Quartermaster	3 "

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

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

16. In case of emergency, notify James A. Norton

Relationship son Post office address 2023 E 27 St Brooklyn N.Y.

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

Richard A. Norton
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE: 1940 16—1680

Copy of this form not submitted to department.

9A

September 15, 1938

Mr. George Skakel
30 Rockefeller Plaza
New York, New York

Dear Mr. Skakel:

This office is in receipt of your letter of September 12 with regard to your sons and their companion having been caught in a storm while sailing on Long Island Sound and having had to make an emergency landing at a nearby light station. It is noted particularly that they received valuable assistance from employees of this Service, Louis Kohlman and Alexander Norton, and this office is gratified to read of this and appreciates your kindness in bringing the matter to the attention of this office.

Respectfully,
For the Commissioner:

W. P. Harman,
Administrative Assistant

RG/see

Copy to Superintendent of Lighthouses, Staten Island, New York, for information together with copy of Mr. Skakel's letter.

Form A-26

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

October 1, 1937.

Mr. R. Allen Morton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective October 1, 1937.

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,

Chief, Division of Personnel.

From: $1320 per annum.

To: $1380 per annum.

Service and grade:

Appropriation (unit): Field.

C
3

OCT 8 - 1937

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1934 DEC 8 AM 8 52

FWO:JHG

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

Dec. 7,1934

Commissioner of Lighthouses.

SUBJECT: Transfer of personnel, effective date.

REFERENCE: Bureau Circular Letter No. 454, dated May 8th, 1934.

1. The Bureau is advised that the effective date of a recent transfer of personnel in the Third Lighthouse District, is as follows:-

Name:	R. Allen Norton
Effective Date:	~~Dec.1,1934~~
Former Designation:	Keeper (1A)
Former Station:	Old Orchard Shoal Lt.Sta.,N.Y.
Former Pay:	$1500 p.a.
Present Designation:	Keeper (Asst)
Present Station:	Great Captain Is.Lt.Sta.,N.Y.
Present Pay:	$1320 p.a.
Date of Department Notice:	Oct.8,1934

J. T. YATES
Superintendent

[illegible] the Commissioner,

Chief Personnel Div[illegible]

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

October 8, 1934.

1934 OCT - 9 - PM 1:51

LIGHTHOUSES

Mr. R. Allen Norton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective November 16, 1934, or upon entrance on duty (change of station and duties).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief of Appointment Division.

From: $1500 per annum.

To: $1320 per annum.

Service and grade: Field.

Appropriation (unit):

3
B

OCT 10 1934

GOVERNMENT PRINTING OFFICE 11—9061

Form 73

NOMINATION

FWO-JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island, N.Y. (City) Oct. 1, 1934 (Date), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, R. Allen Norton

Position, Keeper (Asst.)

Location, Gt. Captain Is. Lt. Sta., N.Y.

Effective, Nov. 16, 1934

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

Legal residence, Mass.

Proposed salary, $1320 p.a.

Proposed range, $1320-1680 $240 qrs.

Appropriation, Salaries, Keepers of Lighthouses

Former position, Keeper (1st Asst)

Location, Old Orchard Shoal Lt. Sta., N.Y.

Former salary, $1500 p.a.

Former range, $1500-1860 $60 qrs.

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

Previous incumbent and his pay, (Lt. $1500) Laureat Leclerc Services terminated, Nov. 15, 1934

Reason, Transferred (Salary $1380 p.a.)

Members of family in Government service,

Date of birth,

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

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

Secretary, Civil Service District.

J. T. YATES
Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

October 2, 1934

Submitted to the Secretary of Commerce, approved. The proposed change will not result in a demotion in gross pay, as family quarters are provided at the proposed station, but are not provided at his present station.

Keeper Leclerc, the vice hereon, will be transferred without change in pay and the matter reported on Form 73a at a later date.

W. P. HARMAN

Acting Commissioner of Lighthouses.

[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 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 in Regulations, 1927, articles 415 and 429, 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.

If a license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form S. S. 93–A, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

U. S. GOVERNMENT PRINTING OFFICE: 1930 11—3314

May 25, 1930.

SUBJECT: Demotion R. Allen Norton, Keeper, West Bank Light Station, New York; Third Supt's letter of May 20, 1930.

Submitted to the Secretary of Commerce, the Bureau concurring with the Superintendent in recommending the demotion of Keeper Norton as indicated. Nomination for the demotion of Keeper Norton is being separately submitted this date together with the nomination for the promotion of Arthur Bowder to the resulting vacancy.

W. P. HARMAN
Acting Commissioner of Lighthouses.

RLC EJD
Incl.

Form 73

NOMINATION

LIGHTHOUSES
FWO-JHG
1930 MAY 1 AM 8 41

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

Staten Island, N. Y. May 20, 1930 19
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and demotion.

Name, R. Allen Norton

Position, Keeper

Location, Old Orchard Shoal Lt.Sta.,N.Y.

Effective, June 1,1930

Legal residence, Massachusetts

Proposed salary, $1500 p.a.

Proposed range, $1500-$1800 p.a.

Appropriation, Salaries,Keepers of Lighthouses

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

Former position, Keeper

Location, West Bank Lt.Sta.,N.Y.

Former salary, $1740 p.a.

Former range, $1740-$2040 p.a.

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

Previous incumbent, Arthur Bouder (Lt.#1620) Services terminated, May 31,1930

Reason, Transferred (Salary $1500 p.a.)

Members of family in Government service,

Date of birth,

Remarks: See separate letter to Bureau of this date.

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

For and in the absence of the Superintendent.

F. W. Ockenfels
Asst.Supt.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

May 23, 1930.

Submitted to the Secretary of Commerce, approved. This demotion of Keeper Norton is recommended as a disciplinary measure. Attention is this connection is invited to Bureau recommendation of this date for the demotion of this employee, which is being separately submitted.

Acting Commissioner of Lighthouses.

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

11—3314

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 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 in Regulations, 1918, article 465, 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.

If a license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form 381, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

GOVERNMENT PRINTING OFFICE 11—2314

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1930 MAY 21 AM 8 42

Hydro
Insp.
Engr. Constr.
Mar. Engr.
Personnel
Finance
Law & Prop.
Chief Clerk
Adv. Asst.
Dep. Comptr.
Commissioner

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

FWO-JHG

Commissioner of Lighthouses; May 20,1930

SUBJECT: R.Allen Norton, Keeper, West Bank Lt.Sta.,N.Y.

