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

'26 MAR 10 PM12:00:07

Date: 03/06/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle): Burns, Andrew

Researcher ID Card Number: 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): Saunders, John, T.

Service Number/SSN:

Date & Place of Birth: 1879 VA

MILITARY SERVICE

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

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

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

Date & Place of Death: 1966 VA

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location): Lighthouse Service (MD/VA)

From: 1913 To: 1944

(Agency & Location)

From: To:

(Agency & Location)

From: To:

2 Folders

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-00071158330

Attendant Signature:

CMRS Search Request Number(s): Submitted to Arc, search 3/6/26 SRS

Remarks: 5536

'26 MAR 25 AM10:18:15

SCREENING NOTES

- ☑ Reviewed and Nothing Removed CMM
- ☐ 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:

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) John Thomas Saunders Sex Male

Present address Wellsville Va Date of birth May 14 1879

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
1879	—	Wellsville	Va

Give, in your own handwriting, the information requested below

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

If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition
None		None			

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

Have you ever been fingerprinted? Yes Where? Washington D C

When? Oct. 12, 1939 If for the Civil Service, what position? Lighthouse Service

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

U. S. COAST GUARD

John T. Saunders
Customary payroll signature of employee

Subscribed and sworn to before me this 16 day of Oct 1939

Lydnor Cooley
Notary Public

My commission expires 9-21-41

July 1, 1939. Lighthouse Districts No. FIFTH

consolidated with NORFOLK Coast Guard District,

Headquarters NORFOLK, VIRGINIA

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

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

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

John T. Saunders (Name) Va (Legal Residence)

DATE OF BIRTH 5-14-1879 STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Add'l Asst Keeper	W Exc 2 mos	480	L.H. Gull Shoal L.S. N.C.	Feb. 21, 1913
		LAST DAY OF SERVICE	April 9, 1913	
Asst Keeper	Prob	480	L.H. Seven Foot Knoll L.S. Md.	May 13, 1913
" "	Trans	480	" Bowlers Rock L.S. Va	Mar. 26, 1914
" "	"	516	" Ragged Pt. L.S. Va	Mar. 8, 1918
		RESIGNED CLOSE OF	Sept 30, 1918	
Keeper	Reinst	840	L.H. Sandy Pt L.S. Md	May 20, 1919
"	Trans	960	" Hooper Is L.S. Va.	Aug 1, 1919
"	"	1020	" Wolf Trap L.S. Va	Mar. 4, 1921
"	Increase	1080	" " " " "	May 20, 1924
"	Read of Pay	1320	" " " " "	July 1, 1924
"	Readjustment of pay Act - Dec. 6, 1924	1620	" " " " "	Feb. 1, 1925
"	INCREASE IN COMPENSATION	1680	" " " " "	July 1, 1926
"	INCREASE IN COMPENSATION	1740	" " " " "	JUL 1 1927
"	COMPENSATION Act. May 28, 1928.	1800	" " " " "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1860	" " " " "	JUL 3 1930
"	Transfer	1740	" 5th dist. - Stingray Point L.S.	5-16-39
"	INCREASE IN COMPENSATION	1800	" " "	JUN 16 1939

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. John T. Saunders

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

JUL 13 1939

OLIVER C. SHORT
Director of Personnel.

CARDED

From: $1740

To: $1800

Service and grade:

Appropriation (unit): Field

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 24 1939
SHEET NO 39-141
DEPARTMENT OF COMMERCE

5
C

FOR BASIS OF THIS ACTION SEE
LETTER DATED 6/15/39
F 248-8

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

DEPARTMENT OF COMMERCE
JUN 14 1939
DIVISION OF PERSONNEL

April 26, 1939.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

CARDED

EDW. J. GARDNER MAY - 5 1939

Chief, Division of Personnel.

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 3 1939
SHEET NO. 39-94
DEPARTMENT OF COMMERCE

From: $1860 per annum.

To: $1740 per annum.

Service and grade:

Appropriation (unit): Field.

RETURN THIS COPY to the Dep't showing in space below effective date of this change.

ENTERED ON DUTY May 16, 1939

(Sig.) Chief of Personnel (Title) Division

K
5

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Approved Sept. 1, 1938

LMF

LIGHTHOUSES
APR 19 8 35 AM '39

NOMINATION

DEPARTMENT OF COMMERCE
APR 22 1939
DIVISION OF PERSONNEL

5th LIGHTHOUSE DISTRICT Norfolk, Virginia (City) April 18 (Date), 19 39

COMMISSIONER OF LIGHTHOUSES:

Action recommended Transfer and Reduction

Name John T. Saunders Date of birth May 14, 1879 Legal residence Va.

DEPARTMENT OF COMMERCE
APR 26 1939
DIVISION OF PERSONNEL

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1860 p.a. ($1680-2040) Plus $60 for quarters	$1740 p.a. ($1560-1920) Plus $60 for quarters
Station	Wolf Trap Lt. Sta., Va.	Stingray Point Lt. Sta., Va.
Appropriation	Salaries Kprs. of L. H.	Salaries Kprs. of L. H.

Effective May 1, 1939 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Vice Frank R. Lewis / (Lt. #3405) Pay $1680 p.a. (1560-1920) Services terminated About April 30, 1939

Reason Transfer

REMARKS:[2] The action recommended is in accordance with Mr. Saunders' desires and will not violate Civil Service Rule relative to religious or political opinions or affiliations.

Selection regular, ..., 19.....

Manager, Civil Service District.

For and in the absence of the Supt.:
W. L. Rebbel,
Chief Clerk.

BUREAU OF LIGHTHOUSES, WASHINGTON, April 20, 1939, 19

Submitted to the Secretary of Commerce, approved.

Action O. K.
Chief Clerk

Bureau informed 4-27-39 MP

W P Harman
Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

J.F. Saunders

Through the 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.

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

From: 1800

To: 1860

5th District Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. John T. Saunders.

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: $1740

To: $1800

11—0564

CARDED

L

APPOINTMENT DIVISION
JUL 2 1928
ON JOURNAL
DEPARTMENT OF COMMERCE

August 16, 1927.

The Superintendent, 5th District, Lighthouse Service, Baltimore, Maryland, submits report for month of July of transfers, promotions, and demotions, giving effective date of change.

NAME	POSITION	SALARY	NATURE OF CHANGE	LETTER DATE	EFFECTIVE DATE
JOHN T. SAUNDERS	KEEPER	$1740 p.a.	Increase	7-1-27	7-1-27

See letter dated August 1, 1927, in file of Lewis McD. Hopkins.

CROSS REFERENCE.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 1, 1927.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 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,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1680 per annum.

To: $1740 per annum.

Service and grade: Field.

Appropriation (unit):

APPOINTMENT DIVISION
JUL 1 - 1927
DEPARTMENT OF COMMERCE

CARDED

5

GOVERNMENT PRINTING OFFICE 11—9051

LIGHTHOUSES

1927 JAN 5 AM 9 51

JAN 8 1927

Mr. J. T. Saunders, Keeper,
Wolf Trap Light Station, Va.,
(Through Commissioner of Lighthouses).

Sir:

The Commissioner of Lighthouses has reported to me that you performed a satisfactory detail of duty at the National Sesquicentennial Exposition held during the past year at Philadelphia. I take pleasure in expressing my appreciation of the services rendered by you, which contributed materially to the success of the Department's exhibit. A copy of this letter will be placed on your official record.

Very truly yours,

Assistant Secretary of Commerce.

LIGHTHOUSES--Secretary's files

Exact copy as signed by _____

Mailed _____ by _____

See mine file 13J-1

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Saunders, John T. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates: Is differential recommended	Amt. per annum to be Added	Subtracted
1020	240	1260	CR	164.25	1424.25	LHS	7	1500	Yes	60	

CIRCULAR #13----11/13/23 approved $1560

GRADE RECOMMENDED 7

RANGE OF COMPENSATION RECOMMENDED FROM $1560 TO $1800

45 cents per diem commutation of rations.

16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:

Kind of equipment Uniform; annual cost, $ Est. $20.00

17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)

(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8

(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3

(d) College: Name ; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

(e) Post graduate work: Kind ; years ☐ 1 ☐ 2 ☐ 3

(f) Correspondence courses: Kind ; number of lessons ; number completed

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

Percentage of total time given to each task

WATER STATION

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

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

CLASSIFICATION BOARD FORM NO. 1
(Filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 148
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Saunders (Surname) John (Given name) T. (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse Dist.
   (b) Subdivision Wolf Trap Lt. Sta., Va.
   (c) City or town ____ State Va.
6. Pay-roll title Light Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day ____; or per week ____
   (c) If night work, wholly or in part, state the hours: From 1/3 of time from sunset to sunrise. m. to ____ m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
   During what months ____
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ____
11. Present rate of pay, exclusive of bonus ____ $ 1020. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 1020. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None.
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
* 15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ 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 $164.20
    45 cents per diem commutation of rations.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ Est. $20.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ____; number of lessons ____; number completed ____

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

Percentage of total time given to each task

WATER STATION

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

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

19. Does employee work under immed[illegible] supervision, or to a large extent upon his own r[illegible]sibility? (Describe fully.)

Keeper is in full charge of station and is largely governed in the performance of his duties by letters from the District office and by a book of Instructions to Employees. Frequently placed on his own responsibility saving life and property under strews of weather. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

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

This employee ranks first at this station and he regularly has two employees under him.

21. How long have the employee's duties been substantially as described above? Since March 1, 1921.

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

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

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

.....
(Signature of Employee)

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

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

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

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

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

.....

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

.....

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1320. to $ 1680. exclusive of allowances mentioned in Question 15.

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

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1620 per annum to $ 1680 per annum, effective July 1, 1925.

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

By direction of the Secretary:

Respectfully,

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

11—8074

H
56h

CARDED

APPOINTMENT DIVISION ENTERED JUL 16 1925 ON JOURNAL DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

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

Position: Keeper.

Salary: $1620.

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

EK

5th

APPOINTMENT DIVISION ENTERED FEB 5 1925 ON JOURNAL DEPARTMENT OF COMMERCE

FEB 5 1925

CARDED

(CROSS REFERENCE)

Saunders John T In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 1350, effective July 1, 1924.

For authorization see letter dated JUL 23 1924 File No. 1095/21.

CROSS REFERENCE.

LIGHT-HOU[illegible]

John T. Saunders Keeper $1080 Increase letter4/12/24

eff. 5/20/24

See Edwin C Tyler's file.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 12, 1924.

Mr. John T. Saunders,

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 May 20, 1924, including $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,

EDW. J. GARDNER

Acting Chief of Appointment Division.

11—6674

REPORTS MAIL DIVISION
RECEIVED
APR 15 1924
DEPARTMENT OF COMMERCE

C
G
5th

CARD DI... REPORT DATA ENTERED

Form 73
ICA

NOMINATION

LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1924 APR 11 AM 9 15

CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

1924 APR 11 PM 2 40

Baltimore, Md., April 10, 1924, 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Longevity increase

Name, Saunders, John T.

Position, Keeper

Location, Wolf Trap Light Station, Va.

Effective May 20, 1924

Legal residence, Virginia

Salary, ($1020. p.a. plus $60. longv.

Appropriation, Salaries, Keepers of Lighthouses

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

DEPARTMENT OF COMMERCE APR 12 1924 APPOINTMENT DIVISION

APR 12 1924 DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION APR 12 1924 DEPARTMENT OF COMMERCE

Former position, Keeper

Former salary, $1020. pa.

Location, Wolf Trap Light Station, Va.

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

Previous incumbent, Himself

Services terminated,

Reason,

Members of family in Government Service, None

Date of birth, May 14, 1879

Remarks: Mr. Saunders will have had five years continuous service as keeper on May 20, 1924.

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

4/12/24

Secretary, Civil Service District.

W. D. King

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 11 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

Cross reference.

June 21, 1921. The Bureau of Lighthouses x advises the Department of the date of effect of the following change.

NAME	POSITION	SALARY	NATURE OF CHANGE	LETTER DATE	EFFECTIVE DATE.
John T. Saunders	1020 pa.			March 1, 1921	

See file William A. Davis

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 8, 1921.

