'26 FEB 23 AM 8:58:58

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

Date: 02/13/2026

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
Potts, Andrew, J.		1854 VA

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:	State of Residence (upon entry into service):
1941 VA	

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location) Lighthouse Service (MD/VA) 5th

From:	To:
1909	1922

(Agency & Location)

From:	To:

(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-000705 1964

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 2/27/26 RJH

Soundex: P320

'26 FEB 9 AM 9:58:18

SCREENING NOTES

☐ Reviewed and Nothing Removed

☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

WJL:N2.

Supt. of Lighthouses,
5th. District,
Baltimore, Md.

July 10, 1922.

SUBJECT: Record of Andrew J. Potts.

REFERENCE: (a) Your letter of June 14, 1922.
(b) Letter from this office of June 21, 1922.

Enclosed for your information is copy of letter dated July 6, 1922 received from the Captain of Relief Light Vessel #78 which gives the only record of this man in this District.

J.T. YATES.

Superintendent.

7-12

ac

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
JUL 1922
RECEIVED
COMPTROLLER
N.Y.

75

THIRD DISTRICT

Relief L.V. # 78
(Station, Depot, or Vessel)

July 6th, 1922

Superintendent of Lighthouses

Sir concerning letter dated June 20 and received July 6 Subject Service of Andrew J Potts when this Vessel was Stationed on Wenter Quater Shoal in 1908 on February 18 Andrew J Potts came on Board in Power Boat from Chincoteague it do not State in the Log whether or not he joined Vessel at the time. and after it is no records of him

Respectfully
Harry Hansen
Master

WJL:NZ.

Supt. of Lighthouses,
5th District,
Baltimore, Md.

June 21, 1922.

SUBJECT: Service of Andrew J. Potts, on Relief Light Vessel #78 from Jan. 1, 1908 to August 1, 1911.

This office has no record of employment of this man on 78, but the matter has been taken up with the Master of Relief Light Vessel 78, and you will be further advised in the matter.

J.T. YATES.

Superintendent.

(73)

WJL:NE.

Harry Hanson, master,
Relief Light Vessel #78,
On Nortneast end L.V. Station,
Cape May, N.J.

June 20, 1922.

SUBJECT: Service of Andrew J. Potts.

Advise this office whether there is any record in the logs of Light Vessel 78 of the employment of Andrew J. Potts from January 1, 1908 to August 1, 1911. If so, give the exact dates of service.

J.T. YATES.

Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
JUN 15 1922
RECEIVED
TOMPKINSVILLE, N.Y.

T5

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

67-12

June 14, 1922.

Superintendent of Lighthouses,
Staten Island, New York.

Subject: Retirement, Andrew J. Potts.

1. Mr. Andrew J. Potts a keeper in this district will be retired on July 15th of this year. He claims to have served on Light Vessel No. 78 in the 3rd District from January 1, 1908, to August 1, 1911. This office would like to have this record verified by you as promptly as possible in order that his retirement pay may be arrived at.

H. D. King
Superintendent of Lighthouses.

Form No. 2661A
Form approved by
Comptroller General U. S.
April 13, 1934

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

TREASURY DEPARTMENT, U. S. COAST GUARD

17-2021255 Retired Pay, Former Lighthouse Service, Coast Guard,

Appropriation: (Navy), 1942

Unit HEADQUARTERS
Lighthouse Retired Roll

Total years of service ____

Pay period, duty, or grade ____

Monthly rate of pay $29.92 (Including longevity)

For pay and allowances—

From 12-1 41 *to* (Inclusive) 12-29 41

THE UNITED STATES, *Dr.*,

To Andrew J. Potts (Name)

(Designation) Keeper, Retired, Deceased, *U. S. Coast Guard*

(Address)

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay		
Balance forwarded from (Name of unit, noting month of roll or voucher)	$27.95	
Sundry credits and adjustments		
TOTAL CREDITS $	$27.95	

CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $		

		NOTATIONS
Total Credits $	27.95	
Less—Total Charges, $		
Amt. retained		
TOTAL $		
Net amount to be paid on this voucher $	None	
	27.95	

REMARKS: Died 12-29-41. Last paid for period 1-30 November, 1941 on D.O. Voucher No. 922,843. Tr. U.S. Checks No. 609, 178 covering retired pay for month of Dec., 1941, and No. 640673, covering retired pay for month of Jan., 1942, paid on D.O. Vouchers No. 1112480 and No. 1323204, settled in the Dec., 1941 and Jan., 1942 accounts, respectively, of G. F. Allen, 50-011, cancelled. See Schedule of cancelled checks No. 38, dated 1 Feb. 1942.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION) None

(Payee will NOT use this space)

Differences ____

Account verified; correct for $ 27.95

(Signature or initials) [signature] 1-17-42

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of ____ (Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $____, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated ____, 19____ {attached hereto / filed with voucher} for ____ (Month), 19____ is true and correct, and so remains at this time, except (Here state fully changes occurring between date of last affidavit and signing of this voucher)

____ (Date), 19____ (MEMORANDUM—DO NOT SIGN) ____ (Name), ____ (Official designation)

Andrew J. Potts, Keeper, Retired, Deceased.

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $____

Date ____, 19____ (MEMORANDUM—DO NOT SIGN) ____

Commanding, District Commander.

U. S. GOVERNMENT PRINTING OFFICE: 1934 2—595a

ANDREW J. POTTS ANDREW J.

[Return to Civilian Personnel - Coast Guard - Field

OUT FILES

Out

62326

ANDREW J. POTTS ANDREW J.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT

Baltimore, Md., April 4, 191

(City.) (Date.)

FOURTH DISTRICT APR 5 1918 LIGHTHOUSES Received APR 11 1918

THE COMMISSIONER OF LIGHTHOUSES:
(Through the Secretary, Fourth Civil Service District)

Action recommended, Probationary appointment

Name, Andrew J. Potts

Position, Assistant Keeper

Location, Love Point Light Station, Md.

Effective April 16, 1918 { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Legal residence, Va.

Salary, $480. p.a. (base)

Appropriation, Salaries, Keepers of Lightheuses.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Former position, None, appointive capacity, this service.