1. Enclosed is copy of letter of charges dated May 6, 1930 addressed to Keeper Norton, and his reply thereto dated May 13,1930.

2. The Keepers reply to charges is necessarily unsatisfactory since his habitual failure to comply with instructions, and failure to maintain the station in an efficient manner is inexcusable. The station as maintained by this keeper is generally dirty and disorderly, and required work of scaling and painting not done. Instructions given him at the station when inspected on various occasions, as well as letters of reprimand addressed to him, have resulted in but little improvement in the condition of the station. In this connection attention is invited to letters of reprimand addressed to Keeper Norton on October 12,1928 and June 26,1929, also letter to Bureau of Dec.18,1929. This Keeper has demonstrated that it is beyond his capacity to properly perform the duties of Keeper and maintain the station in an efficient and satisfactory manner, and it is recommended that he be transferred and demoted to the position of First Assistant Keeper at Old Orchard Shoal Lt.Sta.,N.Y.; the present 1st Asst.Keeper at the latter station to be transferred to the position of Keeper at West Bank Light Station?N.Y., both changes to be effective on June 1,1930 or soon thereafter as they enter on duty.

3. The approval of this recommendation will not be in violation of Section 2 of Civil Service Rule I relative to political or religious opinions or affiliations.

4. Forms 73 recommending the transfer of R.Allen Norton from Keeper of West Bank Lt.Sta. to 1st Asst.Keeper of Old Orchard Shoal Lt.Sta., and the transfer of Arthur Bouder from 1st Asst.Keepe of Old Orchard Shoal Lt.Sta. to Keeper of West Bank Lt.Sta.,are enclosed.

For and in the absence of the Superintendent.

F. W. Ockenfels
Ass t.Supt.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1929 DEC 20 AM 9:12

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

December 18, 1929.

Commissioner of Lighthouses.

SUBJECT: R. Allen Norton, Keeper, West Bank Light Station.

REFERENCE: Letter of reprimand of June 26, 1929.

This keeper has made some improvement in the condition of the station, which, however, is not yet in a satisfactory condition, and it is therefore desired to keep this keeper and station under special observation for a further period of six months before submitting final recommendation.

J. T. YATES.

Airways
Hydro
Radio
Engr. Constrn
Mar. Engr.
Personnel
Finance
Law & Prop.
Chief Clerk
Adm. Assist.
Dep. Commr.
Commissioner

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1929 JUN 27 AM 9:07

Airways
Coast Guard
Communic.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constr.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Comm.
Commissioner

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

FWO-JHG

June 26,1929

R. Allen Norton, Keeper,
West Bank Light Station,
P. O. Box 3,
Tompkinsville, New York

SUBJECT: Reprimand on account of condition of station.

1. You are informed that on an inspection of West Bank Light Station on June 24,1929 the inside and outside of tower was found to be dirty; the tower and boat landings were found to be in need of scaling and painting; one bedroom floor was found to be sticky and spotty, and the cellar or engine room was found to be dirty and untidy.

2. You are hereby reprimanded for permitting the station to get into such a condition, and directed to take immediate steps to remedy this condition, and you are also informed that a continuation of such conditions will necessitate further disciplinary measures.

3. The fact that you have been reprimanded will be made a part of your official history in the Lighthouse Service.

J. T. YATES

Superintendent

- -

FWO-JHG

Staten Island, N. Y.,
June 26,1929

1. Copy forwarded to Commissioner for information contained.

2. A further report in regard to this employee will be made at the expiration of six months.

J. T. Yates
Superintendent

Bureau of Lighthouses, Washington

JUL 27 1929

Submitted to Secretary of Commerce for his information

E. C. GILLETTE
Acting Commissioner of Lighthouses

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

FWO:FM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1929 MAY 16 AM 9 12

GENERAL DEPOT
OFFICE SUPERINTENDENT OF LIGHTHOUSES
3D DISTRICT, STATEN ISLAND, N. Y.
May 15, 1929.

Commissioner of Lighthouses.

SUBJECT: R. Allen Norton, Keeper West Bank Light Station.

REFERENCE: ~~Letter of reprimand~~ dated October 12, 1928.

The Bureau is advised that since Keeper Norton was reprimanded on October 12, 1928, improvement has been made sofaras the condition of the Station is concerned. He has, however, had trouble in keeping the fog signal engines in running order during the past few months, and it is desirable that special observation of this Station be continued for a further period of six months before submitting recommendation in the case of Keeper Norton.

J. T. YATES.

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. offer.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constrn.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

Bureau of Lighthouses, Washington
MAY 21 1929

Submitted to Secretary of Commerce for his information

H. D. KING
Acting Commissioner of Lighthouses

PERSONNEL CLASSIFICATION BOARD FORM No. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with instructions given in P. C. B. Forms Nos. [illegible] and 16)

Bureau No. 11 1683 Sheet No. 8(b)150

Space reserved for the use of the Board

1. Norton (Surname) R. (Given name) Allen (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Fort Point Light Station
(b) Subdivision Third District, Staten Island.
(c) City or town XXXXXXXXXXXXXXX State

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1740-2040
9. Present gross rate of pay $ 1740
10. Deduction for allowances $
11. Net rate paid in cash $ 1740

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☐ Light ☐ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value XXXXXXXXXXXXXX

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties in the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT ABOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
50	Lighting and keeping in continuous operation I.O.V. light from sunset until sunrise.
.8	Running a kerosene engine and air compressor which operates a 3rd order reed horn during fog.
4	Keeping light and engines in order
1	Polishing brasswork & cleaning lens.
15	Upkeep of station, painting inside & outside etc.
10	Cooking and housekeeping duties
4	Bringing provisions from shore by small boat.
5	Keeping records of fog, watch book, absences from station daily journal, annual inventory, requisition for supplies.
2	Looking out for the health & comfort of my assistants and keeping them satisfied with their positions.
100	Continuous 24 hour service is divided daily, two watches for 15 days a month, three watches the rest of the mo. each man having five days leave a month.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

R. Allen Norton
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Operate illuminating apparatus and keep apparatus in clean and efficient working order; care for buildings, keep them clean and in order, including painting and minor repairs; [redacted]

Care and operation of fog signal engines.

26. How long have the employee's duties been substantially as described above? Since October 1927.

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

OCT 12 1928 (Date), 1928 F. A. OCKEY (Signature of Preparing Officer) Asst. Superintendent. (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $1740 to $2040.

