'26 MAY 15 PM 1:15:03

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

Date: 05/01/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Parks, Severn, C.		1873 MD

MILITARY SERVICE

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

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

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

Date & Place of Death: 1961 MD

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD) 5th district	From: 1921	To: 1943
(Agency & Location)	From:	To: Folder
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000748 7490

CMRS Search Request Number(s): Submitted to Arc. Search 5/22/26 sbm

Attendant Signature:

'26 JUN 10 PM 12:46:31

Remarks: Soundex: 1620

SCREENING NOTES

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

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

1. DATE OF REQUEST: 20 September 1954

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH
Parks, Severn C.		7-10-1873

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

Lighthouse Service and U. S. Coast Guard
Norfolk, Virginia
Retired 31 July 1943

(*If formerly employed by agencies in addition to above, list under item 7*)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

- [ ] a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION
- [X] b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE
- [ ] c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

- [ ] a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- [ ] b. FOLDER ENCLOSED
- [ ] c. FOLDER NOT LOCATED
- [ ] d. FLAGGED. FOLDER TO BE FORWARDED WHEN LOCATED
- [ ] e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- [ ] f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO:
ADDRESS: Chief, Civilian Personnel Division
U. S. Coast Guard
1300 E Street N. W.
ATTN: Washington, D. C.

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

U. S. GOVERNMENT PRINTING OFFICE 16—66697-1

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 4578

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date January 10, 1941.

Name: Parks, Severn C.

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

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1440-1800)	Field (Range $1440-1800)
Salary	$1440 p.a. plus $60 p.a.Qtrs.	$1500 p.a. plus $60 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters		Norfolk, Virginia
Post of Duty		Maryland Pt. Lt.Sta., Md.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE *Remarks:* January 16, 1941.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: July 10, 1873

LEGAL RESIDENCE: Md.

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

Justification:

No increase in pay since July 1, 1928.

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

S. P. MEHLMAN,
Lt. Commander, U. S. Coast Guard,
Acting Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Severn Cook Parks Sex Male

Present address 107 Augusta Ave. Balto, md Date of birth July 10th 1873

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
Jan. 1929	To date		Baltimore, Md.

Give, in your own handwriting, the information requested below

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

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

No Reply Received From F. B. I.
Apparently No Criminal Record.

Have you ever been fingerprinted? No Where?

When? If for the Civil Service, what position? No

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

U. S. COAST GUARD

Severn Cook Parks
Customary payroll signature of employee

Subscribed and sworn to before me this 18th day of October 1939.

Greeva S Hard
Notary Public

My commission expires May 5, 1941

July 1, 1939. Lighthouse Districts No. Fifth

consolidated with Nrofolk Coast Guard District,

Headquarters Norfolk, Virginia

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

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

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Severn C. Parks (Name)

Md (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	5 OR BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob	720	L.H. - Maryland Pt LS	May 24, 1921
"	Readj	960	" - " "	July 1, 1924
"	"	1260	" - " "	Jly. 1, 1925
"	Incr.	1320	" - " "	July 1, 1925
~~"~~	~~Trans~~	~~1320~~	~~" - Choptank River LS.~~	cancelled
Keeper	Prom.	1380	L.H. - Maryland Pt. LS.	5-1-27
"	transfer	1320	" - Greenbury Pt. L.S.	
"		1440	" - "	JUL 1 1928
"	Trans 73a	1440	" - Maryland Pt. L.S. Md.	June 16, 1933.

PERSONNEL CLASSIFICATION BOARD FORM [redacted] FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. [redacted] Sheet No. 5(b)- 54

Space reserved for the use of the Board

1. Parks (Surname) Severn (Given name) C. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Greenbury Point Shoal Light Station
(b) Subdivision
(c) City or town State

6. Pay roll title Light Keeper
7. Customary office title Assistant Keeper
8. Present administrative allocation $1500-1680
9. Present gross rate of pay $ 1440.
10. Deduction for allowances $ None
11. Net rate paid in cash $ 1440

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 ☒ Fuel ☒ Light ☐ Uniform ☐ Laundry ☐ Subsistence or rations in kind
Meals per day: ☐ 1 ☐ 2 ☐ 3

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

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost
Uniform, approx. $15.00

15. (a) Regular hours of work: From None m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer 66 Winter 66 (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to emergency call throughout 24 hours.

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)
(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

Trans to Maryland Point

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By Principal Kpr. with whom he works side by side or watch and watch. He is instructed by example and supervised by direct personal contact with the Principal Keeper and by periodic inspections of station by District Supt. or his representative. John L. Davis, Kpr. 5th Dist

20. What is the name, official position, and sheet number of the employee's immediate superior?

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary							High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	X	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
I was Captain of Schooners for 7 yrs before taking the position as Asst Keeper

10—1856

23. TO THE EMPLOYEE: Describe in d[redacted] work you do. Put each distinct duty, task, or process i[redacted]e paragraph. Explain first those that require most of your time. Explain occasional [redacted]ties last. 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 WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
30%	I watch out from 6 P.M until 12 P.M
	Help keep the Lighthouse in first Class Condition.
60%	Cleaning, Painting & etc.
	The distance from the Lighthouse to the shore where
10%	I get Provisions & mail is about 1½ miles.
100%	

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.

S C Parks Asst Keeper
(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.

The duties of this employee are to share the watches with principal keeper in care of light and fog-signal and the labor of keeping same in state of perfect cleanliness and efficiency, and in cleaning, painting and minor repairs of the entire station, which is a 2-story frame-house on interbraced iron piles on a submarine foundation surmounted by a glazed lantern in which is mounted a fresnel lens for display of light, which may be either a kerosene wick lamp or incandescent oil-vapor light. The fog-signal bell operated by clock-work machinery. Communication with shore is by motor launch. Each of two keepers is allowed 8 days ashore per month and during asence of principal keeper the assistant is in full charge of station.

26. How long have the employee's duties been substantially as described above? May 24, 1921

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.

Sept 21, 1928 — H. D. King — Supt. Of Lighthouses.
(Date) (Signature of Preparing Officer) (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 $ 1440 to $ 1740

Sept 21, 1928 — H. D. King — Supt. of Lighthouses.
(Date) (Signature of head of field office or station) (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 $ 1380 to $ 1680

SEP 25 1928, 1928 — H. B. BOWERMAN — Acting Commissioner of Lighthouses.
(Date) (Signature of head of bureau or his representative) (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1933 JUN 19 AM 9:14

DEPARTMENT OF COMMERCE
JUL - 1 1933
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

May 23, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 1, 1933.

Name, Severn C. Parks — Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md. — To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380-1740. — Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, G. F. Hudgins - $1440.p.a.

Services terminated, May 31, 1933 — Reason, Recommended for transfer and demotion.

This form supersedes the Form 73a dated April 18, 1933, and notice of May 19, 1933.

In this connection, it will be necessary to postpone the effective date of the discontinuance of Asst. Keeper's position at Greenbury Point Shoal Light Station.

DEPARTMENT OF COMMERCE
1933 JUL - 1 AM 9:34

CARDED

L. M. HOPKINS

Superintendent of Lighthouses.

June 17 , 1933

The above-referred-to transfer became effective beginning with June 16, 1933.

L. M. Hopkins

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 30 1933

Submitted to the Secretary of Commerce for his information.

~~By direction of~~ the Commissioner:

R. E. Jones

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

M. Severn C. Parks,

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.

From: $1520

To: $1440

11—9564

5

JUL 28 1928
DEPARTMENT OF COMMERCE
CANCELED

COPY

DEPARTMENT OF COMMERCE

Lighthouse Service

Office of Superintendent, 5th District
Baltimore, Md.

VRH

October 5, 1927.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Transfers and promotions.

1. Below is report for month of SEPTEMBER of transfers, promotions and demotions made in this district which do not require oaths, including transfers made on Form 73a, with necessary data required by the Department in connection thereto:

Name	Position	Salary	Nature of change	Letter date	Effect. date of change
John F. Riley	Keeper	$1320 p.a.	Trans.& Prom.	8/22/27	9/1/27
James A. Dudley	Keeper	1500 p.a.	Promotion	7/28/27	9/1/27
John C. Lewis	Keeper	1320 p.a.	Trans. & Demo.	8/27/27	9/7/27
Severn C. Parks	Keeper	1320 p.a.	Trans. & Demo.	8/27/27	9/7/27
Hollie R. Laird	Keeper	1380 p.a.	Promotion	8/27/27	9/7/27
David W. Fowler,Jr.	Radio Opr.	1500 p.a.	Increase	8/29/27	9/19/27

(Signed) H. D. King,
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington

Oct. 7, 1927

Submitted to Secretary of Commerce for his information

(Signed) H. B. Bowerman,
Acting Commissioner of Lighthouses.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 27, 1927.

Mr Severn C. Parks,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1320 per annum, effective September 7, 1927, or as soon thereafter as you may enter on duty.

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

By direction of the Secretary:

Respectfully,

AUG 31 1927

EDW. J. GARDNER

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

R CARDED

APPOINTMENT DIVISION ENTERED SEP 1 1927 ON JOURNAL DEPARTMENT OF COMMERCE.

5th.

Form 73

NOMINATION

VRH LIGHTHOUSES 1927 AUG 25 AM 9 10

CHIEF CLERK 1927 AUG 26 PM 2 49

5

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, FIFTH DISTRICT,

Baltimore, Md., August 24, 1927
(City) (Date)

DEPARTMENT OF COMMERCE AUG 27 1927 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and demotion. (Request)

Name, Severn C. Parks,

Position, (Assistant) Keeper

Location, Greenbury Point L.H., Md.

Effective, September 7, 1927

Legal residence, Maryland

Proposed salary, Same Step $1320. p.a.

Proposed range, $1260-1620

Appropriation, ~~Sal.Kprs. of L.H.~~ Such

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

Former position, (Assistant) Keeper

Location, Maryland Point L.H., Md.

Former salary, $1380. p.a.

Former range, $1320-1680

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

Previous incumbent, John F. Riley 1260. Services terminated, On or about August 31

Reason, Transferred and promoted. (Pending)

Members of family in Government service, Son in Lighthouse Service

Date of birth, July 10, 1872

Remarks: This demotion is desired by Mr. Lewis. Section 2 of Civil Service Rule 1 relative to political or religious opinions or affiliations will not be violated by the action recommended.

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

For and in the absence of the Superintendent:

E. W. Hopkins.

Secretary, Civil Service District.

Assistant Superintendent
For and in absence of Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

6/ 8-27-27

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN AUG 29 1927 DEPARTMENT OF COMMERCE

AUG 25 1927

APPROVED:

J. W. Gilbry
ACTING ASSISTANT SECRETARY

L. S. CONWAY
Acting Commissioner of Lighthouses

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

VRH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1636
COMMERCE
JUN 8 1927
DIVISION
1927 JUN 6 AM 10 49

LIGHTHOUSES
1927 JUN 3 AM 9 04

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

June 2, 1927

Commissioner of Lighthouses,
Washington, D. C.

Subject: Transfers and promotions.

1. Below is report for month of MAY of transfers, promotions and demotions made in this district which do not require oaths, including transfers made on Form 73a, with necessary data required by the Department in connection thereto:

Name	Position	Salary	Nature of change.	Letter date	Effec.date of change.
Md Pt L Sta					
Severn C. Parks	Keeper	$1380. P.A.	Increase	4/19/27	5/1/27
Jno. E. Morgan	Keeper	1620. P.A.	Increase	4/19/27	5/1/27
Geo. C. Hunley	Keeper	1320. P.a.	Demotion	5/7/27	5/21/27
Hny. L. Matthews	Keeper	1440. P.A.	Promotion	5/7/27	5/21/27
Enos L. Brooks	Keeper	1380. P.A.	Promotion	5/7/27	5/21/27

Parks = Md Pt L Sta
Morgan = " " "
Hunley = 7 ft Knoll
Matthews = Wolf Trap L Sta
Brooks = " " " "

CARDED

Superintendent of Lighthouses

Bureau of Lighthouses, Washington

5 - eff date

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses.

C. S. REPORT DATA
ENTERED

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Parks, Severn

POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES

STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt.per annum to be Added	Subtracted
720	240	960	CR	164.25	1124.25	LHS	2	1200	yes	120	

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

approx - $1320

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1320 TO $1560

PERSONNEL CLASSIFICATION BOARD FORM NO. 1
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 80

2—12753

1. Parks (Surname) Severn (Given name) C. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse Dist.
   (b) Subdivision Maryland Point Lt. Sta., Md.
   (c) City or town ____ State Md.
6. Pay-roll title Light Keeper.
7. Customary office title Ass't. Keeper.

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day ____; or per week ____
   (c) If night work, wholly or in part, state the hours: From 1/2 of time from sunset to sunrise. m. to ____ m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
   During what months ____
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ____
11. Present rate of pay, exclusive of bonus $ 720. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 720. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None.
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: X ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; X ☐ Fuel; X ☐ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum $164.25
    45 cents per diem commutation of rations.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ Est. $20.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 X ☐ 5 ☐ 6 ☐ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ____; number of lessons ____; number completed ____

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

Percentage of total time given to each task

Water Station

1. Operating fourth order light and beell fog signal.
2. Keeping the station painted and clean.
3. Keeping the machinery and small boats in order.
4. Keeping station records and preparing reports.
5. Going for mail and provisions.
6. Observing aids to navigation and conditions of weather.
7. Preparing meals and keeping rooms clean.

The keepers of this station also have charge of one minor light.

*This employee is located at a Water Station and allowanced marked X do not apply to his family who must live ashore.

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

Ass't. Keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Station are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

20. Do the duties involve direction or supervision of the work of other employees? .....
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

This employee ranks second at this station and he regularly has no employees under him.

21. How long have the employee's duties been substantially as described above? Since May 24, 1921.

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

May 25, (Date), 1923. H. D. King (Signature of Preparing Officer) Supt. of Lighthouses. (Title)

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

(Signature of Employee)

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

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

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

EDUCATIONAL TRAINING		
	Essential	Desirable But Not Essential
College		
High School		X
Common School	X	

Technical Education: If essential, kind and extent .....

Experience: If essential, kind and extent .....

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1020. to $ 1260. exclusive of allowances mentioned in Question 15.

May 25, (Date), 1923. H. D. King (Signature of head of field office or station) Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 19, 1927.

Mr. Severn C. Parks,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1380 per annum, effective May 1, 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:

APR 25 1927

Respectfully,

SIGNED, CLIFFORD [illegible]

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED APR 25 1927 DEPARTMENT OF COMMERCE

H
5

CARDED

Form 73
VRH

LIGHTHOUSES
1927 APR 15 AM 8 58

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE APR 19 1927 APPOINTMENT DIVISION CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

1927 APR 19 AM 11 36

Baltimore, Md., April 14, 1927
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase Because of addl. duties, three minor Lights.

Name, Severn C. Parks

Position, (Assistant) Keeper

Location, Maryland Point L.H., Md.

Effective, May 1, 1927

Former position, Same

Location, Same

Legal residence, Maryland

from min. time step to next rge.

Proposed salary, $1380. per annum

Proposed range, $1320-$1680.

Appropriation, ~~Sal. Kprs. of L.H.~~ Buoy

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

Former salary, $1320. p.a.

Former range, $1260-$1620

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

APPOINTMENT DIVISION SECRETARY ACTION TAKEN APR 22 1927 DEPARTMENT OF COMMERCE

Previous incumbent, Himself Services terminated, April 30, 1927

Reason, ---

Members of family in Government service, None

Date of birth, July 10, 1872

Remarks: See* letter to Bureau April 14 recommending increase as above on account of placing three minor lights and two gas buoys under the supervision of Keepers of Maryland Point Light Station.

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

* Herewith.

Secretary, Civil Service District.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 19 1927

Submitted to the Secretary of Commerce, approved. Attention is invited to separate Bureau recommendation of this date in regard to the change in the classification of this station.

4-19-27

APPROVED:

ACTING ASSISTANT SECRETARY.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

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

11—2314

Form 73a

VRH

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. 5th DISTRICT.

LIGHTHOUSES 1926 SEP 28 AM 8 49

CHIEF CLERK 1926 SEP 28 PM 2 46

SEP 28 1926 APPOINTMENT DIVISION

Baltimore, Md., Sept. 27, ,19 26

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee **will be** transferred as indicated, and **will enter** upon duty at his new station on **or about October 5, 1926**

Name, **Severn C. Parks** Position, **Assistant Keeper**

From **Maryland Point Light Station, Md.** To **Choptank River L.H., Md.**

Previous incumbent, **Carl G. Marsh**

Services terminated, **On or about Oct.4,1926** Reason, **Promoted to position of Keeper**

Salary $1320. per annum

GARDED

H. D. King

Superintendent of Lighthouses

, 19

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

.....