Former salary,

Location,

Rank on eligible list, 5 Rating, Asst. Kpr. Percentage, 79., Other eligibles considered:

J. A. Respese, FR.
A.B.Jones, FR
T.H.Hunton, FR
E.H.Bloxsom, FR
J. Mason, C
E.C.Marsh, C

Previous incumbent, Albert W.S.Tyler Services terminated, X with close of Apl. 15, 1918

Reason, Resignation

Members of family in Government Service, Son-in-law, L.H.Bowden, Chincoteague Island, Va., surfman, U.S. Coast Guard Service.

Remarks: Quarters are not allowed to the family of an assistant keeper at Love Point L.S. Mr. Potts has been in the Lighthouse Service of the 5th District for about six years in the capacity of seaman, serving on L.V.45, 78, 91, and 97.
In the absence and by direction of the Inspector,

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

L. H. Bashaw Fourth
Secretary, Civil Service District.

F. P. Dillon
Supt., L.S.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 15 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



April 16, 1918.

Mr. Andrew J. Potts,

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, Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. - -- -) issued by the local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Albert W. S. Tyler.

Legal Residence: Virginia.

(See reverse side.)

11—509.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

REOM.
1 inclosure.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Hydrog.
Engr. Comm.
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Comr.
Commr.

LIGHT HOUSES
MAY 13 1918

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.
MAY 13 1918 9 52 AM

Dept recd May 13

May 11, 1918

Commissioner of Lighthouses, Washington, D.C.

Subject: Physical disqualification, Andrew J. Potts.

Reference: Bu. Circ. Let. No. 296 of Feb. 10, 1917.

There is attached Form 206, Record of Physical Examination of Light Keeper, etc., in the case of Andrew J. Potts, probationally appointed assistant keeper, Love Point Light Station, Md. on April 16, 1918. It will be seen from the Surgeon's Certificate that Mr. Potts on account of defective vision of the right eye has been physically disqualified by the U.S.Public Health Service.

Although the disqualification in this case will debar Mr. Potts from the medical relief of the Public Health Service without charge, I do not think it seriously interferes with the performance of his duties as assistant keeper of Love Point Light Station, Md. and in view of the fact that prior to his entry on duty as assistant keeper he was a very faithful employee of this service in the capacity of seaman on Light Vessel No. 97 and the further fact that eligibles for the position of assistant keeper are difficult to secure, I recommend his retention as assistant keeper of Love Point L.S.,Md.

Return of Form 206 is requested.

H. D. King
Lighthouse Inspector.

AKT

Bureau of Lighthouses,
May 14, 1918.

Submitted to Secretary of Commerce, recommended for approval, the Bureau concurring in the recommendation of the 5th Inspector.

LIGHT
MAY 18 1918
HOUSES

Hydrog.
Engr. Comm.
Mer. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

MAY 18 1918 10 28 AM

May 17, 1918.

Commissioner of Lighthouses:

The Department returns herewith Form 206, record of physical examination of Andrew J. Potts, assistant keeper of Love Point Light Station, Maryland, and, for the reasons stated in the Fifth Inspector's letter of the 11th instant, approves the recommendation that Mr. Potts be retained in the service notwithstanding the fact that he was found disqualified to receive free medical relief by the Public Health Service under the provisions of the act of August 28, 1916.

Sam. L. Rogers

Acting Secretary.

Bureau of Lighthouses, Washington.
MAY 23 1918

To Lighthouse Inspector Baltimore Md.
for his information, guidance, and files of office.

Acting Commissioner

Enclosure 1302.

C

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1922 JUN 23 AM 7 54

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

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

June 22, 1922.

7/7/22 wrote Comptrolle Gen
10/21/22 2nd to 5th.

No record of this service at Dept. or in Bureau. If this Agent's name known, might be found on payrolls in Auditor's Office. 6/27/22

Commissioner of Lighthouses,
Washington, D. C.

Subject: Service record, Andrew J. Potts.

1. On July 15, 1922, Mr. Andrew J. Potts, keeper of Craney Island Light Station, will be seventy years of age and will be retired from this Service on that date.

2. Mr. Potts claims to have served in the 3rd and 4th Districts on light vessels. This office wrote to both of these districts for his record but they have no record of his services. The Bureau is requested to advise this office if they have a record of Mr. Pott's services for the periods listed below.

(1) 3rd Dist...Light Vessel No. 78,..From January 1, 1908, to August 1, 1911.

(2) 4th Dist...Light Vessel No. 37,..From July 10, 1881, to April 15, 1882.

(1) His Agents:-
Jan 1, 1908 to July 1, 1909 Capt. John A. Rodgers USN, Insper. 3rd Dist
July 1, 1909 to July 1, 1910 Capt. Chauncey Thomas USN. " " "
July 1, 1910 to June 1, 1911 Capt. Robert M. Doyle USN " Superintendent of Lighthouses
June 1, 1911 to Aug. 1. 1911 Comdr. C. H. Stearns USN. " " "

H. D. King.

(2) His Agent:
Comdr. Frederick Rodgers USN, Insper. 4th Dist

Rec. ask Comp. Genl. (Gen. Ac Offic) if they can ascertain from their records if above service is correct, giving name of his Agent shown for them information in locating accounts. This information is desired in order to compute retirement pay.

6/28/22

11788
June 30

6/29

CJL-EK

July 7, 1922.

The Comptroller General of the United States,
General Accounting Office,
Washington, D. C.

Dear Sir:

1. In order to ascertain the length of service of Mr. Andrew J. Potts who is to be retired on July 15, 1922, under the provisions of the Lighthouse Retirement Act of June 20, 1918 (90 Stat. 608), this office would be pleased to be advised, if practicable, if the records in the General Accounting Office indicate service of Mr. Potts for the periods named below. The names of the disbursing officers who probably made payment to Mr. Potts for his services, if he was employed on the vessels named, are also shown.

July 10, 1881 to April 15, 1882-Light Vessel No. 37, 4th Lighthouse Dist.

Disbursing Agent: Commdr. Frederick Rodgers, U.S.N., Inspector, 4th LH Dist.