OCT 12 1928 (Date), 1928 J. I. (Signature of head of field office or station) Superintendent. (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ____. In my judgment the compensation of this position should be in a range from $1740, to $2040

OCT 22 1928 (Date), 1928 H. B. BOWERMAN (Signature of head of bureau or his representative) Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928 10—1856

Copy

Department of Commerce
Lighthouse Service

Office Superintendent of Lighthouses
3d District, Staten Island, N. Y.
Oct. 12, 1928.

R. Allen Norton, Keeper,
West Bank Light Station,
P. O. Box 3,
Tompkinsville, N. Y.

SUBJECT: Condition of station.

1. You are informed that on an inspection of West Bank Light Station on October 11, 1928 the station was found to be in a dirty condition and disordered throughout. The lens was dirty; both landing platforms and ladders to main gallery were found to be caked with rust, and the west landing had recently been painted on top of rust; the water closet which was recently overhauled and piping put in perfect order, was found pulled apart and diverted from its proper use; the kitchen stove was found to be in need of cleaning and polishing, and certain work ordered done at last inspection had not been done.

2. You are hereby reprimanded for the present very unsatisfactory condition of the station and your neglect to perform work ordered done at previous inspection, and informed that a continuation of such practices will necessitate further disciplinary action.

3. The fact that you have been reprimanded will be made a part of your official history in the Lighthouse Service.

(Sgd.) J. T. Yates,
Superintendent.

- - - - - -

FWO:JHG Staten Island, N. Y., Oct. 12, 1928.

1. Copy forwarded to Commissioner for information contained.

2. A further report in regard to this employee will be made at the expiration of six months.

(Sgd. J. T. Yates.

RG:EMF Bureau of Lighthouses, Washington, D. C., October 13, 1928.
Submitted to Secretary of Commerce for information.

J. S. CONWAY

Acting Commissioner of Lighthouses.

Form 84

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

LIGHTHOUSES

TELEGRAM WILL BE SENT IF DESIRED

1927 OCT 20 AM 8 55

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Third DISTRICT.

Staten Island, N.Y. Oct. 19, 1927

COMMISSIONER OF LIGHTHOUSES,
Washington, D. C.

No reply has been received from the Bureau to communication (Form 73)
from this office dated Oct. 15, 1927 on the subject of recommending promotion of R. Allen Norton from 1st Assistant to Keeper of West Bank Light Station, N.Y.

T. YATES

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

RLC:EMF Bureau of Lighthouses, Washington, D. C., October 20, 1927.

Returned to 5d Superintendent, attention being invited to Bureau telegram of this date advising of approval.

S. COLBY

Acting Commissioner of Lighthouses.

To be forwarded in duplicate. Indicate in blank space inclosed in parentheses character of the communication, that is, whether letter, indorsement, Form 80, Form 97, etc.

11—6363

Commissioner of Lighthouses

RLC:EMe

Washington, D. C., October 20, 1927.

Lighthouse Superintendent, Saint George, New York.

Promotion norton Approved

PUTNAM

CONFIRMATION:
Mr. Allen Norton, 1st Asst. Keeper
E. Bank Lt. Sta., N. Y.

10/20/27

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

RG-EK
Incl.

(COPY)

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

LIGHTHOUSES
1927 APR 23 AM 8 57

April 21, 1927.

SUBJECT: 3d Superintendent's form 73a, transfer R. Allen Norton to 1st assistant keeper, West Bank Light Station.

Returned to Superintendent of Lighthouses, Staten Island, N. Y. with request that the respective ranges of these positions and the present pay of the incumbent be inserted on the form as usual, as provided in Bureau circular No. 504 of April 6, 1925. The respective ranges of this station are:

$1620-$1980
1440- 1800
1560- 1740

It is understood that Norton's present pay is $1560, and in this case his advance to First Assistant Keepership must necessarily be at the minimum of that range—$1440 per annum. In this case nomination Form 75 should be submitted.

(Signed) H. B. BOWERMAN

Acting Commissioner of Lighthouses.

FWO-JHG

Staten Island, N. Y.
April 22, 1927

1. Returned to Commissioner, the respective ranges of positions, and the pay for both positions, having been inserted on Form 73a.
2. Mr. Norton's present pay is $1440 per annum.

For and in the absence of the Superintendent.

Asst. Supt.

[illegible] CONFERENCE REFER TO
[illegible] SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND, N.Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

FWC-JHB

2/23/27 From 73 to [illegible]

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

Commissioner of Lighthouses.

Feb. 17,1927

Supply
Radio
Engr. Corps
Mar. Engr.
Personnel
Financial
Law and Prop.
Adm. Asst.
Insp. Engr.
Constr.

SUBJECT: Nomination, R.Allen Norton, Keeper, West Bank Lt.Sta.
REFERENCE: Bureau letter Feb. 14,1927.

1. This office is unable at this time to locate the reason for adopting the present pay ranges at this station which are $60 in excess of those provided for by the classification, other than the notation on list forwarded with Bureau letter of January 28,1925, which indicated that $120 per annum was to be added to the ranges as originally listed. No minor lights are cared for by this station, therefore additional allowance cannot be made for that reason.

2. While this office regrets to see the pay ranges at this station reduced $60 per annum, there appears to be no alternative according to the classification requirements. As the present pay ranges have been in use since January,1925, and as R.Allen Norton was offered, selected, and nominated for the position of Second Assistant Keeper at West Bank Light Station, with pay at the rate of $1440 per annum, it is recommended that his appointment be at that rate even though the pay range for 2nd assistant keeper may now or later be reduced by $60.00 p.a. It is also recommended that the pay range of the Keeper and 1st Assistant Keeper be not changed during the incumbency of the two men at present employed.

RG-EK

Bureau of Lighthouses, Washington, D. C.
February 24, 1927.

Returned to Superintendent of Lighthouses, Staten Island, N. Y., with statement that the Bureau has submitted your nomination to the Department for appointment at $1440 per annum of R. Allen Norton. It is suggested that your records of the ranges of this station be changed to conform with its classification, and that at the proper time any special consideration that may be warranted be given to the effect of this change on the status of the present incumbents.

Commissioner of Lighthouses.

RG-EK

February 14, 1927.

Superintendent of Lighthouses, Staten Island, N. Y.

1. In reference to your nomination for the probationary appointment effective February 21 of T. Allen Norton as keeper at West Bank Light Station, N. Y., at $1440 per annum, in the range $1440-$1800;

2. It is understood that this nomination is for an incumbent as second assistant at this station. The station is in class 4, without family quarters, and with an isolation allowance of b-$120, making the ranges:

$1620-$1980
1440- 1800
1380- 1740

although when the ranges were originally adopted for this station it appears that they were inadvertently made $60 in excess of these amounts.