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

SEP 28 1926

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses

J

(COPY)

DEPARTMENT OF COMMERCE
MAY 11 1926
APPOINTMENT DIVISION

May 8, 1926

S. C. Parks, Assistant Keeper,
Maryland Point Light Station, Md.
(Through Superintendent of Lighthouses, Baltimore, Md.)

The Bureau is in receipt of a report forwarded by the Superintendent, regarding assistance rendered by you and the keeper on April 18, 1926, in rescuing a man found in a small boat which was lost in the heavy snow storm on that date. The Bureau is pleased to commend you for assistance rendered on this occasion and to note the matter on the records as part of your official history.

(Signed) G. R. PUTNAM

Commissioner of Lighthouses.

File

LIGHTHOUSES--Appointment Division's files
Exact copy as signed by.....
Called.....by.....

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 31, 1925.

Mr. Severn C. Parks,

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED FEB 5 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Position: Keeper.

Salary: $1260.

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

EK

FEB - 1925

5th

CARDED

Form

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

(CROSS REFERENCE)

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Severn C. Parks, , effective July 1, 1924.

Through the Commissioner of Lighthouses.

Sir: For authorization see letter dated JUL 2 1924 File No. 1095/21.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1260 per annum to $ 1320 per annum, effective July 1, 1925.

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,

Bureau of Lighthouses, Washington
JUL 12 1924

EDW. J. GARDNER,

Acting Chief of Appointment Division.

11—8074

Submitted to Secretary of Commerce

Acting Commissioner of Lighthouses

H
5th

CARDED

APPOINTMENT DIVISION
ENTERED
JUL 16 1925
ON JOURNAL
DEPARTMENT OF COMMERCE.

ADDRESS ALL CORRESPONDENCE TO SUPERINTENDENT OF LIGHTHOUSES BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

(CROSS REFERENCE)

November 15, 1924

Parks, Severn C. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $960, effective July 1, 1924.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Leave without pay, Severn C. Parks.

1. The Bureau is advised that Severn C. Parks, assistant keeper of Maryland Point Light Station, has been placed on leave without pay on account of illness beginning November 1, 1924, for about six weeks.

For authorization see letter dated JUL 2 3 1924 File No. 1095/21.

H. D. King
Superintendent of Lighthouses

Bureau of Lighthouses, Washington
NOV 17 1924

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

File

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.
CA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 NOV 17 AM 9 10

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

November 15, 1924

NOV 18
APPOINT DIVISION

5 CHIEF CLERK
1924 NOV 17 PM 4 22

Commissioner of Lighthouses,
Washington, D. C.

Subject: Leave without pay, Severn C. Parks.

1. The Bureau is advised that Severn C. Parks, assistant keeper of Maryland Point Light Station, has been placed on leave without pay on account of illness beginning November 1, 1924, for about six weeks.

H. D. King

Superintendent of Lighthouses

Bureau of Lighthouses, Washington
NOV 17 1924

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

File

Part

DEPARTMENT OF COMMERCE

APPOINTMENTS
LIGHTHOUSES
1921 JUN 18 AM 8 38
CHIEF CLERK

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

1921 JUN 18 PM 12 49

PART I.

1. Name of employee Severn C.Perks

2. Position to which appointed Keeper

3. Bureau or Service Lighthouse Service, District 5th

4. Place of duty Maryland Point L.S., Md.
(City, town, station, or vessel.)

5. Salary $ 720. p.a.

6. Appropriation from which paid Salaries, Keepers of Lighthouses

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

Thro' Civil Service Exam.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

1. What is your full name? (State whether Mr., Miss, or Mrs., and spell out names in full, including middle name or names. Example: "Mr. John Richard Roe." If name is itself merely a letter, so state.)

Severn Cook Parks

CARDED

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

S. C. Parks

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

Md.	Somerset	Chance	
(State or Territory.)	(County.)	(City or town.)	(Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

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

11—6922

U. S. REPORT DATA ENTERED

6. Where were you born? Chance, Somerset Co., Md.

7. When were you born? July (Month.) 10 (Day.) 1873 (Year.)

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

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Married

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

Cora R. Parks (Name.) (Number and street.)

Chance, Md (City or town.) (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

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

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

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

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Farming, and waterman

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Farming, and waterman

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

7th grade public school.

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

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

Keepers, Oct. 1920.

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") No If not, state the name and address of the person who wrote them for you.

Personnel Clerk - M.E.Medvedeff, Office of 5th Dist.

Date, May 19, 1921

Witness (in case signature is by mark):

(Signature) James B Parks

(Present address) Chance, Md
(Number and street.)

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

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded June 17, 1921, 19

(Signature) W. D. King

(Official title) Supt. of Lighthouses

1—0923

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENT OFC

LIGHTHOUSES 1921 JUN 18 AM

U.S. LIGHTHOUSES MAY 19 1921 BALTIMORE MD.

CHIEF CLERK

5

1921 JUN 18 AM 10 35

I, Severn C. Parks

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.

Severn C Parks

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 19th day of May, A. D. 19 21

(Affix official seal here)

[4] (*Name*) F. C. Pugsley

(*Official title*) Chief Clerk, 5th L. H. Dist.

My commission expires

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
File

Official Title	Rate of Pay (base)	Name of Station, Vessel, or Place of Employment.
Present Keeper	$ 720. p.a.	Maryland Point L.S.,Md.
Former [5]		

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

Office of Superintendent of Lighthouses, 5 District

Baltimore, Md., June 17,1921

(Address) (Date)

CARDED

The above-named appointee entered upon duty on May 24,1921 (Date)

H. D. King

(Signature followed by title)

Superintendent of Lighthouses.

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

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

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

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a superintendent of lighthouses or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

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

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

U. S. REPORT DATA ENTERED

11—944

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 23, 1921.

Mr. Severn C. Parks,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective on the date on which you entered upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. _____) issued by the Secretary, Fourth Civil Service District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

P
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Colburn Shores.

Legal Residence: Maryland.

(See reverse side.)

5th

CARDED

APPOINTMENT DIVISION ENTERED MAY 23 1921 ON JOURNAL DEPARTMENT OF COMMERCE

C. S. REPORT DATA
ENTERED

Form 73

MEM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

LIGHTHOUSE DISTRICT MAY 20 1921

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md. (City.), May 17, 1921. (Date.), 19

MAY 18 1921 34

Received

COMMISSIONER OF LIGHTHOUSES:
(Thro' Sec'y, 4th Civil Service Dist.)

Action recommended, Probationary appointment

Name, Severn C.Parks

Legal residence, Md.

Position, Keeper

Salary, $ 720. p.a.

Location, Maryland Point L.S., Md.

Appropriation, Salaries, Keepers of Lighthouses

Effective May 19, 1921.

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

1921 MAY 20 PM 4 10

Former position,

Former salary,

Location,

Rank on eligible list, 3. Rating, Kpr. Percentage, 86.0, Other eligibles considered:
O'Neal, Sadler & Tyler suspended.
Vernon L.Thomas - 87.2 -C
John D.Midgett - 86. -C

Previous incumbent, (James T.Gaskill, Greenbury Pt. Shoal, Md.) Services terminated, (Close of May 2, 1921)

Dolbury Shores

Close May 15, 1921

1921 MAY 23 AM 9

Reason, Resigned.

Members of family in Government Service, Not known at present time. Will advise at later date.

Remarks: Keeper Ennis has been alone at station since May 2, and it is considered in the best interests of the Service that above nominee report for duty at the earliest possible date. He has wired that he will report for duty May 19. Previous efforts to secure eligible was made by letters to eligibles, but a second attempt had to be made by wire before an eligible was secured. Therefore, above effective date is given.

Selection regular, subject to the action of the
U. S. Civil Service Commission, 5-18-, 1921

5/23/21

L. N. Fisher
Secretary, 4 Civil Service District.
mcp

King
Superintendent of Lighthouses.

No papers

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 23 1921 DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES
WASHINGTON MAY 20 1921

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

NORFOLK DIVISION

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

1948 DEC 8 AM 11 22

TREASURY DEPARTMENT - U.S. COAST GUARD

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Parks, Severn C. (Mr.)	7-10-1873	21	12-3-48

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
AMENDMENT Retirement (Age)	Close 7-31-43	

FROM		TO	
Keeper	8. POSITION TITLE		
Range $1440-1800)Plus $1560.00 per annum)$60 pa Qtrs	9. SERVICE, GRADE, SALARY		
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS		
Norfolk, Va. Maryland Point It Sta., Md.	11. HEADQUARTERS		
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL	

18. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $808.99 to $841.80, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 21 years, 10 months, 16 days

Computation: $1539.10 x 21.8778 ÷ 40) = $841.80

14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
		FROM: Civilian Employees, CG TO:	xxxxxx LB 6-20-18		

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765869

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

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

2070

REPORT OF EFFICIENCY RATING

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

As of 31 March, 1944 based on performance during period from 1 April, 1943 to 31 July, 1943

PARKS, Severn C. (Name of employee)

Assistant Keeper (Title of position, service, and grade)

Navy Dept. - USCG - DCGO, 5ND - Maryland Point Light Station - Norfolk
(Organization—Indicate bureau, division, section, unit, field station)

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

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

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

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

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

Adjective rating
Rating official Good
Reviewing official ____

Rated by [signature] (Signature of rating official) Captain, U.S.C.G. (Title) 24 April 1944 (Date)

Reviewed by ____ (Signature of reviewing official) ____ (Title) ____ (Date)

Rating approved by efficiency rating committee 4/26/44 (Date) Report to employee G (Adjective rating)

16—26177-2

Not notified 5/25/44

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 802

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 March, 1943 based on performance during period from 1 April, 1942 to 31 March, 1943

Severn C. Parks (Name of employee) — Assistant Keeper (Title of position) — U. S. Coast Guard (Bureau)

5th Naval District (Division) — Maryland Point Light Station (Section) — (Subsection or unit) — Norfolk, Virginia (Field office)

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

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

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

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

--- (A) ---
--- (B) ---
--- (C) ---

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Good	5
Reviewing official	G	5

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

Rated by [signature] (Signature of rating official) — Captain (Title) — 31 March 43 (Date)

Reviewed by R. L. LUCAS, Captain, USCG Chief of Staff, DCGO, 5ND 7 April, 1943
(Signature of reviewing official) (Title) (Date)

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

16—26177-1

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (✓); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
(Service)	(Grade)	(Class)

As of 31 Mar., 1942 based on performance during period from 1 Apr., 1941 to 31 Mar., 1942

Severn C. Parks	Asst. Keeper	U. S. Coast Guard
(Name of employee)	(Title of position)	(Bureau)

Maryland Point Lt. Sta.	5th Naval District		Norfolk, Va.
(Division)	(Section)	(Subsection or unit)	(Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

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

CHECK ONE:

Administrative, supervisory, or planning ..... ☐
All others ..... ☒

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	Good	5
Reviewing official	G.	5.

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

Rated by Manager (Signature of rating official) Master (Title) 31 March 42 (Date)

Reviewed by W. J. KEESTER (Signature of reviewing official) Captain, U.S.C.G. (Title) 12 May, 1942. (Date)

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

16—26177-1

Form 3200—(April 1935)
U. S. Civil Service Commission

Classification Symbols		
Service	Grade	Class

SERVICE RATING FORM

(Read instructions on back of this form)

Check one:
Supervisory ☐
Nonsupervisory ☑

Name Severn C. Parks Department Treasury

Coast Guard (Bureau) Norfolk District (Division) Maryland Point Lt. Sta., Md. (Section) (Subsection)

On lines below mark employee:
✓ if neither strong nor weak point.
– if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:
1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

		Rating Officer	Reviewing Officer
✓	(a) Acceptability of work; thoroughness.	6	
✓	(b) General dependability; accuracy.		
✓	(c) Neatness and orderliness of work.		
✓	(d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.		
	(e) *Effectiveness in getting good work done by his unit.*		

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

✓	(a) Amount of work accomplished.	6
✓	(b) Application of time, interest, and energy to duties; industry.	
✓	(c) Promptness in completing assignments; speed.	
	(d) ——— (State any other elements of this class considered)	
	(e) *Effectiveness in securing adequate output from his unit.*	

III. QUALIFICATIONS SHOWN ON JOB

✓	(a) Knowledge of duties and related information.	7
✓	(b) Ability to learn and to profit from experience.	
✓	(c) Judgment, sense of proportion, common sense.	
✓	(d) Initiative and resourcefulness.	
✓	(e) Cooperativeness; ability to work with and for others.	
	(f) ——— (State any other elements of this class considered)	
	(g) *Effectiveness in developing and training employees.*	
	(Custodial only) Ability to perform such physical work as the job requires.	

Sum of ratings . . . 19

Rated by N. C. Manyon (Rating officer) 24 Sept. '41 (Date)

Reviewed by W. J. Keester (Reviewing officer) 25 Sept. '41 (Date)

Report to employee Good

On the whole, do you consider the deportment and attitude of this employee toward his work to be satisfactory? . . Yes
(Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
3 – 7	Excellent.	Promotable within grade if below top salary.
8 – 13	Very Good.	Promotable within grade if below top salary.
14 – 19	Good.	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.*
20 – 24	Fair.	Reduce one step if above middle salary.*
25 – 30	Unsatisfactory.	Dismiss from present position.

16—3831

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

Original
2-10

(pcp)

75

30 August, 1943

To: The Commandant (PCP)

Subj: Retirement of Parks, Severn C., Assistant Keeper, Maryland Point Light Station, Maryland, close of 31 July, 1943

1. In connection with Headquarters' letter of 26 August, 1943, CG-75, concerning retirement of Severn C. Parks, Assistant Keeper, Maryland Point Light Station, Headquarters is advised that Mr. Parks was paid for his final services on D. O. Voucher No. 2477 in the August accounts of E. E. Miller, SDA, USN, symbol No. 550-750, for the period 1 - 31 July, 1943.

2. The total taxable income of Mr. Parks for the current calendar year to and including the last day for which carried for active duty pay is $1,052.50 which figure includes $38.60, the amount of Victory Tax and Income Tax deducted from his salary.

C. C. PADEN
By direction

NLB

(pcp)

75

28 August, 1943

To: Severn C. Parks

Subj: Retirement

There is transmitted herewith Form 2249 under which you retired from position of Assistant Keeper, Maryland Point Light Station, at the close of 31 July, 1943, with retirement pay at the rate of $808.99 per annum. Your retirement checks will be sent you from Coast Guard Headquarters, Washington, D. C.

C. C. PADEN
By direction

Incl
Form 2249

NLB

D. C. G. OFFICER
AUG 28 1943
5TH NAVAL DISTRICT

UNITED STATES COAST GUARD

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

WASHINGTON

26 August, 1943

To: DCGO, 5th Naval District

Subj: Retirement of Severn C. Parks, Keeper, Maryland Point Light Station, Md.; retirement, close 7-31-43

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

4085

UNITED STATES COAST GUARD

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

WASHINGTON

D.C.G. OFFICER
AUG 3 1943
5TH NAVAL DISTRICT

31 July, 1943

To: DCGO, 5th Naval District

Subj: Severn C. Parks, keeper; retirement of

1. Reference is made to your letter of 26 July, 1943, and previous correspondence about advance sick leave of Severn C. Parks. The four days of absence on account of illness in excess of 30 days' advance sick leave allowed by law should be charged to annual leave in the event he had that amount of annual leave to his credit at the time he was absent the excess 4 days. Otherwise it should be charged as leave without pay, in which case his length of service would be reduced a like number of days. As provided in Section 11 of Part I of the Sick Leave Regulations and in accordance with the usual practice, Mr. Parks need not pay for unliquidated advanced sick leave upon his retirement on account of age, and he should be paid accordingly.

2. It is noted from the file of Mr. Parks that he had leave without pay from 1 November to 22 December, 1924, inclusive, and from 21 February to 31 March, 1928, inclusive, which was not shown in your record of active service on Form 2521, and which when excluded from his service leaves a total of 21 years, 10 months, and 16 days. Inasmuch as service toward retirement can be counted only to the close of 9 July, 1943, on account of his reaching compulsory retirement age 70 on 10 July, your form has been amended to show the last five year period as 10 July, 1938, to 9 July, 1943. With the above amendments, the annual rate of retired pay has been found to be ($1479.10 x 21.8778 ÷ 40) $808.99. A copy of your form as amended is forwarded herewith. However, if he did not have leave as referred to above and he was on leave without pay for the four days of excess sick leave, advise Headquarters promptly in order that his service may be reduced and computation of retired pay corrected.

