JUL 14 2025 AM09:21

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

Date: 7/7/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address: afbfg4@umsl.edu	**Phone Number:** 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
Roberts, Richard, C.		1877 Bahamas

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: 1955 FL

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)	From:	To:
Lighthouse Service (FL)	1908	1939
(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-0005965757

Attendant Signature:

CMRS Search Request Number(s):

Remarks: REQ SENT - 7/16/25 - RL

25 JUL 23 AM10:02:27

SCREENING NOTES

- ☐ Reviewed and Nothing Removed JMH
- ☐ 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:

2188 40

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 9-IV-102

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 20 April 1955

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

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
Roberts, Richard Calvert		3-21-1877

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

Lighthouse Service
Miami, Florida
4-3-08 Retired 8-1-39

F R

(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

This official personnel folder was sent from the National Archives, Washington, D. C., Record Group 56 or 26.
(Two Folders, Department of Treasury or Commerce, and Bureau of Lighthouses)

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.
Washington 25, D. C.
ATTN:

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—88097-1

GENERAL SERVICES ADMINISTRATION
FEDERAL RECORDS CENTER

SEARCH REPORT

Date of Request: 4-25-55 Ans Sent: _____ (Date) Follow Up Sent: _____ (Date)

Case Name: Roberts, Richard Lo

New Name: _____ Date of Birth: 3-21-87

SEARCHER'S ACTION

Searcher: K.T.L Section: II Date: 4-27-55

Searches Made: (Names & Codes) Roberts, Richard Lo.

Records Status Searched: Trans. Shelf

Remarks: O.P. attached

☐ File Forwarded to Current Employing Office on _____

☐ For Search in: SRD (R-163) SPD under EK

☐ Racks Searched
☐ Staging Searched

Indicate Routing
- ☐ Verifier-Searcher
- ☐ Special Searcher
- ☐ Section I
- ☐ Section II
- ☐ Section III
- ☐ Section IV
- ☐ Microfilm Unit
- ☐ C S C
- ☐ F S I

VERIFIER-SEARCHER'S ACTION

Verifier-Searcher: Section: Date:

Reviewed By:

Date:

Indicate Routing
- ☐ Res. & Coord.
- ☐ Section I
- ☐ Section II
- ☐ Section III
- ☐ Section IV
- ☐ Microfilm Unit
- ☐ C S C
- ☐ C I

☐ For Search in:

☐ Racks Searched
☐ Staging Searched

COORDINATOR'S ACTION

Coordinator: Date:

To:

Action Suggested:

FINAL VERIFYING ACTION

_____ Section Date:

Action Taken:

☐ Unlocated, return to Research & Coordination

☐ Racks Searched
☐ Staging Searched

NA-144 Revised Sep. 54

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

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 20 April 1955

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

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
Roberts, Richard Calvert		3-21-1877

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

Lighthouse Service
Miami, Florida
Retired 8-1-39

(*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
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ADDRESS: Chief, Civilian Personnel Division
U.S. Coast Guard
1300 E Street N. W.
Washington 25, D. C.
ATTN:

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

2236R

July 18, 1939.

Mr. Richard C. Roberts,
Through the Commandant of the
United States Coast Guard.

Sir:

In accordance with the provisions of the Act of March 4, 1925, entitled an act to provide for retirement for disability in the Lighthouse Service, upon recommendation of the Chief Personnel Officer, U. S. Coast Guard, your retirement from the U. S. Coast Guard Service has been approved effective at the close of business July 31, 1939, with retired pay at the rate of $1,353.75 per annum.

By direction of the Secretary:

Very truly yours,

(Signed) J. E. Harper

Chief, Division of Appointments.

7th. District.

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD 4
REC'D JUL 5 1939 By
ANS

75

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date July 1, 1939

Superintendent of Lighthouses,

Seventh District

Key West, Fla.
(City)

I hereby apply for retirement from active duty in the Lighthouse Service effective August 1, 1939, on the basis of service shown hereon.

Richard B. Roberts
(Name)

Keeper, American Shoal L. H.
(Designation)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Key West, Fla. *Date* July 1, 1939

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,353.75 per annum, effective at the close of July 31, 1939

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. W. Emerson
Superintendent of Lighthouses.

U. S. Coast Guard Headquarters
~~Bureau of Lighthouses~~, *Washington, D. C.*, 14 July, 1939

the Treasury

Submitted to the Secretary of ~~Commerce~~, recommending approval, **in accordance with the Act of March 4, 1925.**

C. H. Jones
Commander, U. S. Coast Guard
Chief Personnel Officer
~~Commissioner of Lighthouses.~~

Approved: July 18, 1939.
By direction of the Secretary:

Administrative Assistant to the Secretary.

FOR USE OF DEPARTMENT

11—10551

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Richard C. Roberts Date of birth March 21, 1877

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment							
U. S. Lighthouse Service	Apr.	8	1908	July	31	1939	
Total service	3	23	31				

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			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Keeper	Aug.	1	1934	Feb.	28	1939	$1800.00	$8,250.00
"	Mar.	1	1939	July	31	1939	1860.00	775.00

Total compensation for last five years of active service $9,025.00

Average compensation for last five years of active service $1,805.00

Annual rate of retired pay ($1,805.00 × years 30 (Not exceeding 30) ÷ 40) = $1,353.75

U. S. GOVERNMENT PRINTING OFFICE 11—10551

Form 5a COAST GUARD

REC'D JUL 12 1939 BY
MEDICAL SECTION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LT. HS. JUN 30 1939 KEY WEST, FLA.

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT

(Act of March 4, 1925)

Born: March 21, 1877

NAME OF CLAIMANT Richard C. Roberts DESIGNATION Keeper
7th District, Key West, Fla

Height 66 3/4" Weight 156 pounds. Complexion fair

Color of eyes blue Color of hair

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination:

Description of duties of position (to be filled in by Superintendent of Lighthouses): Keeping watch, painting and scaling structure, lifting scafolding for painting, operating motor boat, cleaning lighthouse, climbing steps (74) two or three times a day, attending to two electric generators and other electrical equipment in connection with the lighting of the station.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: High Blood pressure
Rupture

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/ 30 L. E. 20/ 50

With correction in spectacles: R. E. 20/ -- L. E. 20/ --

Accommodation: Reads Jaeger No. 7 at 13 inches, without correction.

Reads Jaeger No. 2 at 13 inches, with correction.

Central color vision (binocular) Normal (Name method used) Ishahara

Inspection Pterygium, left

Pupils equal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 20 ft., L. E. at 20 ft.

Appearance of right drum Negative, left drum Negative

Is there any disease of the middle or internal ear or mastoid? No If so, specify

[OVER]

11—10543

Condition of nose and sinuses ..... Negative .....

Condition of mouth and throat, including tonsils and teeth ..... Negative. edentulous .....

Bones, joints, muscles, including atrophies ..... Negative .....
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system ..... Negative .....

Cardiovascular system:

(a) Heart ..... No cardiac enlargement .....

(1) Murmurs ..... No ..... (2) Arrhythmias ..... No .....

(b) Pulse rate: (1) Sitting ..... 72 ..... (2) After exercise ..... 110 ..... (3) 2 minutes after exercise ..... 90 .....

(c) Blood pressure: (1) Sitting—Syst. 165 ..... Diast. 108 ..... (2) After ex.—Syst. 175 ..... Diast. 106 .....

(d) Condition of blood vessels ..... sclerotic .....

Evidence of thyroid or other endocrine disturbance ..... No .....

Abdomen and gastro-intestinal system, including hernia ..... Inguinal hernia right. .....

Genito-urinary system: Negative

Urinalysis—Sp. gr. ..... Reaction ..... Albumin ..... Sugar .....

Sediment microscopic (required when albumin or sugar is found) .....

Reflexes, motor disturbances, etc.:

(a) Station ..... good .....

(b) Tremor ..... slight .....

(c) Patellar reflexes ..... l i- .....

(d) Other motor disturbances ..... None .....

(e) Gait ..... fair .....

(f) Coordination ..... good .....

(g) Peripheral circulation ..... fair .....

Alcohol ..... No ..... Drugs ..... No ..... Syphilis ..... No ..... Epilepsy ..... No .....

Other neurological findings .....

General impression .....

Here describe fully nature of disability: ..... left little finger absent. .....

1. Senility. 2. Poor vision. 3. Arteriosclerosis. 4. Hypertension.

Is disability to perform duty of a permanent character? ..... Yes. .....

Is it indicated that applicant may recover from disability and be fit for restoration to active duty?

Do you recommend reexamination with this in view? ..... No .....

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

The examining physician must be in the Federal Service

U.S.Marine Hospital, Key West, Florida.
(Place of examination)

Irvine Saunders
(Examining surgeon)

June 23, 1939
(Date)

Irvine Saunders, Sr. Interne, U.S.P.H.S.
(Title and branch of medical service)

U.S. GOVERNMENT PRINTING OFFICE 11—10543

APPROVED:

Anthony P. Rubino

Anthony P. Rubino, Surgeon
Medical Officer in Charge

July 1, 1939. Lighthouse Districts No. Sixth - Seventh

consolidated with Jacksonville Coast Guard District,

Headquarters Jacksonville, Florida.

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

Richard C. Roberts — (Name)

Florida — (Legal Residence)

DATE OF BIRTH 3-21-1877

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU–SERVICE–STATION	DATE OF EFFECT
2d Asst. Kpr.	Prob.	$500	Lighthouses - Rebecca Shoal, Fla	Apr. 8, 1908.
1st " "	Prom.	42 50/100 mo	" " "	Mar. 1, 1909
1st " "	Trans.	600 p.a.	" Alligator Reef, "	Sept. 1, 1910
"	Prom.	660 "	" " "	Jan. 1, 1916.
Keeper	"	900	" " "	Nov. 1, 1918.
"	Trans. & Prom.	1020	" Rebecca Shoal. "	July 1, 1919.
"	"	1080	" Sombrero Key, Fla.	Oct. 1, 1919
"	"	1080	" American Shoal, 7th District	Oct. 1, 1919
"	Read. of Pay Act Dec. 6 1924	1320	" " "	July 1, 1924
"		1560	" " "	Feb. 1, 1925
" INCREASE IN COMPENSATION		1620	" " "	July 1, 1925
" INCREASE IN COMPENSATION		1680	" " "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1740	" " "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1800	" " "	JUL 3 1930
" INCREASE IN COMPENSATION		1860	" " "	MAR 1 1930

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

March 1, 1939.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective March 1, 1939.

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.

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
MAR 25 1939
SHEET NO. 39-39
DEPARTMENT OF COMMERCE

Respectfully,

MAR 10 1939

EDNA L. GARDNER

Chief, Division of Personnel.

From: $1800

To: $1860

Service and grade:

Appropriation (unit): Field.

CARDED

R
7

FOR BASIS OF THIS ACTION SEE
LETTER DATED 1/18/39
IN FILE F 248-8

GOVERNMENT PRINTING OFFICE 11—9051

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KEY WEST, FLA.

REFER TO FILE No. DMD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 7TH DISTRICT
KEY WEST, FLA.

Sept. 23, 1938.

ROBERTS, Richard C., Keeper.

Mr. Roberts was born in B. W. I. March 21, 1877. He was issued certificate No. -------- by the Circuit Court, Key West, Fla. on Aug. 7, 1899.

Certified seen.

Superintendent of Lighthouses.

See misc. file 13457/2

Form 78

4063-7

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS.

In File
Richard C. Roberts.