3. Before amending the present nomination to show the range as $1380-$1740, proposed salary $1380, further report is requested as to your advice in the matter, whether you consider the amended ranges should be put into effect or whether you consider that the originally adopted ranges should be maintained by reason of an allowance that may be given the station on account of any minor lights that may be under the care of the keepers.

[redacted]

[redacted] Commissioner of Lighthouses.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Richard A. Norton Sex Male

Present address Great Captain's Dr-Lt Date of birth Oct 3. 1882

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
		Great Captain's Dr-Lt	

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? No (Yes or no)

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I. As Yet.

Have you ever been fingerprinted? yes Where? N.Y. Customhouse Motorboat license

When? Oct 5. 1934 If for the ~~Civil Service~~, what position? -

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

U. S. COAST GUARD

Richard A. Norton
Customary payroll signature of employee

Subscribed and sworn to before me this 16th day of October 1939

Thomas F. Connolly
Notary Public

My commission expires Mar 30/1941 West Chester County N.Y.

July 1, 1939. Lighthouse Districts No. THIRD AND FOURTH

consolidated with NEW YORK Coast Guard District,

Headquarters NEW YORK, N. Y.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF C AMERCE
APPOINTMENT DIVISION

K. Allen Norton (Name)

Iowa (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
			3d Dist.	
Keeper	Prob	1440	L.H. - West Bank L.S.	April 5, 1927
"	Changed from 2ak to 1ak. May 1, 1927. Prom.	1620	" " " "	
"	COMPENSATION Act. May 28, 1928.	1740	" " " "	JUL 1 1928
"	Transfer	1500	" Old Orchard Shoals L.S.	June 15, 1930
"	"	1320	" - Great Captain Island L.S.	12-1-34
"	INCREASE IN COMPENSATION	1380	" " " "	10-1-37

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

October 1, 1937.

Mr. R. Allen Norton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective October 1, 1937.

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,

OCT - 6 1937

Chief, Division of Personnel.

From: $1320 per annum.

To: $1380 per annum.

Service and grade:

Appropriation (unit): Field.

1093/1

C
3



GOVERNMENT PRINTING OFFICE 11—9051

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

FWO:JHG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1934 DEC 8 - AM 8 52

DEPARTMENT OF COMMERCE
DEC 12 1934
APPOINTMENT DIVISION

GENERAL DEPT. DEC 12 - AM 10:1

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

MAIL CLERK

Dec. 7,1934

Commissioner of Lighthouses.

SUBJECT: Transfer of personnel, effective date.

REFERENCE: Bureau Circular Letter No. 454, dated May 8th, 1934.

1. The Bureau is advised that the effective date of a recent transfer of personnel in the Third Lighthouse District, is as follows:-

- -

Name:	R. Allen Norton
Effective Date:	Dec.1,1934
Former Designation:	Keeper (1A)
Former Station:	Old Orchard Shoal Lt.Sta.,N.Y.
Former Pay:	$1500 p.a.
Present Designation:	Keeper (Asst)
Present Station:	Great Captain Is.Lt.Sta.,N.Y.
Present Pay:	$1320 p.a.
Date of Department Notice:	Oct.8,1934

12/31/34

J. Yates

J. T. YATES
Superintendent

for the Commissioner

R J Grimes

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

October 8, 1934.

W. R. Allen Norton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective November 16, 1934, or upon entrance on duty (change of station and duties).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER OCT -9 1934

Chief of Appointment Division.

From: $1500 per annum.

To: $1320 per annum.

Service and grade: Field.

Appropriation (unit):

CARDED

3
B

APPOINTMENT ENTERED
OCT 13 1934
SHEET NO. 4620
DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9061

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT.

FWO-JHG

1934 OCT - 2 - AM 8:55

DEPARTMENT OF COMMERCE OCT - 4 1934 APPOINTMENT DIVISION

1934 OCT 3 P 2 5 31

Staten Island, N.Y., Oct. 1, 1934
(City) (Date)

DEPARTMENT OF COMMERCE OCT - 8 1934 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, R. Allen Norton

Position, Keeper (Asst.)

Location, Gt.Captain Is.Lt.Sta.,N.Y.

Effective, Nov.16,1934

Legal residence, Mass.

Proposed salary, $1320 p.a.

Proposed range, $1320-1680 $240 qrs.

Appropriation, Salaries, Keepers of Lighthouses

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

Former position, Keeper (1st Asst)

Location, Old Orchard Shoal Lt.Sta.,N.Y.

Former salary, $1500 p.a.

Former range, $1500-1860 $60 qrs.

Rank on eligible list, Rating, 1580 Percentage, , Other eligibles considered:

Previous incumbent and his pay, Laureat Leclerc (Lt.#1580) Services terminated, Nov.15,1934

Reason, Transferred (Salary $1380 p.a.)

Members of family in Government service,

Date of birth,

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

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

Secretary, Civil Service District.

J. T. Yates
J. T. YATES
Superintendent

THIS IS A CIVIL SERVICE POSITION

BUREAU OF LIGHTHOUSES
WASHINGTON

October 2, 1934

Submitted to the Secretary of Commerce, approved. The proposed change will not result in a demotion in gross pay, as family quarters are provided at the proposed station, but are not provided at his present station.

Keeper Leclerc, the vice hereon, will be transferred without change in pay and the matter reported on Form 73a at a later date.

Kellogg

W R Harman
Acting Commissioner of Lighthouses.

[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 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 in Regulations, 1927, articles 415 and 429, 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.

A license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form S. S. 93–A, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

U. S. GOVERNMENT PRINTING OFFICE: 1926 11—2314

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
SEP
19
1934
2ND DIST.

THIRD DISTRICT

Old Orchard Shoals
(Station, Depot, or Vessel)

Sept 16, 1934

Supt. Lighthouses

Subject - Transfer

Dear Sir -

Your letter Sept 13. received today. I would like to be transfered to Great Captain Island Light Station.

I have one daughter age 15 years.

R. A. Norton 1st Asst. Keeper
In charge, Keeper on Leave

P.S. I mailed a letter in August which must have gone astray.

R. ALLEN NORTON SEPT. 8, 1930

SEE FILE OF A. BOUDER FOR EFFECTIVE DATE OF CHANGE

AUTHORIZED JUNE 1, 1930

(June 1st)

Form A-88

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 24, 1930.