Carl E. Herrick

CARL E. HERRICK
By direction

Name PARKS, Severn C. Date of birth 10 July, 1873

Designation Assistant 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	
Army							
Navy							
Marine Corps							
Civilian employment							
Lighthouse, Coast Guard,							
and Navy	May	24	1921	July	~~10~~ 9	1943	
							lwop from 2-21 to 3-31 1938 Incl.
							and " 1-24 to 12-22-24
Total service			~~22 Years, 1 Month, 17 Days~~ 21 10 16				

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	July	~~11~~ 10	1938	June	30	1939		$1440 pa	$1400.00
	July	1	1939	June	30	1940		1440 pa	1440.00
	July	1	1940	Jan.	15	1941		1440 pa	780.00
	Jan.	16	1941	June	30	1941		1500 pa	687.50
	July	1	1941	June	30	1942		1500 pa	1500.00
	July	1	1942	Sept.	30	1942		1500 pa	375.00
	Oct.	1	1942	June	30	1943		1560 pa	1170.00
	July	1	1943	July	~~10~~ 9	1943		1560 pa	~~43.33~~ 31.00

Total compensation for last five years of active service $7395.~~83~~ 50

Average compensation for last five years of active service $1479.~~16~~ 10

Annual rate of retired pay ($1479.~~16~~ 10 × years ~~22.1305~~ 21.8778 ÷ 40) = ~~$818.36~~ 808.99

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

75

Form 2
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

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

Norfolk, Virginia
(City)

Date 24 May, 1943

I hereby apply for retirement from active duty effective close of 31 July, 1943 on the basis of service shown hereon.

Severn C. Parks
1900 Stadium Road
Charlottesville, Virginia

x Severn C. Parks
(Name)

Assistant Keeper
(Designation)

Coast Guard Officer
OFFICE OF THE DISTRICT ~~COMMANDER~~
Fifth Naval District

City Norfolk, Virginia *Date* 29 May, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ ~~808.99~~ 818.36 per annum, effective at the close of 31 July, 1943

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.

C. C. PADEN,
By direction. ~~District Commander.~~

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

(pcp)

75

27 July, 1943

To: Severn C. Parks, Assistant Keeper

Via: Keeper, Maryland Point Light Station, Osso, Virginia

Subj: Retirement

Your retirement will become effective at the close of 31 July, 1943. The actual papers have not arrived from Headquarters, but upon receipt thereof your formal retirement papers will be immediately forwarded to you at your home address.

C. C. PADEN
By direction

Note: Shortly after Mr. Park's separation from the service, an enlisted man will be permanently assigned to fill the position of the Assistant Keeper.

WLR:nlb

D. C. G. OFFICER
JUL 28 1943
5TH NAVAL DISTRICT

UNITED STATES COAST GUARD
FIFTH NAVAL DISTRICT
POST OFFICE BOX 540
NORFOLK, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER
REFER TO FILE: 75

Maryland Point Light Sta
Oass. Virginia.

26th July. 1943.

To. District Coast Guard officer. 5th naval District Norfolk va
Attn: Civilian Personnel officer,

Subject: Retirement

Reference:. Your letter 29th may 1943, (75)

1. Please advise if I shall be relieved of active duty for retirement at the close of July 1943. and proceed home from this unit,

Severn C. Parks Asst keeper

Forwarded.
Clyde McFarland
Keeper,

(pcp)

75

26 July, 1943

To: The Commandant (PCP)

Subj: Parks, Severn C., Assistant Keeper; retirement on account of age

In answer to Headquarters' letter of 14 July, 1943, (CG-75), it is explained that during a recent protracted period of sickness of subject employee this office granted him an extension of thirty days sick leave. He required four days more. These four days will be deducted from his accrued nineteen days annual leave leaving fifteen days. It is proposed to absorb fifteen days of the thirty days advanced sick leave with the remaining balance of annual leave. There will then remain fifteen days advanced sick leave to be disposed of which, in view of Mr. Park's length of service, it is recommended be canceled, thus enabling Mr. Parks to retire at the close of July.

C. C. PADEN
By direction

WLR:nlb

U.S. COAST GUARD
JUL 19 1943
NORFOLK DISTRICT

UNITED STATES COAST GUARD

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

WASHINGTON

14 July, 1943

To: DCGO, 5th Naval District

Subj: Severn C. Parks, Keeper; retirement on account of age

In your letter of 29 May, 1943, you stated that at the close of July Mr. Parks will have accrued 19 days annual leave, but due to advancement of sick leave he will have exceeded his allowance by 34 days. The foregoing statement is not understood, since no employee can be advanced more than 30 days of sick leave. It appears that since the employee has 19 days of accrued annual leave he can be carried in a pay status to the close of July, but an explanation of your statement regarding the 34 days sick leave is requested.

Carl E. Herrick

CARL E. HERRICK
By direction

DEPT. STOCK FORM 2249
REV. 12-41

2070

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 12 July, 1943

Name: Parks, Severn G.

From: U. S. Coast Guard Bureau No.: 1218

Retirement, age

Effective: close 31 July, 1943

	FROM	TO
Position	Keeper	
Grade	Range $1440-1800	
Salary	$1560 p.a. plus $60 p.a.ctrs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Norfolk, Va.	
Post of Duty	Maryland Point Lt.Sta., Md.	
Appropriation	Civilian Employees, U. S.	
Allotment		

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks: The annual rate of retired pay is $808.99.

Justification: Total Service: 21 years, 10 months, and 16 days

Computation: ($1479.10 x years 21.8776 -- 40) $808.99

Effective at close of 31 July, 1943. N. L. B.

Entered 9-24-43 CDM

SUBORDINATE ADMINISTRATIVE OFFICE

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 7-10-1873

LEGAL RESIDENCE: Md.

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 6-20-16

DATE OF OATH

DATE APPROVED BY THE SECRETARY

7-12-43

29 May, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Commandant, Coast Guard Headquarters.

Subject: Severn C. Parks, Assistant Keeper; application for retirement.

Inclosure: (A) Form 2521 in triplicate.

1. There is transmitted herewith application for retirement of Severn C. Parks, Assistant Keeper at Maryland Point Light Station. This employee will have reached his seventieth birthday on 10 July, 1943. At the close of July he will have accrued nineteen days annual leave, but due to advancement of sick leave he will have exceeded his allowance by thirty-four days. It is recommended that the nineteen days accrued annual leave be deducted from the thirty-four days excess sick leave and that the fifteen days excess sick leave remaining be cancelled.

C. C. PADEN,
By direction.

WLR/NLB

29 May, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Assistant Keeper, Maryland Point Light Station, Osso, Virginia.

Subject: Retirement.

1. This office is arranging your retirement at the close of July, 1943, by reason of the fact that during that month you will have reached your seventieth birthday. An examination of your leave record discloses the fact that if you take six days a month during May, June, and July, you will have a balance of nineteen days of annual leave accrued. However, you will be in arrears on sick leave due to advancement of thirty-four days. By substracting the nineteen days of accrued annual leave from the thirty-four days overage in sick leave, this will leave you an excess of fifteen days in sick leave. It is believed, however, that Headquarters will waive this excess sick leave. Please be governed accordingly.

C. C. PADEN,
By direction.

WIR/NLB

29 May, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Commandant, Coast Guard Headquarters.

Subject: Severn C. Parks, Assistant Keeper; application for retirement.

Inclosure: (A) Form 2521 in triplicate.

1. There is transmitted herewith application for retirement of Severn C. Parks, Assistant Keeper at Maryland Point Light Station. This employee will have reached his seventieth birthday on 10 July, 1943. At the close of July he will have accrued nineteen days annual leave, but due to advancement of sick leave he will have exceeded his allowance by thirty-four days. It is recommended that the nineteen days accrued annual leave be deducted from the thirty-four days excess sick leave and that the fifteen days excess sick leave remaining be cancelled.

C. C. PADEN,
By direction.

LR/NLB

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

District Coast Guard Officer,
~~Commander,~~ 5th Naval District,
Norfolk, Virginia
(City)

Date 24 May, 1943

I hereby apply for retirement from active duty effective close of 31 July, 1943 on the basis of service shown hereon.

Severn C. Parks
1900 Stadium Road
Charlottesville, Virginia

Severn C. Parks
(Name)

Assistant Keeper
(Designation)

Coast Guard Officer
OFFICE OF THE DISTRICT ~~COMMANDER~~
Fifth Naval District

City Norfolk, Virginia *Date* 29 May, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $ 818.36 per annum, effective at the close of 31 July, 1943

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.

C. C. PADEN,
By direction. *District Commander.*

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

NLB

Name PARKS, Severn C. Date of birth 10 July, 1873

Designation Assistant 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	
Army							
Navy							
Marine Corps							
Civilian employment							
Lighthouse, Coast Guard, and Navy	May	24	1921	July	10	1943	
Total service	22 Years, 1 Month, 17 Days						

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	July	11	1938	June	30	1939		$1440 pa	$1400.00
	July	1	1939	June	30	1940		1440 pa	1440.00
	July	1	1940	Jan.	15	1941		1440 pa	780.00
	Jan.	16	1941	June	30	1941		1500 pa	687.50
	July	1	1941	June	30	1942		1500 pa	1500.00
	July	1	1942	Sept.	30	1942		1500 pa	375.00
	Oct.	1	1942	June	30	1943		1560 pa	1170.00
	July	1	1943	July	10	1943		1560 pa	43.33

Total compensation for last five years of active service $7395.83

Average compensation for last five years of active service $1479.16

Annual rate of retired pay ($1479.16 × years 22.1305 ÷ 40) = $818.36

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

Form 2521
TREASURY DEPARTMENT
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date .....

Commander, ... *District,*

Dunfalk Va
(City)

I hereby apply for retirement from active duty effective close of 31 July, 1943 on the basis of service shown hereon.

Seaman C. Parker
(Name)

Assistant Keeper
(Designation)

OFFICE OF THE DISTRICT COMMANDER

City Dunfalk Va *Date* .....

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $.....per annum, effective at the close of 31 July 1943.

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.

C. C. Paden
By direction
District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

.....
Commandant.

FOR USE OF DEPARTMENT

16—20161

Name Samuel C. Parks Date of birth 10 January 1873

Designation Assistant 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	
Army							
Navy							
Marine Corps							
Civilian employment							
Lighthouse Service Assistant Keeper	May	24	1921	July	10	1943	
~~Lt. (j.g.) Dec. 1, 1924 to Dec. 22, 1924~~							
~~Lt. (j.g.) Dec. 24, 1928 to Dec. 31, 1928~~							
Total service	22 years, 1 month, 17 days						✓

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? ? No

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	July	11	1938	June	30	1939		1440	1400.
	July	1	1939	June	30	1940		1440	1440.
	July	1	1940	Dec.	15	1941		1440	780.
	Dec.	16	1941	June	30	1941		1500	687.50
	July	1	1941	June	30	1942		1500	1500.
	July	1	1942	Sept.	30	1942		1500	375.
	Oct.	1	1942	June	30	1943		1560	1170.
	July	1	1943	July	10	1943		1560	433.33

Total compensation for last five years of active service 7395.83

Average compensation for last five years of active service 1479.16

Annual rate of retired pay ($ 1479.16 × years 22.1306 ÷ 40) = $818.36

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

D.C.G. OFFICER
JUN 15 1943
5TH NAVAL DISTRICT

UNITED STATES COAST GUARD
FIFTH NAVAL DISTRICT
POST OFFICE BOX 540
NORFOLK, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER (PCP)
REFER TO FILE: 75

Maryland Point Light Sta.
Oaks Virginia.

12. June 1943.

To. District Coast Guard Officer
5th Naval District Norfolk Virginia

Attention Civilian personnel Officer.

Subject. Retirement

References A your letter. 29 may. 1943.-75

1. wish to advise no annual leave was taken during the month of may. please Credit to leave record.

Forwarded,
Clyde M. Farrow, Keeper
Keeper.

Severn C. Parker Asst Keeper

As Severn C. Parks did not take any annual leave in May, this will [redacted] a deduction of six days from the 15 which were to be waived by Headquarters. Now there will be only 9 days to be waived by Headquarters.

4-24-43

District Coast Guard Officer
5th Naval District
P.O. Box 5-40
Norfolk
Va.

D. C. G. OFFICER
APR 27 1943
5th NAVAL DISTRICT

Sir

In reply to your letter I expect to go down to Maryland Point - Lt. Sta - 28th 29th - on duty.

I have discussed with my Dr. & he says now it is all right - to go out OK. I think so. I'll make it

Jeremiah Parker
1911 Stadium Road
Chesapeake
Va.

21 April, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Assistant Keeper, Maryland Point Light Station.

Subject: Retirement.

1. In checking leave records, it appears that it will be necessary to place you in a status of leave without pay, commencing 1 May, 1943. In view of the fact that you will not be eligible for retirement until your seventieth birthday which will be 10 July, 1943, it appears it will be to your advantage to apply for disability retirement effective 1 May, 1943, unless, of course, you will be able to return to duty by that time.

2. It is suggested that you discuss this matter with your doctor and advise this office at the earliest possible date as to your decision in order that we can arrange to have you surveyed at the Marine Hospital in Baltimore, Maryland, or Norfolk, Virginia, whichever is most convenient to you. If your disability retirement is to be made effective 1 May, 1943, you should be examined during the month of April; hence, the necessity for your early reply to this letter.

3. In addition, please advise this office as to what address you wish your retirement pay checks sent.

C. C. PADEN,
By direction.

WLR/NLB

UNITED STATES COAST GUARD

POST OFFICE BOX 540

NORFOLK, VA.

OFFICE OF
THE DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT

D. C. G. OFFICER
APR 21 1943
5th NAVAL DISTRICT

15 April, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Assistant Keeper, Maryland Point Light Station.

Subject: Retirement.

Reference: (a) Form 2521 in quadruplicate dated 13 April, 1943.

Inclosure: (A) Form 2521 in quadruplicate, and return envelope.

1. In view of the fact that you filled in several blanks in reference (a), there is forwarded herewith inclosure (A) with the request that you sign all four copies only where indicated by an "X" mark, and transmit them to this office promptly in inclosed envelope. Please do not undertake the filling in of blanks in inclosure (A) as this office will do that when they have been properly signed by you.

C. C. PADEN,
By direction.

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

15 April, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Assistant Keeper, Maryland Point Light Station.

Subject: Retirement.

Reference: (a) Form 2521 in quadruplicate dated 13 April, 1943.

Inclosure: (A) Form 2521 in quadruplicate, and return envelope.

1. In view of the fact that you filled in several blanks in reference (a), there is forwarded herewith inclosure (A) with the request that you sign all four copies only where indicated by an "X" mark, and transmit them to this office promptly in inclosed envelope. Please do not undertake the filling in of blanks in inclosure (A) as this office will do that when they have been properly signed by you.

C. C. PADEN,
By direction.

NLB

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date 4-14-43

Commander, 5- *District,*

(City)

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

x Severn A Parks
(Name)
Light-House Keeper
(Designation)

OFFICE OF THE DISTRICT COMMANDER

City _____ *Date* _____

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

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

_____
District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

_____
Commandant.

FOR USE OF DEPARTMENT

16—20161

Name Sevier C. Parks Date of birth July 10th 1873

Designation Asst Light House 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	
Army							
Navy							
Marine Corps							
Civilian employment							
Asst Light House Keeper	May	24th	1921	July	10th	1943	
Total service							

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			

Total compensation for last five years of active service

Average compensation for last five years of active service

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

U. S. GOVERNMENT PRINTING OFFICE 16—20161

Form 2521
TREASURY DEPARTMENT
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date 4-13-43

Commander, 5- *District,*

(City)

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

x Severn B Parks
(Name)

(Designation)

OFFICE OF THE DISTRICT COMMANDER

City _____ *Date* _____

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

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

District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

Name Severn C. Parks Date of birth July 10th 1873

Designation asst Light House 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	
Army							
Navy							
Marine Corps							
Civilian employment							
asst Light House Keeper	MAY	1st	1921	July	10th	1943	
Total service							

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received:

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

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Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			

Total compensation for last five years of active service

Average compensation for last five years of active service

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

U. S. GOVERNMENT PRINTING OFFICE 16—20161

Form 2521
TREASURY DEPARTMENT
U. S. Coast Guard

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date 4-13-43

Commander, 5- *District,*

(City)

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

x Serene B Parks
(Name)
Light-House Keeper
(Designation)

OFFICE OF THE DISTRICT COMMANDER

City _____ *Date* _____

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

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

_____
District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

_____
Commandant.

FOR USE OF DEPARTMENT

16—20161

Name Severn C. Parks Date of birth July 10th 1873

Designation asst Light House 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	
Army							
Navy							
Marine Corps							
Civilian employment							
asst Light House Keeper	May	14th	1923	July	10th	1943	
Total service							

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			

Total compensation for last five years of active service

Average compensation for last five years of active service

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

U. S. GOVERNMENT PRINTING OFFICE 16—20161

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

Date 4-13-43

Commander, 5- *District,*

(City)

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

x Lorenzo C Parks
(Name)
Light-House Keeper
(Designation)

OFFICE OF THE DISTRICT COMMANDER

City _____ *Date* _____

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

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

_____
District Commander.

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

Submitted to the Secretary of the Treasury, recommending approval.