M r. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 960 per annum to $ 1020 per annum, effective March 1, 1921, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

(SIGNED) H. M. CROSS

ACTING Chief of Appointment Division.

CARDED

P
C

5th

U. S. REPORT DATA ENTERED

APPOINTMENT DIVISION ENTERED FEB 8 1921

Form 73

MEM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1921 FEB 3 AM 8 39

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5 DISTRICT.

Baltimore, Md. (City.), February 2, 1921 (Date.), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer & Promotion

CHIEF CLERK

Name, John T. Saunders — Legal residence, Va.

1921 FEB 5 PM 3 03

Position, Keeper — Salary, $ 1020. p.a.

Location, Wolf Trap Light Station, Va. — Appropriation, Salaries, Keepers of Lighthouses

Effective March 1, 1921 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $ 960. p.a.

Location, Hooper Island L.S., Md.

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

Previous incumbent, James B. Hurst — Services terminated, Close of Feb. 28, 1921

Reason, Dismissed from Service.

Members of family in Government Service, None

Remarks:

108
2/6/21.

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

APPOINTMENT DIVISION NECESSARY ACTION TAKEN FEB - 8 1921 DEPARTMENT OF COMMERCE

H. D. Long

Secretary, Civil Service District. — Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON FEB 3 - 1921

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN FEB 7 1921 DEPARTMENT OF COMMERCE

1921 FEB 5 AM 9 26

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

45

LIGHT
AUG 8 1919
HOUSES

MEM

1919 AUG 11 PM

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

APPOINTMENTS

August 7, 1919.

Commissioner of Lighthouses,
Washington, D.C.

1919 AUG 11 PM 3 41

Subject: Effective date, promotion of John T. Saunders to Hooper Isld.

1. The Bureau is advised that John T. Saunders, formerly Assistant Keeper at Sandy Point Light Station, Md., entered on duty as Keeper, Hooper Island Light Station, effective August 1, 1919. Reference is made to Department Notice of Change in Salary dated August 5, addressed to John T. Saunders, on which it states that his salary as keeper is changed, "effective on a date later to be determined and reported to the Department". Reference is also made to Form 73 from this office dated July 28, nominating Saunders, effective August 1, and whereon it was stated that effective date was unavoidable, on account of demotion of Keeper and dismissal of Assistant Keeper.

CARDED

C. S. 8/12/19 REPORT DATA ENTERED

Supt. of Lighthouses.

Bureau of Lighthouses, Washington
AUG 8 1919

Submitted to Secretary of Commerce for his information.

1919 AUG 11 PM 2 25

Acting Commissioner.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 5, 1919.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 840. per annum to $ 960. per annum, effective on a date later to be determined and reported to the Department.

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 HARRISON

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED 1919 DEPT OF COMMERCE

CARDED

AS
C

5th District.

C. S. REPORT DATA ENTERED

AUG 5 - 1919

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

CHIEF CLERK
1919 AUG 2 AM 8 46

LIGHT
AUG 1 1919
HOUSES

MEM

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

APPOINTMENTS

July 31, 1919.

Commissioner of Lighthouses,
Washington, D.C.

1919 AUG 2 AM 10 31

Subject: Nomination Form 73, John T. Saunders, July 28.

1. It has been noted that error appears on nomination Form dated July 28, John T. Saunders, under "Salary". Amount which he should receive under his appointment should be $960. instead of $900., and it is respectfully requested that Form 73 in question, be amended accordingly.

For and in the absence of the Superintendent.

Trans as Kpr at Sandy Hook Md to Keeper Sw'd S. Md.

Asst. Supt.

8/4/19

Bureau of Lighthouses, Washington
AUG 1 1919

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

1919 AUG PM 35

Form 73

MEM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

Baltimore, Md. (City.) July 28, 1919 (Date.), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion and transfer

Name, John T. Saunders

Position, Keeper

Location, Hooper Island L.S., Md.

Effective August 1, 1919

Legal residence, Va.

Salary, $900. p.a.

Appropriation, Salaries, L.H.Keepers

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

Former position, Keeper

Location, Sandy Point L.S., Md.

Former salary, $ 840. p.a.

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

Previous incumbent, Otho Bounds

Reason, Demoted

Services terminated, ~~July 29~~ July 31, 1919

Members of family in Government Service, None

Remarks: Effective date of appointment is essential, and could not be avoided, inasmuch as Department letter of dismissal of A.W.S.Tyler, Assistant Keeper at Hooper Island, only reached this office today. His dismissal is effective July 31, and demotion of present keeper is also effective on same date.

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

Secretary, Civil Service District.

Supt. of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Approved:

Secretary.

Acting Commissioner

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

11—2314

MAY 26 1919

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

APPOINTMENTS MAY 26 1919

SUPT. OF LIGHTHOUSES BALTIMORE, MD. MAY 20 1919

LIGHT MAY 26 1919 HOUSES

I, John T. Saunders

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

John T Saunders CHIEF CLERK
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 20th day of May, A. D. 1919

(Affix official seal here)

[4] (Name) F. E. Rutherford

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

My commission expires

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

OFFICIAL TITLE	RATE OF PAY (base)	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper	$ 840. p.a.	Sandy Point Light Station, Md.
Former [5] - - - - - - -	- - - - - - -	- - - - - - - - -

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

CARDED

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., Fifth DISTRICT

Baltimore, Md. (Address), May 24, 1919 (Date)

The above-named appointee entered upon duty on May 20, 1919 (Date) AM 9 42

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

REPORT DATE ENTERED

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

11—944

Form 1788—Jan., 1919.

NO. 1940 5

CERTIFICATE AUTHORIZING REINSTATEMENT.

AP 1919 MAY 12 AM 8 57

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., May 10, 1919.

APPOINTMENTS

1919 MAY 12 AM 10 11

To the

Secretary of Commerce,

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

John T. Saunders of Virginia

STATUS AUTHORIZED.	FORMER STATUS.
Department of Commerce (Department.)	Same (Department.)
Lighthouse Service, 5th District (Bureau or office.)	Same (Bureau or office.)
Keeper, $840 p.a. (Position and salary.)	Keeper, $516 p.a. (Position and salary.)
Lighthouse Service, 5th District (City in which to be employed.)	Same (City in which formerly employed.)
May 6, 1919. (Date of request.)	Sept. 30, 1918. Resignation (Date and manner of separation.)

APPOINTMENT DIVISION MAY 12 1919 DEPARTMENT OF COMMERCE

Very respectfully,

T. P. Chapman

6—3058 Acting Secretary.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 12, 1919.

Mr. John T. Saunders,
Thrcugh the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

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

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

(By reinstatement in accordance with authority contained in Certificate No. 19405 issued by the United States Civil Service Commission.)

CARDED

APPOINTMENT DIVISION ENTERED MAY 1 2 1919 DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

U. S. REPORT DATA ENTERED

(SIGNED) W. S. GILCHRIST

D
C

ACTING Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Daniel W. Etheridge.

Legal Residence: Virginia.

11—3022

5th

MAY 12 1919

Form 381.
May, 1910.

REQUEST FOR REINSTATEMENT.

Department of Commerce
[Department, Commission, or Office.]

Washington, D. C., May 6, 1919.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of John T. Saunders, a legal resident of the State (or Territory) of Virginia, to the position Keeper, now vacant (or to become vacant on), at a salary of $ 840 pa., in the Lighthouse Service, 5th District, for which a certification of
[Bureau or Office.]
eligibles has not been requested.* Mr. Saunders was, without delinquency or misconduct on his part, separated by resignation on Sept. 30, 1918, from the position of
[Removal or resignation.]
Keeper at a salary of $ 516 pa., in the Lighthouse Service, 5th District.
[Bureau or Office.]

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

None.
[State degree of relationship and where employed.]

MILITARY OR NAVAL RECORD.

Regiment Company

Vessel Date of honorable discharge

By direction of the Secretary: (Signed) A. L. THURMAN

Signature:

Official title: Chief Clerk.

D
G

*If a certification has been requested, the date should be given. When a requisition has been made under section 1 of Rule VII for a certification of eligibles, and the Commission, at the request of the Department, has made public announcement of an examination to secure such eligibles, the vacancy shall not thereafter be filled by transfer, promotion, or reinstatement, without the consent of the Commission.

6—2530

Form 73

MAY 3 1919 8 55 AM

NOMINATION

MEM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. Fifth DISTRICT.

FOURTH DISTRICT MAY-1 1919 Received

5

Baltimore, Md. (City.) April 30,1919 (Date.), 191

THE COMMISSIONER OF LIGHTHOUSES:
(Thro' Sec'y, 4th Civil Service District)

Action recommended, Reinstatement

LIGHT MAY 3 1919 HOUSES

Name, John T. Saunders — Legal residence, Va.

Position, Keeper — Salary, $ 840. p.a. CHIEF CLERK

Location, Sandy Point Light Station, Md. — Appropriation, Salaries, Lighthouse Keepers

Effective May 11,1919 — {'~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

1919 MAY 5 PM 4 35

Former position, Was Asst. Keeper, Ragged Point L.S.,Md. at time of his resignation - Sept. 30,1918. — Former salary,

Location,

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

Previous incumbent, Daniel W. Etheridge — Services terminated, Close of May 10,1919

APPOINTMENTS

Reason, Resigned

1919 MAY 6 AM 9 38

Members of family in Government Service, None

Remarks: This nomination is made in compliance with Mr. Saunders' written request dated April 28,1919.

Selection regular, subject to the action of the U. S. Civil Service Commission, May 2, 1919

Forwarded.
L. H. Fisher
Secretary, 4th Civil Service District.

Supt. of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 5 - 1919

Submitted to the Secretary of Commerce, approved.

1919 MAY 5 PM 4 21

MAY 6 - 1919

Acting Commissioner

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

11—2314

Sir: 1

September 6, 1918.

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on September 30, 1918.

Bureau	Lighthouse Service
Position	Assistant Keeper
Salary	$516 per annum.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED SEP 6 1918 DEPARTMENT OF COMMERCE ON JOURNAL

(Signed) Clifford Hastings.

Chief of Appointment Division.

Mr. John T. Saunders,

Commissioner of Lighthouses.

Through the

CARDED

√

H
Ho

(Form 93) [ ]

NOTICE OF RESIGNATION OR DEATH

( ) 5

LIGHT AUG 31 1918 HOUSES

MEM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

AUG 31 1918 8 49 AM

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

CHIEF CLERK

Baltimore, Md. August 30, 1918

THE COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee: 1918 SEP 5 PM 3 00

Name, J. T. Saunders — Position, Asst. Keeper

Legal residence, Virginia — Station, Ragged Point Light Station, Md.

Salary, $ 516. per annum

APPOINTMENTS

The acceptance of this resignation is recommended effective at the close of September 30, 1918

This employee has not taken leave in excess of the accrued rate. 1918 SEP 5 PM 3 31

Remarks: Letter of resignation attached, copy of which is kept in this office. Nomination for suitable successor will be made at the proper time.

For and in the absence of the Superintendent.

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

9/5/18 acctd

Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 4 1918

Submitted to the Secretary of Commerce, approved.

11—4623

1918 SEP 5 PM 1 01

H. B. Bowerman
Acting Commissioner

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 6 - 1918 DEPARTMENT OF COMMERCE

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

INSPECTOR
AUG 30, 1918
BALTIMORE
MD.

LIGHT
AUG 31 1918
HOUSES

FIFTH DISTRICT

Ragged Point L.S.
(Station, Depot, or Vessel)

Aug 26, 1918

Supt of Light Houses
5th Dis
Balto, Md.

Sir

Owing to the bad health of my Wife. I reluctantly am compelled to ask you to accept my resignation as Asst Keeper of Ragged Point L.S. to become effective Sept 30 1918. The paramount issue is providing for my wife and family and being a carpenter by trade I feel that I can serve the Government better in a Ship yard and also give my wife better attention.