Mr. R. Allen Horton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective June 1, 1930, or entrance on duty (change of station).

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

By direction of the Secretary.

Respectfully, MAY 29 1930

Chief of Appointment Division.

From: $1740 per annum.

To: $1500 per annum.

Service and grade:

Appropriation (unit): Field.

CANCELED

3
H

APPOINTMENT DIVISION ENTERED MAY 31 1930 ON JOURNAL 27028 DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—0051

Form 78

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO JHG LIGHTHOUSE
1930 MAY 21 AM 8 41

DEPARTMENT OF COMMERCE
MAY 24 1930
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT. 5

Staten Island, N. Y. May 20, 1930, 19....
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

MAY 27 1930

Action recommended, Transfer and demotion. **Legal residence,** Massachusetts

Name, R. Allen Norton - Transferred previously superintendent — **Proposed salary,** $1500 p.a.

Position, Keeper **Proposed range,** $1500-$1800

Location, Old Orchard Shoal Lt.Sta.,N.Y. **Appropriation,** Salaries, Keepers of Lighthouses

Effective, June 1,1930 [1] ~~on appointment~~, or as soon thereafter as he enters on duty.

Former position, Keeper **Former salary,** $1740 p.a.

Location, West Bank Lt.Sta.,N.Y. **Former range,** $1740-$2040 p.a.

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

Keeper - approx. 3 years.

Previous incumbent, Arthur Bouder-(LT #1620) **Services terminated,** May 31,1930.

Reason, Transferred (Salary $1500 p.a.) - Promotion

Members of family in Government service,

Date of birth,

Remarks: See separate letter to Bureau of this date.

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

For and in the absence of the Superintendent.

Secretary, Civil Service District.

Asst.Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

May 23, 1930.

Submitted to the Secretary of Commerce, approved. **This demotion of Keeper Norton is recommended as a disciplinary measure. Attention in this connection is invited to Bureau recommendation of this date for the demotion of this employee, which is being separately submitted.**

Checked this date MAY 28 1930

DEPARTMENT OF COMMERCE

Per action O. K.

Chief Clerk

Acting Commissioner of Lighthouses.

[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 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 in Regulations, 1918, article 465, 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.

If a license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form 381, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

GOVERNMENT PRINTING OFFICE 11—2314

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

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 21 1930

May 23, 1930.

1740

SUBJECT: Demotion R. Allen Norton, Keeper, West Bank Light Station, New York; Third Supt's letter of May 20, 1930.

Submitted to the Secretary of Commerce, the Bureau concurring with the Superintendent in recommending the demotion of Keeper Norton as indicated. Nomination for the demotion of Keeper Norton is being separately submitted this date together with the nomination for the promotion of Arthur Bouder to the resulting vacancy.

From 73 recom. transf. Charles this date.
Reprimanded on 2 previous occasions.

5-24-30

W P Harman
Acting Commissioner of Lighthouses.

RLC EJD
Incl.

For departmental approval see recommendation for transfer and demotion of this man

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

May 28, 1930.

SUBJECT: Donation E. Allen Borton, Keeper, West Bank Light Station, New York; Third Dept'e letter of May 20, 1930.

Submitted to the Secretary of Commerce, the Bureau concurring with the Superintendent in recommending the donation of Keeper Borton as indicated. Nomination for the donation of Keeper Borton is being separately submitted this date together with the nomination for the promotion of Arthur Bowder to the resulting vacancy.

Acting Commissioner of Lighthouses.

RLC RJD
Inel.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1930 MAY 21 AM 8 42

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

FWO-JHG

Commissioner of Lighthouses; May 20,1930

SUBJECT: R.Allen Norton, Keeper, West Bank Lt.Sta.,N.Y.

1. Enclosed is copy of letter of charges dated May 6, 1930 addressed to Keeper Norton, and his reply thereto dated May 13,1930.

2. The Keepers reply to charges is necessarily unsatisfactory since his habitual failure to comply with instructions, and failure to maintain the station in an efficient manner is inexcusable. The station as maintained by this keeper is generally dirty and disorderly, and required work of scaling and painting not done. Instructions given him at the station when inspected on various occasions, as well as letters of reprimand addressed to him, have resulted in but little improvement in the condition of the station. In this connection attention is invited to letters of reprimand addressed to Keeper Norton on October 12,1928 and June 26,1929, also letter to Bureau of Dec.18,1929. This Keeper has demonstrated that it is beyond his capacity to properly perform the duties of Keeper and maintain the station in an efficient and satisfactory manner, and it is recommended that he be transferred and demoted to the position of First Assistant Keeper at Old Orchard Shoal Lt.Sta.,N.Y.; the present 1st Asst.Keeper at the latter station to be transferred to the position of Keeper at West Bank Light Station?N.Y., both changes to be effective on June 1,1930 or assoon thereafter as they enter on duty.

3. The approval of this recommendation will not be in violation of Section 2 of Civil Service Rule I relative to political or religious opinions or affiliations.

4. Forms 73 recommending the transfer of R.Allen Norton from Keeper of West Bank Lt.Sta. to 1st Asst.Keeper of Old Orchard Shoal Lt.Sta., and the transfer of Arthur Bouder from 1st Asst.Keeper of Old Orchard Shoal Lt.Sta. to Keeper of West Bank Lt.Sta.,are enclosed.

For and in the absence of the Superintendent.

Ass. t.Supt.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

REGISTERED MAIL
RECEIPT REQUESTED

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

LIGHTHOUSES
1930 MAY 21 AM 8 42

May 6,1930

R. Allen Norton, Keeper,
West Bank Light Station,
C/O Headquarters, Miller Field,
New Dorp, S. I., N. Y.

SUBJECT: Charges.