_____
Commandant.

FOR USE OF DEPARTMENT

16—20161

Name Severn C. Parks Date of birth July 10th ~~1943~~ 1873

Designation asst Light House 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	
Army							
Navy							
Marine Corps							
Civilian employment							
asst Light House Keeper	May	24th	1911	July	10th	1913	
Total service							

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

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No.

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			

Total compensation for last five years of active service ----------

Average compensation for last five years of active service ----------

Annual rate of retired pay ($---------- × years ---------- ÷ 40) = ----------
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

8 April, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Assistant Keeper, Maryland Point Light Station.

Subject: Retirement.

Inclosure: (A) Form 2521 in quadruplicate, and return envelope.

1. In checking through the records of this office it is noted that you will be seventy years of age on 10 July, 1943. This is the compulsory retirement age, and in view of that fact it will be necessary to submit papers for your retirement. In order to get this matter properly presented it is requested that you sign where indicated by an "X" mark all four copies of Form 2521 forwarded herewith and return them to this office promptly in inclosed envelope.

2. In returning these papers state whether or not you receive or have applied for a pension from the Government under any law except, of course, the present application. State also whether or not you receive or have applied for any compensation under the War Risk Insurance Act. State also whether or not you have applied for or receive compensation under the Federal Compensation Act.

3. It is noted that you are still unable to return to work. Inform this office immediately upon your return to duty as it is probable that if you are not able to return to duty during the month of April, you will be placed in status of leave without pay by reason of the fact that you will have used all your accrued annual and sick leave.

C. C. PADEN,
By direction.

WLR/NLB

4-6-43

District Coast Guard Officer
5th Naval District
P.O. Box 5
Norfolk

D. C. G. OFFICER
APR 7 - 1943

Sir

Am sorry Dr says
I am not able enough yet
to take the trip down to
Md. Point which I have
my self Still suffering with
my Back & arms from Sciatica
Enclosing Certificate

Yours truly
Loren L Parker
asst Keeper Maryland Point
Md.
Hadin Road
Charlotte
Va.

Telephone 62 M. L. REA, M. D. Reg. No. 1288

East High Street Charlottesville, Va.

FOR Doctor's Coast Guard

℞ Address Office — Date

Mr S.C. Parks is still disabled & unable to return to work -

4-3-43.

M. L. Rea M. D.

M. TIMBERLAKE, Inc.
Druggists

3-24-43

District Coast Guard Officer-
5th Naval District-
P.O. Box 540
Norfolk
Va..

Sir

Am sorry I have to report-
that I am still unable to go
on duty yet- think as weather
warms up I'll be coming
along O.K.
Enclosing Dr Certificate-

Yours truly
asst keeper of Md St-Lt-
Sta.

S. C. Parker
1900 Stadium Road.
Ellicott City
Md.

D. C. G. U.
MAR 25 1943
5th Naval District

Phone 62

M. [redacted]EA, M. D.

Reg. No. 1288

East High Street Charlottesville, Va.

Patient's Name Coast Guard Address Offices Va.

℞

Mr S.C. Parks is still suffering with his back & unable to return to duty —

FITZHUGH BROS., Inc.
DRUGGISTS
Automobile Delivery
201 E. MAIN ST. Phone 141

Full Name M. Rea M. D.

Date 3-23-43

3-14-43

District Coast Guard Officer
5th Naval District
P.O. Box 540
Norfolk
Va.

Sir:

Am very sorry to report again I am better but not strong enough to go back to Md. Pt.

Influenza & Sciatic takes quite a while to mend. But will go back as soon as I can.

Yours truly
Jeremiah C. Parker
Asst. Keeper of Md Pt. Lt. Sta.
Station Road
Chincoteague
Va.

Telephone 62 **M. L. REA, M. D.** Reg. No. 1288

East High Street Charlottesville, Va.

FOR Dist Coast Guard Officers

℞ Address Norfolk Va Date 3-13-43

Mr S.C. Parker is still ill at his Son's home in Charlottesville Va - He has not sufficently recovered to be able to return to work

M. L. Rea M. D.

M. TIMBERLAKE, Inc.
Druggists

15 February, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Keeper, Maryland Point Light Station, Osso, Virginia.

Subject: Relief Keeper.

Reference: (a) Your letter dated 12 February, 1943.

1. In connection with above reference, you are informed that the relief keeper who recently reported to your station will remain until the assistant keeper returns to duty. The assistant keeper reported that he would not be able to return for several weeks due to sickness.

C. C. PADEN,
By direction.

WLR/NLB

2070

2-2-43

Personnel

Senior Coast Guard Officer
6th Naval District
Norfolk
Va.

FEB 23 1943

Sir:

Seven C Parker
Asst Keeper of Md. Pt. Lt. Sta
is improving but not well enough to go
on duty soon as he feels well enough
he will go back.
will get back as soon as he can
yours truly
Mrs Parker

Phone 62 M. L. R[illegible] M. D. Reg. No. 1288

East High Street Charlottesville, Va.

Patient's
Name..... Address.....

℞

This is to certify that
Mr. S. C. Parks is ill
in bed at his home

FITZHUGH BROS., Inc.
DRUGGISTS
Automobile Delivery
201 E. MAIN ST. Phone 141

Full Name M. L. Rea M. D.

Date 2-7-43

501 National Bank Building
Charlottesville, Virginia
February 14, 1943

District Coast Guard Office
Fifth Naval District
Norfolk, Virginia
Attention: Senior Coast Guard Officer,
Gentlemen,

Since writing to you last week, I have been confined to bed with the grip. That, however, has gotten much better, but the infection has settled in the Sciatica nerve in my hip. I cannot walk very well, nor sit or stand very long.

The doctor was here yesterday for the second time. He could not say how soon I could return to work. He said it may be a week or two yet. I am at my son's home in Charlottesville, and if you want any further information the telephone number is 2654-R.

Yours truly,
Simeon Cook Parks
Assistant Lighthouse Keeper
Maryland Point

2-7-43

District Coast Guard Officer
Fifth Naval District
Norfolk
Va.

6-40 [redacted]

FEB 9 1943 [redacted]

Sir I have been off on leave of absence was ready to go back & was taken sick & may be a wk or two before I can go as I am now in Dr's care I am now to my Home

Loren Le Parke
Hadine Road
Chesapeake Va.
Keeper of Md Point

Letter dated Feb 1943

2-7-43

District Coast Officer
U.S. Naval District
C/o Fleet Post Office
Norfolk,
Virginia

FEB 9 1943
U.S. NAVAL COMMUNICATIONS

Sir I have been off on leave of absence was ready to go back & was taken sick

Yours truly
Seven L Parker
Hedum Road
Charlottesville
Va.

3-2-43

Senior Coast Guard Officer
6th Naval District
Norfolk Va.,

U.S. COAST GUARD
MAR 4 1943
6TH NAVAL DISTRICT

Gentlemen

Am sorry to report again I am still unable to go on duty. Soon as I am able to go back will do so.

Enclosing Doc. Certificate

Yours truly
Lieut. Jg. Coast Guard
Geneva L. Parker.

M. L. REA, M. D.
CHARLOTTESVILLE, VA.

This is to certify that Mr
S. C. Porter has sufficiently
recovered from influenza and
Sciatica to return to work

M. L. Rea M.D

March 2nd 43.

2070

Promotion

12 October, 1942

From: District Coast Guard Officer, 5th Naval District.
To: Severn C. Parks, Assistant Keeper,
Maryland Point Light Station,
Osso, Virginia.

Subject: PROMOTION.

1. There is forwarded herewith Form 2249 under which you have been given a Within-grade Salary Promotion from $1560 to $1560 per annum, effective 1 October, 1942.

GLENN C. FONGER,
By direction.

LMF/jm File

DEPT. STOCK FORM 2249
REV. 12-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

2070

TO:

Date Prepared 1 October, 1942

Name: Parks, Severn G.

From: U. S. Coast Guard

Bureau No.: 1218

Promotion

Effective: 1 October, 1942

	FROM	TO
Position Grade Salary	Field (Range $1440-1800) $1500 p.a. plus $60 p.a. temp.	Keeper Field (Range $1440-1800) $1560 p.a. plus $60 p.a. temp.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty Appropriation Allotment		Norfolk, Virginia Maryland Pt. Lt. Stn., Md. Civilian Employees, C. G.

FIELD ☐ DEPRTMTL ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

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

EWS 10/1/42 Int

Justification:

Mr. Parks was last promoted January 16, 1941 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: 7-10-73

LEGAL RESIDENCE: Md.

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-23-16

DATE OF OATH

Noted 10-30-42

CHARLES POZET

SUBORDINATE ADMINISTRATIVE OFFICE

DATE APPROVED BY THE SECRETARY

11-1-42

75 2071

Personnel

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Norfolk, Virginia.

26 January, 1942.

From: Senior Coast Guard Officer, 5th Naval District.
To: Keeper, Maryland Point Light Station,
Osso, Virginia.

Subject: Excess leave - Severn C. Parks, Asst. Keeper.

1. In connection with your letter (undated) received in this office today concerning above subject, you are advised that my letter of 8 December, 1941, stating Mr. Parks had a balance of 12 hours leave due him as of 3 December, was in error. He actually exceeded his year's allowance by 3 days and 2 hours, as stated in my letter of 14 January. No leave has been charged against Mr. Parks subsequent to 3 December, 1941.

C. J. SULLIVAN,
By direction.

Lwt MR

75

U. S. C.
JAN 6 1942
NORFOLK DISTRICT

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
NORFOLK, VA.

OFFICE OF COMMANDER
NORFOLK DISTRICT

From: Mast Keeper 2nd Pt. Lt. Station
To: Sr Coast Guard Officer 5th Naval Dist.
Subject: Leave

Please advise if letter of Dec 8 is correct in regards to its entirety. Your letter of of January 14 to mate and compared to leave record show that no leave beyond Dec 31st was taken by Asst Keeper.

Please advise in this matter of deduction of Pay pending and correction in these two letters.

H R Hamberry

75

Pensacola 2 20 70

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Norfolk, Virginia.

14 January, 1942.

From: Senior Coast Guard Officer, Fifth Naval District.
To: Severn C. Parks, Asst. Keeper, Maryland Point Light Station,

Via: Keeper.

Subject: Excess Leave.

1. The records of this office show that you exceeded your leave allowance for 1941 by 3 days and 2 hours. Deduction therefor will be taken from your January paycheck.

C. J. SULLIVAN,
By direction.

Smt MR

75

2010

Norfolk, Virginia.

8 December, 1941.

From: Sr. Coast Guard Officer, 5th Naval District.
To: S. C. Parks, Asst. Keeper,
Maryland Point Light Station,
Osso, Virginia.

Via: Keeper.

Subject: Annual leave.

1. The records of this office show that on 3 December you had had a total of 85 days, 20 hours, annual leave this year. Your allowance for the year was 72 days, and you carried 13 days 8 hours over from last year, making a total of 85 days, 8 hours allowance for the year. This leaves a balance of only 12 hours for the period from 3 December to 31 December. You are advised that any leave taken in excess of that amount will be leave without pay and deduction therefor made from your December paycheck.

C. J. SULLIVAN,
By direction.

Parks, Leon Cook

(Name in full - Surname first)

Unit Maryland Point Lt. Sta. District Norfolk

Born July 10, 1873 (Date) At Somerset County, Md.

Civil Service Classification _____ Present Position Asst Keeper

Date of Appointment May 24, 1921 Citizenship Amer. Race White

Annual Compensation $1440 Pay $60 Allowances $1500 Total Per Diem No Yes or No

Total creditable service - to and including 31 March 1940 for retirement under:

Lighthouse Service Retirement Act 18 (Yrs) 7 (Mos) 5 (Days)

Civil Service Retirement Act _____ (Yrs) _____ (Mos) _____ (Das)

Previous Military Service: (Give branch of service and dates between which service was performed: None

Personnel 75 2070

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

Parks,	Severn	C.	--	Asst. Keeper
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

NORFOLK DISTRICT	Norfolk, Va.	10 Feb., 1941.
(Unit)	(Place)	(Date)

Eff. 1/16/41 increased as follows:

	FROM	TO
Position:	Asst. Keeper	Asst. Keeper
Salary	1440 p.a.	$1500 p.a.
Grade:	$1440-1800	$1440-1800
Station:	Maryland Point Lt. Sta., Md.	Maryland Point Lt. Sta., Md.

AUTHORITY: A Form 2249 approved 1/16/41.

C. J. SULLIVAN,
(Commanding)

By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

DEPT. STOCK FORM 2249
REV. 6-40

2078

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

2-7

PAGE: 10

TO:

Date Prepared January 10, 1941

Name: Paris, Severn G.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1440-1800)	Field (Range $1440-1800)
Salary	$1440 p.a. plus $40 p.a.Ctrs.	$1500 p.a. plus $40 p.a.Ctrs.
Bureau or Div.		U. S. Coast Guard
Organizational Subdivisions		
Headquarters		
Post of Duty		Norfolk, Virginia
Appropriation		Maryland Pt. Lt.Sta., Md.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

EOS 1/16/41 fmt

Justification:

No increase in pay since July 1, 1928.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
July 10, 1873

LEGAL RESIDENCE
Md.

SEX	RACE
M	W

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act
4-20-18
DATE OF OATH

1-16-41

SUBORDINATE ADMINISTRATIVE OFFICE

75 3070

Personal

Norfolk, Va., 26 Sept., 1940.

From: Commander, Norfolk District.
To: S. C. Parks, Asst. Keeper,
Thru Keeper,
Maryland Point Light Station,
Osso, Virginia.

1. In reply to your letter of 14 September, 1940, you are advised that it is the intention of this office to transfer to Maryland Point a keeper, who has had longer service than you, to fill the vacancy created by J. F. Riley, Keeper.

C. J. SULLIVAN,
By direction.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Maryland Point

COAST GUARD STATION

U. S. COAST GUARD
SEP 20 1940
NORFOLK DISTRICT

Sept. 14th, 1940
Osso, P.O. Va

Commander, Norfolk District
U. S. Coast Guard.

Sir:-

I respectfully ask that I be considered for Keeper of Maryland Point light Station with my experince for the past nineteen years, I feel cable of filling the position.

Respt. S. C. Parks 1st asst Keeper
Resigning Keeper
J. F. Riley

2076

CP-75

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

U. S. COAST GUARD
MAR 25 1940
NORFOLK DISTRICT

Norfolk, Virginia

18 March, 1940.

From: Commander, Norfolk District.
To: All Keepers and Asst. Keepers.

1. You are directed to fill in below the place of your birth and return this letter to District Office by return mail.

Supt.
Asst Supt
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junio- Engr.
Hydrog
Accounts
Purchasing
Personnel
Boat Kpg.
Prop. Clks
Blueg
Messenger
File

Place of Birth Somerset County Md

Name Severn Cook Parks

N. C. MANYON,
By direction.

Form 2654
TREASURY DEPARTMENT
U. S. COAST GUARD
July 1935

2030

U.S. COAST GUARD
NORFOLK DIVISION

1940 FEB 13 AM 12 06

COMMUNICATIONS

U. S. COAST GUARD

OFFICIAL DISPATCH

UNIT

DATE 12 FEB., 1940.

INCOMING HEADING

BALTIMORE MD 619 PM VIA WU

DEPT. OF LIGHTHOUSES
FEB 13 1940
NORFOLK, VA.

TEXT

WILL RETURN TO DUTY FRIDAY FEBRUARY SIXTEENTH

SEVERN C PARKS

Supply
Asst. Supply
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Insler Engr.
Hydrog.
Accounts
Purchasing
Personnel
Boat Kpg.
Prop. Cl.
Storer
Messenger
File

OPERATOR'S RECORD

TOR —

(IF RELAYED, SERVICE ON REVERSE) INITIALS OF "ACTION" OFFICER

FROM

TO (FOR ACTION)		ACKNOWLEDGE
		PRIORITY
		ROUTINE
		NITE
TO (FOR INFORMATION)		ACKNOWLEDGE
		PRIORITY
		ROUTINE
		NITE

"ACTION" OFFICER INITIAL AND RETURN ORIGINAL TO RADIOROOM, RETAINING COPY

U. S. GOVERNMENT PRINTING OFFICE 2—7370

STANDARD FORM No. 14a
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

TREASURY DEPARTMENT
U. S. COAST GUARD

ROOM 248 FED BLDG.

DEPT. OF LABOR BUREAU
FEB 13 1940
NORFOLK, VA.

Charge Appropriation: Communication Lines, Coast Guard, 193

2—14156 U. S. GOVERNMENT PRINTING OFFICE

SEND PREPAID GOVT RATES
DAY MSG

SEVERN C PARKS
107 SOUTH AUGUSTA AVE.,
BALTIMORE MARYLAND

ADVISE IMMEDIATELY APPROXIMATE DATE OF YOUR RETURN TO DUTY.

COMMANDER NORFOLK DISTRICT

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

SW.