I am leaving with no reflection on the Service or Station whatever. and Should I desire to be reinstated in the future would it be possible for me to do so,

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

Respectfully
J. T. Saunders.
Asst Keeper

Asst Keeper
Charles Larsen

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

L. H. INSPECTOR MAR 20 1918 BALTIMORE MD.

LIGHT HOUSES MAR 23 1918

RECEIVED

I, John T. Saunders

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.

OFFICE OF CHIEF CLERK

John T. Saunders
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 16th day of March, A. D. 1918

(Affix official seal here)

[4] (Name) John T. Beale

(Official title) Notary Public

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Assistant Keeper	$516. p.a.	Ragged Point L.S., Md.
Former[5]	do.	480. p.a.	Bowlers Rock L.S., Va.

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

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

REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) March 22, 1918 (Date)

The above-named appointee entered upon duty on March 8, 1918 (Date)

H. D. King
Lighthouse Inspector.

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

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

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

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

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

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

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 8, 1918.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

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

By direction of the Secretary:

Respectfully,

RECORDED.

(Signed) Clifford Hastings.

Chief of Appointment Division.

N
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John F. Poole.

Legal Residence: Virginia.

APPOINTMENT DIVISION ENTERED MAR 8 1918 ON JOURNAL DEPT. OF COMMERCE

11—3092

Form 73

NOMINATION

REOM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 6 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

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

RECEIVED
1918 MAR 7 PM 1 26
OFFICE OF CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, John T. Saunders — Legal residence, Va.

Position, Assistant Keeper — Salary, $516. per an. (base pay)

Location, Ragged Point L.S., Md. — Appropriation, Salaries, Keepers of Lighthouses.

Effective March 16, 1918 — {~~Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~, or as soon thereafter as he enters on duty.

APPOINTMENTS
1918 MAR 7 PM 1 5

Former position, Assistant Keeper — Former salary, ~~$480.~~ per an. (base pay)

Location, Bowlers Rock Light Station, Va.

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

Previous incumbent, John F. Peele — Services terminated, with the close of Feb. 15, 1918

Reason, Transferred to assistant keeper, $492. per an. (base pay), Cove Point L.S., Md.

Members of family in Government Service, None

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 8 1918 DEPARTMENT OF COMMERCE

Remarks:

Selection [illegible], subject to the action of the U. S. Civil Service Commission, , 191

Secretary. *Civil Service District.*

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 6 - 1918

Submitted to the Secretary of Commerce, approved.

3-7-18

1918 MAR 7 AM 11 57

Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

February 14, 1918.

Commissioner of Lighthouses:

For the reasons stated in letter of the 5th instant from the Fifth Inspector's Office, forwarded by the Bureau on the 12th instant, the Department hereby approves the recommendations regarding excess leave taken during the calendar year 1917 by certain employees in the Fifth District, as follows:

Charles A. Sterling, keeper of Cranny Island Light Station, Virginia; leave without pay for 3 days and 18 hours.

Robert Williams, assistant keeper of Craighill Channel Range Rear Light Station, Maryland; leave without pay for 4 days and 21 hours.

Ephraim H. Biggs, keeper of Cape Henry Light Station, Virginia; leave without pay for 2 days and 3 hours.

Edgar T. Somers, keeper of Somers Cove Light Station, Maryland; leave without pay for 1 day 11½ hours.

John T. Saunders, assistant keeper of Bowlers Rock Light Station, Virginia; excess leave allowed, and station changed from Class II to Class I, of the regulations for the granting of leave and shore liberty to keepers and assistant keepers.

SIGNED E. F. SWEET

Acting Secretary.

FOR BASIS OF THIS ACTION SEE
LETTER DATED 2/12/18
IN FILE OF Chas A Sterling
CENTRAL

O-H.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
FEB 12 1918
HOUSES

REOM.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.
Feb. 11, 1918

CHIEF CLERK
FEB 18 1918
5

APPOINTMENTS
FEB 18 1918

Commissioner of Lighthouses, Washington, D.C.

Subject: Temporary transfer, John T. Saunders.

Reference: Par. 2, Regulation VII, Civil-Service Regulations for the Lighthouse Service.

By virtue of the authority granted by above referred to regulation, I have this day directed John T. Saunders, assistant keeper, Bowlers Rock Light Station, Va.,to proceed to Ragged Point Light Station, Md. and assume the duties of assistant keeper of that light until the return of the regular assistant keeper, Mr. John F. Peele.

This action was necessitated by the inability of Mr. John H. Keeling, nominated by this Office for temporary appointment to the position of Additional Keeper, this District, to report for duty at Ragged Point Light Station whence it was intended to assign him.

A. D. King
Lighthouse Inspector.

CARDED.

2-14-18

Bureau of Lighthouses, Washington
FEB 16 1918

Submitted to Secretary of Commerce for his information.

APPOINTMENT DIVISION
ENTERED
FEB 19 1918
JOURNAL OF COMMERCE

Acting Commissioner.

FEB 18 1918 12 42 PM

TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
F[illegible]S.

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

LIGHT
OCT 6 1916
HOUSES

MAKE NO ENTRIES IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Saunders, John T.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Assistant Keeper

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

6. Annual earnings:

$480.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 480. p.a.

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

Substitute— Years:	Months:	Regular— Years:	Months:
		3	11

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

Virginia

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: May

Year: 1879

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

E7, H4

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 1 Virginia

County: Middlesex

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT HOUSES APR 2 1914

RECM. OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., Jan. 24, 191 4

CHIEF CLERK APR 4 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about Feb. 15, 1914 $480.

Name, John T. Saunders Position, Assistant Keeper

From Seven-foot 7-Ft. Knoll L.S., Md. To Bowlers Rock L.S., Va

APPOINT APR 4 1914 1005

Previous incumbent, New position

Services terminated, Reason,

This recommendation is made at the requestof Mr. Saunders, whose letter is attached.

Ruland.

Inspector.

E.S.H.

Report date effect 1/23

, 191

The above-referred-to transfer became effective beginning with March 28, 1914

APPOINTMENT DIVISION ENTERED APR 4 1914 ON JOURNAL DEPT. OF COMMERCE

Ruland.

Inspector 3/28

CARDED

H-4-14

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 2 1914

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

REOM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., Jan. 24, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about Feb. 15, 1914 $450

Name, John T. Saunders Position, Assistant Keeper

From Seven-Foot 7-Ft. Knoll L.S., Md. To * Bowlers Rock L.S., Va.

Previous incumbent, New position

Services terminated, Reason,

This recommendation is made at the requestof Mr. Saunders, whose letter is attached.

Inspector.

ESH.

, 191

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

CARDED

11—4598

One Inclosure

BUREAU OF LIGHTHOUSES

WASHINGTON

JAN 31 1914

Submitted to the Secretary of Commerce for his information.

* See Bureau recommendation of this date for the authorization of the position of assistant keeper of Bowlers Rock Light Station, Va.

Acting Commissioner.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

L. H. INSPECTOR
5th Dist.
RECEIVED
JAN 24 1914
LIGHT
JAN 26 1914
HOUSES

FIFTH DISTRICT

Seven Foot Knoll
(Station, Depot, or Vessel.)

Jan 23rd, 1914

The Light House
Inspector 5th Dist
Baltimore. Md.

Sir

In reply to your letter of the 20th in proferring me the Asst Keeper in event of one being authorized at Bowlers Rock Light Station Va at the same Salary. I am at present receiving. It will give me pleasure to accept the same

Very Respectfully
John T. Saunders
Asst Keeper at Seven Foot Knoll

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES MAY 14 1913 DEP'T OF COMMERCE

CHIEF CLERK MAY 20 1913

APPOINTMENTS MAY 21 1913

I, John T. Saunders.

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

☞ John T. Saunders. (Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 13th day of May, A. D. 1913

(Affix official seal here)

[4] (Name) C. F. Hamond.

(Official title) Deputy Collector of Customs

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst. Kpr.	$480. per an.	Seven-Ft. Knoll Lightsta., Md.
Former [5]		

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

RECOM. CARDEL.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) May 13, 1913 (Date)

The above-named appointee entered upon duty on May 13, 1913 (Date)

Ed O Rulland

(Signature, followed by title) Inspector

E.S.H.

[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

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

May 5, 1913.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

(By selection from certificate No. ----, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

CARDED.

APPOINTMENT DIVISION. REPORTED MAY 6 1913 DISBURSING CLERK DEPT. OF COM.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

C
F

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Joseph D. Farrow.
Legal Residence: Virginia.

CHANGE REPORTED MAY 1913 U. S. COMMISSION.

May 2, 1913.

Commissioner of Lighthouses:

Transmitted herewith is recommendation dated the 29th ultimo from the Fifth Inspector for the probationary appointment of John T. Saunders as assistant keeper of Seven-Foot Knoll Light Station, Maryland, the same apparently having been sent direct to the Department by the district secretary.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER

Enclosure 903.
F-C

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE**

May 1, 1913.

Selection is regular.
S. H. Fisher
District Secretary.

Department of Commerce ~~and Labor~~
LIGHTHOUSE SERVICE

REOM. OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
April 29, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Probationary appointment

Name, John T. Saunders — Legal residence, Virginia

Position, Assistant keeper — Salary, $480.00 per annum

Location, Seven-Foot Knoll Lightstation, Md.

Effective May 5, 1913 — [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, — Former salary,

Location,

Rank in list of eligibles, 1st — Rating, "Asst.Kpr." — Percentage, 93.2

Other eligibles considered, William F. McDorman and Benjamin G. O'Neal

Letters of declination inclosed, None

Previous incumbent, Joseph D. Farrow — Services terminated, May 4, 1913

Reason, Transfer to Gull Shoal Lightstation, N. C. recommended

Remarks: To be paid from the appropriation, "Salaries, Keepers of Lighthouses." Mr. Saunders has no relatives in the Government Service.

E.S.H.

APPOINTMENT WRITTEN MAY 5 - 1913 DEPT OF COMMERCE

CHIEF CLERK RECEIVED MAY 2 1913 DEPT OF COMMERCE

RECEIVED APR 30 A.M. FOURTH DISTRICT

CHIEF CLERK FORWARDED TO MAY 2 1913 APPTS. DEPT OF COMMERCE

APPOINTMENTS RECEIVED MAY 2 - 1913 COMMERCE 10,57

BUREAU OF LIGHTHOUSES MAY 3 1913 DEPT OF COMMERCE

CHIEF CLERK RECEIVED MAY 5 1913 DEPT OF COMMERCE

CHIEF CLERK FORWARDED TO MAY 6 1913 APPTS. DEPT OF COMMERCE

APPOINTMENTS RECEIVED MAY 6 - 1913 COMMERCE 9.06

Department of Commerce ~~and Labor~~
BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 3 - 1913

5-2-13 GK 5-6-13

Respectfully submitted to the Secretary of Commerce ~~and Labor~~, approved.

E. C. Gillette
Acting Commissioner

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

11—2314

Form 213 B for dupt

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

BUREAU OF LIGHTHOUSES
APR 14 1913
DEP'T OF COMMERCE

CHIEF CLERK
RECEIVED
APR 15 1913
DEP'T OF COMMERCE

CHIEF CLERK
FORWARDED TO
APR 15 1913
APPTS.
DEP'T OF COMMERCE

APPOINTMENTS
RECEIVED
APR 15 1913
COMMERCE 2.49

MEMORANDUM

This temporary appointment expires by limitation. No payment for compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. This should be done whether or not further employment has been authorized by the Department. See Bureau circular of October 1, 1910.

Name of employee John T. Saunders Legal residence Va.

Designation Additional Asst.Keeper Compensation $480 pa.

Place of employment Gull Shoal L.S., N.C.

Date of appointment Feb.11,1913.-date of entrance on duty.-2 mos.
Entered on duty Feb. 21, 1913.

Last day of service under this appointment April 9, 1913

State if services will be required beyond the period authorized No

If services are required, nomination should be made on proper form.

CARDED.

Bureau of Lighthouses, Washington,

APR 14 1913

APPOINTMENT DIVISION
REPORTED
APR 16 1913
TO DISBURSING CLERK
DEPT OF COMMERCE

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

Richard L. Ohanlon
(Signature.)