1. You are hereby charged with inefficiency, neglect of duty, and disobedience of orders, as follows:-

a - When West Bank Light Station was inspected on Oct. 11,1928, the station was found to be in a disordered condition and dirty throughout, with lens dirty, landing platform and ladders to main gallery caked with rust, west landing painted on top of rust, water closet which had recently been overhauled and piping put in perfect order was found pulled apart and diverted from its proper use, the kitchen stove was found in need of cleaning and polishing, and work which had been done at last inspection was not done, which conditions were the cause of your being reprimanded by letter from this office dated Oct.12,1928, in which letter you were informed that a continuation of such practices would necessitate further disciplinary action.

b - When the station was inspected on June 24,1929 the inside and outside of tower were found to be dirty, the tower and boat landings were found to be in need of scaling and painting, one bedroom floor was found to be sticky and spotty, and the cellar or engine room was found to be dirty and untidy, which conditions were the cause of your being reprimanded by letter from this office dated June 26,1929, in which letter you were again informed that a continuation of such practices would necessitate further disciplinary measures.

c - Notwithstanding the fact of your having been twice previously reprimanded for similar conditions at the station, when the station was again inspected on April 29,1930, the boat landing, deck, and gallery were found to be in need of scaling and painting, dressers in need of repairing, and entire station in need of cleaning and painting, all of which had been called to your attention on previous inspections, and orders given you to correct these conditions have resulted in no material improvement in the condition of the station.

2. You are directed to submit any statement you may desire to make, through official channels, within three days from the receipt of this letter. Any statement made must be couched in temperate language, free from countercharges, and confined to the point at issue. If you desire to make no statement, you will so state in writing.

J. T. YATES

Superintendent

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

MAY 14 1930 RECEIVED

THIRD DISTRICT

Supt. Lighthouses, 1930 MAY 21 AM 8:42 LIGHTHOUSES West Bank Light
(Station, Depot, or Vessel)

May 13., 1930.

Subject — Charges.
Reference - Letter dated May 6. received May 12/30.

A. In regards to report of inspection on Oct 11, 1929 stating landing platform and ladder to main gallery caked with rust, I would state that platform was wrecked by Tug Bowker on April 29, 1928 and left in that condition pending settlement of claims until Dec 1928 when platform was repaired. Keeper then worked chipping platform favorable days during Jan & Feb. but keeper had to break in two new men in Jan. and also had considerable trouble with the old fog engine at that time.
Ladder were chipped on Oct. 13.
In regards to west landing keeper chipped same Oct. 12 - 16 - 17 - 18 - 22 - 23 red leaded and painted
In regards to water closet pipes being disconnected pipes were clogged with waste and white lead used in making joint, and keeper was cleaning same and it was put in order Oct 15.

continuation sheet # 2.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
MAY 14 1930
U.S.C.G.

THIRD DISTRICT

West Bank Light
(Station, ~~Depot, or Vessel~~)

May 13., 1930.

B. Regard to inspection on June 24. 1929 scaling and painting was finished in August delayed by building two landings from new lumber shipped May 5. and keeper having to caulk with oakum and red lead all seams in base of tower, as water was leaking through.

Bedroom floor complained of had just been painted and paint used was an old lot. Floor was later scraped, sandpapered and varnished

As to engine room, old engines were being still used and were in bad shape, being replaced in July by Kantophone and engineroom was then whitewashed, ceiling painted and floor scrubbed with lye to get out the oil.

C. Respecting April 29. 1930 inspection, keeper had painted light room, oil room two spare rooms, two bed rooms, kitchen halls and stairways, also scraped, sandpapered and varnished the floors of three rooms.

Started outside painting April 14/30

Continuation sheet # 3.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
[illegible]ND, N. Y.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

THIRD DISTRICT

West Bank Light
(Station, Depot, or Vessel)

May 13, 1930.

and had painted roof of tower, outside of light room, two balconies and rails and the east and south side of tower.

Tower has since been finished, oil tanks scraped and painted, deck gallery and rails painted, half of the base has been painted and keeper expects to finish base and boat platforms this month, as he told inspector.

R. Allen Norton Keeper.
West Bank Light Station.

CHIEF CLERK

Copy

DEPARTMENT OF COMMERCE
JUL 29 1929
APPOINTMENT DIVISION

1929 JUL 29 PM 3 33

Department of Commerce
Lighthouse Service

General Depot
Office Superintendent of Lighthouses
3d District, Staten Island, N. Y.

R. Allen Norton, Keeper,
West Bank Light Station,
P. O. Box 3,
Tompkinsville, New York.

June 26, 1929.

Subject: Reprimand on account of condition of station.

1. You are informed that on an inspection of West Bank Light Station on June 24, 1929, the inside and outside of tower was found to be dirty; the tower and boat landings were found to be in need of scaling and painting; one bedroom floor was found to be sticky and spotty, and the cellar or engine room was found to be dirty and untidy.

2. You are hereby reprimanded for permitting the station to get into such a condition, and directed to take immediate steps to remedy this condition, and you are also informed that a continuation of such conditions will necessitate further disciplinary measures.

3. The fact that you have been reprimanded will be made a part of your official history in the Lighthouse Service.

(Sgd.) J. T. Yates,
Superintendent.

CARDED

Staten Island, N. Y.
June 26, 1929.

1. Copy forwarded to Commissioner for information contained.

2. A further report in regard to this employee will be made at the expiration of six months.

(Sgd.) J. T. Yates,
Superintendent.

Bureau of Lighthouses, Washington

JUL 27 1929

Submitted to Secretary of Commerce for his information

E. C. Gillette

Acting Commissioner of Lighthouses

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

FWO:FM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
1929 MAY 21 PM 3 04

LIGHTHOUSES
1929 MAY 16 AM 9 12

DEPARTMENT OF COMMERCE
MAY 21 1929
APPOINTMENT DIVISION

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

May 15, 1929.

Commissioner of Lighthouses.

SUBJECT: R. Allen Norton, Keeper West Bank Light Station.

REFERENCE: Letter of reprimand dated October 12, 1928.

The Bureau is advised that since Keeper Norton was reprimanded on October 12, 1928, improvement has been made sofaras the condition of the Station is concerned. He has, however, had trouble in keeping the fog signal engines in running order during the past few months, and it is desirable that special observation of this Station be continued for a further period of six months before submitting recommendation in the case of Keeper Norton.

Bureau of Lighthouses, Washington

MAY 21 1929

Submitted to Secretary of Commerce for his information

H. D. KING
Acting Commissioner of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
STATEN ISLAND

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Aircraft
Surveys
Communn.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constrn.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

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

FWO-JHG

R. Allen Norton, Keeper,
West Bank Light Station,
P. O. Box 3,
Tompkinsville, N. Y.

Oct.12,1928

SUBJECT: Condition of station.

1. You are informed that on an inspection of West Bank Light Station on October 11,1928 the station was found to be in a dirty condition and disordered throughout. The lens was dirty; both landing platforms and ladders to main gallery were found to be caked with rust, and the west landing had recently been painted on top of rust; the water closet which was recently overhauled and piping put in perfect order, was found pulled apart and diverted from its proper use; the kitchen stove was found to be in need of cleaning and polishing, and certain work ordered done at last inspection had not been done.