SEND PREPAID GOVT RATES AND CHARGE TO COMMANDER NORFOLK DISTRICT USCG.

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Commander, Norfolk District

BUREAU U. S. Coast Guard

CHG. APPROPRIATION General Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

NORFOLK VIRGINIA 12 FEBRUARY 1940

SEVERN C. PARKS
107 SOUTH AUGUSTA AVENUE
BALTIMORE, MARYLAND

ADVISE IMMEDIATELY APPROXIMATE DATE OF YOUR RETURN TO DUTY.

COMMANDER NORFOLK DISTRICT.

VIA POSTAL
4:10 P.M.

U.S. COAST GUARD
COMMANDER
FIFTH DISTRICT

R

Personal

2070

OFFICE PHONE,
GILMOR 6112

DR. FRED T. KYPER
3321 FREDERICK AVENUE
BALTIMORE, MD.
REG. No. 1802

RESIDENCE PHONE,
GILMOR 5723

U. S. COAST GUARD
FEB - 5 1940
NORFOLK DISTRICT

Patient's Name S. C. Parks *Address*

℞

Rt forearm improving still weak. Continue light exercise advised.

1/27/40

F T Kyper M.D.

MUCH TIME CAN BE SAVED BOTH PATIENT AND DOCTOR BY PHONING CALLS BEFORE NOON.

2070

Personal

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD
FEB - 5 1940
NORFOLK DISTRICT

FIFTH DISTRICT

(Station, Depot, or Vessel)

Feb 4th, 1940

Commander
U. S. Coast-Guard
Norfolk
Va.

Sir

Am reporting about my arm. It is improving but will be long before I'll be able to use it.

Also sending Dr's Certificate

Will go on duty as soon as possibly can.

Very Respect.
S. C. Parker
Asst-Keeper of Yard.

Supt.
Asst Supt
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junio Engr.
Hydrog.
Accounts
Purchas ag
Personnel
Cost Kpg.
Prop. Clks
Stenog.
Messenger
Clks

Personal

2070

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD
JAN 16 1940
NORFOLK DISTRICT

FIFTH DISTRICT

Asso P.O. Virginia
(Station, Depot, or Vessel)

Jan 5, 1940

Commander, Norfolk District
U. S. Coast Guard
Norfolk, Virginia

Sir: I'm returning from regular leave of absence. I am unable to get aboard station, due to weather conditions. I will remain here to await further orders

Yours truly
S C Parks
Asst Keeper
Maryland Point Lt. Sta.

Supt.
Asst. Supt.
Chief Clk
Asso Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junio Engr.
Hydrog.
Accounts
Personnel
Personnel
Boat Kpg.
Prop. Clks
Storeg
Messenger
Files

Sent ltr. 1/16. 36-pc
he got there.
M

P.S. Jan 16th-

Sir. There was a misunderstanding with the Post-Master at Asso Va. why this report did not go ff.

On the 8th I went down to the river again to look at the ice after that last deep snow & slipped on the ice & strained my arm.

I then went on down to Dahlgren (Va)

to the U.S. Navy Dispensary
Dr there sprayed my arm & found
it was sprained Still could
not get off to the Sta. came on
over to Balto
Dr over there told me he would
report at Norfolk for me.
& today I understand he had
never reported Am sorry.
my arm is now better & am
expecting to go down to Md Pt -
last of this wk if it continues
to improve. Yours very truly
J C Parks.
187 S. Augusta ave
Balto
Md

2070

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
FEB
6
1939
NORFOLK, VA.

FIFTH DISTRICT

Maryland Point Md.
(Station, Depot, or Vessel)

February 3rd, 1939

Superintendent Of Lighthouses
Norfolk, Virginia.
Through The Keeper
Sir:-

I respectfully report, I returned to duty to-day February 3rd.

Respectfully
S. G. Parker Asst. Keeper

Supt.
Asst Sup
Chief Clk
Asso Engr
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr
Hydrog
Accounts
Purchas ag
Personnel
Cost Kpg
Prop. Clk
Storeg
Messenger
File

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JAN
30
1939
NORFOLK, VA.

FIFTH DISTRICT

Sub-Office, Balto.Md.,
(Station, Depot, or Vessel)

January 28th, 1939

Memo. to Mr. Rebbel:

Mr. S. C. Parks, Asst. Keeper, Maryland Point Light Station, stopped in this office today and advised that he will return to duty the middle of next week.

Watson

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

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

LMF

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

January 24, 1939

Mr. S. C. Parks,
4728 Frederick Ave.,
Baltimore, Md.

Please advise this Office by return mail when you expect to return to the station.

For the Supt.:
W. L. Rebbel
W. L. Rebbel,
Chief Clerk.

Mr W. L. Rebbel

Dr says I can go down around the 1st- & Feb around the 3 or 4th- am very sorry & could not- get- down there any sooner.

S. C. Parks

LMF

January 24, 1939

Mr. S. C. Parks,
4728 Frederick Ave.,
Baltimore, Md.

Please advise this Office by return mail when you expect to return to the station.

For the Supt.:

W. L. Rebbel,
Chief Clerk.

OFFICE PHONE,
GILMOR 6112

DR. FRED T. KYPER

3321 FREDE[redacted] AVENUE
BALTIMO[redacted] MD.
REG. No. 1802

RESIDENCE PHONE,
GILMOR 5723

Rels

U.S. BUREAU OF LIGHTHOUSES
DEC 20 1938
NORFOLK, VA

Patient's Name S.C. Parks *Address*

℞

Patient is much improved - however he is not able to return to work.

Parks will probably be able to work within the next two weeks. R.

12/17/38

F T Kyper M.D.

MUCH TIME CAN BE SAVED BOTH PATIENT AND DOCTOR BY PHONING CALLS BEFORE NOON.

2070

LL
Enc.

September 3, 1938

S. C. Parks, Asst. Keeper,
Maryland Point Light Station,
Ambar, Virginia,
Thru the Keeper.

1. Your request for fifteen days leave is approved.

2. Substitute keeper is to be furnished after the keeper has been alone on the station eight days. Time sheets and service cards herewith.

For and in the absence of the Supt.:

T. S. Johnson,
Asst. Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Maryland Point
(Station, [redacted], or [redacted])

September 2, 1938

SUPT. OF LIGHTHOUSES SEP 3 1938 NORFOLK, VA.

Superintendent of Lighthouses
Norfolk, Virginia
(Through the Keeper)

Sir:—

The fifteen days leave requested by me recently, was for dental work, to be done by my family Dentist.

Respectfully

L. C. Parks Asst Keeper

J. F. Riley Keeper

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

WLR:MCB

August 29, 1938.

Asst. Keeper S. C. Parks,
Maryland Point Light Station,
Ambar, Virginia.
(Through the Keeper).

1. I have your letter of August 26th requesting 15 days leave of absence. Please be advised that all communications to this office should be forwarded through the Keeper.

2. You are advised that this office does not permit leave of absence from two-keeper stations for periods of over eight days, except in emergency cases or cases involving considerable merit. It is obvious that were this permitted in any great number of cases and substitutes paid by this office, the cost would mount up yearly to a figure much greater than we are authorized to expend for the purpose. Please advise this office why you require leave over the regular 8-day period. Upon receipt of your reply, consideration will be given to the payment of a substitute for the absence over eight days.

N. C. Manyon,
Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
AUG
27
1938
NORFOLK, VA.

FIFTH DISTRICT

Maryland Point
(Station, Depot, or Vessel)
August 26th, 1938

Why not 2 - 8 day periods 2

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

Superintendent Of Lighthouses
Norfolk, Virginia.

Sir:-

I am requesting fifteen day's leave, providing the substitute does not have to be furnished at my expense.

Respectfully

S C Parks

Form 79

2070

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES SEP 21 1938 NORFOLK, VA.

APPLICATION FOR LEAVE OF ABSENCE

Maryland Point, Aug. 26, 1938
(Station) (Vessel)

SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT:

(a) I respectfully request that I be granted Sixteen days of liberty or leave, from Sept. 5 to Sept. 20, inclusive, 1938 I have had 43 days liberty or leave to date during this calendar year.

(b) I respectfully request that my absence of _____ days, from _____ to _____, inclusive, 19____, during which period I certify, on honor, that I was incapacitated for duty by reason of illness, be charged to sick leave.

(See reverse side for physician's certificate and sick-leave affidavit)

Name and address of the substitute light keeper I propose to furnish:

Austin E. Parks (Name), 2800 Presbury St., Balto., Md. (P. O. address)

If leave is granted, my address during absence will be as follows, and any change will be reported to the officer in charge:

2800 Presbury St. (Street or R. D. route), Balto. (City), Md. (State)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

(Sgd) S. E. Parks (Applicant's signature)

(Sgd) J. F. Riley (Officer in charge)

Asst. Keeper (Title)

LL

AUTHORITY

OFFICE OF SUPERINTENDENT, 5th DISTRICT, August 27, 1938

The above application for leave is approved for sixteen days, from Sept. 5 to Sept. 20, inclusive, 1938

Substitute must (Insert "must" or "need not") be furnished during this absence at rate of $100 per month, after the keeper has been alone for eight days.

Time sheet and service card herewith.
(Submit time check.)
Return this form upon your return to duty.

N. C. Manyon
Superintendent of Lighthouses.

ACTUAL ABSENCE

Absence begun: At 5 P M. Sept 5th, 1938 (State nearest hour)

Returned to duty: At 6 P M. Sept 20 1938 (State nearest hour)

x S E Parks (Applicant)

Certified correct and forwarded.

J. F. Riley (Immediate superior)

FINAL APPROVED RECORD

Period of absence: _____ days.

Charged: Annual _____ days.

Sick _____ days.

L. W. O. P. _____ days.

U. S. GOVERNMENT PRINTING OFFICE 11—882

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES AUG 27 1938 NORFOLK, VA.

REQUEST

Maryland Point, Aug. 26th, 1938
(Station.)

SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT:

I respectfully request that I be granted Fifteen days of shore liberty or leave, from September 5th to September 20th, inclusive, 1938 I have had 43 days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

Austin E. Parks, 2800 Presbury St. Baltimore Md.
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

2800 Presbury St., Baltimore, Maryland
(Street or R. D. Route.) (City.) (State.)

Supt
Asst Supt.
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchas'g
Personnel
Cost Kpr.
Prop. Clk
Stenog.
Messenger
File

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

J. F. Riley
Keeper.

S. G. Parks
(Applicant's signature.)

Asst. keeper
(Title.)

AUTHORITY

OFFICE OF SUPERINTENDENT, ... DISTRICT, ..., 19

LL The above application for shore liberty or leave is hereby approved for ..... days, from

..... to ....., inclusive, 19 .

5th August 27, 38

Substitute sixteen be furnished during this absence.
(Insert "must" or "need not.")

Sept. 20 38 Sept. 5

must

Superintendent Lighthouse District.

100 per month, after the keeper has been alone for eight days.

Time sheet and service card herewith.

Return this form upon your return to duty. FINAL REPORT

N. C. Manyon,
Superintendent of Lighthouses.

Absence begun: At ..... M. ....., 19 .
(State nearest hour.)

Period of absence: ..... days.

Returned to duty: At ..... M. ....., 19 .
(State nearest hour.)

Period charged: ..... days.

Certified correct and forwarded.

.....
Keeper.

.....
(Applicant's signature.)

11—682

.....
(Title.)

2070

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN
28
1938
NORFOLK, VA.

FIFTH DISTRICT

Maryland Point
(Station, Depot, or Vessel)

June 27, 1938

Superintendent Of Lighthouses
Norfolk, Virginia

Sir :—

My Wife and son are leaving the Station to-day June 27th.

Respt. E.C. Parke Asst. Keeper

Supt
Asst Sup
Chief Clk
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junior Eng.
Hydrog.
Accounts
Purchasing
Storekeeper
Cost Keg
Prop. Cl.
Stenog
Messenger
File

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

2070

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN 21 1938
NORFOLK, VA.

FIFTH DISTRICT

Maryland Point
(Station, Depot, or Vessel)

June 18th, 1938

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

Superintendent Of Lighthouses
Norfolk, Virginia.

Sir :—

My wife and son came aboard Friday the 17th for the ten day visit which was granted me by you.

Respectfully
S. C. Parker Asst Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN 14 1938
NORFOLK, VA

FIFTH DISTRICT

Maryland Point Md.
(Station, Depot, or Vessel)

June 11th, 1938

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

6178
Letter sent 6/14/38 J.F.

Superintendent Of Lighthouses
Norfolk, Virginia

I would like to be granted permission to have my Wife and Son, visit me for ten days. Visit to begin the 15th of June and ending the 25th of June This visit being agreeabl With the Keeper.

Lemuel C. Parks Asst. Keeper
J. F. Riley Keeper

In duplicate
When actually
transferred

Form 73a

REPORT OF TRANSFER OF APPOINTEE

2070

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

May 23, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 1, 1933.

Name, Severn C. Parks — Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md. — To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380-1740. — Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, G. F. Hudgins - $1440.p.a.

Services terminated, May 31, 1933 — Reason, Recommended for tramsfer and demotion.

This form supersedes the Form 73a dated April 18, 1933, and notice of May 19, 1933.

In this connection, it will be necessary to postpone the effective date of the discontinuance of Asst. Keeper's position at Greenbury Point Shoal Light Station.

L. M. Hoskins

Superintendent of Lighthouses.

, 19

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

.....

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1933 APR -20- AM 8:52

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

April 18, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about May 1, 1933.

Name, Severn C. Parks Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md. To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380.-1740. #1-19 Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, G. F. Hudgins, $1440.p.a.

Services terminated, April 30, 1933. Reason, Transferred - 73-a. no fee.

no fee

Cancelled - Not Consummated

L. M. Hopkins

Superintendent of Lighthouses.

, 19

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

.....

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 73a

REPORT OF TRANSFER OF APPOINTEE

LIGHTHOUSES
1933 MAY 20 AM 8:48

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

May 19, 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and has entered upon duty at his new station on May 18, 1933.

Name, E. L. Brooks, Position, Asst. Keeper

From Windmill Point Light Station, Va. To Stingray Point Light Station,

Salary and range, $1500.p.a. -$1380-1740. Salary and range, $1500.p.a. -$1380-1740.

Previous incumbent and pay, G. F. Hudgins, $1440.p.a.

Services terminated, May 18, 1933. Reason, Exchange of positions.

?

Cancelled
New Form Submitted

For and in the absence of the Superintendent,

G. L. Rebel

Chief Clerk.

, 19

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

.....

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Chief of Personnel Division.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

LIGHTHOUSES
1933 MAY -20- AM 8:47

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

May 19 , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and has entered upon duty at his new station on May 18, 1933.

Name, George F. Hudgins — Position, Asst. Keeper

From Stingray Point Light Station, Va. — To Windmill Point Light Station, Va.

Salary and range, $1440.p.a. - $1380-1740. — Salary and range, $1440.p.a.-$1380-1740.

Previous incumbent and pay, E. L. Brooks - $1500.p.a.

Services terminated, May 18, 1933 — Reason, Exchange of positions.

For and in the absence of the Superintendent,

W. L. Reber

Chief Clerk.

The above-referred-to transfer became effective beginning with ....., 19

.....

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 73a

REPORT OF TRANSFER OF APPOINTEE

2070

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

May 23, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 1, 1933.

Name, Severn C. Parks — Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md. — To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380-1740. — Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, C. F. Hudgins - $1440.p.a.

Services terminated, May 31, 1933 — Reason, Recommended for transfer and demotion.

This form supersedes the Form 73a dated April 18, 1933, and notice of May 19, 1933.

In this connection, it will be necessary to postpone the effective date of the discontinuance of Asst. Keeper's position at Greenbury Point Shoal Light Station.

L. M. HOPKINS

Superintendent of Lighthouses.

June 17 , 1933

The above-referred-to transfer became effective beginning with June 16, 1933.

L. M. Hopkins

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 738

2020

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

April 18, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about May 1, 1933.

Name, Severn C. Parks

Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md.

To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380.-1740.

Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, G. F. Hudgins, $1440.p.a.

Services terminated, April 30, 1933.

Reason, Transferred - 73-a.

L. M. HOPKINS

Superintendent of Lighthouses.

May 19 , 1933

The above-referred-to transfer became effective beginning with May 15, 1933.

for and in the absence of the Superintendent.

Chief Clerk.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4593 U. S. GOVERNMENT PRINTING OFFICE: 1931

Form 73a

LIGHTHOUSES 2170
RECD MAY 20 AM 8:47

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

April 18, , 1933

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about May 1, 1933.

Name, Severn C. Parks — Position, Asst. Keeper

From Greenbury Point Shoal Light Station, Md. — To Maryland Point Light Station, Md.

Salary and range, $1440.p.a. - $1380.-1740. — Salary and range, $1440.p.a. - $1440-1800.