Inspector
(Title.)

April 12, 1913
(Date.)

APPOINTMENT REPORTED
APR 17 1913
U.S. COMMISSION.

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

October 18, 1912.

BUREAU OF LIGHT-HOUSES
FEB 28 1913
DEPT OF COMMERCE AND LABOR

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 information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

CHIEF CLERK
RECEIVED
MAR 3 1913
COMMERCE AND LABOR

CHIEF CLERK
FORWARDED TO
MAR 3 1913
APPTS.
COMMERCE AND LABOR

CARDED

RECEIVED
MAR 3 - 1913
DIVISION OF APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Charles Nagel
Secretary.

PART I.

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

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

John Thomas Saunders

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

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

Deltaville	Va	Middlesex	1st
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Deltaville Va

6. When were you born? May 14 1879
Month. Day. Year.

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

Thomas A. Saunders
Name.

Number and street.

Dutaville
City or town.

Va
State or Territory.

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

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

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

May 15 1912

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.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No					

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

No

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

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

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

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

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

Name under which service was rendered No

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

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

Boatman and farming

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

Public school

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

None

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

Only examination for Light House Service

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

Yes

21. State the date upon which the above blanks were filled. Feb 19, 1913

Witness:

In case signature is by mark.

(Signature) John I Saunders

P. O. Address: Dutch Ville.
City or town.

Middlent Md
Number and street.

Va
State or Territory.

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

Reviewed, approved, and forwarded Feb. 20, 1913

(Signature) Edo Ruland.

(Official title) Inspector

E.S.H.

11—1434

PART II.

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

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

Lighthouse (Bureau or Service.) Gull Shoal Lightstation, N.C. (Place (city, town, station, or vessel.)) 5th (District.)

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

3. State the date of appointment. Feb. 11, 1913

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

The date of entry on duty

5. State the date of the oath. Feb. 19, 1913

6. State the date the employee entered on duty. Feb. 21, 1913

7. What is his salary? $480.00 per annum

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

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

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

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

"From Asst. Kpr. examination"

12. Is the employee required to give bond? No

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) Ed Rulands

(Official title) Inspector

Date: Feb. 20, 1913

E.S.H.

11—1434

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHT-HOUSES FEB 28 1913 DEPT OF COMMERCE AND LABOR

I, John T. Saunders, 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.

RECEIVED MAR 10 1913 CHIEF CLERK DEPT OF COMMERCE

☞ John T Saunders
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 19th day of February, A. D. 1913

(Affix official seal here)

[4] (Name) Laurence Waring

(Official title) Clerk Circuit Court Norfolk, Va.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Add'l Asst. Kpr. of Gull Shoal L.S., N.C.	$480. p.a.	Gull Shoal Lightstation, N.C.

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

REOM.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) Feb. 27, 1913 (Date)

CARDED.

The above-named appointee entered upon duty on Feb. 21, 1913 (Date)

Temporary appointment, pending return to duty of Malachi D. Swain, regular asst. keeper.

DIVISION OF APPOINTMENTS RECEIVED MAR 10 1913 DEPT OF COMMERCE

E. E. Ruland.
(Signature, followed by title) Inspector
E.S.H.

[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.

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

11—944

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

February 11, 1913.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, ~~Additional Assistant Keeper of Gull Shoal Light Station, North Carolina,~~ in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

Your appointment will continue for a period of not to exceed two months.

(By selection from eligible register.)

APPOINTMENT DIVISION REPORTED FEB 12 1913 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. BEADLEY,

F
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (pending return to duty of [illegible] Swain).

Legal Residence: Virginia.

CHANGE REPORTED FEB 1913 O. S. COMMISSION.

11—3692

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

OM.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
Feb. 8, 1913

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Temporary appointment

Name, John T. Saunders — Legal residence, Virginia

Position, Addl. Asst. Keeper — Salary, $480.00 per annum

Location, Gull Shoal Lightstation, N.C. Auth. D.F. 1/30/13 — not exc 2 mos

Effective February 15, 1913 {the actual date of entrance on duty, or as soon thereafter as he enters on duty.}

Former position, — Former salary,

Location,

Rank in list of eligibles, 1 — Rating, "Asst.Kpr." — Percentage, 93.2

Other eligibles considered, Wm. F. McDorman and Benj. G. O'Neal

Letters of declination inclosed, There were none such received

Previous incumbent, Malachi D. Swain — Services terminated, Jan. 31, 1913

Reason, Granted two months leave of absence without pay effective Feb. 1, 1913 or as soon thereafter as he enters on leave.

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses." To be for a period not to exceed two months, pending the return to duty of Mr. Malachi D. Swain, the regular appointee. Mr. Saunders has no relatives in the Government service.

TEMPORARY. New position

R Rulands
Inspector

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

FEB 10 1913

Respectfully submitted to the Secretary of Commerce and Labor, approved.

2-11-13

J Conway
Acting Commissioner

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

11—2314

Deltaville Va
Sept. 5, 1947

3-2

6-1

U. S. Coast Guard
Washington D. C.

75
File

Sir:

Subject. Retired Pay.

When I retired as Light Keeper I received 1346.59 per annum. ✓ at present I only recive 1302.12 there is a with holding of 44.47 I am writing for information in regards to this with holding if this is a with holding or income I have not as yet received my with holding receipt as it is time to file income tax.

I wish to know why the 44.47 is with-held from my annual pay. Respectfully

John T. Bamdes

Ret.

Retired 8-31-43.
Out
a

SANUDERS, JOHN T.

SUNDERS, JOHN T.

OUT FILES

Return to Civilian Personnel - Coast Guard - Field

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

OM.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
Feb. 8, , 1913

THE COMMISSIONER OF LIGHTHOUSES:

BUREAU OF LIGHT-HOUSES
FEB 10 1913
DEPT OF COMMERCE AND LABOR

The following recommendation is submitted:

Action proposed, Temporary appointment

Name, John T. Saunders Legal residence, Virginia

Position, Addl. Asst. Keeper Salary, $480.00 per annum

Location, Gull Shoal Lightstation, N.C.

Effective February 15, 1913 {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Former salary,

Location,

Rank in list of eligibles, 1 Rating, "Asst.Kpr." Percentage, 93.2

Other eligibles considered, Wm. F. McDorman and Benj. G. O'Neal

Letters of declination inclosed, There were none such received

Previous incumbent, Malachi D. Swain Services terminated, Jan. 31, 1913

Reason, Granted two months leave of absence without pay effective Feb. 1, 1913 or as soon thereafter as he enters on leave.

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses." To be for a period not to exceed two months, pending the return to duty of Mr. Malachi D. Swain, the regular appointee. Mr. Saunders has no relatives in the Government service.

Rutland.
Inspector

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

FEB 10 1913

Respectfully submitted to the Secretary of Commerce and Labor, approved.

C
Acting Commissioner

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

11—2314

mcc

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

February 11, 1913.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

Additional Assistant Keeper of Gull Shoal Light Station, North Carolina,

in the Lighthouse Service

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

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

Your appointment will continue for a period of not to exceed two months.

(By selection from eligible register.)

E & D. Feb 21, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

F C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (pending return to duty of Malachi D. Swain).

Legal Residence: Virginia.

11—3692

FEB 13 1913

Sunday April 9, 1913.

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE** May 1,1913.

Department of Commerce ~~and Labor~~
LIGHTHOUSE SERVICE

Selection is regular.
F. W. Fisher
District Secretary

RECM. OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,
Baltimore, Maryland,
April 29, 1913

5-6-13 Teleg 5th

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

RECEIVED
APR 30 A.M.
FOURTH DISTRICT BOARD.

Action proposed, Probationary appointment

Name, John T. Saunders — Legal residence, Virginia

Position, Assistant keeper — Salary, $480.00 per annum

Location, Seven-foot Knoll Lightstation, Md.

Effective May 5, 1913 — [1] ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

BUREAU OF LIGHTHOUSES
MAY 3 1913
DEP'T OF COMMERCE

Former position, — Former salary,

Location,

Rank in list of eligibles, 1st — Rating, "Asst.Kpr." Percentage, 93.2

Other eligibles considered, William F. McDorman and Benjamin G. O'Neal

Letters of declination inclosed, None

Previous incumbent, Joseph D. Farrow — Services terminated ~~to~~ May 4, 1913

Reason, Transfer to Gull Shoal Lightstation, N. C. recommended

Remarks: To be paid from the appropriation, "Salaries, Keepers of Lightouses." Mr. Saunders has no relatives in the Government Service.

Rulands.
E.S.H.

Department of Commerce ~~and Labor~~
BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 3 - 1913

Respectfully submitted to the Secretary of Commerce ~~and Labor~~, approved.

G
Acting Commissioner

Eley

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

11—2314

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

May 5, 1913.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. -----, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

E&D. May 13, 1913.

C F

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Joseph D. Farrow.
Legal Residence: Virginia.

MAY 8 1913

11—1394

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

RECM. OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md.,
Jan. 24, 191 4

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about Feb. 15, 1914

Name, John T. Saunders Position, Assistant Keeper

From 7-Ft. Knoll L.S., Md. To Bowlers Rock L.S., Va.

Previous incumbent, New position

Services terminated, Reason,

This recommendation is made at the requestof Mr. Saunders, whose letter is attached.

Rulland.
Inspector.
E.S.H.

, 191

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

.....

11—4598

One Incl

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 30 1914

Submitted to the Secretary of Commerce for his information.
See Bureau recommendation of this date for the authorization of the position of assistant keeper of Bowlers Rock Light Station, Va.

Acting Commissioner.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT APR2 1914 HOUSES

RHCM.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., Jan. 24, 1914

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about Feb. 15, 1914

Name, John T. Saunders

Position, Assistant Keeper

From 7-Ft. Knoll L.S., Md.

To Bowlers Rock L.S., Va.

Previous incumbent, New position

Services terminated,

Reason,

This recommendation is made at the requestof Mr. Saunders, whose letter is attached.

Went Allen with the preliminaries

Ruland. 73a

Inspector.

, 191

The above-referred-to transfer became effective beginning with March 28, 1914

Ruland.

Inspector

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 2 1914

Submitted to the Secretary of Commerce for his information.

noted 4.4.14

Acting Commissioner.

(Cross Reference)

[illegible] Correspondence

Date February 5, 1918.

in file of Charles A. Sterling

Subject: Excess, shore liberty, employees, 5th dist., calendar year 1917.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 12 1918

REOM.

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

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Feb. 11, 1918

Commissioner of Lighthouses, Washington, D.C.

Subject: Temporary transfer, John T. Saunders.

Reference: Par. 2, Regulation VII, Civil-Service Regulations for the Lighthouse Service.

By virtue of the authority granted by above referred to regulation, I have this day directed John T. Saunders, assistant keeper, Bowlers Rock Light Station, Va., to proceed to Ragged Point Light Station, Md. and assume the duties of assistant keeper of that light until the return of the regular assistant keeper, Mr. John F. Poole.

This action was necessitated by the inability of Mr. John H. Koeling, nominated by this Office for temporary appointment to the position of Additional Keeper, this District, to report for duty at Ragged Point Light Station whence it was intended to assign him.

H. D. King

Lighthouse Inspector.

Bureau of Lighthouses, Washington
FEB 16 1918

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

Form 73

NOMINATION

RECOM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 6 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

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

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

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

Name, John T. Saunders — Legal residence, Va.

Position, Assistant Keeper — Salary, $516. per an. (base pay)

Location, Ragged Point L.S., Md. — Appropriation, Salaries, Keepers of lighthouses,

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

Former position, Assistant Keeper — Former salary, $480. per an. (base pay)

Location, Bowlers Rock Light Station, Va.

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

Previous incumbent, John F. Peele — Services terminated, with the close of Feb. 15, 1918.

Reason, Transferred to assistant keeper, $492. per an. (base pay), Cove Point L.S., Md.

Members of family in Government Service, None

Remarks:

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

H. D. King

Secretary, Civil Service District. — Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 6 - 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11--2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON



March 8, 1918.