January 1, 1908 to August 1, 1911 - Light Vessel No. 78, 3d Lighthouse Dist.

Disbursing Agents:
Jan. 1, 1908 to July 1, 1909, Capt. John A. Rodgers, U.S.N., Inspector, 3d Dist.
July 1, 1909 to July 1, 1910, Capt. Chauncey Thomas, U.S.N., " " "
July 1, 1910 to June 1, 1911, Capt. Robt. M. Doyle, U.S.N., " " "
June 1, 1911 to Aug. 1, 1911, Commdr. C.D. Stearns, U.S.N., " " "

Respectfully,

Acting Commissioner of Lighthouses.

1923

FILE

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

GENERAL ACCOUNTING OFFICE
State and Other Departments Division
October 19, 1922.

Respectfully returned. The records of this office do not show that Mr. Potts was employed at any time between January 1, 1908, and August 1, 1911, on Light Vessel No. 78, Third Lighthouse District.

(Signed) Earl Taggart
Acting Chief of Division.

OCT 21 1922

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

GENERAL ACCOUNTING OFFICE

WASHINGTON

1922 SEP 29 AM 8 42

TREASURY DEPARTMENT DIVISION

IN REPLY QUOTE INITIALS

D.H.

Hydro.
Engr. Const
Mar Engr.
Personnel
Accounts.
Contracts.
Chf Clk.
Dep. Comr.
Comr.

September 27, 1922.

Commissioner of Lighthouses,
Department of Commerce,

5/21/n 2nd to 5th

Sir:

Reference is made to your letter dated July 7, 1922, relating to service of Andrew J. Potts, Light Vessel No. 37, 4th Lighthouse Dist.

You are advised that his name appears on the rolls on file in this office from June 18, 1881 to March 31, 1882.

After July 1, 1903 the Lighthouse accounts are on file in the State and Other Departments Division of the General Accounting Office to which Division your letter is being forwarded and they will report to you on service from January 1, 1908 to August 1, 1911.

Respectfully,

Chief, Treasury Department Division.

EK

OCT 2 - 1922

Bureau of Lighthouses, Wash., Copy to 5th Supt. You will be further advised upon receipt of additional information.

OKB

EK

Form 84

ICA

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

SPECIAL

1922 SEP 29 AM 8 37

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR, Fifth DISTRICT.
Baltimore, Md., September 28, 1922.

10/2/22 letter of 9/27/22 from acct. Office to 5th.

COMMISSIONER OF LIGHTHOUSES,
Washington, D. C.

10/21/22 and to 5th.

No reply has been received from the Bureau to communication (letter)

from this office dated June 22, 1922, on the subject of service record of Andrew J. Potts other than a copy of the Bureau's letter of July 7, 1922, to Comptroller General of the United States, General Accounting Office, Washington, D. C. Mr. Potts was retired on July 15th, having reached the age of seventy years. This office has not as yet been able to pay Mr. Potts any money since July 15th as his service record is necessary in order to determine his retirement pay.

Another Form 84 relative to a reply to this letter was sent the Bureau under date of August 9, 1922. It is reapectfully requested that this matter be given immediate attention.

For and in the absence of the Superintendent.

F. C. Hingsburg
Assistant Superintendent

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

11—6363

Dept. of Commerce
Lighthouse Service

APPLICATION FOR RETIREMENT

Name Andrew J. Potts Date of Birth July 15, 1852 Rating Keeper

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Period of Service Yrs.	Mos.	Dys.	Remarks
Seaman	June 18, 1881	Mar. 31, 1882	0	9	13	
CoastGuardService	Dec. 1, 1886	May 31, 1896	9	6	0	
Seaman	Oct. 30, 1900	Apr. 30, 1903	2	6	1	
Seaman	Jan. 1, 1908	Aug. 1, 1911	3	7	1	
Seaman	June 15, 1916	Apr. 6, 1918	1	10	22	
Keeper	Apr. 16, 1918	Oct. 31, 1918	0	6	16	
Keeper	Nov. 1, 1918	July 14, 1922	3	8	14	
			22	5	6	

Pay during five service years preceding proposed date of retirement not including ration allowance, 5% & 10% increase for year 1918, nor $120. p.a. increase for year 1919:-

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
July 8, 1917	Jan. 21, 1918	0	6	14	$480.00	$258.67
Jan. 22, 1918	Feb. 7, 1918	0	0	16	540.00	24.00
Feb. 8, 1918	Feb. 22, 1918	0	0	15	600.00	25.00
Feb. 23, 1918	Apr. 8, 1918	0	1	16	540.00	69.00
Apr. 16, 1918	June 30, 1918	0	2	15	600.00	125.00
July 1, 1918	Oct. 15, 1918	0	3	15	480.00	140.00
Oct. 16, 1918	Oct. 31, 1918	0	0	15	600.00	25.00
Nov. 1, 1918	July 14, 1922	3	8	14	720.00	2668.00
		5	0	0		5)$3334.67
			Average for last 5 years.....			$ 666.93

Rec OK TC

Average for last five service years: ~~x$374~~ $666.93 x 22.4333 /40 = $374.04

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from _____ 191_, as per service shown above.

Dated _____ 191_ Name _____ Rating _____

ICA

Office, Superintendent of Lighthouses,
Baltimore, Md. November 3, 1922

Forwarded to Commissioner of Lighthouses recommending retirement at $374.04 per annum beginning July 15, 1922. The above record of service and pay is certified correct as shown by files of this office.

For and in the absence of the Superintendent.
Asst. Superintendent of Lighthouses.

J.

Bureau of Lighthouses
Washington, D.C.
NOV 6 1922

Submitted to the Secretary of Commerce, recommending approval.

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

Commissioner of Lighthouses.

U. S. COAST GUARD (5)
REC'D JAN 17 1942

75

Chincoteague, Va.
Jan. 14 1942.

Chief, Audit and Payroll Section,-

Dear Sir,-

I did not receive the pay check for my father Andrew J. Potts for the month of Dec. 1941.

My father passed away Dec. 29th 1941 (Mon.) just two days before the month expired.