Previous incumbent and pay, C. F. Hudgins, $1440.p.a. (LT. #1218)

Services terminated, April 30, 1933. — Reason, Transferred - 73-a.

no gro.

no gro

Voided

ok but effective date cannot precede that of Hudgins

L. M. HOPKINS
Superintendent of Lighthouses.

May 19 , 1933

The above-referred-to transfer became effective beginning with May 15, 1933.
For and in the absence of the Superintendent.
Chief Clerk.

Bureau letter 5/15/33

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

By direction of the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

Use Form 73a submitted

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Md Pt. 2070

FIFTH DISTRICT

Maryland Point
(Station, Depot, or Vessel)

January 11th, 1938

SUPT. OF LIGHTHOUSES
JAN
14
1938
NORFOLK, VA.

Superintendent Of Lighthouses,
Norfolk, Virginia.

Sir :-

I respectfully report, I was detained in returning to the Station, on account of sickness, in my immediate family.

Respt. S C Parks Asst.

J. F. Riley Keeper

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

Md Pt.

2070

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
SEP
10
1937
NORFOLK, VA.

FIFTH DISTRICT

Marylands Point Md
(Station, Depot, or Vessel)

Sept. 8th, 1937

Superintendent Of Lighthouses
Norfolk Virginia

Sir :—

I respectfully report my family was unable to visit the Station on account of sickness.

S. C. Parks Asst. Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



FIFTH DISTRICT

Maryland Point Md
(Station, Depot, or Vessel)

August 26, 1937

Superintendent Of Lighthouses
Norfolk Virginia.

Sir:-

I respectfully ask permission to have my wife son and daughter visit me ten days aboard the station.
Date of visit to be between Sept. 1st and the 15th

Respt. S.C. Parks Asst. Keeper

J F. Riley Keeper

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

Letter sent 8/28/37 ff.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

Maryland Pt. Md.

2070

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

SUPT. OF LIGHTHOUSES
OCT 12 1935
NORFOLK, VA.

(Station, Depot, or Vessel)

October 10, 1935

Supt of Lighthouses

Sir

Yes I was granted Parmisson for have my Family for visit the Station But they never come for visit the Station on cost while was Feeling Bade att that time and no one In my Family come for visit the Station

Supt.
Asst Supt.
Chief Clk.
Asso Engr.
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accountant
Draftsman
Personnel
Boat Kpg.
Prop. Clk.
Stenog
Messenger
File

S C Parks
Asst keeper
Maryland Point
Light Station

aprove Jm Merchant
Keeper

LIGHT-HOUSE SERVICE

Letter sent 7/9/35

FIFTH DISTRICT

Maryland Pt Light, Md
(Station, Depot, or Vessel)

July 6, 1935

Supt of Lighthouses
Norfolk, Va

Sir:

I would like to bring my wife & son aboard station for a visit about 10 days. During the month of July. Just cannot say what date of month at this date. Would like to have permission from office.

Respectfully

S L Parker
Asst Keeper

Approved 7/9/35

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

aproved
J M Marchant
Kupis

2070

xxxxxxxx Norfolk, Va.
WLR:HVS

Md. Pt. L.S.

UNITED STATES NAVY YARD
YARD CRAFT OFFICE
WASHINGTON, D.C.

FEB 9 1935

xxxxxxxxxx Norfolk, Va.
February 12, 1935.

Superintendent of Light Houses,
Baltimore, Maryland.

Chief Boatswain W. L. Hawk, USN,
Yard Craft Office,
United States Navy Yard,
Washington, D. C.

Sir:

1. I have your letter of February 6th reporting that you safely landed on Maryland Point Light Station Mr. S. C. Parks, the Assistant Keeper. I desire to thank you very much for your cooperation in the matter.

Superintendent of Lighthouses.

Ack with thanks for cooperation
2/13/35

L20 JJR

UNITED STATES NAVY YARD
YARD CRAFT OFFICE
WASHINGTON, D.C.

DEPT. OF LIGHTHOUSES
FEB 9 1935
NORFOLK, VA.

6 Febuary, 1935.

Superintendent of Light Houses,
Baltimore, Maryland.

Sir;

Just to inform you that your Mr. S. C. Parker, Assistant Keeper Maryland Point Light Station was safely landed on his Station the afternoon of 5 Febuary, 1935 by our Tug U.S.S. CHOPTANK.

Respectfully,

CHief Boatswain W. L. Hawk, USN.
Yard Craft Office.

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

Ack with thanks for cooperation
2/9/35

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHT HOUSES
NOV 21 1933
BALTIMORE MD.

Maryland Point Light Station

9870

FIFTH DISTRICT
Maryland Point Lt Ht
(Station, Depot, or Vessel)
Nov 20, 1933

Supt of Light-Houses
Baltimore Md

Sir

Mr Parks Left Station Nov 11 returned to day Sick determined home cost of being Sick Leaving a game to day for home taken worst Sir i doo not Know how Long he will be gone Please send me a man Likely in his place

respectfully

Jm Marchant
Kpr

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Ordering
Personnel
Dept Kpr.
Prop. Clk.
Stenog.
Messenger
Clks

Asst. Kpr. Parks
brought this in + says
he will return to sta.
Thursday 11/23/33,
11/21/33

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN 8 1933
BALTIMORE MD.

2070

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

June 3, 1933.

I, SEVERN C. PARKS, do hereby certify that the correct date of my birth is July 10, 1873, and in substantiation thereof present the Family Bible in which is recorded in my Mother's handwriting that date.

SIGNED Severn Cook Parks

Witness:

Adelaide N. Goldberg

I hereby certify that the above statement is correct. I have examined the Family Bible of Severn C. Parks and find no interlineations or corrections in the page containing dates of births, among which is his shown as July 10, 1873.

SIGNED H. L. Kebbel
Chief Clerk, 5th Lighthouse District.

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

F:R 2020

DEPARTMENT OF COMMERCE
Lighthouse Service

Superintendent of Lighthouses
Baltimore, Maryland,
April 25, 1933

S. C. Parks, Asst. Kpr.,
Maryland Pt. L.S.
Thru the Keeper.

SUPT. JUN. 1 1933 BALTIMORE

Subject: Record of service.

You are directed to furnish this office the information called for below as to your length of Government service. This data is desired for retirement purposes. Be sure you understand what is desired before filling out the form below. If you have not enough space to answer on the front of this sheet, the remainder of the answer may be written on the back of the sheet.

L. M. Hopkins,
Superintendent of Lighthouses

Superintendent of Lighthouses, Baltimore, Md.

1. Below is furnished the information desired by your office on above subject:

Date started	Position	Sta. or Vessel	Date left	Length Yrs.	Service Mos.	Reason for leavin
May 2[illegible]/21	Asst Kpr.	Maryland Pt.	Sept 6/27	6	3½	Transf.
Sept 7/27	" "	Greenbury Pt.	May 14/33	5	8½	"
May 15/33	" "	Maryland Pt.				
		Continuous to date.				
Total length of lighthouse service.....				12		

2. Following is Government service other than in the Lighthouse Service [redacted]

Date started	Position	Sta. or Vessel	Date left	Length Yrs.	Service Mos.	Reason for leaving
Total length of other service.....						

3. Give correct date of your birth July 10th 1873
(Month) (Day) (Year)

Name Severn Cook Parks
(Write first and middle name in full)

Station Maryland Pt

Title Asst Kpr.
(State keeper, asst. keeper, mate, etc.)

Dated June 1 1933

2070

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPT. OF LIGHTHOUSES
AUG 1 1928
BALTIMORE, MD

July 1, 1928.

Mr. Severn C. Parks,

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.

From: $1320

To: $1440

11—0564

5

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
Prop. Clk.
Steneg.
Messenger
File

Greenbury

Form 206 FILE No. S

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. 5th DISTRICT,

PLACE, Baltimore, Md.

DATE, May 19, 1921, 191

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,
Custom House, Baltimore, Md.

SIR:

Please examine Severn C. Parks

nativity, Marylander; age, 47; height, 6 feet, --- inches;

weight, 165 pounds; color of hair, light; color of eyes, blue

distinguishing marks,

as to eyesight, hearing, and physical condition.

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

Respectfully,

For and in the absence of the Supt.
Asst. *Lighthouse Inspector.*

(Signature of applicant:) Severn C Parks

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

U. S. PUBLIC HEALTH SERVICE

PLACE, Baltimore, Md.,

DATE, 5/20/21, 191

To LIGHTHOUSE INSPECTOR,

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

He is disqualified for the reasons shown on page 3.

Entered on card

P. E. Woolo
A. A. *Surgeon, U. S. Public Health Service.*

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

11—5999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, Baltimore, Md.,

DATE, 5/20/21, 191

Name of applicant, S.C.Parks

Eyes: Color, blue; exophthalmus, no

chronic inflammation, no; other abnormality, no

Eyelids: Ptosis, no; condition of conjunctiva on eversion, normal

other conditions, none

Eyesight:

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

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

Is applicant partially or wholly color-blind? no

If color-blind, state which color he confuses --

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

Ears:

Abnormalities, none; shape, normal

Position, correct; condition of drums normal

Evidence of mastoid disease, none

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

Distance conversational speech can be heard: Right ear, 30 feet; left ear, 30 feet.

Distance whispered speech can be heard: Right ear, 15 feet; left ear, 15 feet.

Lungs: normal

Heart: normal

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

Maryland Pt.

2070

72

UNITED STATES COAST GUARD

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1943

EMPLOYEE: PARKS, Severn C. OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: 2 DAYS — HRS. 30 MIN.
SICK: 30 DAYS — HRS. — MIN.

Day of Month	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.
1		15			14	45																														
2																																				
3																	12	45																		
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7		12																																		
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30																																				
31																																				
TOTAL	6	3	—	22	14	45	29	—	—	23	10	—	—	—	—	2	16	15																		
Aggregate	6	3	—	22	14	45	49	14	45	73	—	45	73	—	45	73	—	45																		

Lots retired at close of 31 July, 1942.

GPO 16—31871-1

ENTER SICK LEAVE IN RED INK

Maryland Pt

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1942

EMPLOYEE: PARKS, SEVERN C. OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: ___ DAYS ___ HRS. ___ MIN.
SICK: 15 DAYS - HRS. - MIN.

Day of Month	JANUARY D.	H.	M.	FEBRUARY D.	H.	M.	MARCH D.	H.	M.	APRIL D.	H.	M.	MAY D.	H.	M.	JUNE D.	H.	M.
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31													1	16				
TOTAL	6	-	-	7	-	-	6	-	-	6	-	-	6	16	-	3	8	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aggregate	6	-	-	13	-	-	19	-	-	25	-	-	31	16	-	35	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Day of Month	JULY D.	H.	M.	AUGUST D.	H.	M.	SEPTEMBER D.	H.	M.	OCTOBER D.	H.	M.	NOVEMBER D.	H.	M.	DECEMBER D.	H.	M.
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Aggregate	40	-	-	46	-	-	51	20	-	57	20	-	63	19	-	69	23	30
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

GPO 16—8896-1

ENTER SICK LEAVE IN RED INK

Maryland Point Lt. Sta.

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1941

EMPLOYEE: Parks, Severn C., Asst. Repr. OATH _____, 19___ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: 13 DAYS 8 HRS. — MIN.
SICK: — DAYS — HRS. — MIN.

Day of Month	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.
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2																																				
3					8																														14	
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TOTAL	6	9	—	9	8	—	6	12	—	6	12	—	8	23	—	6	20	—	11	21	—	5	3	—	5	21	—	7	13	—	10	22	—	2	14	—
Aggregate	6	9	—	15	17	—	22	5	—	28	17	—	37	16	—	44	12	—	56	9	—	61	12	—	67	9	—	74	22	—	85	20	—	88	10	—

GPO 16—8896

ENTER SICK LEAVE IN RED INK

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

SEP

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 27, 1927.

Mr Severn C. Parks,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1320 per annum, effective September 7, 1927, or as soon thereafter as you may enter on duty.

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

By direction of the Secretary:

Respectfully,

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

11—8074 GOVERNMENT PRINTING OFFICE

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kps.
Prop. Clk.
Stenog.
Messenger
File

R

5th.

from Md Pt
to Greenbury Pt
eod Sept. 7
cocard - ORH

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES
APR 27 1927
WASHINGTON, D.C.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 19, 1927.

Mr. Severn C. Parks,

LIGHTHOUSES
1927 APR 25 PM 2 C9

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1320 per annum to $ 1380 per annum, effective May 1, 1927, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

Supt. ✓
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts H
Hydrog. 5
Accounts
Ordering
Personnel ✓
Cost Kps.
Prop. Clk.
Steno.
Messenger
File ✓

ecard - VRH
Asst Kpr - Md Pt Lt

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUL 10 1925
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

M r. Severn C. Parks, Maryland Pt

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1260 per annum to $ 1320 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—8074

H
5th

Ck

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1925 FEB 5 PM 3 31

January 31, 1925.

DEPT. OF LIGHTHOUSES
FEB 6 1925

Mr. Severn C. Parks, Maryland Pt

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

Acting Chief of Appointment Division.

Supt.
1 A Supt
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
File Clk.
Stenog.
Messgr.

Position: Keeper.

Salary: $1260.00

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

Ek July 1 to Oct 31 Asst Kpr Md Pt 960
Loop Nov 1 to Dec 22
5th Dec 23 to Jan 31 - - - 960

FILE
T. LeB

PM
28 September 1954
P19-2

Mrs. Walton E. Parks
2000 Hessian Road
Charlottesville, Virginia

Dear Mrs. Parks:

Receipt is acknowledged of your letter of 14 September 1954 relative to obtaining medical treatment for Severn C. Parks, Lighthouse Keeper, retired.

In reply there is enclosed herewith copy of U. S. Treasury Department Form 2249 directing the retirement of Mr. Parks by reason of age, effective close of business 31 July 1943, to be used as identification when applying for medical treatment.

Very truly yours,

9/28/54

T. LE BLANC
Commander, USCG
Asst. Chief, Medical Division
By direction of the Commandant

Encl

LEBLANC:db 1-6

Copy

September 14th

Commander T. Le Blanc
U.S.C.G.
Washington, D.C.

Dear Commander Le Blanc,

Thank you for your letter of September 8th concerning medical treatment for Severn C Parks, retired light house keeper.

I wonder if I could get a copy of the letter, directing his retirement from the former light house service, to be used as means of identification as you suggest.

Very truly yours,

Mrs Walton C Parks
2000 Hession Rd
Charlottesville, Va

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

VRH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1926 MAY 4 AM 8 47

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

May 3, 1926

Commissioner of Lighthouses,
Washington, D. C.

Subject: Commendation.

Copy in file

1. There is forwarded herewith copy of letter from John E. Morgan, Keeper and S. C. Parks, Assistant Keeper, Maryland Point Light Station, Md., wherein they state they rendered assistance to a man in a small boat which was lost in snow storm. It is recommended that they be commended by the Commissioner for their action.

Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

C O P Y

FIFTH DISTRICT

Maryland Point
(Station, Depot, or Vessel)

April 18, 1926

LIGHTHOUSES
1926 MAY 4 AM 8 47

Superintendent of Lighthouses,
5th District

Sir:

On this date myself and assistant rescued a man in a very small gas boat. Was lost in a thick snow storm. Was in a bad condition. Taken him on the station and cared for him and gave him something to eat and dried him out and that afternoon he left for down the river.

Respectfully,

(Signed) J. E. MORGAN, Keeper

S. C. Parks, Assistant

May 8, 1926

S. C. Parks, Assistant Keeper,
Maryland Point Light Station, Md.
(Through Superintendent of Lighthouses, Baltimore, Md.)

The Bureau is in receipt of a report forwarded by the Superintendent, regarding assistance rendered by you and the keeper on April 18, 1926, in rescuing a man found in a small boat which was lost in the heavy snow storm on that date. The Bureau is pleased to commend you for assistance rendered on this occasion and to note the matter on the records as part of your official history.

G. R. PUTNAM

Commissioner of Lighthouses.

Lighthouse---Appointment Division's files

Signed copy as signed by.....

Typed.....by.....

Bureau of Lighthouses, Wash., Copy to 5th Supt.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

VRH
Incl.

LIGHTHOUSES
1926 OCT 4 AM 8 58

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

October 2, 1926

Commissioner of Lighthouses,
Washington, D. C.

Subject: Cancellation of nomination

1. You are requested to return to this office for cancellation, Form 73a reporting transfer of Severn C. Parks, assistant keeper, from Maryland Point Light Station, Md., to Choptank River L.H., Md.

2. Form 73a for Edward Linton is attached hereto.

H. D. King

Superintendent of Lighthouses

- - - - - -

J Bureau of Lighthouses, Washington, D. C. October 4, 1926.

Returned to Superintendent of Lighthouses, Baltimore, Md., with advice that the Bureau has requested the Department to cancel your Form 73a for the transfer of assistant keeper Parks to Choptank River Light Station. Be guided accordingly. Your Form 73a for the transfer of assistant keeper Edward Linton has been submitted to the Department.