M. John T. Saunders,

Throughthe Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

M
C

Chief of Appointment Division

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John F. Poole.

Legal Residence: Virginia.

11—8602

5 Insp.

(Cross Reference)

For basis of this action see

letter dated March 12, 1918.

in file of John Spence, Keeper,

Subject: Discontinuance authorized positions, Bowlers Rock L.S.,Va.

LIGHTHOUSES

1927 JAN 5 AM 9 51

JAN 6 1927

Mr. J. T. Saunders, Keeper,
Wolf Trap Light Station, Va.,
(Through Commissioner of Lighthouses).

Sir:

The Commissioner of Lighthouses has reported to me that you performed a satisfactory detail of duty at the National Sesquicentennial Exposition held during the past year at Philadelphia. I take pleasure in expressing my appreciation of the services rendered by you, which contributed materially to the success of the Department's exhibit. A copy of this letter will be placed on your official record.

Very truly yours,

Dept. Circular 7 Feb. 1927

Assistant Secretary of Commerce.

See Bureau memo. of Dec. 20,1926 to Mr. Graves and his letter Dec. 24,1925 rethis matter in file 3180.

LIGHTHOUSES---Bureau's files

Exact copy as signed by _____

Mailed _____ by _____

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

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

FIFTH DISTRICT

_____
(Station, Depot, or Vessel)

Item 23 _____, 192

to make a annual report at the end of each Fiscal year
make of and send in monthly report to take mail to Ofre
each week which is 6 miles distant and subject to all
kinds of weather, go for provisions Three times each month
to look out for any one in distress day or night and go
to their rescue either boat or airplane There are two Asst
Keepers that are subject to my orders and their duties
are equally divided with my own which our work is
based on a 14 hour day which is 10 hours in day and 14 hrs
at night

Night

The stand watch from sunset to sunrise and
and is divided equally at a average of 4 hours which
requires much attention to look after Oil Vapor light and
28 4/7 to watch weather conditions, in the event of fog rain
or snow fog signal engine must be started and signal
must be sounded at once and in case engine is
100 disabled fog bell must sounded by hand
and in my absence all responsibility rests upon
my 1st asst keeper.

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time

Duties of Keeper is to see that his Station is kept in A.No 1 condition at all times. instruct his Assts to do likewise. the work requires much time and care such as scaling iron Caisson and painting it. scaling and painting brick dwelling which has to be done each year and requires much attention. care of and painting roof so that Airplanes will have a guide to direct them in their flight. care of Station boats such painting and repairs. Care of engine and sail, to see that they have the right hoisting gear and that it is kept in excellent condition. to see to and do inside work such as cleaning brass and keeping it in day 7 1 3/7 excellent shape. cleaning and care of aluminating apparatus caring for the clock work that operate it care of air tanks that operate Incandescent Oil Vapor light. cleaning paint and painting in side dwelling care of windows and doors to keep them painted and frame caked and in good repair. to keep bed rooms clean and painted and in a sanitary condition at all times. to keep floors clean and polished. keep Station furniture in excellent condition. keep stove both cooking and heating in good condition. to keep Fog Signal engine in excellent condition at all times in case of fog rain or snow night 2 8 4/7 clean water tanks which is used for drinking and cooking which has to be done twice each year. to keep all correspondence of Station with Supt of Lighthouses to a record of all supplies on hand received expended and condemned

100

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

John T. Saunders
(Signature of Employee)

This employee is principal keeper in charge of a lighthouse built on submarine foundation. The structure consists of a 2 story house about 30 feet square on a foundation inter-braced iron piles, and surmounted by a glazed lantern containing Fresnel lens for display of light which may be either kerosene wick lamp or incandescent oil vapor apparatus. The house is also equipped with fog bell operated by clockwork. Communication with shore is by motor launch kept at station. Each of two keepers is allowed 8 days ashore per month and when both are at station, they divide watches of light and fog signal. The principal keeper is in responsible charge and his first duty is to see that the light never fails to burn from sunset to sunrise nor the fog signal to sound when needed. All apparatus is required to be kept in perfect condition of cleanliness and operating efficiently and the entire structure thoroughly clean and well painted inside and outside, and minor repairs made as needed within his capacity. Owing to exposed location and salt water, proper preservation of metal work, especially iron foundations, requires constant attention. He is also required to keep all station records including journal watch book, fog-signal record and property accounts.

from $ ---- to $ ----

Sept. 27, 1928 (Date)

H. D. King (Signature of head of field office or station)

Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---- In my judgment the compensation of this position should be in a range from $ 1680, to $ 1980

OCT -8 1928 (Date)

J. S. CONWAY (Signature of head of bureau or his representative)

Acting Commissioner of Lighthouses. (Title)

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

26. How long have the employee's duties been substantially as described above? Since August 1, 1919

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

Sept. 27, 1928 (Date) — H. D. King (Signature of Preparing Officer) — Supt. of Lighthouses (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1680 to $ 1980

Sept. 27, 1928 (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1680 to $ 1980

OCT -8 1928 (Date) — J. S. CONWAY (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

10—1856

Lt. 940 5(b)- 144

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. ..... *Sheet No.* .....

Space reserved for the use of the Board

Light Keeper

1. Saunders (Surname) John (Given name) T. (Initial)
2. Department Commerce
3. Bureau Lighthouse Service
4. Field service Wolf Trap Light Station
5. (a) Field station
   (b) Subdivision
   (c) City or town State
6. Pay roll title Keeper
7. Customary office title $1600-1980
8. Present administrative allocation 1800.
9. Present gross rate of pay $ None
10. Deduction for allowances $ 1800.
11. Net rate paid in cash $

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

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

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 approximately $15.00 p.a.

15. (a) Regular hours of work: From Not regular. m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer 66 Winter 66 (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year } (d) If certain hours of availability for duty outside of regular working hours, are required, state hours and type of such duty Subject to duty when necessary throughout 24 hours of day.

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

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering)
By example and direct personal instruction. Keeper and assistant commonly work side by side or watch and watch on same work.

(c) How many? One

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.
Henry L. Matthews, 5(b) 145
Enoc L. Brooks, 5(b) 146

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
By periodical (usually semi-annual or more frequent) inspection of his station by district superintendent or his representative, and by review in district office of monthly reports and annual property returns.

20. What is the name, official position, and sheet number of the employee's immediate superior? H. D. King, Supt. of Lighthouses. 5(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	7	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

(Kind)

Other education (describe): Composed and certified

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was r... qualifying or pertinent?
Fifteen years as waterman both inland and deepwater. by John T. Saunders.

10—1856

LIGHTHOUSES

APR 19 8 35 AM '39

Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Approved Sept. 1, 1938

LAF

NOMINATION

5th LIGHTHOUSE DISTRICT Norfolk, Virginia (City) April 18 (Date), 1939

COMMISSIONER OF LIGHTHOUSES:

Action recommended Transfer and Reduction

Name John T. Saunders Date of birth May 14,1879 Legal residence Va.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1860 p.a. ($1680-2040) Plus $60 for quarters	$1740 p.a. ($1560-1920) Plus $60 for quarters
Station	Wolf Trap Lt. Sta., Va.	Stingray Point Lt. Sta., Va.
Appropriation	Salaries Kprs. of L. H.	Salaries Kprs. of L. H.

Effective May 1, 1939 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

4-27 Norfolk

Vice Frank R. Lewis (Lt. #3405) Pay $1680 p.a. Services terminated About April 30, 1939

Reason Transfer

REMARKS:[2] The action recommended is in accordance with Mr. Saunders' desires and will not violate Civil Service Rule relative to religious or political opinions or affiliations.

Selection regular, ..., 19.....

Manager, Civil Service District.

For and in the absence of the Supt.:
W. L. Rebbel,
Chief Clerk.

BUREAU OF LIGHTHOUSES, WASHINGTON, April 20, 1939, 19

Submitted to the Secretary of Commerce, approved.

W. P. HARMAN

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

April 26, 1939.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief, Division of Personnel.

From: $1860 per annum.

To: $1740 per annum.

Service and grade:

Appropriation (unit): Field.

K
5

MAY - 6 1939

GOVERNMENT PRINTING OFFICE 11—9051

LIGHTHOUSES

MAY 20 8 48 AM '39

LMF

DEPARTMENT OF COMMERCE

Lighthouse Service

District Fifth

Date May 16, 1939

CHANGE IN STATUS OF EMPLOYEE

Name John T. Saunders

Nature of Action Change of station

Effective Date May 16, 1939

	FROM	TO
Position	Keeper	Keeper
Pay	$1860 per annum	$1740 per annum
Station	Wolf Trap Lt. Sta., Va.	Stingray Pt. Lt. Sta., Va.

Remarks: This change is reported in accordance with Department letter dated April 26, 1939.

N. C. Manyon,
Superintendent of Lighthouses.

Bureau of Lighthouses
Washington

reported to Dept
6-1-39

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. John T. Saunders

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

OLIVER C. SHORT
Director of Personnel.

From: $1740

To: $1800

Service and grade:

Appropriation (unit): Field

5
C

JUL 15 1939

STANDARD FORM No. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1[redacted]

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Lighthouse Date Sept. 12, 1939

1. Name in full (Mr., ~~Miss, or Mrs.~~) Saunders (Surname) John (Given name) Thomas (Middle name)
2. Present address Deltaville (Number) (Street) (City) Virginia (State)
3. Legal (voting) residence Va 1st destrect (State and Congressional District) Middlesex (County) Deltaville (City or town)
4. Where born Deltaville (State or foreign country) — (City or town) When born May 14 1879 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

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

7. Number and ages of dependents domiciled with you Wife age 44 Child 13 years
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Lighthouse	Stingray Point	Keeper	1800	Feb	18	1912			

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
No	Position Department or office	
	Position Department or office	
	Position Department or office	

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

No (Title) (Location) (Date appointment expires)

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

No (Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

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

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

Enlisted No Discharged
Rank Rank
Organization Organization

Enlisted Discharged
Rank Rank
Organization Organization

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) None

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

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE

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

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

16. In case of emergency, notify Mrs John L. Saunders

Relationship Wife Post office address Dellaville Va

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

John L. Saunders
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Copy of this form not sent to Department.

Form 78

U. S. COAST GUARD

RECD MAY 8 1940

REPORT OF DAMAGE TO PROPERTY OR INJURY TO PERSONS

TREASURY DEPARTMENT

~~DEPARTMENT OF COMMERCE~~

~~LIGHTHOUSE SERVICE~~

U. S. Coast Guard

Commander,

OFFICE OF ~~SUPERINTENDENT OF LIGHTHOUSES~~, Norfolk DISTRICT,

Norfolk, Va., 7 May, 1940

Name of vessel, station, or other aid to navigation involved:
Stingray Point Light Station, Va.
Date of accident:
2 May, 1940.
Nature and cause of accident:
Caught leg in pin of fly wheel while oiling motor.

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

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
John T. Saunders	Keeper	Left leg lacerated, contused & bruised.	Yes. Since 2 May, 1940.

Reports will be duly submitted to the Employees' Compensation Commission in case any medical or other charges are involved under the Employees' Compensation Act.

Remarks or recommendations:

N. C. MANYON,
By direction. ~~Superintendent of Lighthouses~~

Date .....

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

For the Commissioner.

.....

11—11418

3-2

19 January, 1943.

From: District Coast Guard Officer, Fifth Naval District.
To : J. T. Saunders - Keeper.

Subject: Orders; temporary duty; travel.

1. You are directed to proceed to Norfolk, Virginia, on official business of the Coast Guard. Upon completion of this temporary duty, return to your regular station and resume your regular status.

2. You will be allowed per diem in lieu of subsistence as follows: $4.50 including time on commercial vessels where price of passage includes subsistence, subject to the provisions of the Standardized Travel Regulations, and Personnel Bulletin No. 98-42, dated, 15 October, 1943. Travel will be performed by public conveyance.

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

4. The expense incident to the travel herein authorized is chargeable against Symbol No. 03-20.

GLENN C. FONGER,
By direction.

Copy to: Headquarters.