DEPARTMENT OF COMMERCE
Lighthouse Service

DEPARTMENT OF COMMERCE
JAN 15 1935
APPOINTMENT DIVISION

SUPT. OF LT. HS. OCT 1 1934 KEY WEST, FLA.

Office of Superintendent of Lighthouses, Key West, Fla.
Seventh District,

December 31, 1934, 193

TO Dept

SUPT. OF LT. HS. JAN 9 1935 KEY WEST, FLA.

Name of vessel, station, or other aid to navigation involved:
R. C. Roberts injured at American Shoal L. H.

Date of accident: December 8, 1934

Nature and cause of accident: Bruised hand, possibly dislocated bone caused by strain on hand occasioned by pressure necessary to move boat.

Estimated cost of damage (to property of the Department: $
(to private property: $

1935 JAN 14 AM 10:07 DEPARTMENT OF COMMERCE CHIEF CLERK

copy 1/21/35

What steps have been taken to recover cost of damage to Department property?

Where accidents result in injury to or death of any employees, or others, furnish following information for each person injured:

Name	Official title, if government employee.	Nature of Injury.	Has work time been lost by employee.
R. C. Roberts	Keeper, American Shoal Lighthouse.	Bruised hand, possibly dislocated bone.	No.

Remarks or recommendations:

As no loss of time or medical expense resulted no report to Employees' Compensation Commission was required or made.

W. W. Kimball
Superintendent of Lighthouses.

(Date) January 12, 1935.

Submitted, in duplicate, to the Secretary of Commerce for his information.

NOTED:

Chief Clerk,
Department of Commerce

For the Commissioner:

R. J. Gross
Deputy Commissioner.
Chief, Personnel Division.

INSTRUCTIONS.

This report should be submitted to the Bureau, in triplicate, in all cases of accident resulting in damage to property of the Lighthouse Service or to private property, or where injury or death to employees results. This report should be submitted as promptly as practicable after the facts are known.

Report on this form will be in lieu of other reports to the Bureau, as heretofore submitted, but in the case of accidents or damage of unusual importance, should be supplemented by full details. The usual reports to the Employees' Compensation Commission, however, should be forwarded to that office.

In cases where the estimated damage to property does not exceed $500, and there is no injury to or death of persons involved, no report need be submitted, unless there are special reasons for doing so.

7205

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Mr. Richard C. Roberts,

Through Commissioner of Lighthouses.

Sir:

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED JUL 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

From:

To: 1740.

1800.

7th Keeper.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Richard C. Roberts.

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.

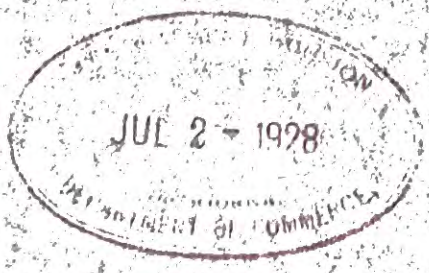
From: $1680

To: $1740

CARDED

11—9564

7
6



Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

JAN 12 1927

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1620 per annum.

To: $1680 per annum.

Service and grade: Field.

Appropriation (unit):

APPOINTMENT DIVISION ENVELOPED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

APPROVED BY THE ACTING SECRETARY 1/12/27

FILE 093/1

H
7

GOVERNMENT PRINTING OFFICE 11—9051

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 24, 1919.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1020. per annum to $1080. per annum, effective October 1, 1919, or as soon thereafter as you enter on duty at the increased rate of pay. (This compensation includes $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,
(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED
M
C
7th

APPOINTMENT DIVISION
SEP 1919

G. S. REPORT DATA
ENTERED

( )

4

(Cross Reference)

February 24, 1920. Lighthouses reports the following-named employees of the 7th District and effective date of E.O.D.:

Kelly Thomas L.	Keeper	$1020	Transfer	10/1/19.
Kelly, Thomas L.	"	1080	"	11/1/19.
Lopez, Clifton H.	"	1140	"	7/1/19.
Pierce, William H.	"	1080	"	7/1/19.
Roberts, Carlton	"	780	"	7/1/19.
Roberts, Joseph P.	"	1020	"	11/1/19.
Roberts, Richard C.	"	1020	Promation	11/1/19.
Roberts, Richard C.	"	1080	Transfer	10/1/19.
Sand, David	"	840	Promoti n	7/1/19.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 7th DISTRICT.

Key West, Fla., October 2 1919.

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on October 1, 1919.

Name, Richard C. Roberts — Position, Keepers $1080.

From Sombrero Key Light Station — To American Shoal Light Station

Previous incumbent,* Wm. H. Pierce

Services terminated, Sept. 30, 1919 — Reason, Transferred to Sombrero Key L.S.

* Report yet not received.

For and in the absence of the Superintendent

Chief Clerk.

, 191

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

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

(Cross Reference)

February 24, 1220. Lighthouses reports the following-named employees of the 4th District and effective date of E.O.D.:

Kelly Thomas L.	Keeper	$1020	Transfer	10/1/19
Kelly, Thomas L.	"	1080	"	11/1/19
Lopez, Clifton H.	"	1140	"	7/1/19
Pierce, William H.	"	1080	"	7/1/19
Roberts, Carlton	"	780	"	7/1/19.
Roberts, Joseph P.	"	1020	"	11/1/19.
Roberts, Richard C.	"	1020	Promotion	~~11/1/19.~~ 7/1/19.
Roberts, Richard C.	"	1080	Transfer	10/1/19.
Sand, David	"	840	Promoti n	7/1/19

(CROSS REFERENCE)

Roberts, Richard C. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1320, effective July 1, 1924.

For authorization see letter dated JUL 14 1924 File No. 1095/21.

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 31, 1925.

Mr. Richard C. Roberts,

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.

Position: Keeper.

Salary: $1560.

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

EK

7th

CARDED

CROSS REFERENCE

SEE FILE--464/16/ D#1

NAME Roberts, Richard C. POSITION Keeper

BUREAU [illegible] STATION 7th 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
1080	240	1320	CR	164.25	1484.25	LHS	6	1500	Yes	60	

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

approved $1500

GRADE RECOMMENDED 7

RANGE OF COMPENSATION RECOMMENDED FROM $1500 TO $1740

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

Sheet No. 12
2—12758

Rol-1st.

1. Roberts, (Surname) Richard, (Given name) G. (Initial)

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

2. Department Commerce.
3. Bureau Lighthouses.
4. Field Service Lighthouses.
5. (a) Field Station 7th Lighthouse District.
   (b) Subdivision American Shoal Light Station.
   (c) City or town Key West, State Florida.
6. Pay-roll title Keeper.
7. Customary office title Keeper.

(Nominally on duty 24 hours per day)

8. (a) Number of regular working hours of the position, per day 14 hours; per week 7 days
   (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 6 p.m. or 12 midnight m. to 12 midnight or 6 a. 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 $ 1080.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 1080.00 per annum; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate ---
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    Forty-five cents per day, 365 days = $164.25 - 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, $ 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 ☐ 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
(1) Scaling, cleaning, and painting iron light station	33
(2) Cleaning illuminating apparatus and quarters, preparing meals, and making minor repairs	20
(3) Night watches	44
(4) Receiving and checking supplies, preparing reports, and writing station journal	03

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

No immediate supervision possible or necessary. If light is extinguished the fact is promptly reported by mariners. The station is inspected periodically by the Superintendent of his representative for condition, cleanliness, fitness of keepers, etc.

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

The keeper, in addition to performing part of the work himself, also supervises and directs the work of cleaning, painting, and making minor repairs to station and equipment by two assistant keepers.

21. How long have the employee's duties been substantially as described above? 4-1/2 years

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

MAY 21, 1923. (Date)

Wm. C. Demeritt (Signature of Preparing Officer) Superintendent of Lighthouses

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

(Inaccessible)

(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		
Common School	X	

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boating at least one year.

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

MAY 21, 1923. (Date)

Wm. C. Demeritt (Signature of head of field office or station) Superintendent of Lighthouses

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1560 per annum to $ 1620 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

mfc
7

CANCELED

Form 73

SEP 23 1919 9 34 AM

NOMINATION

5

LIGHT HOUSES SEP 1919

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 7th DISTRICT,

Key West, Florida (City.) September 17 (Date.) 1919.

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

Action recommended, Transfer and promotion.

Name, **Richard C. Roberts** Legal residence, Florida

1919 SEP 22 PM 2 25

Position, **Keeper** Salary, **$1080. A.** incl long.

Location, **Sombrero Key Lightstation** Fla

Appropriation, **Salaries, Keepers Lt.Hs.**

Effective **October 1, 1919.** {~~xxxx

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 24, 1919.

M

Through the Commissioner of Lighthouses.

r. Richard C. Roberts,

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 900. per annum to $ 1020. per annum, effective

No new appointment will be issued to you as a result of this change, and an oath of office is not required. July 1, 1919, or as soon thereafter as you enter upon duty at the increased rate of pay (including $60. per annum longevity pay).

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

CARDED

M
C
7th

APPOINTMENT DIVISION ENTERED JUN 24 1919 DEPT. OF COMMERCE

C. S. REPORT DATA
ENTERED

NOMINATION

Form 73
AB-ESA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK'S OFFICE RECEIVED JUN 19 1919 LIGHTHOUSES

Superintendent of Lighthouses, 7th DISTRICT.
OFFICE OF [redacted]

1919 JUN 20 PM 12 96

Key West, Fla., June 16, 1919
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, **Richard C. Roberts.**

Position, **Keeper.**

Location, **Rebecca Shoal L. S.** Fla.

Effective **July 1, 1919.**

Former position, Keeper.

Location, Alligator Reef L. S. Fla.

Legal residence, **Florida.**

Salary, **$1020. A.**

Appropriation, **Salaries, Keepers of Lt-Houses.**

{ [redacted] or
as soon thereafter as he enters on duty.

Former salary, $900

APPOINTMENTS
1919 JUN 20 PM 2 03

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

Previous incumbent, William H. Pierce. Services terminated, **June 30, 1919.**

Reason, **Transfer and promotion to Keeper American Shoal L. S.**

Members of family in Government Service, None.

Remarks: This nominee is the second in rank for promotion and owing to the fact that Holton M. Roberts who was first in rank and whose station holds the pennant, deserted his post, Mr. Roberts is recommended for the promotion.

HBB. 6/21/19.

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

Wm. W. Winnerett

Secretary, Civil Service District. **Superintendent of Lighthouses.**

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 19 1919

Submitted to the Secretary of Commerce, approved.

1919 JUN 20 AM 10 42

APPOINTMENT DIVISION ACTION TAKEN JUN 23 1919 DEPARTMENT OF COMMERCE

H. B. Bowerman
Acting Commissioner

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT DEC 16 1918 HOUSES

DEC 16 1918 9 14 AM

I, Richard C. Roberts.

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:

1918 DEC 16 PM 2 32

So HELP ME GOD.

Richard C. Roberts.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 23rd day of November, A. D. 1918.

(Affix official seal here)

[4] (Name) A. Ross

(Official title) Chief Clerk office Supt. of Lighthouses.

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper.	$900. A.	Alligator Reef L. S., Fla.
Former 1st Asst. Keeper.	$660. A.	do.

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

Office of Lighthouse Inspector, 7th District

Key West, Fla., (Address), November 23, 1918. (Date)

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

CARDED

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

11—044

GENERAL APPOINTMENT—FIXED RATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 14, 1918.

Mr. Richard C. Roberts,

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 Nine Hundred dollars per annum,

effective November 1, 1918.

By promotion from first assistant keeper at $660 per annum.

(The above rate of pay includes longevity pay of $60.)