He had been an invalid since April 5th 1939 and kept his bed from that

P-75

19 January, 1942.

Mr. William A. Potts,
Chincoteague, Virginia.

Dear Mr. Potts:

Receipt is acknowledged of your letter of 14 January, 1942, advising of the death on 29 December, 1941 of Keeper Andrew J. Potts, Lighthouse Service, now U. S. Coast Guard, retired.

At the time of his death, there was due his estate the amount of $27.95 covering retired pay for the period 1 to 29 December, 1941. Application for this final retired pay may be filed by completing paragraphs 1 and 6 of the enclosed standard form No. 1055 and signing the pay voucher at indicated place. If funeral expenses have been paid a receipted bill should be attached to form No. 1055, otherwise the undertaker who conducted the funeral should sign the enclosed waiver.

You may file the claim for the burial allowance of $100.00 by completing the enclosed form No. 530 and attaching thereto a receipted bill. If the funeral expenses have not been paid the undertaker who conducted the funeral may apply for this allowance by completing this form.

Please return enclosures to Headquarters when completed.

By direction of the Commandant.

Very truly yours,

J. R. HINNANT,
Lieutenant, U. S. Coast Guard,
Chief, Welfare Section.

Enclosure.

RECEIVED
JAN 20 1942

ANDREW J. POTTS, KPR. RET.
ADDRESS: Box #72, S. Main St.
Chincoteague Island, Va.

file

PAY: $28.92

DIED: 12-29-41

noted 7.1.42
mcs.

P-75

4 February, 1942.

Mr. William A. Potts,
South Main Street,
Chincoteague, Virginia.

Sir:

Your claim for the final pay due your father, Keeper Andrew J. Potts, former Lighthouse Service, now United States Coast Guard, Retired, has been approved by this office and forwarded to the General Accounting Office, Claims Division, Washington, D. C. for settlement.

Owing to the large number of claims submitted to that office, there may be some delay in settlement. In event you wish further information as to probable date of settlement, it is suggested that you communicate with that office.

By direction of the Commandant.

Very truly yours,

J. R. HINNANT,
Lieutenant, U. S. Coast Guard,
Chief, Welfare Section.

FEB 6 1942

mjs

P-75

4 February, 1942.

General Accounting Office,
Claims Division,
Washington, D. C.

Sirs:

There is herewith enclosed claim of William A. Potts for the final pay due the estate of his father, Keeper Andrew J. Potts, former Lighthouse Service, now United States Coast Guard, Retired, who died 29 December, 1941.

This claim has been administratively examined and is approved for payment to the son. The appropriation to be charged is 17-2021255 Retired Pay, Former Lighthouse Service, Coast Guard, (Navy) 1942.

It is requested that the customary notice of settlement (Form 170-A) be forwarded to this office.

By direction of the Commandant.

Very truly yours,

J. R. HINNANT,
Lieutenant, U. S. Coast Guard,
Chief, Welfare Section.

Enclosure.

FEB 6 19..

CP-75

8 May, 1942

From: Commandant.
To: **District Coast Guard Officer, 5th Naval District, Norfolk.**

It is requested that the information or forms indicated in the items checked below be furnished Headquarters promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION

~~Andrew J. Potts, former keeper.~~

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet in duplicate.
(3) Furnish certified statement of unappointed service in duplicate.
(4) Furnish oath of office in duplicate.
(5) Furnish Civil Service Form 375 in triplicate.
(6) Furnish standard Form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in Civil Service Form 2473, attached.
(8) Furnish one copy of certified Form 2806.
(9) Forward promptly address to which retirement pay checks are to be mailed.
(10) Have the enclosed form signed and returned.
(11) Furnish Form 3464a, Personnel Information Sheet.
(12) Furnish Form 2390, 1769, 2413, and 14.
(13) In the event retirement deductions were not made from the pay include the aggregate basic salary by fiscal years.

(14) Advise whether all accrued and accumulated annual leave granted before effective date of separation of employee.

xxxxx **It is requested that you advise whether or not Mr. Potts served during the World War at a station or on a vessel which was under the jurisdiction of the Navy or War Departments. Also advise whether there is any medical record and of what it consists and whether the discharge was under honorable or dishonorable conditions.**

MAIL
MAY 9 - 1942

T. O. ROBERTSON,
By direction.

All Smith

REQUEST FOR COAST GUARD INFORMATION

FOR USE OF-- Dependents Claims Service
Supplemental Request

For use of Central Office in determining payment of burial allowance.

July 2, 1942

DIVISION Adjudicating SUBDIVISION Reimbursement SECTION 5-6 UNIT MBAC

VETERANS ADMINISTRATION JUL 3 1942 RECORD VERIFICATION UNIT

It is requested that information be given on the subject checked and this sheet returned to the Veterans Administration.

Name POTTS, Andrew J.
(Last) (First) (Middle)

Rank or rating Light Housekeeper
Ship or Station
Date of ~~enlistment~~ entrance: December 1,1886
Home address at time of registration for draft
Name and address of local Draft Board
Date and place of birth
Alleged disability
Treated at
Additional information

Compensation Claim No. XC 1,027,390
Converted Insurance No.: K
Term Insurance No.: T
Natl. Service Life Ins. No.: N
Date of Discharge ~~or death~~ June 1, 1896

Did this man serve during the Spanish-American War at a station or on a vessel which was under the jurisdiction of the Navy or War Departments? Give date of retirement. Was this man retired for a disability incurred in line of duty?

ABW/jem Report dated May 12, 1942 has been noted.

By R.J.Hinton
R.J.HINTON, Dir., Dependents Claims Service

19

From: Commandant, United States Coast Guard, Treasury Department, Washington, D. C.
To: Veterans Administration

1. Name in full, with last rank or rating held
2. Date and place of birth
3. Date and place of enlistment or appointment
4. Date of entrance into active service:-
5. Age at enlistment or appointment
6. Date of prior service and dates of reenlistments.
7. Home address
8. Date of desertion
9. Date of apprehension
10. Period and dates of absence from pay status
11. Present location and rank
12. Date and period of indefinite furlough
13. Date of retirement and retirement pay
14. Date, cause, place and character of all discharges
15. Date of death
16. Cause of death
17. Disability in line of duty
18. Disability result of wilful misconduct
19. Disabilities noted at enlistment
20. Medical record on active duty, to include all admissions, place and date of treatment, duty, not duty, misconduct, dental chart, etc.
21. Physical examination prior to discharge or inactive duty
22. Medical record inactive duty
23. Full transcript of pay from 19 to , 19
24. Premium deductions from 19 to , 19
25. Has final settlement been made?
26. Amount refunded
27. Under Naval control during what war, occupation, expedition, etc. and dates

BY
Commandant, United States Coast Guard

By

Veterans Administration
Form 3104-Rev. Jan. 1941

sheet returned to the Veterans Administration.