DEPT. STOCK FORM 2249
REVISED-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared 25 May, 1943

Name: Saunders, John T.

From: U. S. Coast Guard

Bureau No.:

Effective: Retirement, disability
Close 31 August, 1943.

	FROM	TO
Position	7439	
Grade	Keeper	
Salary	Field (Range $1560-1920)	
C. S. C. No.	$1800 p.a.plus $60 p.a.tra.	
Bureau or Div.		
Organizational Subdivisions	U. S. Coast Guard	
Headquarters		
Post of Duty	Norfolk, Va.	
Appropriation	Stingray Point Lt.Sta.,Va.	
Allotment	Civilian Employees, U. S.	

FIELD ☐ DEPRTMTL. ☒ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1346.59.

Justification:

Total Service: 29 years, 9 months and 18 days.

Computation: ($1807.50 x years 29.8000 ÷ 40) $1346.59.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 6-14-1879

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH 5-24-43

CHARLES PICQUET

DATE APPROVED BY THE SECRETARY 5-26-43

BUREAU OR DIVISION PERSONNEL FILES

MAY 28 1943

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 13

Date Prepared 25 May, 1943

Saunders, John T.
U. S. Coast Guard

Bureau No.:

Retirement, disability

Effective: Close of August, 1943.

	FROM	TO
Position	739	
Grade	Keeper	
Salary	Field (Range $1560-1920)	
C. S. C. No.	$1800 p.a.plus 60 p.a.tra.	
Bureau or Div.	U. S. Coast Guard	
Organizational Subdivisions		
Headquarters	Norfolk, Va.	
Post of Duty	Stingray Point Lt.Sta.,Va.	
Appropriation	Civilian Employees, U. S.	
Allotment		

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1346.59.

Justification:

Total Service: 29 years, 9 months and 18 days.

Computation: ($2307.90 x years 29.9000 ÷ 40) $1346.59.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

DATE 24 May, 1943

APPROPRIATION: Regular

DATE OF BIRTH: 5-14-1879

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

R. L. MORGAN, Assistant Chief,
Civilian Personnel Division.

DATE APPROVED BY THE SECRETARY

XXXXXXXXX NAVY

MAY 25 1943

REH

BUREAU SUSPENSE AND FILE COPY

MAY 25 1943

OFFICE OF THE CHIEF MEDICAL OFFICER

COAST GUARD HEADQUARTERS

DATE 24 May, 1943

MEMORANDUM FOR- Chief Personnel Officer.

Subj: Saunders, John L., Keeper; USCG Stingray Point Light Station, Deltaville, Virginia; retirement; recommendation.

The medical evidence contained in Form 2523, Certificate of Medical Examination, Disability Retirement, Civilian Personnel, executed by the U. S. Marine Hospital, Norfolk, Virginia, 8 March, 1943, has been reviewed and found satisfactory. It is recommended that subject-named man be retired by reason of physical disability.

Carl Michel

CARL MICHEL
Medical Director

Name John T. Saunders Date of birth 14 May, 1879

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							
Lighthouse, Coast Guard,	Feb.	21	1913	April	9	1913	
and Navy	May	13	1913	Sept.	30	1918	
	May	20	1919	Aug.	31	1943	
				18			
Total service	29 years, 9 months, ~~17~~ days						

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

Amended to include gtrs. as result Comp. Gen. Dec. B-70029 dated 10-23-47

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	Sept.	1	1938	Aug.	31	1943	5 yrs.	total	9037.50 ✓
Quarters	"	"	"	"	"	"	"	60.00	300.00 ✓
									9337.50 ✓

Total compensation for last five years of active service $9337.50 ✓

Average compensation for last five years of active service $1867.50 ✓

Annual rate of retired pay ($1867.50 ✓ × years 29.8000 ✓ ÷ 40) = $1391.28 ✓

(Not exceeding 30)

PEL

JH

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

of pension certificate or of claim: .....

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

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

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (F. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	Sept.	1	1938	May	15	1939		$1860 pa	$1317.50 ✓
	May	16	1939	June	15	1939		1740 pa	145.00 ✓
	June	16	1939	June	30	1939		1800 pa	75.00 ✓
	July	1	1939	June	30	1940		1800 pa	1800.00 ✓
	July	1	1940	June	30	1941		1800 pa	1800.00 ✓
	July	1	1941	June	30	1942		1800 pa	1800.00 ✓
	July	1	1942	June	30	1943		1800 pa	1800.00 ✓
	July	1	1943	Aug.	31	1943		1800 pa	300.00 ✓

Total compensation for last five years of active service ..... $9037.50 ✓

Average compensation for last five years of active service ..... $1807.50 ✓

Annual rate of retired pay ($1807.50 ..... × years 29.1972 (Not exceeding 30) 40) = $1346.40

29.8

59

Jun 5-21

U. S. GOVERNMENT PRINTING OFFICE 16—20161

75

Form 25[illegible]
TREASURY DEPARTMENT
U. S. COAST GUARD

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date 2 March, 1943

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

Norfolk, Virginia
(City)

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

John T. Saunders
Deltaville, Virginia

x John T. Saunders Sr.
(Name)

Keeper
(Designation)

7437.

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

City Norfolk, Virginia *Date* 18 March, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $1,346.46 per annum, effective at the close of 31 August, 1943.

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

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

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

MENDED

3 - 4 - 9
3 - 2 - 24
1 - 19 1 - 19

1918 - 9 - 20
1913 - 5 - 13
5 - 4 - 18 5 - 4 - 18

1943 - 8 - 31
1919 - 5 - 20
24 3 - 11 24 - 3 - 11
29 - 9 - 18

1240
- 75
1317.50

270
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2880

1,807.50
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file 2506 3-2

UNITED STATES COAST GUARD

POST OFFICE BOX 540

NORFOLK, VA.

1943 MAR 20 AM 8 30

OFFICE OF
THE DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT

18 March, 1943

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

Subject: Retirement; John T. Saunders.

Inclosure: (A) Application for retirement in triplicate.

1. In connection with application for retirement of subject employee which is forwarded herewith, Headquarters is informed that all of his accrued annual and sick leave will carry him in a pay status until the close of 31 August, 1943. Mr. Saunders had accumulated 90 days annual leave and 83 days sick leave, leave on leave being included in both.

C. C. PADEN,
By direction.



more than 29 years
Born 5-14-79

Form [illegible]
TREASURY DEPARTMENT
U. S. COAST GUARD

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT John L. Saunders DESIGNATION Keeper, Light House Service

U. S. C. G. Stingray Point Light Station, Deltaville, Virginia

Height 5' 9" Weight 172½ pounds. Complexion Ruddy

Color of eyes Blue Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Tattoo mark, left forearm, pigmented nevus, right thorax, scar left lower leg and right forearm.

Description of duties of position (to be filled in by district commander): Usual duties of a keeper of a marine light station, including maintenance and involving painting, climbing, operation of motor boat, etc.

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

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/320 L. E. 20/160

With correction in spectacles: R. E. 20/320 L. E. 20/40

Accommodation: Reads Jaeger No. 1 at 13 inches, without correction.

Reads Jaeger No. 1 at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Penqueculum medial side OS

Pupils Normal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum Normal, left drum Normal

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

[OVER]

16—17606

Condition of nose and sinuses Normal

Condition of mouth and throat, including tonsils and teeth Partial upper denture; remainir
teeth worn and dirty; pharynx normal

Bones, joints, muscles, including atrophies Muscle cramps on exertion
(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Poor expansion - otherwise negative

Cardiovascular system:

(a) Heart Normal size, sounds, and rhythm

(1) Murmurs none (2) Arrhythmias none

(b) Pulse rate: (1) Sitting 76 (2) After exercise 72 (3) 2 minutes after exercise 72

(c) Blood pressure: (1) Sitting—Syst. 120 Diast. 80 (2) After ex.—Syst. 140 Diast. 86

(d) Condition of blood vessels Sclerotic

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia No hernia

Genito-urinary system:

Urinalysis—Sp. gr. 1.034 Reaction acid Albumin none Sugar none

Sediment microscopic (required when albumin or sugar is found)

Reflexes, motor disturbances, etc.:

(a) Station Good (e) Gait Good

(b) Tremor Coarse (f) Coordination Good

(c) Patellar reflexes Hyperactive (g) Peripheral circulation Diminished

(d) Other motor disturbances None

Alcohol None Drugs None Syphilis None Epilepsy None

Other neurological findings None

General impression Inclined toward nervous instability.

Here describe fully nature of disability: Senility; failing vision; arterial sclerosis; arthritis; psoriasis; many teeth absent, acquired, remaining teeth very poor.

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? No 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, Norfolk, Va.
(Place of examination)

P J Sparer M.D.
(Examining surgeon)

March 8, 1943
(Date)

P. J. Sparer, Surgeon (R), USPHS
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

Form [illegible]
TREASURY DEPARTMENT
U. S. COAST GUARD

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT John L. Saunders DESIGNATION Keeper, Light House Service

U. S. C. G. Stingray Point Light Station, Deltaville, Virginia

Height 5' 9" Weight 172½ pounds. Complexion Ruddy

Color of eyes Blue Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Tattoo mark, left forearm, pigmented nevus, right thorax, scar left lower leg and right forearm.

Description of duties of position (to be filled in by district commander): Usual duties of a keeper of a marine light station, including maintenance and involving painting, climbing, operation of motor boat, etc.

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

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/320 L. E. 20/160

With correction in spectacles: R. E. 20/320 L. E. 20/40

Accommodation: Reads Jaeger No. 1 at 13 inches, without correction.

Reads Jaeger No. 1 at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Penqueculum medial side OS

Pupils Normal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum Normal, left drum Normal

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

[OVER]

16—17606

Condition of nose and sinuses Normal

Condition of mouth and throat, including tonsils and teeth Partial upper denture; remaining teeth worn and dirty; pharynx normal

Bones, joints, muscles, including atrophies Muscle cramps on exertion

(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Poor expansion - otherwise negative

Cardiovascular system:

(a) Heart Normal size, sounds, and rhythm

(1) Murmurs none (2) Arrhythmias none

(b) Pulse rate: (1) Sitting 76 (2) After exercise 72 (3) 2 minutes after exercise 72

(c) Blood pressure: (1) Sitting—Syst. 120 Diast. 80 (2) After ex.—Syst. 140 Diast. 86

(d) Condition of blood vessels Sclerotic

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia No hernia

Genito-urinary system:

Urinalysis—Sp. gr. 1.034 Reaction acid Albumin none Sugar none

Sediment microscopic (required when albumin or sugar is found)

Reflexes, motor disturbances, etc.:

(a) Station Good (e) Gait Good

(b) Tremor Coarse (f) Coordination Good

(c) Patellar reflexes Hyperactive (g) Peripheral circulation Diminished

(d) Other motor disturbances None

Alcohol None Drugs None Syphilis None Epilepsy None

Other neurological findings None

General impression Inclined toward nervous instability.

Here describe fully nature of disability: Senility; failing vision; arterial sclerosis; arthritis; psoriasis; many teeth absent, acquired, remaining teeth very poor.

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? No 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.

U.S. Marine Hospital, Norfolk, Va.
(Place of examination)

March 8, 1943
(Date)

(If examining physician must be in the Federal Service)

P. J. Sparer, Surgeon (R), USPHS
(Examining surgeon)

(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17006

Form 1023
TREASURY DEPARTMENT
U. S. COAST GUARD

CERTIFICATE OF MEDICAL EXAMINATION, DISABILITY RETIREMENT, CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT John L. Saunders DESIGNATION Keeper, Light House Service

U. S. C. G. Stingray Point Light Station, Deltaville, Virginia

Height 5' 9" Weight 172½ pounds. Complexion Ruddy

Color of eyes Blue Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Tattoo mark, left forearm, pigmented nevus, right thorax, scar left lower leg and right forearm.

Description of duties of position (to be filled in by district commander): Usual duties of a keeper of a marine light station, including maintenance and involving painting, climbing, operation of motor boat, etc.

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

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/320 L. E. 20/160

With correction in spectacles: R. E. 20/320 L. E. 20/40

Accommodation: Reads Jaeger No. 1 at 13 inches, without correction.