2. You are hereby reprimanded for the present very unsatisfactory condition of the station and your neglect to perform work ordered done at previous inspection, and informed that a continuation of such practices will necessitate further disciplinary action.

3. The fact that you have been reprimanded will be made a part of your official history in the Lighthouse Service.

J. T. YATES

REPRIMANDED

Superintendent

10-15-28

FWO-JHG

Staten Island,N.Y.,
Oct.12,1928

1. Copy forwarded to Commissioner for information contained.

2. A further report in regard to this employe will be made at the expiration of six months.

J. T. Yates

RG:EMF Bureau of Lighthouses, Washington, D. C., October 13, 1928.
Submitted to Secretary of Commerce for information.

H. B. Bowerman
Acting Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. R. Allen Norton,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

From: $1620

To: $1740

11—9564

5

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1617

FWO-JHG

LIGHTHOUSES

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

NOV 4 PM 9 14

DEPARTMENT OF COMMERCE
CHIEF CLERK
1927 NOV 7
APPOINTMENT DIVISION
1927 NOV 5 PM 2 44

Nov. 3, 1927

Commissioner of Lighthouses.

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

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

Name	Position	Salary	Nature of Change	Letter Date	Effective Date
R.Allen Norton	K	$1620 p.a.	Promotion	10-15-27	10-24-27
Clinton H.Durree	K	1440 "	Transfer	10-17-27	10-28-27
Gustav H.Axelson	K	1380 "	Promotion	10-20-27	10-28-27

For and in the absence of the Superintendent.

CARDED

Asst.Supt.

C. S. REPORT DATA
ENTERED

Bureau of Lighthouses, Washington

NOV 4 - 1927

Submitted to Secretary of Commerce for his information

S. CONWAY
Acting Commissioner of Lighthouses

Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 15, 1927.

Mr. R. Allen Norton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1440 per annum to $ 1620 per annum, effective October 16, 1927, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

OCT 21 1927

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION DEPARTMENT OF COMMERCE OCT 29 1927 JOURNAL

R

3rd.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT,

Staten Island, N. Y., Oct. 13, 1927
(City.) (Date.)

CHIEF CLERK
DEPARTMENT OF COMMERCE
OCT 15 1927
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
OCT 18 1927
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, R. Allen Norton

Position, Keeper (Prom)

Location, West Bank Lt.Sta.,N.Y.

Effective Oct. 16,1927

Legal residence, Mass

Salary, $1620 p.a. ($1620-$1980 p.a.

Appropriation, Salaries, Keepers of Lighthouses

~~[illegible]~~ such duty, or as soon thereafter as he enters on duty.

Former position, Keeper (Asst)

Location, West Bank Lt.Sta.,N.Y.

Former salary, $1440 p.a.

Former range-$1440-$1800 p.a.

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

Previous incumbent, John R. Bishop Services terminated, Oct.15,1927

Reason, Resigned (Salary $1740 p.a.)

Members of family in Government Service,

Date of birth,

Remarks:

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

For and in the absence of the Superintendent

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
OCT 20 1927

Secretary, Civil Service District. DEPARTMENT OF COMMERCE

Asst.Supt.

10-15-27

BUREAU OF LIGHTHOUSES
WASHINGTON

October 14, 1927.

Submitted to the Secretary of Commerce, approved.

~~APPROVED:~~ Acting O.K. Grant 10/19

~~ACTING SECRETARY OF COMMERCE~~

H. B. Bowerman
Acting Commissioner of Lighthouses.

[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 in his 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, 1918, article 465, 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.

If a license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form 381, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

11—2314

GOVERNMENT PRINTING OFFICE

1927 OCT 14 AM 9 14

LIGHTHOUSES

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

FWO-JHG

REPORT ON PROBATIONARY APPOINTEE

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

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

CLERK
1927 AUG 5 AM 10
DEPT. OF COMMERCE
AUG 5 1927
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
(Department)

Third Lighthouse District (Bureau or office) Staten Island, N. Y., Aug. 3,1927 (Place and date)

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on Sept. 6,1927, 192 .

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

Name R. Allen Norton

Position Keeper

Salary $1440 per annum

Appropriation Salaries, Keepers of Lighthouses

Station West Bank Light Station,N.Y.

Date of entrance on duty March 7,1927

Remarks:

J. T. Yates
(Signature of immediate superior)
Supt. 3rd Lighthouse Dist.

Submitted:
By direction of the Commissioner:
C. P. Harman
Chief Clerk, Bureau of Lighthouses.
(Head of bureau or office)

GOVERNMENT PRINTING OFFICE 10—1731

Form 73a

REPORT OF TRANSFER OF APPOI[illegible]

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

OFFICE OF LIGHTHOUSE INSPECTOR, Third DIST. 1927 MAY 5 AM 9 04

Staten Island, N.Y. April 19, 1927 191

LIGHTHOUSES 5 10 DE

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee **will be** transferred as indicated, and **will enter** upon duty at his new station on **May 1, 1927.**

Name, **R. Allen Norton** Position, **Keeper**

From **2 A.K. West Bank L.S., N.Y.** To **1 A.K. West Bank L.S., N.Y.**
Present Pay $1440. Old Range $1440- **Proposed Pay $1440. New Range**
Previous incumbent, **Ralph W. Rexinger $1800.** **$1440-$1800.**

Services terminated, **April 30, 1927** Reason, **Transferred.**

See Bureau letter of Feb. 14, 1927 re revised pay range for position of 1st Asst. Keeper of West Bank Lt. Sta.
Mr. Norton entered the service in his present position on March 7, 1927, and his promotion is recommended as he is the only employee in his grade at that station, and the vacancy to which promotion is proposed could not be foreseen at the time he was appointed. No other employee of District desired transfer to this position.

CARDED

Staten Island, N.Y., May 4, 1927 , 191

The above-referred-to transfer became effective beginning with **May 1, 1927**

J. F. Rees

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 5 - 1927

Submitted to the Secretary of Commerce for his information.

L. S. CONWAY
Acting Commissioner

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FWO-JHG

LIGHTHOUSES 1927 APR 23 AM 8 57

LIGHTHOUSES 1927 APR 20 AM 8 52

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT.

Staten Island,N.Y. April 19,1927 191

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on May 1,1927.