Name POTTS, Andrew J.
(Last) (First) (Middle)
Rank or rating Light Housekeeper
Ship or Station
Date of ~~enlistment~~ entrance: December 1,1886
Home address at time of registration for draft
Name and address of local Draft Board
Date and place of birth
Alleged disability
Treated at
Additional information

Compensation Claim No. XC-3,027,390
Converted Insurance No.: K
Term Insurance No.: T
Natl. Service Life Ins. No.: N
Date of Discharge ~~or death~~ June 1, 1896

Did this man serve during the Spanish-American War at a station or on a vessel which was under the jurisdiction of the Navy or War Departments? ~~Give date of retirement.~~ Was this man retired ~~for a disability incurred~~ in line of duty?

ABW/jem Report dated May 12, 1942 has been noted.

By R.J.HINTON,Dir.,Dependents Claims Service

_____ 19___

From: Commandant, United States Coast Guard, Treasury Department, Washington, D. C.
To: Veterans Administration

1. Name in full, with last rank or rating held
2. Date and place of birth
3. Date and place of enlistment or appointment
4. Date of entrance into active service:-
5. Age at enlistment or appointment
6. Date of prior service and dates of reenlistments.
7. Home address
8. Date of desertion
9. Date of apprehension
10. Period and dates of absence from pay status
11. Present location and rank
12. Date and period of indefinite furlough
13. Date of retirement and retirement pay
14. Date, cause, place and character of all discharges
15. Date of death
16. Cause of death
17. Disability in line of duty
18. Disability result of wilful misconduct
19. Disabilities noted at enlistment
20. Medical record on active duty, to include all admissions, place and date of treatment, duty, not duty, misconduct, dental chart, etc.
21. Physical examination prior to discharge or inactive duty
22. Medical record inactive duty
23. Full transcript of pay from ____ 19__ to _____, 19____
24. Premium deductions from _____ 19__ to _____, 19____
25. Has final settlement been made?
26. Amount refunded
27. Under Naval control during what war, occupation, expedition, etc. and dates

BY
Commandant, United States Coast Guard

By

Veterans Administration
Form 3104-Rev. Jan. 1941

Name POTTS, Andrew J.
(Last) (First) (Middle)
Rank or rating Light Housekeeper
Ship or Station
Date of enlistment entrance: December 1,1836
Home address at time of registration for draft
Name and address of local Draft Board
Date and place of birth
Alleged disability
Treated at
Additional information

Compensation Claim No. X C-3,027,399
Converted Insurance No.: K
Term Insurance No.: T
Natl. Service Life Ins. No.: N
Date of Discharge ~~or death~~ June 1, 1896

~~Did this man serve during the Spanish-American War at a station or on a vessel which was under the jurisdiction of the Navy or War Department~~s? ~~Give date of retirement.~~ Was this man retired ~~for a disability incurred~~ in line of duty?

ABW/jcm Report dated May 12, 1942 has been noted.

By R.J.HINTON, Dir., Dependents Claims Service

_____ 19___

From: Commandant, United States Coast Guard, Treasury Department, Washington, D. C.
To: Veterans Administration

1. Name in full, with last rank or rating held
2. Date and place of birth
3. Date and place of enlistment or appointment
4. Date of entrance into active service:-
5. Age at enlistment or appointment
6. Date of prior service and dates of reenlistments.
7. Home address
8. Date of desertion
9. Date of apprehension
10. Period and dates of absence from pay status
11. Present location and rank
12. Date and period of indefinite furlough
13. Date of retirement and retirement pay
14. Date, cause, place and character of all discharges
15. Date of death
16. Cause of death
17. Disability in line of duty
18. Disability result of wilful misconduct
19. Disabilities noted at enlistment
20. Medical record on active duty, to include all admissions, place and date of treatment, duty, not duty, misconduct, dental chart, etc.
21. Physical examination prior to discharge or inactive duty
22. Medical record inactive duty
23. Full transcript of pay from ____19__ to _____, 19____
24. Premium deductions from _____19__ to _____, 19____
25. Has final settlement been made?
26. Amount refunded
27. Under Naval control during what war, occupation, expedition, etc. and dates

BY
Commandant, United States Coast Guard

By

Veterans Administration
Form 3104-Rev. Jan. 1941

Burial Claim
Initial request

REQUEST FOR COAST GUARD INFORMATION
FOR USE OF-- V.A. F. Roanoke, Va.

SPECIAL

February 20, , 19 42

DIVISION Adjudication SUBDIVISION SECTION UNIT

It is requested that information be given on the subject checked and this sheet returned to the Veterans Administration.

Name POTTS Andrew J.
(Last) (First) (Middle)
Rank or rating U.S.Coast Guard(Lighthouse
Ship or Station keeper)
Date of enlistment not shown

Compensation Claim No. X C 3 027 390
Converted Insurance No.: K
Term Insurance No.: T
Date XXXXXXXXXX or death 12-29-41
Home address at time of registration for draft Date of Discharge 7-15-22
Name and address of local Draft Board
Date and place of birth Accomac Co., Va.(date unknown)
Alleged disability
Treated at
Additional information Please furnish dates of enlistment and discharge, character of discharge, rank and organization.

By W. C. BLACK, Chief Clerk.