APPOINTMENT DIVISION NOV 14 1918 DEPARTMENT OF COMMERCE

CARDED

OR BASIS OF THIS ACTION SEE LETTER DATED 10-28-18

FILE OR 1095-7

By direction of the Secretary,

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

R
No

Appropriation: Salaries, Keepers of Lighthouses.

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

Legal Residence: Florida.

McC.

APPOINTMENTS
SEP 14 1918
1918 SEP 14 PM 12 14

Sir:

Referring to report of the service rendered by you on August 1, 1918, in proceeding in the station boat to a disabled aeroplane, which had fallen in the water about ten miles from the Alligator Reef Light Station, Florida, and towing the aeroplane a distance of about four miles toward the land and turning it over to a naval scout patrol boat, the Department is pleased to commend you for the service thus rendered under such extremely hazardous weather conditions, also for your intrepid action in diving into the shark infested waters of the Straits of Florida, through heavy seaweed, and under the aeroplane, with its entanglements, in an effort to reach two men reported to be either inside or on top of the aeroplane.

This commendation will be noted on the records as part of your official history.

Respectfully,

E. F. SWEET
Acting Secretary.

Mr. Richard C. Roberts,
First Assistant Keeper, Alligator Reef Light
Station, Fla.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by E. F. SWEET
Mailed SEP 14 1918 by

USE TYPEWRITER. SEE INSTRUCTIONS ON BACK.

LIGHT
SEP 29 1916
HOUSES

DO NOT WRITE IN THIS COLUMN.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
8—4789-2

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Roberts, Richard Calvert

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse, 7th District.

4. Designation of position:

1st Asst. Keeper, L.H.S.

5. Occupation (if not clearly shown by answer to question 4):

See "4"

6. Annual earnings:

$630 PA.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 660 PA.

9. Initial rate of pay:

$ 500 PA.

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

~~Substitute~~ Years: 8 ~~Months~~

~~Regular~~ ~~Years~~ Months: 2-23/30

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

Bahamas

12. Race:

W

13. Sex:

M

14. Date of birth—

Month: March 21

Year: 1877

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

E8.

16. Marital condition:

M

17. War veteran?

No.

18. Appointed from—

Congressional district and State: 4 Florida

County: Monroe

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Alligator Reef L.S.,

State: Fla.

DO NOT FOLD THIS CARD.

11—5809

August 20, 1917.

Commissioner of Lighthouses:

The Department is in receipt of the Seventh Inspector's letter of the 10th instant, forwarded by the Bureau on the 16th instant, regarding the unsatisfactory condition of Alligator Reef Light Station, Florida, as disclosed by inspections on June 11 and July 24, 1917, and approves the recommendation that William T. Stran, keeper, be reprimanded, and that Richard C. Roberts, first assistant keeper, and Morris Main, the former second assistant keeper, be cautioned, by letter, with the understanding that further report will be submitted in four months.

SIGNED) E. F. SWEET,

Assistant Secretary.

9/20/18
Cross slip
not check
up

C-L

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LHP.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT HOUSES JAN 28 1916

APPOINTMENTS JAN 29 1916 10,

CHIEF CLERK JAN 29 19

I, Richard C. Roberts.

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.

Richard C. Roberts
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 25th day of January, A. D. 1916.

(Affix official seal here)

[4] (Name) H B Haskins

(Official title) Clerk, L. H. Service

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 1st Asst. Keeper.	$660. A.	Alligator Reef Lightstation.
Former [5] do	$600. A.	do

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

Office of Lighthouse Inspector, 7TH District

Key West, Fla (Address), JAN 25 1916 (Date)

The above-named appointee entered upon duty on January 1, 1916. (Date)

CARDED.

Wm. M. Emerson
(Signature, followed by title)
Inspector 7th L. H. District.

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

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

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

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

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

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

11—944

Fld

GENERAL APPOINTMENT—FIXED [redacted]TE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 30, 1915.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, First Assistant Keeper in the Lighthouse Service at a salary of Six Hundred and Sixty dollars per annum, effective January 1, 1916.

(By increase in compensation from $600 per annum.)

CARDED.

APPOINTMENT DIVISION DEPT. DEC 30 1915 ON DUTY

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Florida.

CHANGE REPORTED JAN 1916 C. S. COMMISSION.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LHP.

LIGHT HOUSES DEC 24 1915

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla., (City.) December 21, (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, increase in salary.

Name, Richard C. Roberts. Legal residence, Florida.

Position, 1st Asst. Keeper. Salary, $660.00.

Location, Alligator Reef L. S. Fla Appropriation, Salaries, L.H.Keepers.

Effective January 1, 1916. { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, 1st Asst. Keeper. Former salary, $600.00.

Location, Alligator Reef L. S. Fla

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

Previous incumbent, Services terminated,

Reason,

Relatives in Government Service,

D.L. DEC 16 1915

Remarks: Above recommendation made in accordance with Bureau's instructions of December 17, 1915.

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 10 1911

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

1. Name Roberts, Richard C., 2. Age 34 yrs. (Last birthday.)

3. Bureau Lighthouse. 4. Position 1st Assistant Keeper.

5. Compensation $600.p.a. 6. Where employed Alligator Reef L.S., Fla.

7. When appointed (a) Apr.20,1908. 8. How appointed (b) Through Civil-Service Examination.

9. Status under Civil Service Rules (c) Classified Competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount ---

12. Other Government service None.

13. Duties (describe fully) In charge of station in absence of Keeper, tends light, keeps station in order, and cooks alternately with Keeper and 2nd Assistant.

14. Has the employee special qualifications? No. If so, state them --

DIVISION OF APPOINTMENTS RECEIVED MAY 31 1911 DEPT OF COMMERCE AND LABOR

15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	1 80
Quality of work	85	3	2 55
Interest manifested in work (see also Question 17)	85	3	2 55
Attendance			
Total		8 ~~10~~	6 90
Average percentage			86

11—4259

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

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

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

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

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

20. Remarks: (*e*) No.

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

A B Johnson

Supt., 7th L.H. District.

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

C P Eaton

[redacted]ommander, U.S.N., Retd.

Inspector 7th [redacted] H. Dist.

11—4259

G. B. Putnam

Chief of Bureau or Office.

JSC

Form 111

BUREAU OF LIGHT-HOUSES
SEP 27 1910
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS
RECEIVED
OCT 8 - 1910
DEPT OF COMMERCE AND LABOR

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

Richard C. Roberts
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 24th day of September, A. D. 1910

(Affix official seal here.)

[c] (Name:) Chas. L. Knowles

(Official title:) Notary Public

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
1st Ast. Keeper	$600 p.a.	Alligator Reef L.S.,	Bahamas.	Florida.

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

Office of the INSPECTOR 7TH Light-House District,

KEY WEST, FLA. (Address.), Sept. 24, 1910. (Date.)

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

(Signed:) H. M. Witzel
Commander, U.S.N., Retd.,
INSPECTOR 7TH L.H. DISTRICT
By alfred Rood, chief clerk.

CARDED

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

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

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

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

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

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

Ent'd OCT 7 - 1910

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

August 24, 1910.

Sir:

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

First Assistant Keeper of Alligator Reef Light-Station, Florida,

in the Light-House Service,

at a salary of Six Hundred dollars per annum,

effective beginning September 1, 1910, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(vice Thomas H. Kelly.)

(By transfer from First Assistant Keeper of Rebecca Shoal Light-Station, Florida, at $42.50 per month.)

ORIGIN RECEIVED
SEP 11 1910
U. S. COMMISSION.

By direction of the Secretary:

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

Respectfully,

Chief Clerk.

CARDED

Mr. Richard C. Roberts,

Through the Commissioner of Light-Houses.

Appropriation:
Le
D

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of Inspector, 7th L.H.District,

Key West, Fla., August 22, 1910.

RECEIVED AUG 23 1910 DEPT OF COMMERCE AND LABOR

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

Sirs: I have the honor to recommend the (1) transfer (Probationary appointment, transfer, promotion, etc.)
of (2) Richard C. Roberts (Name of person—letter for letter—as reported to Board) of (3) Florida (State of legal residence)
from (4) First Assistant Keeper (Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Rebecca Shoal Light-Station, Fla., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $42.50 p.m. (Salary now paid) to (7) First Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Alligator Reef Light-Station, Fla., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at
(9) $ 600. p.a. (Salary recommended), effective beginning (10) Sept.1,1910. ~~(the date of his entrance on duty)~~ (or as soon thereafter as he enters on duty)
(Strike out the clause not appropriate)
in the place of (11) Thomas M. Kelly (State name of *last* person holding position)
who (12) is recommended for transfer (Died, transferred, resigned, dismissed, etc.) on (13) August 31,1910. (Last day of service)
~~Mr. (14)~~ ~~stands No. (15)~~ ~~in list of eligibles,~~
~~Class (16)~~ ~~, with an average of (17)~~ ~~per cent, and~~
~~was considered with (18)~~
~~(19) letters of declination of~~ ~~herewith.~~

Respectfully,

S. W. Whitzee,
Commander, U.S.N., Retd.,
Inspector 7th L.H.Dist.

APPOINTMENT WRITTEN AUG 25 1910 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
Bureau of Light-Houses
~~LIGHT-HOUSE BOARD~~

August 22, 1910., 19

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

O. Klevenover

Acting Commissioner.

11—2314

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Light-House - 7th Dist. 2. Where employed Rebecca Shoal Fla. L.S.,
3. Name Roberts, Richard C., 4. Where born Bahamas.
5. Age 32 yrs. 6. Position 1st Assistant Keeper.
7. Compensation $42.50 pm. 8. When appointed (a) Apr. 8, 1908.
9. How appointed (b) Through Civil-Service Examination.
10. Appointed from: State Florida. Congressional District 1st. County Monroe.
11. Status under Civil Service Rules (c) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) In charge of station in absence of Keeper, tends light, keeps station in order, and cooks alternately with Keeper and 2nd Assistant.
15. Efficiency: Quantity of work (d) 0.8 Quality of work (e) Good. Interest manifested in work (f) Yes; good interest manifested.
16. Is this employee fully earning the salary he is now receiving? Yes.
17. Remarks (g) Nothing not brought out by above questions.

O.R.

RECEIVED

CAPTAIN, U. S. N.
NAVAL SECRETARY

Head of Bureau or Office.

JUN 5 - 1909, 19

11—3005

Enclosure

LIGHT HOUSE BOARD
APR 26 1909
NO. 11533

Form 111

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 7 - 1909
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Richard C. Roberts

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

Richard C. Roberts
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 22 day of April, A. D. 1909.

(Affix official seal here.)

[c] (Name:) Chas. D. Prince

(Official title:) Notary Public

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
First Asst. Keeper	$42.50	Rebecca Shoal L. S.	Bahama Isl'ds.	Florida

ORDED

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

Office of the Inspector, 7th Light-House District,
Key West, Fla., (Address.) April 22, 1909. (Date.)

The above-named appointee entered upon duty on March 1, 1909. (Date.)

(Signed) H. H. L. Bemis COMDR. U.S.N.
INSPECTOR 7TH L.H. DISTRICT

AB

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

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

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

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

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

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

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 7 - 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
MAY 7 - 1909
DEPT OF COMMERCE AND LABOR

L.

Ent'd MAY 6 1909

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor

11633

OFFICE OF THE SECRETARY

Washington

March 24, 1909.

Mr. Richard C. Roberts, of Florida, is hereby appointed

First Assistant Keeper of Rebecca Shoal Light-Station, Florida,

in the Light-House Service,

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

this appointment to be effective beginning March 1, 1909, he

having entered upon duty on that date and since continuously served

in the above-mentioned position. (vice Clifton H. Lopez.)