Acting Commissioner of Lighthouses.

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 1206 *Sheet No.* 5(b)-

Space reserved for the use of the Board

1. Parks (Surname) Severn (Given name) C. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Greentree Point Shoal Light Station
(b) Subdivision
(c) City or town State

6. Pay roll title Light Keeper
7. Customary office title Assistant Keeper
8. Present administrative allocation 2100-1600
9. Present gross rate of pay $ 1440.
10. Deduction for allowances $ None
11. Net rate paid in cash $ 1440

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 ☒ Fuel ☒ Light ☐ Uniform ☐ Laundry ☐ Subsistence or rations in kind
Meals per day: ☐ 1 ☐ 2 ☐ 3

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

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost
Uniform, approx. $25.00

15. (a) Regular hours of work: From None m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer 66 Winter 66 (c) If not a full time and all-the-year-round position, state number of hours per day; number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to emergency call throughout 24 hours.

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)
(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By Principal Kpr. with whom he works side by side or watch and watch. He is instructed by example and supervised by direct personal contact with the Principal Keeper and by periodic inspections of station by District Supt. or his representative. John L. Bunts, Kpr. Station

20. What is the name, official position, and sheet number of the employee's immediate superior?

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	X	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
I was Outside of Schooner for 4 yrs before entering the position as Asst Keeper

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 last. 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 WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
30%	I watch out from 6 Pm until 12 Pm.
	Help Keep the Lighthouse in first class condution
60%	Cleaning & Painting & Etc
	The distance from the Lighthouse to the shore
10%	where I get Provisions &
	mail is about 1½ miles
100%	

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.

S L Parks 1st keeper
(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.

The duties of this employee are to share the watches with principal keeper in care of light and fog-signal and the labor of keeping same in state of perfect cleanliness and efficiency, and in cleaning, painting and minor repairs of the entire station, which is a 2-story frame-house on interbraced iron piles on a submarine foundation surmounted by a glazed lantern in which is mounted a fresnel lens for display of light, which may be either a kerosene wick lamp or incandescent oil-vapor light. The fog-signal bell operated by clock-work machinery. Communication with shore is by motor launch. Each of two keepers is allowed 8 days ashore per month and during absence of principal keeper the assistant is in full charge of station. May 24, 1921

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

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.

Sept 21, 1928 (Date) — H. D. King (Signature of Preparing Officer) — Supt. of Lighthouses. (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 $ 1440 to $ 1740

Sept 21, 1928 (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses. (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 $ 1380 to $ 1680

SEP 25 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

AHL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1930 AUG 12 AM 9 04

Airways
Byoro
Radio M
Engr. Commun
Mar. Engr.
Personnel
Finance
Law & Prop.
Chief Clerk
Adm. Assist.
Insp. Engr.
Commissioner

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

August 11, 1930.

File HHP aug 12

S. C. Parks, Asst. Keeper,
Greenbury Point Shoal Light Station,
Annapolis, Md.

1. Your action on August 7th, in towing disabled motor boat and its occupants to Annapolis, is approved by this office.

For and in the absence of the Superintendent,

H. L. Webb

Chief Clerk.

Copy to Commissioner of Lighthouses,
Washington, D. C.

Form 81 GL

TRAVEL ORDER No.

LIGHTHOUSES 1933 APR-26- AM 8:51

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF THE SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md., April 25, 19 33.

S. C. Parks, Assistant Keeper
(Name and title)

Greenbury Point Shoal L.H., Annapolis, Md. (Through the Keeper)
(Post office address)

You are hereby authorized to travel, as herein indicated, by the most direct or usually traveled route, the expense of such travel to be paid from the appropriation " General Expenses, Lighthouse Service, 1933 ," in accordance with regulations and Note[1] A below, there being sufficient balance therein in excess of liability already incurred for the payment of the expenses involved, such travel to begin on May 1, 1933 or as soon thereafter as practicable.

In the performance of this duty you are authorized to pay traveling expenses of no helpers.

From Greenbury Point Shoal Light Station, Md.,

To Maryland Point Light Station, Md.

For the purpose of transfer from Greenbury Point Shoal Light Station to Maryland Point Light Station upon discontinuance of position at Greenbury Point Shoal Light Station.

This transfer is not being made at the request nor for the convenience of the employee.

NOTE A.—Per diem of $ 3.00 will be allowed in lieu of actual subsistence, including time on board commercial vessels when price of passage includes subsistence; also while on board lighthouse vessel and while at light stations, subject to provisions of the Standardized Travel Regulations.

NOTE B.—Actual necessary expenses not exceeding $ ..... per day will be allowed.

NOTE C.—Mileage, in lieu of actual expenses of transportation, will be allowed at 5 cents per mile for personally owned automobile or 3 cents per mile for personally owned motor cycle, subject to provisions of paragraph 12a of the Standardized Government Travel Regulations.

NOTE D.—Use of personally owned automobile or motor cycle is hereby authorized, subject to the provision of paragraph 12 of the Standardized Government Travel Regulations.

APPROVED:

/s/ E. W. Libbey
Acting Asst. Secretary of Commerce

L. M. HOPKINS
Superintendent of Lighthouses.

GPO 8383

[1] Insert "A," "B," "C," "D" as applicable.

U. S. GOVERNMENT PRINTING OFFICE, 1933

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1933 APR-26- AM 8:51

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

WLR:AHL.

Encl.

April 24, 1933.

OIC
S Dept
WPK
4/26

Commissioner of Lighthouses,
Washington, D. C.

Subject: Travel Orders, S. C. Parks, Asst. Keeper, Greenbury Point Shoals Light Station, Md.

1. Attached herewith for approval is travel order directing S. C. Parks, Asst. Keeper to report to his assignment at Maryland Point Light Station, Md., as per Form 73a dated April 18, 1933.

2. This change in assignment is made solely for the interests of the Service. His present position at Greenbury Point Shoals Light Station will be discontinued.

H. M. HOPKINS

Superintendent of Lighthouses.

Bureau of Lighthouses, Washington, D.C.
April 28, 1933

Returned to Supt. of Lighthouses, Baltimore, Md., travel order having been approved by the Department.
For the Commissioner:

J. F. PLOCHARCZYK
Acting Chief, Financial Division

JAB
Enc

May 22, 1933

Superintendent of Lighthouses, Baltimore, Md.

There is herewith returned your Form 73a reporting the transfer on May 10 of Julian H. Austin from Roanoke River at $1680 (gross range $1440-1800) to Bodie Island at $1440 plus $240 per annum for quarters, vice W. H. Etheridge, retired. The action proposed with regard to pay of the nominee is in order, but in view of the cash pay being reduced from $1680 to $1440 the approval of the Department and issuance of a notice is required, in view of which it is requested that the recommendation be resubmitted on Form 73.

Form 73a in the case of George F. Hudgins, for transfer from Maryland Point at $1440 ($1440-1800) to $1440 ($1380-1740) at Stingray Point Light Station, Virginia, gross pay and range both cases, is also returned with request that it be resubmitted on Form 73. The point involved in this case is pay on transfer from a higher to a lower range which is covered in Bureau circular No. 390 dated May 4, 1933, to be issued shortly, providing for such transfers to be at the corresponding step.

In view of the transfer of Severn C. Parks from Greenbury Point Shoal to Maryland Point being vice George F. Hudgins, your Form 73a in his case is also returned, since it can not be made effective prior to the formal transfer of Hudgins after Departmental approval.

For the Commissioner:

W. P. HARMAN

H-M

Administrative Assistant

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

copy

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

May 23, 1933 , 19

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 1, 1933.

Name, Severn C. Parks — Position, Asst. Keeper

From Greenbury Point Shoal Light Station — To Maryland Point Light Station, Md.

Salary and range, $1440 (1380-1740) — Salary and range, $1440 (1440-1800)

Previous incumbent and pay, G. F. Hudgins $1440

Services terminated, May 31, 1933 — Reason, Recommended for transfer and demotion.

This form supersedes the Form 73a dated April 18, 1933, and notice of May 19, 1933.

In this connection, it will be necessary to postpone the effective date of the discontinuance of Asst. Keeper's position at Greenbury Point Shoal Light Station.

L. M. HOPKINS

Superintendent of Lighthouses

June 17, 1933 , 19

The above-referred-to transfer became effective beginning with June 16, 1933

L. M. Hopkins

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 30 1933

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

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

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Lighthouse **Date** 9/22/39

1. Name in full (Mr., ~~Miss, or Mrs.~~) Parks (Surname) Severn (Given name) Cook (Middle name)
2. Present address 107 (Number) S Augusta (Street) Ave Baltimore (City) Maryland (State)
3. Legal (voting) residence Crisfield, Maryland (State and Congressional District) Somerset (County) (City or town)
4. Where born Maryland (State or foreign country) Chance P.O. (City or town) When born July 10 1873 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you Two - Wife 59 yrs and Son 23 yrs
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	Maryland Point	Asst Keeper	$120 Per Mo.	May	24	1921	—	—	—

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

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? No If so, state below:

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? — No

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

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge: none

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.) — None

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
Captain of own boat	Carried freight on schooner in Chesapeake bay and tributaries	Approximately 15 yrs

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

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

16. In case of emergency, notify Mrs Cora R Parks

Relationship Wife Post office address Baltimore, Maryland

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

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

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Copy of this form not sent to the Department

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared January 10, 1941.

Name: Paris Severn C.

From: U. S. Coast Guard

Bureau No:

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1440-1800)	Field (Range $1440-1800)
Salary	$1440 p.a. plus $60 p.a.-4trs.	$1500 p.a. plus $60 p.a.-4trs.
Bureau or Div.		
Organizational Subdivisions		U. S. Coast Guard
Headquarters		
Post of Duty		Norfolk, Virginia
Appropriation		Maryland Pt. Lt.Sta., Md.
Allotment		Civilian Employees, C.O.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 10, 1941.

Justification:

No increase in pay since July 1, 1928.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
July 10, 1873

LEGAL RESIDENCE
Md.

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act

DATE OF OATH

BUREAU SUSPENSE AND FILE COPY

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared January 10, 1941

Name: Parks, Severn G.

From: U. S. Coast Guard

Bureau No: #1218

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1440-1800)	Field (Range $1440-1800)
Salary	$1440 p.a. plus $60 p.a. Cstrs.	$1500 p.a. plus $60 p.a. Cstrs.
Bureau or Div. Organizational Subdivisions		U. S. Coast Guard
Headquarters Post of Duty		Norfolk, Virginia
Appropriation		Maryland Pt. Lt. Sta., Md.
Allotment		Civilian Employees, C.G.
Field or Deptl.		Field

EFFECTIVE
Remarks: January 16, 1941.

Justification:

No increase in pay since July 1, 1928.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
July 10, 1873

LEGAL RESIDENCE
Md.

SEX	RACE
M	W

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act

DATE OF OATH

1641

BUREAU OR DIVISION PERSONNEL FILES
FEB 7 1941

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE:

TO:

Date Prepared 1 October, 1942

Name: Parks, Severn C.

From: U. S. Coast Guard

Bureau No.: 1218

Promotion

Effective: 1 October, 1942

	FROM	TO
Position		Keeper
Grade	Field (Range $1440-1800)	Field (Range $1440-1800)
Salary	$1500 p.a. plus $60 p.a. Hrs.	$1560 p.a. plus $60 p.a. Hrs.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty		Norfolk, Virginia
Appropriation		Maryland Pt. Lt. Sta., Md.
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. Parks was last promoted January 16, 1941 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: 7-15-73

LEGAL RESIDENCE: Md.

SEX

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

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

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

DATE OF OATH

CHARLES POZET

DATE APPROVED BY THE SECRETARY

10-14-42

BUREAU OR DIVISION PERSONNEL FILES

OCT 10 1942

DEPT. STOCK FORM 2249
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 1 October, 1942

Name: Parks, Severn C.

From: U. S. Coast Guard

Bureau No.: 1718

Promotion

Effective: 1 October, 1942

	FROM	TO
Position Grade Salary	Field (Range $1440-1800) $1500 p.a. plus $60 p.a.Cbrs.	Keeper Field (Range $1440-1800) $1560 p.a. plus $60 p.a.Cbrs.
Bureau or Div. Organizational Subdivisions		
Headquarters Post of Duty Appropriation Allotment		Norfolk, Virginia Maryland Pt. Lt. Sta., Md. Civilian Employees, U. S.
	FIELD ☐ DEPRTMTL ☐	FIELD ☐ DEPRTMTL ☐

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

Justification: Mr. Parks was last promoted January 16, 1941 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: 7-10-77

LEGAL RESIDENCE: Md.

SEX

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act 4-20-18

DATE OF OATH

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

DATE APPROVED BY THE SECRETARY

BUREAU SUSPENSE AND FILE COPY

OCT 3 1942

G.A.

3-2

CG-75 (PCP)

1 July, 1943

Miss K. T. Adams,
Room 57½ Treasury Building,
Washington, D. C.

Dear Madam:

In accordance with informal conversation it will be appreciated if the Department's file on Severn C. Parks, born July 10, 1873 and last employed at Maryland Point Light Station, Norfolk District, is forwarded to the Civilian Personnel Section of the Coast Guard.

Very truly yours,

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

Punderson
Return to 3-2

(PCP)
CG-75

14 July, 1943

To: DCGO, 5th Naval District

Subj: Severn C. Parks, Keeper; retirement on account of age

In your letter of 29 May, 1943, you stated that at the close of July Mr. Parks will have accrued 19 days annual leave, but due to advancement of sick leave he will have exceeded his allowance by 34 days. The foregoing statement is not understood, since no employee can be advanced more than 30 days of sick leave. It appears that since the employee has 19 days of accrued annual leave he can be carried in a pay status to the close of July, but an explanation of your statement regarding the 34 days sick leave is requested.

CARL E. HERRICK
By direction

U. S. COAST GUARD (11)
JUL 16 1943

MORGAN - 3012

Return to 3-2

(PCP)
CG-75

31 July, 1943

To: DCGO, 5th Naval District

Subj: Severn C. Parks, keeper; retirement of

1. Reference is made to your letter of 26 July, 1943, and previous correspondence about advance sick leave of Severn C. Parks. The four days of absence on account of illness in excess of 30 days' advance sick leave allowed by law should be charged to annual leave in the event he had that amount of annual leave to his credit at the time he was absent the excess 4 days. Otherwise it should be charged as leave without pay, in which case his length of service would be reduced aslike number of days. As provided in Section 11 of Part I of the Sick Leave Regulations and in accordance with the usual practice, Mr. Parks need not pay for unliquidated advanced sick leave upon his retirement on account of age, and he should be paid accordingly.

2. It is noted from the file of Mr. Parks that he had leave without pay from 1 November to 22 December, 1924, inclusive, and from 21 February to 31 March, 1925, inclusive, which was not shown in your record of active service on Form 2521, and which were excluded from his service leaves a total of 21 years, 10 months, and 16 days. Inasmuch as service toward retirement can be counted only to the close of 9 July, 1943, on account of his reaching compulsory retirement age 70 on 10 July, your form has been amended to show the last five year period as 10 July, 1938, to 9 July, 1943. With the above amendments, the annual rate of retired pay has been found to be ($1479.00 x 21.8775 ÷ 40) $808.99. A copy of your form as amended is forwarded herewith. However, if he did not have leave as referred to above and he was on leave without pay for the four days of excess sick leave, advise Headquarters promptly in order that his service may be reduced and computation of retired pay corrected.

CARL E. HERRICK
By direction

U. S. COAST GUARD (11)
AUG 2 1943

Mercer
Return to 3-2
Eco Serv

DEPT. STOCK FORM 2219
REV. 12-41

NAVY

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 13

TO:

Date Prepared 19 July, 1943

Name: Parks, Severn C.

From: U. S. Coast Guard

Bureau No.: 1218

Retirement, age

Effective: close 31 July, 1943

	FROM	TO
Position	Keeper	
Grade	Range $1560-1800	
Salary	$1560 p.a. plus $60 p.a.qtrs.	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Norfolk, Va.	
Post of Duty	Maryland Point Lt.Sta., Md.	
Appropriation	Civilian Employees, C. G.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks: The annual rate of retired pay is $808.99.

Justification: Total Service: 21 years, 1[illegible] months, and 16 days

Computation: ($1479.10 x years 21.6775 -- 40) $808.99

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 7-10-1873

LEGAL RESIDENCE: Md.