19

From: Commandant, United States Coast Guard, Treasury Department, Washington, D. C.
To: Veterans Administration

1. Name in full, with last rank or rating held
2. Date and place of birth
3. Date and place of enlistment or appointment
4. Date of entrance into active service:
5. Age at enlistment or appointment
6. Date of prior service and dates of re[illegible]ments.
[illegible]ss
[illegible]sertion
[illegible]prehension
[illegible]nd dates of absence from pay
[illegible]
rese[illegible]on and rank
12. [illegible]iod of indefinite furlough
[illegible]etirement and retirement pay
14. Date, cause, place and character of all discharges
15. Date of death
16. Cause of death
17. Disability in line of duty
18. Disability result of wilful misconduct
19. Disabilities noted at enlistment
20. Medical record on active duty, to include all admissions, place and date of treatment, duty, not duty, misconduct, dental chart, etc.
21. Physical examination prior to discharge or inactive duty
22. Medical record inactive duty
23. Full transcript of pay from 19 to , 19
24. Premium deductions from 19 to , 19
25. Has final settlement been made?
26. Amount refunded
27. Under Naval control during what war, occupation, expedition, etc. and dates

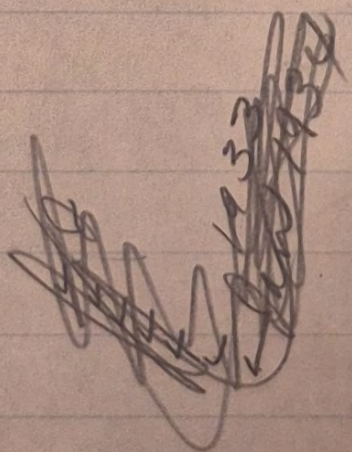
BY
Commandant, United States Coast Guard

By

rans Administration
rm 3104-Rev. July 1938

Reg. 3104
7-14-42
Andrew J. Potts
LK. Kpr.
Disch 7/15/42

Miss Peterson
Br 2130
Vet. Adm.



DUPLICA[illegible]

REQUEST FOR COAST GUARD INFORMATION FOR USE OF--

December 23, 19 42

DIVISION Adjudicating SUBDIVISION Reimbursement SECTION 5-6 UNIT

It is requested that information be given on the subject checked and this sheet returned to the Veterans Administration.

VETERANS ADMINISTRATION DEC 28 1942 RECORD VERIFICATION UNIT

Name POTTS ANDREW J.
(Last) (First) (Middle)

Rank or rating Light Housekeeper
Ship or Station
Date of enlistment entrance; Dec. 1,1886
Home address at time of registration for draft
Name and address of local Draft Board
Date and place of birth
Alleged disability
Treated at
Additional information

X 3,027,390
Compensation Claim No.: C
Converted Insurance No.: K
Term Insurance No.: T
Date of Discharge or death June 1, 1896

Did this man serve during the Spanish-American War at a station or on a vessel which was under the jurisdiction of the Navy or War Departments? Give date of retirement. Was this man retired for a disability incurred in line of duty? Report dated 5-12-42 has been noted:

There is no record at Headquarters that this man served during the Spanish-American War. By JOHN I. SPRECKLEMYER for: W. C. BLACK
~~Retired at age of 70.~~

19

From: Commandant, United States Coast Guard, Treasury Department, Washington, D. C.
To: Veterans Administration

1. Name in full, with last rank or rating held Andrew J. Potts, Keeper, Lighthouse Service, now U. S. Coast Guard, Retired.
2. Date and place of birth 1852 - not known
3. Date and place of enlistment or appointment Lighthouse Service June 188 1 to Mar. 31,1882 - October 30, 1900 to 14 July'22 (L.S.S.) Coast Guard Service 12-1-1886 to May 31, 1896
4. Date of entrance into active service:
5. Age at enlistment or appointment 29 years
6. Date of prior service and dates of reenlistments.
7. Home address Box #72, S. Main St., Chincoteague, Island, Va.
8. Date of desertion ---
9. Date of apprehension ---
10. Period and dates of absence from pay status ---
11. Present location and rank
12. Date and period of indefinite furlough
13. Date of retirement and retirement pay 15 July, 1922
14. Date, cause, place and character of all discharges - - - Retired at age of 70. 7-15-22
15. Date of death 29 December, 1942
16. Cause of death natural death
17. Disability in line of duty ---
18. Disability result of wilful misconduct ---
19. Disabilities noted at enlistment ---
20. Medical record on active duty, to include all admissions, place and date of treatment, duty, not duty, misconduct, dental chart, etc.
21. Physical examination prior to discharge or inactive duty
22. Medical record inactive duty
23. Full transcript of pay from 19 to , 19
24. Premium deductions from 19 to , 19
25. Has final settlement been made?
26. Amount refunded
27. Under Naval control during what war, occupation, expedition, etc. and dates

BY
Commandant, United States Coast Guard

By

Veterans Administration
Form 3104-Rev. July 1938

✓2176

Andrew J. Potts

Andrew J. Potts

LEGAL RESIDENCE.
Virginia.

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Asst. Kpr. Love Point L.S. Md	480.	LIGHTHOUSES	Apr. 16, 1918.
" Raney Island, Va.	"	"	
Keeper Increases "	720	"	Nov 4 1918.
Retired close July 14 1922 34704			

INACTIVE

11—1248

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

File received - MAR 18 1940

REOM

Form 73

NOMINATION

LIGHT APR 11 1918 HOUSES

FOURTH DISTRICT APR 5 - 1918 Received

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., April 4, 1918
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES. APPOINTMENTS

(Through the Secretary, Fourth Civil Service District)

Action recommended, Probationary appointment

1918 APR 16 PM 3 49

Name, Andrew J. Potts

Legal residence, Va. CHIEF CLERK

Position, Assistant Keeper

Salary, $480. p.a. (base)

Location, Love Point Light Station, Md.

Appropriation, Salaries, Keepers of Lighthouses. 1918 APR 16 PM 3 41

Effective ~~April~~ 16, 1918 { ~~The actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN APR 17 1918 DEPARTMENT OF COMMERCE

Former position, None, appointive capacity, this service.