Reads Jaeger No. 1 at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Penqueculum medial side OS

Pupils Normal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum Normal, left drum Normal

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

[OVER]

16—17606

Condition of nose and sinuses Normal

Condition of mouth and throat, including tonsils and teeth Partial upper denture; remaining teeth worn and dirty; pharynx normal

Bones, joints, muscles, including atrophies Muscle cramps on exertion

(Express limitation of motion, if any, in degrees and joint involved)

Respiratory system Poor expansion - otherwise negative

Cardiovascular system:

(a) Heart Normal size, sounds, and rhythm

(1) Murmurs none (2) Arrhythmias none

(b) Pulse rate: (1) Sitting 76 (2) After exercise 72 (3) 2 minutes after exercise 72

(c) Blood pressure: (1) Sitting—Syst. 120 Diast. 80 (2) After ex.—Syst. 140 Diast. 86

(d) Condition of blood vessels Sclerotic

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia No hernia

Genito-urinary system:

Urinalysis—Sp. gr. 1.034 Reaction acid Albumin none Sugar none

Sediment microscopic (required when albumin or sugar is found)

Reflexes, motor disturbances, etc.:

(a) Station Good (e) Gait Good

(b) Tremor Coarse (f) Coordination Good

(c) Patellar reflexes Hyperactive (g) Peripheral circulation Diminished

(d) Other motor disturbances None

Alcohol None Drugs None Syphilis None Epilepsy None

Other neurological findings None

General impression Inclined toward nervous instability.

Here describe fully nature of disability: Senility; failing vision; arterial sclerosis; arthritis; psoriasis; many teeth absent, acquired, remaining teeth very poor.

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? No 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.

Examining physician must be in the Federal Service

U.S. Marine Hospital, Norfolk, Va. P. J. Sparar, Surgeon (R), USPHS

(Place of examination) (Examining surgeon)

March 8, 1943

(Date) (Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

File to REH
3-2

(PCP)
CG-CP-75

28 May, 1943

To: DCGO, 5th Naval District

Subj: Retirement of John T. Saunders, Keeper, Stingray Point Light Station, Virginia; disability retirement, close 8-31-43.

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

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

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

CARL E. HERRICK
By direction

Done

Copy to: Lt. Herndon
Allotment Disbursing Officer.

Mailing Address: Deltaville
Virginia

HARTKERN * #)L" #*"

HARTKERN - 3012 3-2

REH

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

3-✓

CG-[illegible]24-75

FILE
I.K.Z.

11 September, 1943.

From: Commandant.
To: John T. Saunders, Keeper, Retired,
Deltaville, Virginia.

Subject: Retired pay; payment of.

Reference: (a) Navy Department letter, 25 May, 1943.

Inclosures: (A) Form N.C.G. 9671-B.
(B) Standard Form 1099 - Signature Card.
(C) Form [illegible]-4.

1. Having been transferred to the retired list of the Lighthouse Service, Coast Guard, effective, 1 September, 1943, your pay accounts will henceforth be carried at Headquarters.

2. Checks in settlement of your retired pay will be forwarded to you after the close of each month upon the receipt of dated and signed Form 9671-B, one of which is inclosed for use at the end of the current month. Since this form is submitted as evidence of your existence and right to retired pay, it must not be signed prior to the last day of the month and should not be predated. If address is changed, the new address for mailing your pay check should be submitted on this card at the end of the month in which the change occurs.

3. Inclosure (B) must be signed in the space provided therefor and returned to the Allotment Disbursing Officer for transmittal to the General Accounting Office. The name appearing on your pay checks will be identical to that appearing in the upper left corner of this card. The card must be signed in the same manner, using first name and middle initial.

C. L. HERNDON,
By direction.

SEP 11 1943

IKZ

3097

[illegible] IKZ

1943 SEP 17 AM 9 01

3 - 3

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

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

15 September, 1943

To: The Commandant (PCP)

Subj: Retirement of John T. Saunders, Keeper, Stingray Point Light Station, Virginia; disability retirement, close of 31 August, 1943

1. Headquarters is informed in connection with its letter of 28 May, 1943, file CG-CP-75, on above subject, that Mr. Saunders was paid for his last (final) active duty on D.O. Voucher No. 4447 for the period 1 - 31 August, 1943, in the August accounts of E. E. Miller, S.D.A., U.S.N., Symbol No. 550-750, in the amount of $165.00.

2. The total taxable income of Mr. Saunders for the current calendar year to and including the last day for which carried for active duty pay amounts to $1377.50 which includes $58.40, the amount of Income Tax and Victory Tax deducted from his pay.

C. C. PADEN
By direction

Copy sent to
Lt. Herndon
9-18-43
REH

3-2

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT
WASHINGTON

REFER TO FILE: (PCP)
CG-CP-75

FILE
I.K.Z.

28 May, 1943

To: DCGO, 5th Naval District

Subj: Retirement of John T. Saunders, Keeper, Stingray Point Light Station, Virginia; disability retirement, close 8-31-43.

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

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

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

CARL E. HERRICK
By direction

Copy to: Lt. Herndon
Allotment Disbursing Officer.

Mailing Address: Deltaville
Virginia

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

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Saunders, John T. (Mr.)	5-14-79	10	9-2-48

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
AMENDMENT Retirement (Disability)	Close 6-31-43	

FROM		TO
Keeper	8. POSITION TITLE	
Range $1560-1920) Plus $1800 per annum) $60 pa Qtrs	9. SERVICE, GRADE, SALARY	
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS	
Norfolk, Va. Stingray Point Lt.Sta., Va.	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1346.59 to $1391.28, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 29 years, 9 months, 18 days

Computation: ($1867.50 x 29.8000 ÷ 40) = $1391.28

G. R. Lansdale

G. R. LANSDALE
Asst. Chief, Civilian Personnel Division
14. SIGNATURE OR OTHER AUTHENTICATION

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

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: TO: Civilian Employees, CG	XXX IH 3-7-25		Va.

4. PERSONNEL FOLDER COPY

★U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765089

EMC

SEP 3 1948

3-2 File 75 fem

10 September 1948
FA-PA 75

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

Gentlemen:

Reference your file Misc-2877058. Inclosed is a letter of Mr. John T. Saunders, 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 September 1 1943 to June 30 1947. In this connection, reference is made to the Comptroller General's decision of October 23 1947 (B-70029).

Also inclosed is Standard Form 50 (9 Part) describing this retirement. This form shows correct computation of retired pay to be $1,391.28 per annum, whereas, for the period September 1 1943 to June 30 1947, Mr. Saunders was paid at the rate of $1,346.59 per annum - an underpayment of $44.69 per year, or $3.73 per month.

Computation of the amount due and appropriations chargeable are as follow:

2041255 -	Retired Pay, Former Lighthouse Service, Coast Guard,	1944,	$ 37.30
2051255 -	" " " " " " "	1945,	44.69
2061255 -	" " " " " " "	1946,	44.69
2071255 -	" " " " " " "	1947,	44.69
		Total - - -	$171.37

For tax withholding purposes, the records of this office show that Mr. Saunders claims two exemprions.

Mr. Saunders' mailing address is P.O. Box #1, Deltaville, Virginia, and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

A. F. MACKAY, Lieutenant, USCG
Chief, Pay and Audit Section

Incls:
1. Claimant's letter, 12-23-47
2. Standard Form 50 (9 Part)

CC: Claimant
Budget Division, Station 6-3

JEMuzik-eh
9-9-48 6-7 RAS RFMcA MB

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

July 14, 1948

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2877058-KDS

Treasury Department,
United States Coast Guard,
Washington 25, D. C.

Sirs:

Under date of February 5, 1948, the following letter was forwarded to your office:

"Transmitted herewith for administrative examination and report is the claim of John T. Saunders, Deltaville, Virginia, for the difference between retirement pay received based on net salary and that alleged to be due based on gross salary, as a former employee of the United States Lighthouse Service.

"In connection therewith, it is requested that this office be furnished with copies of claimant's appointment, promotions, or any other personnel action taken while he was in a pay status for the five year period immediately prior to the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and last day of duty.

"It is also requested that a payroll voucher be furnished showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to the present time.

"The enclosure should be returned with your report."

Inasmuch as no reply has been received to the above-quoted letter, it is requested that action in the matter be expedited.

Respectfully,

P. E. Sours,
Chief of Section.
By: J. Wm. Wrathall

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

DIVISION
IN REPLY PLEASE QUOTE
Misc-2877058-KDS

February 5, 1948

Treasury Department,
United States Coast Guard,
Washington 25, D. C.

Sirs:

Transmitted herewith for administrative examination and report is the claim of John T. Saunders, Deltaville, Virginia, for the difference between retirement pay received based on net salary and that alleged to be due based on gross salary, as a former employee of the United States Lighthouse Service.

In connection therewith, it is requested that this office be furnished with copies of claimant's appointment, promotions, or any other personnel action taken while he was in a pay status for the five year period immediately prior to the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and last day of duty.

It is also requested that a payroll voucher be furnished showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to the present time.

The enclosure should be returned with your report.

Respectfully,

F. E. Sours

Chief of Section

Enclosure

Form 207

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK AND DISABLED LIGHTHOUSE KEEPERS

FIFTH COAST GUARD DISTRICT

Norfolk, Virginia
(Place)

8 April 1957
(Date)

To The Medical Officer in Charge

U. S. Public Health Service

Norfolk, Virginia

Sir:

The bearer, John T. Saunders
(Name and title of applicant for medical relief)

is a beneficiary of the U. S. Public Health Service:

A lightkeeper or an assistant lightkeeper on duty at Retired
(Name of station)

You are requested to examine the applicant and to furnish him with such medical relief as may be required. The signature and description of the applicant appear below.

Signature of employee to be examined JOHN T. SAUNDERS

Nativity Deltaville, Va. Age 77 years. Height 5 feet 11 inches.

Color of eyes Blue Color of hair Grey

Distinguishing marks Tattoo on left arm

* Date of original appointment in the Lighthouse Service 5-13-1913

† Date of certificate by the Public Health Service that person named passed physical examination _____, 19____.

N. LESTER BRAUN, Chief, Civilian Personnel
(Title of officer signing request)

* Fill in only if person to be examined is a lightkeeper or assistant lightkeeper.
† Fill in only in case of lightkeeper or assistant lightkeeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

11-5092

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

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Saunders, John T. (Mr.)	5-14-79	10	9-3-48

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
~~Retirement~~ Retirement (Disability)	Close 6-30-43	

FROM		TO
Keeper	8. POSITION TITLE	
Range $1560-1920) Plus $1800 per annum) 660 pa Otwe	9. SERVICE, GRADE, SALARY	
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS	
Norfolk, Va. Stingray Point Lt.Sta., Va.	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-26-30, 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 $1346.59 to $1391.26, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 29 years, 9 months, 18 days

Computation: ($1567.50 x 29.3000 ÷ 40) = $1391.26

14. SIGNATURE OR OTHER AUTHENTICATION

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

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: TO: Civilian Employees, CG	~~Yes~~ No		Va.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765069

Form 207-A

Original 2340

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK AND DISABLED LIGHTHOUSE KEEPERS

FIFTH COAST GUARD DISTRICT

Norfolk, Virginia
(Place)

14 June, 1946
(Date)

To The Medical Officer in Charge

U. S. Public Health Service
Marine Hospital
Norfolk, Virginia

Sir:

The bearer, John T. Saunders
(Name and title of applicant for medical relief)

is a beneficiary of the U. S. Public Health Service:

A lightkeeper or an assistant lightkeeper on duty at Retired
(Name of station)

You are requested to examine the applicant and to furnish him with such medical relief as may be required. The signature and description of the applicant appear below.

Signature of employee to be examined JOHN T. SAUNDERS

Nativity Deltaville, Va. Age 67 years. Height 5 foot 11 inches.

Color of eyes Blue Color of hair Grey

Distinguishing marks Tattoo on left arm

* Date of original appointment in the Lighthouse Service 5-13-1913

+Date of certificate by the Public Health Service that person named passed physical examination _____, 19____.