SEX: M

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE: 27

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

SUBJECT TO RETIREMENT ACT? 6-20-16

DATE OF OATH

H. L. [illegible], Assistant Chief,
Civilian Personnel Division

NAVY

DATE APPROVED BY THE SECRETARY

Sew

BUREAU SUSPENSE AND FILE COPY

AUG 21 1943

Name PARKS, Severn C. Date of birth 10 July, 1873

Designation Assistant 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	
Army							
Navy							
Marine Corps							
Civilian employment							
Lighthouse, Coast Guard,					9		
and Navy	May	24	1921	July	~~10~~	1943	
			Gap from	2-21	to	3-21 1938 Incl.	
			" "	11-1	to	12-22, 1924 Incl.	
	21	10	16				
Total service	~~22 Years, 1 Month, 17 Days~~						

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

Amended to include qtrs. as result Comp. Gen. Dec. B-70029 dated 10-23-47

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			
Pay	July	10	1938	July	9	1943	5 yrs.	total	7395.50 ✓
Quarters	"	"	"	"	"	"	"	60.00	300.00 ✓
									7695.50 ✓

Total compensation for last five years of active service $7695.50 ✓

Average compensation for last five years of active service $1539.10 ✓

Annual rate of retired pay ($1539.10 ✓ × years 21.8778 ✓ ÷ 40) = $841.80 ✓

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

FES
JJH

or pension certificate or of claim: .....

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

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	July	~~11~~ 10	1938	June	30	1939		$1440 pa	$1440.00 ✓
	July	1	1939	June	30	1940		1440 pa	1440.00 ✓
	July	1	1940	Jan.	15	1941		1440 pa	780.00 ✓
	Jan.	16	1941	June	30	1941		1500 pa	687.50 ✓
	July	1	1941	June	30	1942		1500 pa	1500.00 ✓
	July	1	1942	Sept.	30	1942		1500 pa	375.00 ✓
	Oct.	1	1942	June	30	1943		1560 pa	1170.00 ✓
	July	1	1943	July	~~10~~ 9	1943		1560 pa	~~43.33~~ 39.00

Total compensation for last five years of active service ..... $7395.~~85~~ 50

Average compensation for last five years of active service ..... $1479.~~16~~ 10 808.99

Annual rate of retired pay ($~~1479.16~~ 18 ..... × years ~~22.1357~~ 40) = ~~$818.36~~ 7
(Not exceeding 30)

21.8778

U. S. GOVERNMENT PRINTING OFFICE 16—20161

75

Form 2521
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 2523)

District Coast Guard Officer,
~~Commander~~, 5th Naval District,
Norfolk, Virginia
(City)

Date 24 May, 1943

I hereby apply for retirement from active duty effective close of 31 July, 1943 on the basis of service shown hereon.

Severn C. Parks
1900 Stadium Road
Charlottesville, Virginia

X Severn C. Parks
(Name)

Assistant Keeper
(Designation)

OFFICE OF THE DISTRICT ~~COMMANDER~~ Coast Guard Officer
Fifth Naval District

City Norfolk, Virginia *Date* 29 May, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at ~~$ 818.36~~ 808.99 per annum, effective at the close of 31 July, 1943

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.

C. C. PADEN,
By direction. ~~DISTRICT COMMANDER~~

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

1 - 22
1 - 10

1924 - 10 - 30
1921 - 5 - 24
3 - 5 - 7 3 - 5 - 7

1928 - 2 - 20
1924 - 12 - 21
3 - 2 - 0 3 - 2 0

1943 - 7 - 9
1928 - 4 - 1
15 - 3 - 9 15 - 3 - 9

21 - 10 - 16

1 - 22
1 - 10
2 - 32

316 21.8778
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2800

6) 8865.50
1477.10

14790
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8089.8496 34
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75

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UNITED STATES COAST GUARD

POST OFFICE BOX 540

NORFOLK, VA.

OFFICE OF
THE DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT

FOR VICTORY
BUY WAR BONDS AND STAMPS

29 May, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Commandant, Coast Guard Headquarters.

Subject: Severn C. Parks, Assistant Keeper; application for retirement.

Inclosure: (A) Form 2521 in triplicate.

1. There is transmitted herewith application for retirement of Severn C. Parks, Assistant Keeper at Maryland Point Light Station. This employee will have reached his seventieth birthday on 10 July, 1943. At the close of July he will have accrued nineteen days annual leave, but due to advancement of sick leave he will have exceeded his allowance by thirty-four days. It is recommended that the nineteen days accrued annual leave be deducted from the thirty-four days excess sick leave and that the fifteen days excess sick leave remaining be cancelled.

C. C. PADEN,
By direction.

(PCP)
CG-75

31 July, 1943

To: DCGO, 5th Naval District

Subj: Severn C. Parks, keeper; retirement of

1. Reference is made to your letter of 26 July, 1943, and previous correspondence about advance sick leave of Severn C. Parks. The four days of absence on account of illness in excess of 30 days' advance sick leave allowed by law should be charged to annual leave in the event he had that amount of annual leave to his credit at the time he was absent the excess 4 days. Otherwise it should be charged as leave without pay, in which case his length of service would be reduced aslike number of days. As provided in Section 11 of Part I of the Sick Leave Regulations and in accordance with the usual practice, Mr. Parks need not pay for unliquidated advanced sick leave upon his retirement on account of age, and he should be paid accordingly.

2. It is noted from the file of Mr. Parks that he had leave without pay from 1 November to 22 December, 1924, inclusive, and from 21 February to 31 March, 1928, inclusive, which was not shown in your record of active service on Form 2521, and which were excluded from his service leaves a total of 21 years, 10 months, and 16 days. Inasmuch as service toward retirement can be counted only to the close of 9 July, 1943, on account of his reaching compulsory retirement age 70 on 10 July, your form has been amended to show the last five year period as 10 July, 1938, to 9 July, 1943. With the above amendments, the annual rate of retired pay has been found to be ($1478.00 x 21.8778 ÷ 40) $808.99. A copy of your form as amended is forwarded herewith. However, if he did not have leave as referred to above and he was on leave without pay for the four days of excess sick leave, advise Headquarters promptly in order that his service may be reduced and computation of retired pay corrected.

CARL E. HERRICK
By direction

75

29 May, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Commandant, Coast Guard Headquarters.

Subject: Severn C. Parks, Assistant Keeper; application for retirement.

Inclosure: (A) Form 2521 in triplicate.

1. There is transmitted herewith application for retirement of Severn C. Parks, Assistant Keeper at Maryland Point Light Station. This employee will have reached his seventieth birthday on 10 July, 1943. At the close of July he will have accrued nineteen days annual leave, but due to advancement of sick leave he will have exceeded his allowance by thirty-four days. It is recommended that the nineteen days accrued annual leave be deducted from the thirty-four days excess sick leave and that the fifteen days excess sick leave remaining be cancelled.

C. C. PADEN,
By direction.

1943 JUL 27 AM 9 0[illegible]

3-2

UNITED STATES COAST GUARD
FIFTH NAVAL DISTRICT
POST OFFICE BOX 540
NORFOLK, VA.

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER (pcp)
REFER TO FILE: 75

26 July, 1943

To: The Commandant (PCP)

Subj: Parks, Severn C., Assistant Keeper; retirement on account of age

In answer to Headquarters' letter of 14 July, 1943, (CG-75), it is explained that during a recent protracted period of sickness of subject employee this office granted him an extension of thirty days sick leave. He required four days more. These four days will be deducted from his accrued nineteen days annual leave leaving fifteen days. It is proposed to absorb fifteen days of the thirty days advanced sick leave with the remaining balance of annual leave. There will then remain fifteen days advanced sick leave to be disposed of which, in view of Mr. Park's length of service, it is recommended be canceled, thus enabling Mr. Parks to retire at the close of July.

C. C. PADEN
By direction

00-78(ROF)

14 July 1943

To: [redacted], 9th Naval District

Subj: Marvin B. Parks, Ensign, retirement on account of age

In your letter of 29 May 1943, you stated that at the close of July [redacted] will have credited 12 days annual leave, but due to advancement [redacted] will have exceeded his allowance by 34 days. The fore- [redacted] statement by you understood, since no employee can be advanced more [redacted] days of sick leave. It appears that since the employee has 19 [redacted] accrued annual leave he will be carried in a pay status to the [redacted] July, and an explanation of your statement regarding the 34 days [redacted] leave is requested.

EARL B. HOUSTON
By direction

[redacted]
Return to 3-8

(PCP)
CG-75

26 August, 1943

To:
DCGO, 5th Naval District

Subj: Retirement of Severn C. Parks, Keeper, Maryland Point Light Station, Md.; retirement, close 7-31-43

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

U. S. COAST GUARD (5)
RECD AUG 26 1943

Copy to: Lt. Herndon ✓ Sent
Allotment Disbursing Officer.

Mailing Address: 1900 Stadium Road
Charlottesville, Virginia

Return to
HARTKERN 3012 3-2

4085 RCH

UNITED STATES COAST GUARD
FIFTH NAVAL DISTRICT
POST OFFICE BOX 540
NORFOLK, VA.

194 SEP 1 AM 8 04

File

ADDRESS REPLY TO THE
DISTRICT COAST GUARD OFFICER (pcp)
REFER TO FILE: 75

30 August, 1943

To: The Commandant (PCP)

Subj: Retirement of Parks, Severn C., Assistant Keeper, Maryland Point Light Station, Maryland, close of 31 July, 1943

1. In connection with Headquarters' letter of 26 August, 1943, CG-75, concerning retirement of Severn C. Parks, Assistant Keeper, Maryland Point Light Station, Headquarters is advised that Mr. Parks was paid for his final services on D. O. Voucher No. 2477 in the August accounts of E. E. Miller, SDA, USN, symbol No. 550-750, for the period 1 - 31 July, 1943.

2. The total taxable income of Mr. Parks for the current calendar year to and including the last day for which carried for active duty pay is $1,052.50 which figure includes $38.60, the amount of Victory Tax and Income Tax deducted from his salary.

C. C. PADEN
By direction

Copy sent to Herndon 9-2-43

11

CG-PAD14-75

3-7

11 September, 1943.

From: Commandant.
To: **Severn C. Parks, Keeper, Retired,**
1900 Stadium Road, Charlottesville, Virginia.

Subject: Retired pay; payment of.

Reference: (a) Navy Department letter, **12 July, 1943.**

Inclosures: (A) Form N.C.G. 9671-B.
(B) Standard Form 1099 - Signature Card.
(C) Form W-4.

1. Having been transferred to the retired list of the Lighthouse Service, Coast Guard, effective, **1 August, 1943** , your pay accounts will henceforth be carried at Headquarters.

2. Checks in settlement of your retired pay will be forwarded to you after the close of each month upon the receipt of dated and signed Form 9671-B, one of which is inclosed for use at the end of the current month. Since this form is submitted as evidence of your existence and right to retired pay, it must not be signed prior to the last day of the month and should not be predated. If address is changed, the new address for mailing your pay check should be submitted on this card at the end of the month in which the change occurs.

3. Inclosure (B) must be signed in the space provided therefor and returned to the Allotment Disbursing Officer for transmittal to the General Accounting Office. The name appearing on your pay checks will be identical to that appearing in the upper left corner of this card. The card must be signed in the same manner, using first name and middle initial.

C. L. HERNDON,
By direction.

SEP 11 1943

3097

UNITED STATES COAST GUARD

FILE LKZ.

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

WASHINGTON

26 August, 1943

To: DCGO, 5th Naval District

Subj: Retirement of Severn C. Parks, Keeper, Maryland Point Light Station, Md.; retirement, close 7-31-43

1. The inclosure is approval of retirement under the Lighthouse Service Retirement Law.

2. In order to preclude the possibility of overpayment, it is requested that Headquarters be advised as early as practicable by letter, in duplicate, as to the payroll (stating D. O. Voucher Number, name of disbursing officer, and symbol number) on which this person was paid for his last (final) active duty. In furnishing this information, state also the period covered by the final payment and the amount thereof.

3. It is also requested that Headquarters be advised as to this person's total taxable income for the current calendar year to and including the last day for which carried for active duty pay.

Carl E. Herrick
CARL E. HERRICK
By direction

Incl
Form 2249, Department Notice of Retirement

Copy to: Lt. Herndon
Allotment Disbursing Officer.

Mailing Address: 1900 Stadium Road
Charlottesville, Virginia

4085

3-2

6-1 Room 6116

FILE IKZ

(FA-PA)

CG-75

13 March, 1947

From: Commandant
To: Severn C. Parks, Kpr., Ret.
Oak Hill Apt., Jefferson Park Ave.
Charlottesville, Va.

Subj: Tax withholding for calendar year 1946

With reference to your letter of 7 March, 1947, no tax was withheld from your retired pay during the calendar year 1946. The amount of your retired pay, monthly $67.41, based on two exemptions, is not taxable in accordance with Bureau of Internal Revenue tables.

R. D. FRITZ
By direction

U. S. COAST GUARD
MAIL SECTION
RECEIVED MAR 14 1947

IKZ:mch 6-1 KOS OK 3 cay MB

6-1

MAR 10 '47 PM

March 7, 1947

U. S. Coast Guard
Washington 25. D. C.
Attention Lieut. R. W. Fritz, U. S. C. G.

Dear Sir,

Will you please tell me how much Withholding Tax Mr. Severn C. Parks has paid this year. Thank you.

Yours truly

Mr. S. C. Parks Kpr. Ret
Jefferson Park Ave.
Oakhill Apt
Charlottesville, Va.

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-

TREASURY DEPARTMENT - U.S. COAST GUARD

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Parks, Severn C. (Mr.)	7-10-1873	21	12-3-48

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
AMENDMENT Retirement (Age)	Close 7-31-43	

FROM		TO	
Keeper	8. POSITION TITLE		
Range $1440-1800)Plus $1560.00 per annum)$60 pa Qtrs	9. SERVICE, GRADE, SALARY		
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS		
Norfolk, Va. Maryland Point Lt Sta., Md.	11. HEADQUARTERS		
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL	

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $808.99 to $841.80, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 21 years, 10 months, 16 days

Computation: $1539.10 x 21.8778 ÷ 40) = $841.80

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
X		FROM: TO: Civilian Employees, CG	XXXXXX LH 6-20-18		

DEC 7 1948

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765869

3 — 2 File

23 December 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc-2874829. Inclosed is a letter of Mr. Severn C. Parks, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period August 1, 1943 to June 30, 1948. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029). Also inclosed is Standard Form 50 (9 Part), describing this retirement. This form shows correct computation of retired pay to be $841.80 per annum, whereas, for the period August 1, 1943 to June 30, 1948, Mr. Parks was paid at the rate of $808.99 per annum - an underpayment of $32.81 per year, or $2.74 per month.

Computation of the amount due and appropriations chargeable are as follow:

2041255	- Retired Pay, Former Lighthouse Service, Coast Guard, 1944	$30.14
2051255	- Retired Pay, Former Lighthouse Service, Coast Guard, 1945	32.81
2061255	- Retired Pay, Former Lighthouse Service, Coast Guard, 1946	32.81
2071255	- Retired Pay, Former Lighthouse Service, Coast Guard, 1947	32.81
2081200.700	Salaries and Expenses, Coast Guard, 1948	32.81
	Total	$161.38

For tax withholding purposes, the records of this office show that Mr. Parks claims two exemptions.

Mr. Parks' mailing address is Oak Hill Apartment, Jefferson Park Ave., Charlottesville, Virginia, and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

23 DEC 1948

A. F. MCKAY, Lieutenant, USCG
Chief, Pay and Audit Section

Incls:
1. Claimant's ltr. dtd. 12-22-47
2. Standard Form 50 (9 Part)

CC: Claimant
Budget Division, Sta. 6-3
JGant:LT
12/22/48 6-7 cas

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2874829-EFC

April 14, 1948.

The Commandant,
United States Coast Guard,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report is the claim of Severn C. Parks, Oak Hill Apartments, Jefferson Park, Apt. 1, Charlottesville, Virginia, for the difference alleged to be due for retired pay based on gross salary, over that paid based on net salary, as an employee of the United States Lighthouse Service, during the period July 10, 1943 through June 30, 1947.

The administrative report should include a copy of his appointment during the last 5 years of service rendered on which the retirement pay was based, indicating the effective date of retirement and whether subsistence or quarters were in addition to or deducted from his gross pay. The amount of subsistence or quarters involved should be furnished.

The report should clearly show the amount of retirement pay currently being received and the basis on which it was computed. In the event a supplemental amount is due the amount which should be paid and the basis on which it should be computed should be furnished, indicating the period over which an adjustment is due.

If any amount is found due for the period claimed above, a short form payroll should be furnished indicating thereon the appropriation, symbol, and account number chargeable.

The enclosure should be returned with your report.

Respectfully,

P. E. Sours
Chief of Section.

B-2
file 75

Severn C. Parks
Lighthouse Kpr
Retired

number is 653.

Yours truly
Severn C. Parks
by Margaret D. Parks
(daughter-in-law)

address changed
11-13-51
gfh

Nov. 27th, 1951

U. S. Coast Guard
Headquarters Office
Washington 25, D.C.

Dear Sir,

My address will now be:
2000 Hessian Rd
Charlottesville, Virginia

My identification