Former salary,

Location,

Rank on eligible list, (5) Rating, Asst. Kpr. Percentage, 79. , Other eligibles considered:

J. A. Respess, FR. D
A.B.Jones,FR
T.H.Hunton,FR
E.H.Bloxsom,FR
J. Mason, C
E.C.Marsh,C
Albert W.S.Tyler

Previous incumbent,

Services terminated X with close of Apl. 15, 1918

Reason, Resignation

Members of family in Government Service, Son-in-law, L.H.Bowden, Chincoteague Island, Va., surfman, X Coast Guard Service.

Remarks: Quarters are not allowed to the family of an assistant keeper at Love Point L.S. Mr. Potts has been in the Lighthouse Service of the 5th District for about six years in the capacity of seaman, serving on L.V.45, 78, 91, and 97.

In the absence and by direction of the Inspector,

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 191

L. H. Fisher Fourth
Secretary, Civil Service District.

J. P. Deeson
Supt., L.S.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 15 1918

Submitted to the Secretary of Commerce, approved.

1918 APR 16 PM 3 39

H. B. Bowerman
Acting Commissioner

4-17-18 Papers JR

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 16, 1918.

Mr. Andrew J. Potts,

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, Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. ----) issued by the local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully, (Signed) Clifford Hastings.

GARDNER.

N
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Albert W. S. Tyler.

Legal Residence: Virginia.

(See reverse side.)

APPOINTMENT DIVISION ENTERED APR 17 1918 DEPARTMENT OF COMMERCE JOURNAL

11—809.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

L. H. INSPECTOR MAY 1 1918 BALTIMORE MD.

LIGHT MAY 3 1918 HOUSE

MAY 3 1918 12 06 PM

I, Andrew J. Potts

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.

☞ Andrew J. Potts, (Appointee signs here) CHIEF CLERK

[2] Sworn to (See below) and subscribed before me, this[3] 29th day of April, A. D. 1918

MAY 1918 PM 2 16

(Affix official seal here)

[4] (Name) W. L. Thomas

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Assistant Keeper	$480. p.a.	Love Point Light Station, Md.
Former[5] None, appointive	capacity, this	Service.

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

Inspector
Supt.
Chief Clk. ✓REOM
1 A Supt.
2 A Supt.
3 A Supt.
Draftsman
Foreman
Mech.
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Messenger
File

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) April 30, 1918 (Date)

The above-named appointee entered upon duty on April 16, 1918 (Date)

W. S. King (Signature, followed by title)

Lighthouse Inspector.

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

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

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

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

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

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

11—944

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 13 1918

REOM.
1 inclosure.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

May 11, 1918
APPOINTMENTS

Commissioner of Lighthouses, Washington, D.C.

Subject: Physical disqualification, Andrew J. Potts. 1918 MAY 16 PM 2 48

Reference: Bu. Circ. Let. No. 296 of Feb. 10, 1917.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 17 1918 DEPARTMENT OF COMMERCE

There is attached Form 206, Record of Physical Examination of Light Keeper, etc., in the case of Andrew J. Potts, probationally appointed assistant keeper, Love Point Light Station, Md. on April 16, 1918. It will be seen from the Surgeon's Certificate that Mr. Potts on account of defective vision of the right eye has been physically disqualified by the U.S.Public Health Service.

Although the disqualification in this case will debar Mr. Potts from the medical relief of the Public Health Service without charge, I do not think it seriously interferes with the performance of his duties as assistant keeper of Love Point Light Station, Md. and in view of the fact that prior to his entry on duty as assistant keeper he was a very faithful employee of this service in the capacity of seaman on Light Vessel No. 97 and the further fact that eligibles for the position of assistant keeper are difficult to secure, I recommend his retention as assistant keeper of Love Point L.S.,Md.

Return of Form 206 is requested.

King

Lighthouse Inspector.

AKT

Bureau of Lighthouses,
May 14, 1918.

Submitted to Secretary of Commerce, recommended for approval, the Bureau concurring in the recommendation of the 5th Inspector.

1918 MAY 16 PM 2 16

G. R. Putnam

May 17, 1918.

Commissioner of Lighthouses:

The Department returns herewith Form 206, record of physical examination of Andrew J. Potts, assistant keeper of Love Point Light Station, Maryland, and, for the reasons stated in the Fifth Inspector's letter of the 11th instant, approves the recommendation that Mr. Potts be retained in the service notwithstanding the fact that he was found disqualified to receive free medical relief by the Public Health Service under the provisions of the act of August 28, 1916.

Sam L. Rogers
Acting Secretary.

Enclosure 1302.

C

per

PERSONAL QUESTION SHEET

L. H. INSPECTOR MAY 1 1918 BALTIMORE MD.

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

LIGHT MAY 8 1918 HOUSES

MAY 3 1918 12 05 PM

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield
Secretary.

PART I.

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

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

Mr Andrew Jackson Potts

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

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

Chincoteague	Virginia	Accomac	First
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Norfolk Va

6. When were you born? July 15th 1852
Month. Day. Year.

11—1484

1918 MAY 4 PM 1 17

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

Mrs A J Potts, | | Chincoteague Va. | Virginia
Name. | Number and street. | City or town. | State or Territory.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
Louis H Bowden	Son in law	Navy	Coast Guard	patrole

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

No

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

No | I wear Glasses

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
U S Treas	U S L S S	Surfman	$ 65.00		

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

No | No

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

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

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

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

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

Name under which service was rendered Father was Principal Keeper of Smiths

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Islands Light House		Dd Drowned at Cape Charles	

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)

Painter

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

No school at all

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

Painter

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

None

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

Yes

21. State the date upon which the above blanks were filled. April 29th, 1918

Witness:

Anders Simonsen
In case signature is by mark.

(Signature) Andrew J. Potts

P. O. Address: Love Point Lt. Sta.
City or town.
Love Point
Number and street.
Maryland
State or Territory.

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

REOM

Reviewed, approved, and forwarded May 2, 19 18

(Signature) H. S. King

(Official title) Lighthouse Inspector 2d

11—1434

REOM

PART II.

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

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:

Lighthouse Service (Bureau or Service.) — Love Point L.S., Md., (Place (city, town, station, or vessel.)) — 5th (District.)