Payment of the compensation authorized in this appointment is

subject to the oath of office being taken.

(By promotion from Second Assistant Keeper at $500 per annum.)

CARDED.

DIVISION OF ACCOUNTS
RECEIVED
MAR 26
DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Herbert Knox Smith

Acting Secretary.

Date of oath: , 190

The Light-House Board.

11—1774

CHANGE REPORT
MAR — 1909
U.S. COAST GUARD

Le
E

Form 78 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

Office of the INSPECTOR 7TH L. H. Dist.,
KEY WEST, FLA.

The Light-House Board,
Washington, D. C.

RECEIVED MAR 17 1909

March 2, 1909.
(Date)

Sirs: I have the honor to recommend the (1) promotion
(Probationary appointment, transfer, promotion, etc.)
of (2) Richard C. Roberts (If not reported) of (3) Florida,
(Name of person—letter for letter—as reported to Board) (State of legal residence)
from (4) Second Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Rebecca Shoal Light-Station, Fla.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $ 500. a year to (7) First Assistant Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Rebecca Shoal Light-Station, Fla., at
(was 500) (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
(9) $ 42.50 a mo., effective beginning (10) March 1, 1909, (the date
(Salary recommended)
of his entrance on duty) (~~or as soon thereafter as he enters on duty~~)
(Strike out the clause not appropriate)
in the place of (11) Clifton H. Lopez
(State name of *last* person holding position)
who (12) is recommended for transfer, after ~~ok~~ (13) February 28, 1909.
(Died, transferred, resigned, dismissed, etc.) (Last day of service)
Mr. (14) _____ stands No. (15) _____ in list of eligibles,
Class (16) _____, with an average of (17) _____ per cent, and
was considered with (18) _____
(19) letters of declination of _____ herewith.

Respectfully,

J. H. Bennett COMDR. U.S.N.
INSP. 7TH DIST.

Mar 1. 09

FWC
11533

Department of Commerce and Labor
LIGHT-HOUSE BOARD

March 16th 1909

DIVISION OF APPOINTMENTS
APPOINTMENT WRITER
MAR 24 1909
DEPT OF COMMERCE

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

H. T. Mayo
Captain, U.S.N.,
Naval Secretary.

CHIEF OF BUREAU
RECEIVED
MAR 17 1909
TO APPOINTMENTS
DEPT OF COMMERCE

11—2364

LIGHT HOUSE BOARD
MAY 1
Received.

PERSONAL QUESTION SHEET

OFFICE OF THE CHIEF CLERK
RECEIVED
MAY 2 - 1908
DEPT OF COMMERCE AND LABOR.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

December 17, 1906.

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

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 officer in immediate charge should review the information given by the appointee or employee, and if correct, should forward the form to the Chief of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Department.

DIVISION OF APPOINTMENTS
RECEIVED
MAY 2 1908
G
DEPT OF COMMERCE AND LABOR
CARDED

OFFICE OF THE CHIEF CLERK
FORWARDED
MAY 2 - 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Oscar S. Straus
Secretary.

PART I.

(Part I should be executed 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.)
Mr Richard Calvert Roberts

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.)
Key West (City or town.) Fla (State or Territory.) Monroe (County.) 1st (Congressional district.)

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

5. Where were you born? Bahamas

6. When were you born? March 2 (Month.) 21 (Day.) 1877 (Year.)

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

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
No	0			

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.)

Asst. Keeper Light Service April 7 1908

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

No

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.)

No

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

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

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

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

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

Seaman

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

Public School

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

None

[redacted]

11—1434



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

Asst. Keeper Light-House Service April 7th 1908

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

Yes

19. State the date upon which the above blanks were filled. April 28, 1908

Witness:

(Signature) Richd C Roberts

In case signature is by mark.

P. O. Address: 52 Key West
City or town.
523 Grinnell St
Number and street.
Fla
State or Territory.

Reviewed, approved, and forwarded April 28, 1908.

(Signature) Benj Tappan Lowndes, U.S.N.,

(Official title) Inspector 7th L. H. District

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.

Light-House (Bureau or Service.) Rebecca Shoal F.S. (Place (city, town, or station).) 7th (District.)

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

3. State the date of appointment. Apr. 20 '08.

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

Apr. 8, '08.

5. State the date of the oath. Apr. 28 '08

6. State the date the appointee or employee entered on duty. Apr. 8 '08

7. What is his salary? $500 per annum.

8. From what appropriation is he paid? Salaries of Keepers of Light-Houses

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 appointee or 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. Keeper, L.H. Service, examination.

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

(Signature) Benj Tappan Lowndes, U.S.N.,

(Official title) Inspector 7th L.H. District

Date: April 28, 1908.

11—1434

Enclosure.

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

MAY 1 1908
LIGHT HOUSE BOARD
Received.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Richard C. Roberts

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

Richd C Roberts

Light House Board.
Entered upon duty.
Date Apr. 8, 1908
W H Armbrust
Chief Clerk.
HB

[b] Sworn to and subscribed before me, this 28 day of April, A. D. 1908

[c] Name: Chas L Lowe

Official title: Notary Public

{Affix official seal.}

CARDED.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Surfmn Assist Keeper	Rebecca Shoal L.S.	Bahama Isls	Florida

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

11—944

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 1 - 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

RECEIVED

PROBATIONARY APPOINTMENT—PRIOR

11533

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

April 20, 1908.

Mr. Richard C. Roberts, of Florida, having qualified under the civil-service regulations, is hereby appointed Second Assistant Keeper of Rubecca Shoal Light-Station, Florida, in the Light-House Service, with compensation at the rate of Five Hundred dollars per annum, for a probationary period of six months, effective beginning April 8, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice Clifton E. Lopez.)

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

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

CARDED

DIVISION OF APPOINTMENTS REPORTED APR 21 8 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

Acting Secretary.

The Light-House Board.

lb
D

CLERK REPORTED APR 8- 1908

Department of Commerce and Labor

ATJ.
11533.
One inclosure.

LIGHT-HOUSE BOARD

Washington

Richard C. Roberts,
appointment.

April 17, 1908.

Department of Commerce and Labor
DIVISION OF APPOINTMENTS
APR 20

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Richard C. Roberts, of Fla., as second assistant keeper at Rebecca Shoal Light-Station, Fla., at $500 a year, effective beginning April 8, 1908, the date of his entrance on duty in the place of Mr. Clifton H. Lopez, promoted from March 21, 1908.

Mr. Roberts has passed the required civil service examination and obtained an average of 81.8 in Class III, and was considered with Messrs. Lucius H. Deason and Albert J. Page, Jr.

The declination of Mr. Page of this position is inclosed herewith, but his name has been retained on the eligible register in accordance with his request.

Respectfully,

J. M. Helm
Captain, U. S. N.,
Naval Secretary.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
APR 20 1908
DEPT OF COMMERCE AND LABOR

1st on eligible list.

Considered with:
Deason, Lucius H.
Page, Albert J. Jr.

OFFICE OF THE CHIEF CLERK
FORWARDED
APR 20 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
INDEXED

Encl declination to Com

APR 20 1908

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-9964 (Rev. 5-50)

REPORT OF DEATH

OF PERSONS OTHER THAN THOSE CARRIED AS MISSING

To: Chief, Office of Finance and Supply

DATE 19 April 55

NAME	SERVICE NO.	GRADE OR RATING
ROBERTS, Richard Calvert	None (FLHS)	Keeper Retired
DATE OF RECEIPT OF EVIDENCE OF DEATH	**ESTABLISHED DATE OF DEATH**	
12 April 1955	31 March 1955	

Information concerning death of the above-listed person has been received reporting established date of death as herein set forth.

R. R. CURRY, CAPTAIN, USCG
Chief, Special Services Division

~~Chief, Military Morale Division~~

B6810 mb

PS
12 May 1955
P6-2

Mrs. Louisa A. Roberts
1727 N. W. 6th Street
Miami, Florida

My dear Mrs. Roberts:

Receipt is acknowledged of your letter advising Coast Guard Headquarters of the death of your husband, Richard Calvert Roberts, Keeper, former Lighthouse Service, now United States Coast Guard, Retired, on 31 March 1955.

At the time of death there was due the estate of your husband final retired pay. This retired pay ceases at death and there is no law providing for the continued payment of any part thereof to surviving dependents. The forms necessary to effect settlement of the final retired pay are herewith enclosed.

If there will be no legal representative to administer the estate of your husband, the next of kin, or the person who paid, or will pay the funeral expenses should execute the enclosed Forms No. 1055, claim for the final pay, in the presence of two witnesses, taking care to answer all questions as checked. If a representative is appointed, a copy of the Court Order showing the appointment should be attached to Forms No. 1055. If the funeral expenses have been paid, a bill receipted by the undertaker should be forwarded, otherwise, the undertaker should sign the enclosed waiver form. This information is necessary to support the claim for the final retired pay.

In the event you have in your possession any uncashed retired pay checks, these should be returned to Coast Guard Headquarters for settlement with the claim for retired pay due on date of death.

When the enclosed forms have been completed, return them to Coast Guard Headquarters in the enclosed pre-addressed envelope which requires no postage.

Very truly yours,

B. V. BALL
Lieutenant Commander, USCGR
Special Services Division
By direction of the Commandant

Encl:
(1) Form No. 1055
(2) Waiver
(3) Envelope

MJM:jpw return to room 2111 Sta. 2-4

mm.

U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO
A&C:Col:O

March 3, 1950

64

Commandant Vice Adm. Merlin O'Neill,
Coast Guard Headquarters,
1300 E Street, N. W.,
Washington, D. C.

My dear Commandant O'Neill:

There is transmitted herewith a letter dated February 1, 1950, from Richard C. Roberts, 1727 N. W. 6th Street, Miami 35, Florida, together with enclosure, in which he requests a withholding statement in connection with amounts received while in the employe of the Lighthouse Services. The letter is addressed to the United States Treasury Department - General Accounting Office, having been forwarded to this office by the latter for consideration.

It has been ascertained by telephone inquiry of the Allotment and Retired Pay Section of your organization that the amounts involved covered retroactive compensation resulting from adjustments made by the General Accounting Office.

Inasmuch as withholding statements on Form W-2 are furnished Federal employees by the respective agencies in which they are/were employed, and since there are no records of such employees' earnings and tax withholdings in this Bureau, except its own employees, the enclosures are forwarded to you with the request that appropriate action be taken to furnish Mr. Roberts the required withholding statement on Form W-2, in order that he may properly file his income tax return.

Mr. Roberts is being advised of this reference in a letter from this office of even date, copy of which is enclosed herewith.

Sincerely yours,

A. H. Cross

Deputy Commissioner

Enclosures-2
OC..

March 3, 1950

A&C:Col:O

Commandant Vice Adm. Merlin O'Neill,
Coast Guard Headquarters,
1300 E Street, N. W.,
Washington, D. C.

My dear Commandant O'Neill:

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It has been ascertained by telephone inquiry of the Allotment and Retired Pay Section of your organization that the amounts involved covered retroactive compensation resulting from adjustments made by the General Accounting Office.

Inasmuch as withholding statements on Form W-2 are furnished Federal employees by the respective agencies in which they are/were employed, and since there are no records of such employees' earnings and tax withholdings in this Bureau, except its own employees, the enclosures are forwarded to you with the request that appropriate action be taken to furnish Mr. Roberts the required withholding statement on Form W-2, in order that he may properly file his income tax return.

Mr. Roberts is being advised of this reference in a letter from this office of even date, copy of which is enclosed herewith.