Name, R.Allen Norton Position, Keeper

From 2 A.K. West Bank L.S.,N.Y. To 1 A.K. West Bank L.S.,N.Y.
Present Pay $1440. Old Range ~~$1440-~~ 1380-1740 Proposed Pay $1440. New Range $1440-$1800.
Previous incumbent, Ralph W. Rexinger ~~$1800~~.

Services terminated, April 30,1927 Reason, Transferred.

See Bureau letter of Feb.14,1927 re revised pay range for position of 1st Asst.Keeper of West Bank Lt.Sta.
Mr.Norton entered the service in his present position on March 7,1927, and his promotion is recommended as he is the only employee in his grade at that station, and the vacancy to which promotion is proposed could not be foreseen at the time he was appointed. No other employee of District desired transfer to this position.

J. A. Lees

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 25 1927

Submitted to the Secretary of Commerce for his information.

CANCELLED

S. CONWAY
Acting Commissioner.

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

PERSONAL HISTORY

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

Bureau, division, or office Lighthouse Service Third District

1. Name in full Richard Allen Norton

2. Legal (voting) residence Mass., 16 (State and Congressional District) Dukes (County) Edgartown (City or town)

3. Where born? Mass (State or foreign country) Wareham (City or town) When born? Oct 3. 1882 (Date)

4. If foreign, state whether naturalized or alien —

LIGHTHOUSES
BOT APR 6 '53

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

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

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

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

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

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

Enlisted ____ Discharged ____ Enlisted ____ Discharged ____

Organization ____ Organization ____

8.

EDUCATION (Circle number of years)	Common school	High school	College	Degrees, if any
	1 2 3 4 5 6 7 (8)	(1) 2 3 4	1 2 3 4	

9. State special qualifications —

CARDED

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

Nella G. Norton (Name) wife (Relationship)

23 Alden Road Fairmont New York. (Post office address)

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

R. Allen Norton
(Name as usually written and which will be used as official signature)

March 5. 1927 (Date) 10—1659 Present address % I. H. Tender Lotus.
37 Marginal St.
Chelsea Mass

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

1927 APR 6 LIGHTHOUSES

DEPARTMENT OF COMMERCE APR 6 1927 APPOINTMENT DIVISION

1927 APR 6 AM 8 53

I, R. Allen Norton 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.

R. Allen Norton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 5th day of March, A. D. 1927.

(Affix official seal here)

Thomas O. Lee
(Name)

(Official title) Chief Clerk, 2nd L. H. District.

Authorized by Lighthouse Bureau

My commission expires

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$1440 p.a.	West Bank Lt.Sta., N.Y.
Former [5]		

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

Office of Superintendent of Lighthouses, 3RD District

CARDED

Staten Island, N.Y. (Address), April 5, 1927 (Date)

The above-named appointee entered upon duty on March 7, 1927. (Date)

For and in the absence of the Superintendent

(Signature, followed by title)

Asst Supt of Lighthouses, 3rd Dist.

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

C. S. REPORT DATA ENTERED

11—944

Form A-30

NOT TO BE ACCEPTED AS A. ORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOM. IED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 24, 1927.

Mr. R. Allen Norton,
Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Fourteen Hundred and Forty dollars per annum

effective upon entrance on duty.

Nature of appointment: Probationary.

Civil Service authority: Secretary, Second Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

FEB 28 1927

(SIGNED) CLIFFORD HASTINGS

C
S

Chief of Appointment Division.

Appropriation: Field.

Vice: Joseph H. Collins.

Legal Residence: Massachusetts.

APPOINTMENT DIVISION ENTERED FEB 28 1927 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

11-8657

840

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
WO-JHG
1927 FEB 11 AM 9 06

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 3rd DISTRICT

Staten Island, N.Y., Feb. 9, 1927
(City) (Date)

CHIEF CLERK
1927 FEB 24
DEPARTMENT OF COMMERCE
FEB 24 1927
APPOINTMENT DIVISION

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

Action recommended, Probationary appointment. Legal residence, Massachusetts

Name, R. Allen Norton

Position, Keeper

Location, West Bank Lt. Sta., N.Y.

Effective, Feb. 21, 1927

FEB 10 1927

Proposed salary, $1440 - p.a. above min. 1380 - 1740
Proposed range, ~~$1440-$1800~~ p.a.
Appropriation, Salaries, Keepers of Lighthouses Search
~~as of entrance on duty~~ or as soon thereafter as he enters on duty. Phoned Nov. 2/25/27

Former position,

Location,

Former salary,

Former range,

* Norton was offered pos. at 1440 by 3d Dept. as was of the opinion the min was 1440. min of Range was established at 1380 - Aug 1/26. Thus entitles to appt this was a lateral. than was originally offered

Rank on eligible list, 1 Rating, Keeper Percentage, 91.5, Other eligibles considered:

Richard O. Jenkins----C. David R. Roth----C.

Previous incumbent, Joseph H. Collins

Reason, Resigned 2/20/27. (Salary $1440 p.a.)

Services terminated, Feb. 20, 1927

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

Members of family in Government service, None

Date of birth, Oct. 3, 1882

Remarks: Mr. Norton is at present employed as ~~x~~Quartermaster on the tender Lotus in the 2nd L.H. ~~Dist.~~ ~~x~~ $72.50 mo ($870 pa)

Selection regular, subject to the action of the U. S. Civil Service Commission, Feb. 10

APPOINTMENT DIVISION NECESSARY ACTION TAKEN 19 FEB 23 1927 DEPARTMENT OF COMMERCE

Subject to physical examination

J. C. Coles
Secretary, 2nd Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

RG-EK

February 23, 1927

Submitted to the Secretary of Commerce, approved. This station is in class 4, without family quarters, and with an allowance b- $120 for isolation, making the ranges:

$1620- $1980
1440- 1800
1380- 1740

APPROVED:

ACTING ASSISTANT SECRETARY.

S. W. CONWAY
Acting Commissioner of Lighthouses.

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 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 in Regulations, 1918, article 465, 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.

If a license from the Steamboat Inspection Service 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 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.

When a person recommended for reinstatement has been out of the service over one year, Form 381, supplemental, should be submitted in duplicate.

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

After "Other eligibles considered" superintendents 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" superintendents 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.

In submitting nominations for temporary appointment, state under "Remarks" whether or not the work is job employment, and, if job employment, make certificate that upon completion of the work the services of a person in the position will no longer be required. State also as definitely as possible the period for which the services of the person will be needed.

GOVERNMENT PRINTING OFFICE 11—2314