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

3. State the date of appointment. April 16, 1918

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

The date of entry on duty

5. State the date of the oath. Apl. 29, 1918

6. State the date the employee entered on duty. Apl. 16, 1918

7. What is his salary? $480. p.a. (base)

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses

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

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

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

From Asst. Kpr. exam., L.S., November 20, 1917

12. Is the employee required to give bond? No

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) H. D. King

(Official title) Lighthouse Inspector 3D

Date: May 2, 19 18

11—1434

Form 73a

IR.

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

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

Baltimore, Md., October 31, 1918.

1918 NOV 6 AM 9 38

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 November 1, 1918

Name, Andrew J. Potts

Position, Asst. Keeper

From Love Point Light Station, Md. 480

To Craney Island Light Station, Va.

Previous incumbent, George C. Johnson

1918 NOV 6 AM 10 29

Services ~~to~~ terminated, with close of Oct.31,1918

Reason, Recommended transfer to Asst.Keeper Cherrystone Light Station etc.Va.

11/16/18 ltr

Mr. Potts requested this transfer under date of April 29,1918.

APPOINTMENT DIVISION ENTERED NOV 6 1918 ON JOURNAL DEPARTMENT OF COMMERCE

Supt. of Lighthouses

, 191

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

CARDED

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

NOV 2 1918

Submitted to the Secretary of Commerce for his information.

1918 NOV 5 PM 4 00

Acting Commissioner

LIGHT NOV 2 1918 HOUSES

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 14, 1918.

Mr. Andrew J. Potts,
Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective November 1, 1918.

By promotion from assistant keeper at $680 per annum.)

OR BASIS OF THIS ACTION SEE LETTER DATED 10-17-18 FILE OF 1095-5

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position, (By increase in compensation.)

Legal Residence: Virginia.

CHARGED
APPOINTMENT DIVISION
NOV 15 1918

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

CHIEF CLERK

DEC 10 1918 BALTIMORE, MD.

1918 DEC 14 PM 12

DEC 14 1918 HOUSES

I, Andrew J. Potts

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.

DEC 14 1918 9 06 AM

Andrew J. Potts
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 9th day of December, A. D. 1918

(Affix official seal here)

[4] (Name) T. H. Pruett

(Official title) Notary Public

My commission expires May 3rd 1922

Official Title	Annual Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	Base $ 720. Actual $ 840.	Love Point Light Station, Md.
Former [5] Asst. Keeper	Base, $ 480.	" " " " "

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

Office of ~~Lighthouse Inspector,~~ Supt. 5th District

Baltimore, Md. (Address) December 13, 1918 (Date)

The above-named appointee entered upon duty on November 1, 1918. (Date)

CARDED

H. D. King
(Signature, followed by title) Supt. of Lighthouses

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

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

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

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

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

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

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

11—944

LIGHTHOUSES

Dept. of Commerce
Lighthouse Service

APPLICATION FOR RETIREMENT

1922 NOV 4 AM 8 44

Name Andrew J. Potts Date of Birth July 15, 1852 Rating Keeper

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Period of Service Yrs.	Mos.	Das.	Remarks
Seaman	June 18, 1881	Mar. 31, 1882	0	9	13	
CoastGuardService	Dec. 1, 1886	May 31, 1896	9	6	0	
Seaman	Oct. 30, 1900	Apr. 30, 1903	2	6	1	CHIEF CLERK
Seaman	Jan. 1, 1908	Aug. 1, 1911	3	7	1	5
Seaman	June 15, 1916	Apr. 6, 1918	1	9	22	
Keeper	Apr. 16, 1918	Oct. 31, 1918	0	6	16	1922 NOV 7 PM 4 22
Keeper	Nov. 1, 1918	July 14, 1922	3	8	14	
			22	5	6	

DEPARTMENT OF COMMERCE
NOV 25 1922
APPOINTMENT DIVISION

Pay during five service years preceding proposed date of retirement, not including ration allowance, 5% & 10% increase for year 1918 not $120. p.a. increase for year 1919:-

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
July 8, 1917	Jan. 21, 1918	0	6	14	$480.00	$258.67
Jan. 22, 1918	Feb. 7, 1918	0	0	16	540.00	24.00
Feb. 8, 1918	Feb. 22, 1918	0	0	15	600.00	25.00
Feb. 23, 1918	Apr. 8, 1918	0	1	16	540.00	69.00
Apr. 16, 1918	June 30, 1918	0	2	15	600.00	125.00
July 1, 1918	Oct. 15, 1918	0	3	15	480.00	140.00
Oct. 16, 1918	Oct. 31, 1918	0	0	15	600.00	25.00
Nov. 1, 1918	July 14, 1922	3	8	14	720.00	2668.00
		5	0	0		5)$333467
			Average for last 5 years...			$ 666.93

Average for last five service years: ~~x$374~~ $666.93 x 22.4333/40 = $ 374.04

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from _____ 191_, as per service shown above.

Dated _____ 191_ Name _____ Rating _____

ICA

Office, Superintendent of Lighthouses,
Baltimore, Md. November 3, 1922

Forwarded to Commissioner of Lighthouses recommending retirement at $ 374.04 per annum beginning July 15, 1922. The above record of service and pay is certified correct as shown by files of this office.

For and in the absence of the Superintendent,
H. B. Humphrey
Asst. Superintendent of Lighthouses

Bureau of Lighthouses
Washington, D.C.
NOV 6 1922

Submitted to the Secretary of Commerce, recommending approval.

11/8/22

APPROVED:

Julius Klein
ACTING SECRETARY OF COMMERCE.

L. R. Putnam
Commissioner of Lighthouses.

November 9, 1922.

Sir:

The Department, upon recommendation of the Commissioner of Lighthouses, and in accordance with the provisions of Section 6 of the act approved June 20, 1918, has retired you from active duty in the Lighthouse Service (Fifth District) at a retired pay of $347.04 per annum, to become effective at the close of July 14, 1922.

By direction of the Secretary:

Respectfully,
EDW. J. GARDNER,

Acting Chief of Appointment Division.

Mr. Andrew J. Potts,
Through the Commissioner of Lighthouses.

C/C

CARDED

APPOINTMENT DIVISION ENTERED NOV 9 - 1922 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATE ENTERED