Sincerely yours,

Deputy Commissioner

Enclosures-2
CC..

1950 FEB 3 AM 11 09

MAIL ROOM

17500

February 1, 1950

[redacted]

United States Treasury Dept.,
General Accounting Office,
Washington, D. C.

Gentlemen:

Kindly send me withholding tax form W2, covering tax withheld from Lighthouse Services Quarters Refund, as I would like to get my Income Tax filed.

My claim number is, 2870877.

Yours truly,

Richard C. Roberts
1727 N. W. 6th., St.,
Miami 35, Fla.

RECORDS INFORMATION SECTION
RECEIVED
FEB 3 1950
By

March 3, 1950

A&C:Col:C

Mr. Richard C. Roberts,
1727 N. W. 6th Street,
Miami 35, Florida.

Dear Mr. Roberts:

Your letter dated February 1, 1950, addressed to the United States Treasury Department - General Accounting Office, requesting a withholding statement covering compensation received in connection with your employment with the U. S. Lighthouse Services, has been referred to this office for attention and reply.

Withholding statements on Form W-2 are furnished employees by their employers. However, there are no copies of such statements, or any other records of the amounts of employees' earnings and tax withholdings, in the Bureau of Internal Revenue at Washington, D. C. Your inquiry is, therefore, being referred to Commandant Vice Adm. Merlin O'Neill, Coast Guard Headquarters, 1300 E Street, N. W., Washington, D. C., with the request that you be furnished the required withholding statement on Form W-2.

Very truly yours,

(Signed) A. H. Cross

Deputy Commissioner

CC.

cc Commandant Vice Adm. Merlin O'Neill,
Coast Guard Headquarters,
1300 E Street, N. W.,
Washington, D. C.

3-2
File-75
ccd

9 March 1950
FA-PA 75

Mr. A. H. Cross
Deputy Commissioner
Office of Commissioner of Internal Revenue
U S Treasury Department
Washington 25, D. C.

Dear Sir:

Reference is made to your letter of March 3, 1950, relative to a Withholding Statement - 1949 in the case of Richard C. Roberts, Keeper, retired, of 1727 N.W. 6th Street, Miami 35, Florida.

You are advised that a Withholding Statement - 1949 covering payments made to Mr. Roberts on Certificates of Settlement of the General Accounting Office, Washington, D. C. has been prepared and mailed to Mr. Roberts to-day.

By direction of the Commandant.

Very truly yours,

mailed 3/10/50 ccd

E. F. LOWRIE, LTJG, USCG
Chief, Pay and Audit Section

CCGordon:mch
3/9/50 6-7

ccd. MB

3-2 file 75 gem

4 August 1948
PA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc-2870877.

Inclosed is a letter of Mr. Richard C. Roberts, 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, 1939 to June 30, 1946. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Treasury Department Form 2249, describing this retirement. This form shows correct computation of retired pay to be $1,398.75 per annum, whereas, for the period August 1, 1939 to June 30, 1946, Mr. Roberts was paid at the rate of $1,353.75 per annum - an underpayment of $45.00 per year, or $3.75 per month. Computation of the amount due and appropriations chargeable are as follow:

2001255	Retired Pay, Former Lighthouse Service, Coast Guard, 1940	$41.25
2011255	Retired Pay, Former Lighthouse Service, Coast Guard, 1941	45.00
2021255	Retired Pay, Former Lighthouse Service, Coast Guard, 1942	45.00
2031255	Retired Pay, Former Lighthouse Service, Coast Guard, 1943	45.00
2041255	Retired Pay, Former Lighthouse Service, Coast Guard, 1944	45.00
2051255	Retired Pay, Former Lighthouse Service, Coast Guard, 1945	45.00
2061255	Retired Pay, Former Lighthouse Service, Coast Guard, 1946	45.00
	Total	$311.25

For tax withholding purposes, the records of this office show that Mr. Roberts' claims 3 exemptions.

Mr. Roberts' mailing address is 1727 N.W. 6th Street, Miami 35, Fla., 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,

M. C. REDFORD
Pay Clerk, USCG
Acting Chief, Pay and Audit Section

...s:
...Claimant's ltr, 1/19/48
...reas. Form 2249
...imant
...t Division, Station 6-3

RCS 8CM

4 August 1948
PA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Miss-2870877.

Inclosed is a letter of Mr. Richard C. Roberts, 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, 1939 to June 30, 1946. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

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By direction of the Commandant.

Very truly yours,

M. C. REDFORD
Pay Clerk, USCG
Acting Chief, Pay and Audit Section

Incls:
1. Claimant's ltr, 1/19/48
2. Treas. Form 2249

CC: Claimant
Budget Division, Station 6-3

J.E.Muzik:cpm
8/3/48 6-7

IMPORTANT →

JUN 2 19[illegible]

Reply to the original the attached letter has not been received.

If the requested information is now available, same should be forwarded to this office or, if not, a report should be furnished showing the present status of the matter.

No forfold. Recd as of 6/7/48

[illegible] COAST GUARD
[illegible] CLAIMS SECTION
RECEIVED JUN 4 1948 (10)

The Commandant,
United States Coast Guard,
Washington 25, D.C.

Claims Division,
General Accounting Office,
Washington 25, D. C.

C-261

Misc-2870877-HCS

February 20, 1948

The Commandant,
United States Coast Guard,
Washington 25, D. C.

Sir:

Re: PA-PA; CG-75

Transmitted herewith for administrative examination and report is the pertinent file relative to the claim of Richard C. Roberts, 1727 N. W. 6th Street, Miami 35, Florida, 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, for the period July 30, 1939, through June 30, 1947.

The administrative report should include copies of the appointments 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, a short form pay roll should also be furnished indicating thereon the appropriation, symbol, and account number chargeable.

The enclosure should be returned with your report.

Respectfully,

P. S. Sours

Chief of Section

Enclosure
hpb

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION

IN REPLY PLEASE QUOTE

Misc-2870877-HCS

February 20, 1948

The Commandant,
United States Coast Guard,
Washington 25, D. C.

Sir: Re: FA-PA; CG-75

Transmitted herewith for administrative examination and report is the pertinent file relative to the claim of Richard C. Roberts, 1727 N. W. 6th Street, Miami 35, Florida, 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, for the period July 30, 1939, through June 30, 1947.

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The enclosure should be returned with your report.

Respectfully,

P. E. Rourke

Enclosure

Chief of Section

Miami 35 Fla
January 26/48

Claims Division
General Accounting Office.
Washington 25 D. C.

Sir.

I am sending a list of the Stations, and the time I occupied the quarters, During the 31 yrs and 3 months I served as Lighthouse Keeper on the Florida Reef.

I signed up in the Seventh District, at Key West Fla, April 8. 1908.
Sent to Rebecca Shoal Light, April 8, 1908. As 2nd Assistant
Transfered to Alligator Reef Light, October 1910, As 1st Asst,
Transfered Back to Rebecca Shoal Light, July 1 1919 -
As Keeper.
Transfered to American Shoal, October 1, 1919. As Keeper,
There I remained till I retired, July 31, 1939.
At no time was I ever out of the Service.
I thought you may need this slip to show the quarters I occupied and the time; If you need any more information I will be glad to send it if I can yours truely

Richard C. Roberts Kpr ret
1727 N W. 6th St Miami (35) Fla

NC SWE 1/9/48

Miami Fla Dec 25/46

Allotment Disbursing Office
U.S. Coast Guard
Washington D.C.

RECEIVED
JAN - 6 1948
GAO
CLAIMS DIVISION

Sir,

I am writing you to find out if there has not been some mistake made in my retired pay checks. I retired from the Lighthouse Coast Guard Service, July 31, 1939. After 31 yrs and 4 months Service. Up to the time I retired, my pay was 1864.66. With 60 a year taken for rent, when I retired I was to receive 30/40th. Or 3/4 of my pay on reliring, with no rent to pay, that still would be 1864.66. Or 116.54. per month, with 3/4 pay. Instead of that they only paied me 1353.73: or 112.81 per month. I did not get the benefit of the 60 taken out as rent on reliring.

I have been out of the Service, 7 years and 5 months, and 3.73: due me as pay, Amounts to 333 they ought to owe me, that was my Salary, I dont think I am getting my rights, I think my retired check should be 116.54 instead of 112.81 Yours truely.

Richard C Roberts /Kpr rel
1727. N.W. 6th St
Miami 35- Fla.

4 C
FM 8

RECEIVED G.A.O.
1947 DEC 26 AM 9 48

Miami 35 Fla. 12/24/47

Claims Division
General Accounting Office
Washington 25: D.C.

MAIL ROOM H

RECEIVED
DEC 29 1947
GAO
CLAIMS DIVISION

Sir

I am taking this up with you to see if I can get my rights.

I retired from the Lighthouse Service July 31, 1939. after 31 yrs and 4 months, at retiring my Salary was $1864.66. With 5 Dollars a month taken out as rent. I was to receive 3/4 of Salary as pay. And no rent to have to pay the Government, would be still the same 1864.66 Or 116.54 per month.

Instead of that, they are only paid me 1353.73; Or 112.81, A month. I did not get the benefit of the 60. taken out as rent on retiring. I have been out of the Service 7 yrs and 5 months. And 3.73: A month would be 333 Dollars. They owe me. If I cant get what they owe me, please see if you cant get for me, what I am entitled to

respectfully

Richard L. Roberts Ret
1727 N.W. 6th St.
Miami 35 Fla

Form 4806
1/28/48

Misc-2870877-HCS February 20, 1948

The Commandant,
United States Coast Guard,
Washington 25, D. C.

Sir: Re: PA-PA; CG-75

Transmitted herewith for administrative examination and report is the pertinent file relative to the claim of Richard C. Roberts, 1727 N. W. 6th Street, Miami 35, Florida, 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, for the period July 30, 1939, through June 30, 1947.

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The enclosure should be returned with your report.

Respectfully,

P. E. Bours

Chief of Section

Enclosure
hpb

IMPORTANT →

APR 22 19[illegible]

Reply to the original of the attached letter has not been received.

If the requested information is now available, same should be forwarded to this office or, if not, a report should be furnished showing the present status of the matter.

Claims Division,
General Accounting Office,
Washington 25, D. C.

The Commandant,
United States Coast Guard,
Washington 25, D.C.

C-261

DEPT. STOCK FORM 2249
REV. 12-45

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL Date 7-16-48

Name: Roberts, Richard C. (Mr.)

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

Nature of Recommendation

AMENDMENT
Retirement (Disability)

Effective: Close 7-31-39

	FROM	TO
Position	Keeper	
Grade		
Salary	$1860.00 per annum) P lus $60 pa Qtrs	
C. S. C. No.		
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Miami, Fla.	
Post of Duty	American Shoal Lt.Sta., Fla.	
Appropriation		
Allotment		

FIELD ☐ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

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 $1353.75 to $1398.75, 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.

Justification:

Total Service: 31 years, 3 months, 23 days.

Computation: ($1865.00 x 30.0000 ÷ 40) = $1398.75.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 3-21-1877

LEGAL RESIDENCE:

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.

VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

VETERAN'S PREFERENCE INFORMATION

SUBJECT TO RETIREMENT ACT? Lighthouse Act 3-4-25

DATE OF OATH

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

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
(BUREAU OR DIVISION HEAD)

OFFICIAL PERSONNEL FILE

DATE APPROVED JUL 20 1948

☐ PATENTED

elb

Form 9626
TREASURY DEPARTMENT
U. S. Coast Guard
Sept. 1930

U. S. COAST GUARD

OFFICIAL DISPATCH

TRANSMIT

FILE 75

DATE 8 NOVEMBER, 1939

FROM

COAST GUARD HEADQUARTERS

	CODE
	CIPHER
	ACKNOWLEDGE
	PRIORITY
	ROUTINE
	ACKNOWLEDGE
	PRIORITY
	ROUTINE

TO (FOR ACTION)

PM MIAMI FLO FDA

UNLESS DESIGNATED OTHERWISE TRANSMIT THIS DISPATCH AS NITE.

TO (FOR INFORMATION)

MAIL TO

TELEPHONE TO

MESSENGER TO

OUTGOING HEADING

CG13SE T Z NOM V QUAH NITE GR 33

TEXT

OFFICIAL ENVELOPE CONTAINING CHECK RICHARD C ROBERTS, RETIRED, ADDRESSED 1145 S W 20 STREET, MIAMI, FLO, MAILED TODAY X FORWARD TO 1145 S W 20 AVE, MIAMI, FLO X

MM 1713

TOD 1713 NR 13 VO MM FH//SE

OPERATOR'S RECORD. OFFICIAL BUSINESS. INITIALS OF "RELEASING" OFFICER.

U. S. GOVERNMENT PRINTING OFFICE 2—15417

n. a. d. MB

(Station, Depot, or Vessel)

Feb 75, 193 #16

Feb
REB

Retired pay check

Miami Fla 11/6/39

U. S. Coast Guard
Washington.

U. S. COAST GUARD
REC'D NOV 7 1939 By
ANS'D

Sir,

on the 31st of Octobober I signed and mailed my retired card form 9761-B. And sent it for my check to be sent to 116 Beacon Blvd Miami, instead of 2364 S. W. 7th Street Miami. I have not received it yet the Mail carrier, says he turned it back on the 4th, I have been to both Post Offices to try and locate it; but I cant find it; They say it has been sent back, if it has come back please send it to the Addres below, instead of the other address, as this is my permanent Addres now

Check mailed
11-8-39
REB

Richard C. Roberts
1145 S.W. 20th Street Miami Fla

P.S. I have no form 9761-B to write this on

U. S. COAST GUARD 3

REC'D NOV 8 - 1939 By

(Station, Depot, or Vessel)

Miami Fla 11/7, 1939

75

Form 9761-B

Treasury Department,
U S Coast Guard
Washington.

Sir,

yesterday I asked if my pay check was returned to send it to 1145 S W 20 St. There was a mistake. it was to be sent to 1145 S.W. 20th Avenue instead. I asked on the form 9761-B. for it to be changed from 2364 S.W. 1st St to 116 Beacon Blvd. Miami October 31st. Since then I have moved to the Address below my check has not been found yet the mail carrier says he turned it back to the Post Office but I have been to both Post Offices and they cant find it they say it must be sent back

Richard C. Roberts, ret
1145 S W 20th Avenue
Miami Fla

per copy of dispatch attached
F.E.B.
A Section

OPERATOR'S RECORD. OFFICIAL BUSINESS. W. H. W. INITIALS OF "RELEASING" OFFICER.

U. S. GOVERNMENT PRINTING OFFICE 2—15417

Form 962
TREASURY DEPARTMENT
U. S. Coast Guard
Sept. 1930

U. S. COAST GUARD

OFFICIAL DISPATCH

TRANSMIT

DATE 6 NOVEMBER, 1939

FROM

COAST GUARD HEADQUARTERS

TO (FOR ACTION)

FM MIAMI FLO

UNLESS DESIGNATED OTHERWISE TRANSMIT THIS DISPATCH AS NITE.

TO (FOR INFORMATION)

	CODE
	CIPHER
	ACKNOWLEDGE
	PRIORITY
	ROUTINE
	ACKNOWLEDGE
	PRIORITY
	ROUTINE

MAIL TO

TELEPHONE TO

MESSENGER TO

OUTGOING HEADING

TEXT

OFFICIAL ENVELOPE CONTAINING CHECK RICHARD C ROBERTS,
RETIRED, ADDRESSED 1145 S W 20 STREET, MIAMI, FLO,
MAILED TODAY X FORWARD TO 1145 S W 20 AVE, MIAMI, FLO X

OPERATOR'S RECORD

W. H. W.
INITIALS OF "RELEASING" OFFICER.

PRINTING OFFICE 2—15417

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date July 1, 1939

Superintendent of Lighthouses,

Seventh District

Key West, Fla.
(City)

I hereby apply for retirement from active duty in the Lighthouse Service effective August 1, 1939, on the basis of service shown hereon.

Richard C. Roberts
(Name)

Keeper, American Shoal L. H.
(Designation)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Key West, Fla. *Date* July 1, 1939

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,353.75 per annum, effective at the close of July 1, 1939.

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.

Will M. Merritt
Superintendent of Lighthouses.

U. S. Coast Guard Headquarters
~~Bureau of Lighthouses~~, *Washington, D. C.*, 14 July, 1939

Submitted to the Secretary of ~~Commerce~~ the Treasury, recommending approval, in accordance with the Act of March 4, 1925.

C. H. Jones
Commander, U. S. Coast Guard
Chief Personnel Officer
~~Commissioner of Lighthouses.~~

FOR USE OF DEPARTMENT

11—10551

Hlm Pg

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Richard C. Roberts Date of birth March 21, 1877

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment							
U. S. Lighthouse Service	Apr.	8	1908	July	31	1939	
Total service	5	25	31				

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

Amended to include quarters as result of Comptroller General's Decision 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	Aug	1	1994	July	31	1939	5 yrs.	Total	9025.00
Quarters	"	"	"	"	"	"	5 yrs.	60 p.a.	300.00
									9325.00

Total compensation for last five years of active service 9325.00

Average compensation for last five years of active service 1865.00

Annual rate of retired pay ($ 1865.00 × years 30 (Not exceeding 30) ÷ 40) = 1398.75

JJH

U. S. GOVERNMENT PRINTING OFFICE 16—85893-1

Richard C. Roberts

8-1-34 to 7-31-39

American Steel

8-1-34 to 7-31-39 # 60 quarters



Form 9a

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. OF LT. HS. JUN 30 1939 KEY WEST, FLA.

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT

(Act of March 4, 1925)

NAME OF CLAIMANT Richard C. Roberts DESIGNATION Keeper

Height 66 3/4" Weight 156 pounds. Complexion fair

Color of eyes blue Color of hair

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination:

Description of duties of position (to be filled in by Superintendent of Lighthouses): Keeping watch, painting and sealing structure, lifting scaffolding for painting, operating motor boat, cleaning lighthouse, climbing steps (74) two or three times a day, attending to two electric generators and other electrical equipment in connection with the lighting of the station.

Claimant makes the following statement in regard to the origin, nature, and extent of the alleged disability: High Blood pressure

Rupture

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/30 L. E. 20/50

With correction in spectacles: R. E. 20/— L. E. 20/—

Accommodation: Reads Jaeger No. 7 at 13 inches, without correction.

Reads Jaeger No. 2 at 13 inches, with correction.

Central color vision (binocular) Normal (Name method used) Ishahara

Inspection Pterygium, left

Pupils equal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 20 ft., L. E. at 20 ft.

Appearance of right drum Negative, left drum Negative

Is there any disease of the middle or internal ear or mastoid? No. If so, specify

[OVER]

Condition of nose and sinuses ..... Negative

Condition of mouth and throat, including tonsils and teeth ..... Negative. edentulous

Bones, joints, muscles, including atrophies ..... Negative
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system ..... Negative

Cardiovascular system:

(a) Heart ..... No cardiac enlargement

(1) Murmurs ..... No (2) Arrhythmias ..... No

(b) Pulse rate: (1) Sitting ..... 72 (2) After exercise ..... 110 (3) 2 minutes after exercise 90

(c) Blood pressure: (1) Sitting—Syst. 165 Diast. 108 (2) After ex.—Syst. 175 Diast. 106

(d) Condition of blood vessels ..... sclerotic

Evidence of thyroid or other endocrine disturbance ..... No

Abdomen and gastro-intestinal system, including hernia ..... Inguinal hernia right.

Genito-urinary system: Negative

Urinalysis—Sp. gr. ..... Reaction ..... Albumin ..... Sugar .....

Sediment microscopic (required when albumin or sugar is found) .....

Reflexes, motor disturbances, etc.:

(a) Station ..... good (e) Gait ..... fair

(b) Tremor ..... slight (f) Coordination ..... good

(c) Patellar reflexes ..... N (g) Peripheral circulation ..... fair

(d) Other motor disturbances ..... None

Alcohol ..... No Drugs ..... No Syphilis ..... No Epilepsy ..... No

Other neurological findings .....

General impression .....

Here describe fully nature of disability: ..... left little finger absent.
1. Senility. 2. Poor vision. 3. Arteriosclerosis. 4. Hypertension.

Is disability to perform duty of a permanent character? ..... Yes.

Is it indicated that applicant may recover from disability and be fit for restoration to active duty?

..... Do you recommend reexamination with this in view? ..... No

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

The examining physician must be in the Federal Service

U.S. Marine Hospital, Key West, Florida.
(Place of examination)

Irvine Saunders
(Examining surgeon)

June 23, 1939
(Date)

Irvine Saunders, Sr. Interne, U.S.P.H.S.
(Title and branch of medical service)

U.S. GOVERNMENT PRINTING OFFICE 11—10543

APPROVED: Anthony P. Rubino

Anthony P. Rubino, Surgeon
Medical Officer in Charge

July 15, 1939.

Mr. Richard C. Roberts,
Through the Commandant of the
United States Coast Guard.

Sir:

In accordance with the provisions of the Act of March 4, 1925, entitled an act to provide for retirement for disability in the Lighthouse Service, upon recommendation of the Chief Personnel Officer, U. S. Coast Guard, your retirement from the U. S. Coast Guard Service has been approved effective at the close of business July 31, 1939, with retired pay at the rate of $1,353.75 per annum.

By direction of the Secretary:

Very truly yours,

(Signed) J. E. Harper

Chief, Division of Appointments.

7th. District.

JUL 25 1939

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KEY WEST, FLA.
REFER TO FILE NO.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DMD

OFFICE OF SUPERINTENDENT, 7TH DISTRICT
KEY WEST, FLA.

Sept. 23, 1938.

ROBERTS, Richard C., Keeper.

Mr. Roberts was born in B. W. I. March 21, 1877. He was issued certificate No. -------- by the Circuit Court, Key West, Fla. on Aug. 7, 1899.

Certified seen.

W. W. Emerson

Superintendent of Lighthouses.

FMP

Form A-

DEPARTMENT OF COMMERCE

DIVISION OF PERSONNEL

WASHINGTON

March 1, 1939.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective March 1, 1939.

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief, Division of Personnel.

From: $1800

To: $1860

Service and grade:

Appropriation (unit): Field.

R

7

MAR 11 1939

GOVERNMENT PRINTING OFFICE 11—9051

PE[illegible]NEL CLASSIFICATION BOARD FORM NO. 74-[illegible]D QUESTIONNAIRE
(To be filled out in accordance with the inst[illegible]ns given in P. C. B. Forms Nos. 15 and 16)

Bureau No. [illegible] Lt. Sheet No. 7(b)4

Space reserved for the use of the Board

1. Roberts (Surname) Richard (Given name) C. (Initial)

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

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1620-1020
9. Present gross rate of pay $ 1740.00
10. Deduction for allowances $ -------
11. Net rate paid in cash $ 1740.00

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☒ Furnished ☐ Unfurnished } ☐ Heat ☒ Light ☐ Fuel ☐ Fuel ☐ Laundry ☐ Uniform ☐ 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, $10.00.

15. (a) Regular hours of work: From 7:00 a.m. to 11:00 a.m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer 70 hrs. Winter 70 hrs. 6:00 p.m. to midnight and midnight to 6:00 a.m.
(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 } X 7 (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty While on the station is practically on duty all hours day or night.

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

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering)
Assigns regular work; reviews work for accuracy; preserves order and application to work through personal presence; instructs others in details of work according to plans or rules laid down by a superior; plans methods to be followed by subordinates.
(c) How many? 2

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.

William A. Albury, 1st. Asst. Keeper, 7(b)5, Key West, Fla.
Clairvee Donaldson, 2nd. Asst. Keeper, 7(b)6, Key West, Fla.

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.)
Follows prescribed plans, programs, or general instructions, but executes details virtually on own responsibility, with only occasional reference to a superior for advice and instructions.

20. What is the name, official position, and sheet number of the employee's immediate superior? Wm. H. Deweritt, Superintendent of Lighthouses, 7(a)1

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	X	8	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?
Two years as Asst. Keeper and Keeper at a regular lightstation.

10—1856

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	
75%	The most important duty is the maintenance and care of the light in seeing that it performs its proper function as an Aid to Navigation. The watches at this light are equally divided by the number of Keepers on the station. One Keeper has the watch from sundown until midnight and the duty of this Keeper is to light the light. The first step in this is the preparation and the placing of the alcohol torch, place the cap on, light the alcohol cup then wait 15 minutes for it to heat properly. After this the oil is turned on and after seeing that the light is burning bright and properly, remove cap and remove the alcohol torch. Then the clockwork or machinery that operates the lens to give it the proper revolutions to give the light its characteristic is looked over, the clockwork is wound and prepared and the board that holds the weight is removed. When the sun sets and the light is ready for the night the lens curtains are removed. Now the Keeper's nightly watch begins. Utmost vigilance and wakefulness must be now maintained. The revolving apparatus must be watched to see that it does not stop, the mechanism of the light must be watched, that is, to be prepared to clean the vaporizer if it becomes plugged or stopped up or to remove and replace a mantle if it burns or becomes broken. In addition to this the clockwork must be wound. Ordinarily this will run for three hours but as a precaution it is wound every hour. The reason for this is that the weight after a certain time goes under a floor and and can no longer be seen by the watcher in the watchroom and it eliminates the necessity of leaving the watchroom to keep track of the time, etc. The time on watch is spent in watchfulness to see that the light keeps performing and be ready to meet any emergency that might occur to hinder its proper performance.

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.

Richard C. Roberts
(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.

I concur in the above. This is an important seacoast light and upon its proper functioning, depends the safety of thousands of persons and property valued at thousands of dollars which pass this section eacy year. This position is therefore of the greatest importance, and great responsibility is placed upon the Keepers.

26. How long have the employee's duties been substantially as described above? Nine Years.

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.

September 21, 1928 (Date) — L. W. Plummer (Signature of Preparing Officer) — Chief Clerk (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 $1620.00 to $1920.00

September 21, 1928 (Date) — Wm. W. Bennett (Signature of head of field office or station) — Superintendent 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 $1620, to $1920

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: 1926

10% The Keeper who takes the watch at midnight remains on watch until sunrise. He performs the same duties in connection with the performance of the light as shown above. At sunrise it is his duty to extinguish the light, to blow the oil off from the valve, pump the air in the tank, see that flame screens, mantle, etc., are in order for the lighting up at night. Then this Keeper must clean up the lens room by sweeping, the wiping up of grease and oil from the lens and machinery and sweeping the watchroom just below the lens room. Then the lens curtains are placed around the storm panes, and the Keeper takes the carrier below in order to obtain oil for that night.

20% The next most important duty is the maintenance of the station. The light is one hundred and nine feet high and the duty of chipping the iron work and the removing of blistered paint and scale is done by the Keepers and under my supervision. During the dry season the outside of the light is painted. The method used is to start at the top or dome and paint down to the water edge. Before painting it is necessary to rig the scaffolding on the outside and chip all rust from the iron work by means of scaling picks, scrappers and chipping hammers. It is the duty of the Keepers to mix and prepare the paint for use and to do the entire work of painting. The work of chipping and painting the outside of the station is done once every year as a complete job, however all during the year all of the outside must be gone over whenever necessary and all spots chipped and repainted. The inside painting includes from the top of the lens room down to the platform and comprises the following: the chipping, scraping and painting of the inside of the dome, lantern frame around the glasses, upper and lower balcony on the inside of lens room, walls and floor and lens room, steps leading to watch room ceiling, walls and railing, inside walls of cylinder, stairway and railing Keeper's rooms, kitchen, dining room, tool room, and living room. The oil room on the lower platform and the platform itself, the toilet, paint locker and meat locker, are also included in this work. This inside painting is done whenever necessary. That is if itis necessary to paint one room it is done at the most convenient time or whenever necessary.

10% Once every week one day is devoted to the cleaning of all brass work in the lens room and everywhere on the station. This in cludes brass oil carriers, brass feeders, oilers, reservoirs, lamps, the railing inside of the lens., oil and air tanks and all other brass equipment. On this day also the clockwork and all other machinery is cleaned thoroughly and oiled. One day each week is devoted to the cleaning, dusting and polishing of lens and lantern glasses. The lantern glasses are wiped off every afternoon on the outside. One day each week is devoted to the scrubbing of all floors in the dwelling, Keeper's room, kitchen dining room and all other rooms.

10% A small motor boat is furnished the Keepers for their use for transportation on regular leave periods. The care and repair of this boat is also the duty of the Keepers. When a keeper returns to the station from vacation the boat is hauled up to the lower platform, the bottom scrubbed and thoroughly cleaned, dried and painted. The tr[illegible]side is painted

and all necessary repairs to the top, decking or hull is performed. The engine is then overhauled, all necessary minor repairs made thereto and thus maintained in proper condition. This boat is equipped with a sail also and this is overhauled each trip and kept in proper condition by the Keepers and myself. There is also a dinghy at the statio and this is cleaned, painted and repaired and kept in proper condition by the Keepers.

10% The duties of cooking are divided between the Keepers. The method followed at this station is for one man to do all of the cooking one week and then the other Keeper takes over this duty the following week This means the care of the kitchen and its equipment in its entirety in addition to all of the cooking. Which is the cleaning of utensils stove and all other equipment.

3% A journal or record of the work performed and a watch book is kept, a leave of absence record book and a record of inspections book also are kept and this is my duty. The preparation of an annual property return is alsomade by me. This means a record of all property received at the station, all expended or condemned property, etc., is kept and submitted once every year. I must submit monthly reports showing the condition of the station, illuminating apparatus, buildings, boats, etc., and the amounts of water. oil and gas on hand and must also show the absences of all Keepers for each month, and make reports and recommendations on this form for necessary repairs. In addition to this I have to submit a report of all mantles used, all gasoline consumed and must prepare and submit a requisition annually for all supplies and equipment used on the station. These requisitions are prepared at the close of each year for all supplies needed for the coming year and needs must be anticipated sufficiently in advance to insure having the necessary supplies for the entire year.

2% Under miscellaneous or jobs that are performed whenever the necessity arises are the replacing of broken glasses, storm panes, the repairs to leaking oil pipes and tanks and water tanks, renewing boat falls, making minor repairs to the station and dwelling whenever and wherever necessary. The laying out of the work for the other Keepers and the supervision and inspection thereof and the responsibility for the station.

See Department letter, May 25, 1921, in regard to the transfer of Richard C. Roberts in file of William H. Pierce.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LT. HS.
KEY WEST, FLA.

SEVENTH DISTRICT

Alligator Reef L. St.
(Station, Depot, or Vessel)

August 3rd, 1917

Lighthouse Inspector
Key West, Fla

Sir,

About 1:30. P.M. August 1st Lieutenant Wyatte, at the Coast Guard Station at Marathon, called me up over the Telephone, and told me, there was an Airoplane, fallen 10 miles from Alligator Light Station, drifting in the direction of the Light, to try and locate it, and go to it. I told him it was almost impossible, to try to lower a Boat then, as the Sea was breaking so high around the Light; he told me there were two men, either inside or on top of it.

I told him I would go at once, if I could get the Boat in the water.

I ran upstairs, as I could not see the Airoplane downstairs, and I located it at once with the Binocular glasses, and I taken a course by the Compass, bearing S by West from the Light; about 9 miles away, and about 4 miles from the Reef, as near as I could judge.

I ran downstairs, and asked one of the Signalmen, if he would go with me he said yes he would.

I left the Light in about 15 minutes after I received the message.

Arriving at the Airoplane No A894 I found it bottom up as I was told and no one sitting on it, it was to rough to go alongside of it then without breaking it up. I went as near as possible to it, and with a rope fastened to the Boat, I taken the other end, and swam to the Airoplane and fastened to it.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SEVENTH DISTRICT

LIGHT
SEP 7 1918
HOUSES

(Station, Depot, or Vessel)

, 191

I then made two dives underneath of it, and felt in the seats to find out if the two men, were still in it, caught up in the wreckage, as I did not know then the men had been saved. Finding nothing, I come to the top of water, and fastened the rope good and got in the Boat. After a few minutes I had everything ready, and I started to tow the Airoplane towards land, using Engine and Sail both. I guess it was 3 O clock then and I was towing it till about 20 minutes to sunset, which was about seven O clock.

Then the S.P. 90 came up and asked me if I wanted a line, I told him as he had a Boat so much larger and more men, he had better take it in charge and I would go back to my Station, he said alright he would. So I turned it over to the S P 90. About 20 minutes to sunset. I judged then I was in the range of the Reef. I judge I towed it about 4 miles, up and in towards the land, trying to strike shallow water, so if it come down to much Wind, I could anchor and save it till some other Boat with more power, could get to it.

Had not the S P 90 come to us, I would of kept on towing, till I got it to land, which would of been late at night the rate I was going If I had not taken the Airoplane in tow, it would of been gone altogether, for the Patrol Boat that was sent out from Marathon to search for it never come in sight at all

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SEVENTH DISTRICT

LIGHT
SEP 7 1913
HOUSES

3

(Station, Depot, or Vessel)

, 191

And the other one would of not seen it, had we not towed it near the reef, and during the night, the wind and sea, come down so heavy the Boats could not of gone in search for it the next day, for it was still blowing very heavy. The Boat that come to us was going up Hawk Channel, bound to Miami, and was almost past us, when they see, it was a Light house Boat, with something in tow and they come to us.

When I turned the Airoplane over to the S P go it was not damaged so very bad. I arrived back to the Station just as dark, and hoisted the Boat up, as the wind and sea had dropped considerable after I left, without any damage to the Boat or men.

Richard L. Roberts,
1st Asst Alligator Reef L.S.

Forwarded -

P. M. Kelly
Keeper -

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Archives
Contracts
Chr. Clk.
Dep. Commr.
Commr.

LIGHT SEP 7 1918 HOUSES

SEP 7 1918 8 58 AM
OFFICE OF INSPECTOR, 7TH DISTRICT
KEY WEST, FLA.

WWD-LHP.

One set enclosures.

Assistance rendered.

September 4, 1918.

Commissioner of Lighthouses, Washington, D. C.

There is forwarded herewith a report from Mr. Richard C. Roberts, First Assistant Keeper of Alligator Reef Lightstation, relative to assistance rendered in recovering a disabled aircraft.

The Section Commander at Marathon, Fla. notified the senior lightkeeper present at Alligator Reef Lightstation that an aeroplane had fallen about 10 miles from his station, and requested him to go to it. This employee, a thorough seaman and experienced boatman, did not consider it safe to launch the station boat, under existing weather conditions, for the purpose of recovering an aeroplane. However, when he was further advised that there were two men, either inside or on top of it, he immediately made the necessary preparations for leaving the station, and not withstanding the adverse conditions, he proceeded to the rescue.

On arrival at the disabled aircraft, he secured the boat to it, then as the men were not in sight, he dove on through heavy drifting seaweed and under the aeroplane in an effort to locate the aviators.

Being thoroughly familiar with conditions on Alligator Reef and the great danger involved in attempting to effect a landing or in leaving the lightstation during unfavorable weather, this office is of the opinion that, in this instance, Mr. Roberts and the Naval Signalman performed an act of unusual and unselfish service under extremely hazardous conditions.

Mr. Roberts was further unmindful of the danger to himself in diving into the shark infested waters of the Straits of Florida, through heavy seaweed and under the aeroplane, with its entanglements, in an effort to render service to endangered persons, as he believed he was doing.

The actions of these employees on this occasion were such as to warrant recognition, and it is therefore recommended that Mr. Richard C. Roberts, Keeper L.H.Service, First Assistant Keeper of Alligator Reef Lightstation, Fla., be commended by the Department.

A copy of the report and recommendation will be forwarded for the information of the Commandant, Seventh Naval District.

W. W. Bennett

Superintendent of Lighthouses.

LIGHT
SEP 14 1918
HOUSES

SEP 14 1918 12 27 PM

McC.

SEP 14 1918

Sir:

Referring to report of the service rendered by you on August 1, 1918, in proceeding in the station boat to a disabled aeroplane, which had fallen in the water about ten miles from the Alligator Reef Light Station, Florida, and towing the aeroplane a distance of about four miles toward the land and turning it over to a naval scout patrol boat, the Department is pleased to commend you for the service thus rendered under such extremely hazardous weather conditions, also for your intrepid action in diving into the shark infested waters of the Straits of Florida, through heavy seaweed, and under the aeroplane, with its entanglements, in an effort to reach two men reported to be either inside or on top of the aeroplane.

This commendation will be noted on the records as part of your official history.

Bureau of Lighthouses, Washington

To Lighthouse Inspector Key West Fla.
for files of his office. By direction of the Commissioner: See your report of Sept 4. 1918.

E. F. SWEET
Acting Secretary.

Chief Clerk

Mr. Richard C. Roberts,
First Assistant Keeper, Alligator Reef Light Station, Fla.
(Through Commissioner of Lighthouses)

C

LIGHTHOUSES---Bureau's files.

Exact copy as signed by E. F. SWEET
Mailed SEP 14 1918 by

1918 SEP 14 AM 9 02

Copy

NAVY DEPARTMENT
Washington

11/22/18 Ofc. left for Supt 7th Dist

November 18th, 1918.

From: The Secretary of the Navy.

To: Richard C. Roberts, First Assistant Lighthouse Keeper, Alligator Reef Lightstation, Florida.

Via: The Secretary of the Department of Commerce.

Subject: Commendation.

1. The Navy Department commends you for prompt and efficient assistance rendered under hazardous conditions on the afternoon of August 1st, 1918, in immediately going to the rescue of Aeroplane No. A-894, when informed by the Section Commander at Marathon, Florida, that same had fallen into the water, about ten miles from your station, with two men either inside or on top.

2. Report shows that upon your arrival at the scene of the wreck, you dove on through heavy seaweed and under the aeroplane in an effort to locate the Aviators, not knowing, at the time, that they had been saved; further, that you towed the wrecked plane until help was received from the S.P. 90.

(Sgd) Josephus Daniels,

- -

8/24/17 Reprimanded
Copies to Insp.
" " Dept.

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

August 20, 1917.

LIGHT HOUSES AUG 20 1917

Commissioner of Lighthouses:

The Department is in receipt of the Seventh Inspector's letter of the 10th instant, forwarded by the Bureau on the 16th instant, regarding the unsatisfactory condition of Alligator Reef Light Station, Florida, as disclosed by inspections on June 11 and July 24, 1917, and approves the recommendation that William T. Stran, keeper, be reprimanded, and that Richard C. Roberts, first assistant keeper, and Morris Main, the former second assistant keeper, be cautioned, by letter, with the understanding that further report will be submitted in four months.

Acknowledged 8/23/17

(SIGNED) E. F. SWEET

Assistant Secretary.

C-L

HB-M

Caution.

August 29, 1917.

Richard C. Roberts,
First Assistant Keeper, Alligator Reef Light Station, Fla.
(Through Lighthouse Inspector, Key West, Fla.)

The Bureau has before it copies of recent reports of inspections of Alligator Reef Light Station, Fla., from which it appears that at the time of the June inspection the station was not in as clean and orderly condition as it should have been and that there was considerable cleaning, scaling and painting that the keepers should have done. While the Bureau does not hold you primarily responsible for the unsatisfactory condition of the station, it is believed that should you have shown more diligence in your work, the up-keep of the station would have been found in a better condition. You are cautioned to use every means practicable to assist in keeping the station properly.

The fact that you have been cautioned will be noted on the records as part of your official history.

Acting Commissioner.

See folder Mr. J. Mrazek.

Form 73

LHP.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 24 1915

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla., (City.) December 21, 1915. (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, increase in salary.

Name, Richard C. Roberts. Legal residence, Florida.

Position, 1st Asst. Keeper. Salary, $660.00.

Location, Alligator Reef L. S. Appropriation, Salaries, L.H.Keepers.

Effective January 1, 1916. {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, 1st Asst. Keeper. Former salary, $600.00.

Location, Alligator Reef L. S.

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

Previous incumbent, Services terminated,

Reason,

Relatives in Government Service,

Remarks: Above recommendation made in accordance with Bureau's instructions of December 17, 1915.

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

Secretary, Civil Service District.

Inspector.

AB

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

WPH

1 Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT–FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JAN 3 1916
HOUSES

December 30, 1915.

Mr. Richard C. Roberts,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, ~~First Assistant Keeper~~ in the ~~Lighthouse Service~~ at a salary of ~~Six Hundred and Sixty~~ dollars per ~~annum~~, effective January 1, 1916.

(By increase in compensation from $600 per annum.)

Ord Jan 1, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Florida.

11—1393

July 10, 1914, 7th Inspr. commended following keepers and asst.keepers.
See file Chas. G. Johnson.

John Anderson
Wm. T. Stran
Richard C. Roberts
R. S. Russell
S. D. Johnson
Mary E. Bethel
Merrill A. Bethel

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

August 24, 1910.

Sir:

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

First Assistant Keeper of Alligator Reef Light-Station, Florida,

in the Light-House Service,

at a salary of Six Hundred dollars per annum,

effective beginning September 1, 1910, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(vice Thomas H. Kelly.)

(By transfer from First Assistant Keeper of Rebecca Shoal Light-Station, Florida, at $42.50 per month.)

By direction of the Secretary:

Respectfully,

(Signed) A. Gordon Cumming

ACTING Chief Clerk.

Mr. Richard C. Roberts,

Through the Commissioner of Light-Houses.

Appropriation:

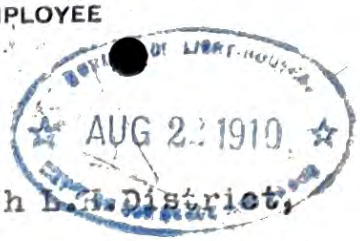
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D

11—3692

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT



Office of Inspector, 7th L.H. District,

Key West, Fla., August 19, 1910.

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

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

of (2) Richard C. Roberts (Name of person—letter for letter—as reported to Board) of (3) Florida (State of legal residence)

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

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

at (6) $42.50 p.m. (Salary now paid) to (7) First Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Alligator Reef Light-Station, Fla., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at

(9) $600. p.a. (Salary recommended), effective beginning (10) Sept.1,1910. ~~(the date of his entrance on duty)~~ (or as soon thereafter as he enters on duty) (Strike out the clause not appropriate)

in the place of (11) Thomas M. Kelly (State name of *last* person holding position)

who (12) is recommended for transfer (Died, transferred, resigned, dismissed, etc.) on (13) August 31,1910. (Last day of service)

~~Mr. (14) ..... stands No. (15) ..... in list of eligibles,~~

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

~~was considered with (18) .....~~

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

Respectfully,

S. M. Whitall

Commander, U.S.N., Retd.,
Inspector 7th L.H.Dist.

Department of Commerce and Labor
Bureau of Light-Houses
~~LIGHT-HOUSE BOARD~~

August 22, 1910., 19

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

O. M. Leonard

Acting Commissioner.

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos. .....

Office of Inspector, 7th District
Key West, Fla.

January 17, 1914.

Inspection of your station during the six months ending December 31, 1913, having shown the same to be in an exceptionally clean, orderly, and efficient condition, the Seventh Inspector takes pleasure in issuing in recognition thereof and in accordance with the Regulations, this letter of commendation for general efficiency during the period named.

(Signed) Demeritt,
Inspector.

Letters issued to the following keepers and assistant keepers:

Carysfort Reef: Chas. Johnson, C. W. Elden, S. D. Johnson.
Alligator Reef; W. T. Stran, R.C.Roberts, R. S. Russell.

* * * * * * * * * * *

Office of the Inspector, 7th L.H.Dist.
Key West, Fla., Jan. 17, 1914.

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 10 1911

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

1. Name Roberts, Richard C., 2. Age 34 yrs. (Last birthday.)

3. Bureau Lighthouse. 4. Position 1st Assistant Keeper.

5. Compensation $600.p.a. 6. Where employed Alligator Reef L.S., Fla.

7. When appointed (a) Apr. 20, 1908. 8. How appointed (b) Through Civil-Service Examination.

9. Status under Civil Service Rules (c) Classified Competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount ---

12. Other Government service None.

13. Duties (describe fully) In charge of station in absence of Keeper, tends light, keeps station in order, and cooks alternately with Keeper and 2nd Assistant.

14. Has the employee special qualifications? No. If so, state them --

15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.	
Quantity of work	90	2	1	80
Quality of work	85	3	2	55
Interest manifested in work (see also Question 17)	85	3	2	55
Attendance				
Total		8	6	90
Average percentage				86

11—4250

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

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

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

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

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

20. Remarks: (*e*) No.

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

J. Johnson
Supt., 7th L. H. District.

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

C P Estes
Commander, U.S.N., Retd.
Inspector 7th L.H. Dist.

11—4259

Chief of Bureau or Office.

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Light-House - 7th Dist. 2. Where employed Rebecca Shoal Fla. L.S.,
3. Name Roberts, Richard C., 4. Where born Bahamas.
5. Age 32 yrs. 6. Position 1st Assistant keeper.
7. Compensation $42.50 pm. 8. When appointed (*a*) Apr. 8, 1908.
9. How appointed (*b*) Through Civil-Service Examination.
10. Appointed from—State Florida.; Congressional District 1st.; County Monroe.
11. Status under Civil Service Rules (*c*) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) In charge of station in absence of Keeper, tends light, keeps station in order, and cooks alternately with Keeper and 2nd Assistant.
15. Efficiency—Quantity of work (*d*) 0.8; Quality of work (*e*) Good.; Interest manifested in work (*f*) Yes; good interest manifested.
16. Is this employee fully earning the salary he is now receiving? Yes.
17. Remarks (*g*) Nothing not brought out by above questions.

Head of Bureau or Office.

JUN 5 - 1909, 19

11—3005