F. R. Mayer
(Title of officer signing request)
Lt. USCG. Personnel Officer Acting

* Fill in only if person to be examined is a lightkeeper or assistant lightkeeper.
+Fill in only in case of lightkeeper or assistant lightkeeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

11-5092

75 (pcp)

Form 207

Personal

I3 4/0 A

APPLICATION FOR MEDICAL EXAMINATION AND TREATMENT OF SICK AND DISABLED LIGHTHOUSE KEEPERS

UNITED STATES COAST GUARD
FIFTH NAVAL DISTRICT

Norfolk, Virginia
(Place)

18 September, 1945
(Date)

To The Medical Officer in Charge

U. S. Public Health Service
U. S. Marine Hospital
Norfolk, Virginia

Sir:

The bearer, JOHN T. SAUNDERS, Retired Keeper
(Name and title of applicant for medical relief)

is a beneficiary of the U. S. ~~Public~~ Health Service:

A retired/formerly lightkeeper ~~xxxxxxxxxxxxxxxxxxxxxx~~ on duty at Stingray Point Lt. Sta.
(Name of station)

You are requested to examine the applicant and to furnish him with such medical relief as may be required. The signature and description of the applicant appear below.

Signature of employee to be examined J. T. Saunders John T. Saunders

Nativity White Age 66 years. Height 5 feet 11 inches.

Color of eyes Blue Color of hair Gray

Distinguishing marks None

*Date of original appointment in the Lighthouse Service 2-21-13

†Date of certificate by the Public Health Service that person named passed physical examination _____, 19___.

CLYDE R. JOHNSON
Lieutenant, U. S. C. G. R.
Civilian Personnel Officer
(Title of officer signing request)

*Fill in only if person to be examined is a lightkeeper or assistant lightkeeper.
†Fill in only in case of lightkeeper or assistant lightkeeper when the date of original appointment in the Lighthouse Service is subsequent to August 27, 1916.

11-5092

NLB

take out

Record 2340-A

(pcp)

75

15 September, 1943

To: The Commandant (PCP)

Subj: Retirement of John T. Saunders, Keeper, Stingray Point Light Station, Virginia; disability retirement, close of 31 August, 1943

1. Headquarters is informed in connection with its letter of 28 May, 1943, file CG-CP-75, on above subject, that Mr. Saunders was paid for his last (final) active duty on D.O. Voucher No. 4447 for the period 1 - 31 August, 1943, in the August accounts of E. E. Miller, S.D.A., U.S.N., Symbol No. 550-750, in the amount of $165.00.

2. The total taxable income of Mr. Saunders for the current calendar year to and including the last day for which carried for active duty pay amounts to $1377.50 which includes $58.40, the amount of Income Tax and Victory Tax deducted from his pay.

Incl
Form 2249

C. C. PADEN
By direction

File

NLB

AUG 31 1943
5TH NAVAL DISTRICT
ADDRESS REPLY TO THE COMMANDANT (PCP)
REFER TO FILE CG-2P-75

UNITED STATES COAST GUARD

WASHINGTON

(pcp)

75

23 August, 1943

To: John T. Saunders, Keeper, Stingray Point Light Station

Subj: Disability retirement

There is transmitted herewith Form 2249 under which you are to retire at the close of 31 August, 1943, from position of Keeper, Stingray Point Light Station, with retired pay at the rate of $1346.59 per annum. Your retirement checks will be sent you from Coast Guard Headquarters, Washington, D. C.

C. C. PADEN
By direction

Incl
Form 2249

NLB

1943
5TH NAVAL DISTRICT

UNITED STATES COAST GUARD

WASHINGTON

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

28 May, 1943

To: DCGO, 5th Naval District

Subj: Retirement of John T. Saunders, Keeper, Stingray Point Light Station, Virginia; disability retirement, close 8-31-43.

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

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

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

Carl E. Herrick

CARL E. HERRICK
By direction

Name: Saunders, John T.

From: U. S. Coast Guard

Bureau No.:

Effective: Retirement, disability Close 31 August, 1943.

	FROM	TO
Position	7439	
Grade	Keeper	
Salary	Field (Range $1560-1920)	
C. S. C. No.	$1800 p.a.plus $60 p.a.tra.	
Bureau or Div.		
Organizational Subdivisions	U. S. Coast Guard	
Headquarters		
Post of Duty	Norfolk, Va.	
Appropriation	Stingray Point Lt.Sta.,Va.	
Allotment	Civilian Employees, C. G.	

FIELD ☒ DEPRTMTL. ☐ FIELD ☐ DEPRTMTL. ☐

Remarks:

The annual rate of retired pay is $1346.59.

Effective
Close 31 August, 1943.
N.L.B.

Justification:

Total Service: 29 years, 9 months and 18 days.

Computation: ($1807.50 x years 29.8000 ÷ 40) $1346.59.

Entered
Aug. 24, 1943
C J M

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 5-14-1879

LEGAL RESIDENCE: Virginia

SEX: Male

NATURE OF POSITION

NEW	ADDTL. IDENT.
VICE VACANCY	VICE

NAME:

C.S.C. NO.:

ACTION NO.:

DATE:

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

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

DATE APPROVED BY THE SECRETARY

SUBORDINATE ADMINISTRATIVE OFFICE

18 March, 1943

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

Subject: Retirement; John T. Saunders.

Inclosure: (A) Application for retirement in triplicate.

1. In connection with application for retirement of subject employee which is forwarded herewith, Headquarters is informed that all of his accrued annual and sick leave will carry him in a pay status until the close of 31 August, 1943. Mr. Saunders had accumulated 90 days annual leave and 83 days sick leave, leave on leave being included in both.

C. C. PADEN,
By direction.

NLB

(Medical certificate on Form 2523)

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

Date 2 March, 1943

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

John T. Saunders
Deltaville, Virginia

John T. Saunders, Jr.
(Name)
Keeper
(Designation)

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

City Norfolk, Virginia *Date* 18 March, 1943

Submitted to the Commandant, U. S. Coast Guard, recommending retirement at $1,346.46 per annum, effective at the close of 31 August, 1943.

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

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

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

Submitted to the Secretary of the Treasury, recommending approval.

Commandant.

FOR USE OF DEPARTMENT

16—20161

NLB

Name John T. Saunders Date of birth 14 May, 1879

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							
Lighthouse, Coast Guard,	Feb.	21	1913	April	9	1913	
and Navy	May	13	1913	Sept.	30	1918	
	May	20	1919	Aug.	31	1943	
Total service	29 years, 9 months, 17 days						

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

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

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

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	Sept.	1	1938	May	15	1939		$1860 pa	$1317.50
	May	16	1939	June	15	1939		1740 pa	145.00
	June	16	1939	June	30	1939		1800 pa	75.00
	July	1	1939	June	30	1940		1800 pa	1800.00
	July	1	1940	June	30	1941		1800 pa	1800.00
	July	1	1941	June	30	1942		1800 pa	1800.00
	July	1	1942	June	30	1943		1800 pa	1800.00
	July	1	1943	Aug.	31	1943		1800 pa	300.00

Total compensation for last five years of active service $9037.50

Average compensation for last five years of active service $1807.50

Annual rate of retired pay ($ 1807.50 × years 29.7972 40) = $1346.46

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 16—20161

CIVILIAN PERSONNEL

(Act of March 4, 1925)

NAME OF CLAIMANT John L. Saunders DESIGNATION Keeper, Light House Service

U. S. C. G. Stingray Point Light Station, Deltaville, Virginia

Height 5' 9" Weight 192½ pounds. Complexion Ruddy

Color of eyes Blue Color of hair Gray

Here give a complete personal description, together with permanent marks and scars other than those described below in physical examination: Tattoo mark, left forearm, pigmented nevus, right thorax, scar left lower leg and right forearm.

Description of duties of position (to be filled in by district commander): Usual duties of a keeper of a marine light station, including maintenance and involving painting, climbing, operation of motor boat, etc.

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

PHYSICAL EXAMINATION

Visual acuity (uncorrected): R. E. 20/320 L. E. 20/160

With correction in spectacles: R. E. 20/320 L. E. 20/40

Accommodation: Reads Jaeger No. 1 at 13 inches, without correction.

Reads Jaeger No. 1 at 13 inches, with correction.

Central color vision (binocular) normal (Name method used) Ishihara

Inspection Penqueculum medial side OS

Pupils Normal Pupillary reaction Normal

Hearing: Whispered voice (unaccentuated) heard with R. E. at 10 ft., L. E. at 10 ft.

Appearance of right drum Normal, left drum Normal

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

[OVER]

16—17606

teeth poor

Bones, joints, muscles, including atrophies ..... (Express limitation of motion otherwise negative)

Respiratory system Poor expansion - otherwise negative

Cardiovascular system:

(a) Heart Normal size, sounds, and rhythm

(1) Murmurs none (2) Arrhythmias none

(b) Pulse rate: (1) Sitting 76 (2) After exercise 72 (3) 2 minutes after exercise 72

(c) Blood pressure: (1) Sitting—Syst. 120 Diast. 80 (2) After ex.—Syst. 140 Diast. 86

(d) Condition of blood vessels Sclerotic

Evidence of thyroid or other endocrine disturbance None

Abdomen and gastro-intestinal system, including hernia No hernia

Genito-urinary system:

Urinalysis—Sp. gr. 1.034 Reaction acid Albumin none Sugar none

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

Reflexes, motor disturbances, etc.:

(a) Station Good (e) Gait Good

(b) Tremor Coarse (f) Coordination Good

(c) Patellar reflexes Hyperactive (g) Peripheral circulation Diminished

(d) Other motor disturbances None

Alcohol None Drugs None Syphilis None Epilepsy None

Other neurological findings None

General impression Inclined toward nervous instability.

Here describe fully nature of disability: Senility; failing vision; arterial sclerosis; arthritis; psoriasis; many teeth absent, acquired, remaining teeth very poor.

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? No 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, Norfolk, Va.
(Place of examination)

March 8, 1943
(Date)

P. J. Sparer M.D.
(Examining surgeon)

P. J. Sparer, Surgeon (R), USPHS
(Title and branch of medical service)

U. S. GOVERNMENT PRINTING OFFICE 16—17606

Name John T Saunders Date of birth 14 May 18[illegible]

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. Customs Guard	Feb	21	1913	April	9	1913	1 mo. 18 da ✓
Customs	May	13	1913	Sept.	30	1918	5 yrs. 4 mo. 18 da ✓
Customs	May	20	1919	Aug.	31	1943	24 yrs. 3 mo. 11 da ✓
Total service	29 yrs. 9 mos. 17 days			✓			29 yrs. 8 mos. 47 da 9 17

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

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

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

If so, state the compensation received:

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
	Sept.	1	1938	May	15	1939		1860 pa.	1317.50 ✓
	May	16	1939	June	15	1939		1740	145 ✓
	June	16	1939	June	30	1939		1800	75 ✓
	July	1	1939	June	30	1940		1800	1800 ✓
	July	1	1940	June	30	1941		1800	1800 ✓
	July	1	1941	June	30	1942		1800	1800 ✓
	July	1	1942	June	30	1943		1800	1800 ✓
	July	1	1943	July	31	1943		1800	300 ✓

Total compensation for last five years of active service 9037.50

Average compensation for last five years of active service 1807.50

Annual rate of retired pay ($ 1807.50 × years 22/274 (Not exceeding 30) 40) = 13/646 ✓ 1346.46

U. S. GOVERNMENT PRINTING OFFICE 16—20161

THIS IS TO CERTIFY that Saunders (Surname) John (First) J. (Middle), 3-5, 1943

was treated in the _____ (Hospital or dispensary) as a _____ (Hospital ~~or out~~) patient

from 3/2 (Date of admission), 1943 to 3-5 (Date of discharge), 1943

Class of beneficiary L.H.S. Condition on discharge Same

Reason for discharge N F H N

Certified service on last vessel _____ Name of vessel _____

DESCRIPTION	
Nativity	
Date of birth	
Color	
Complexion	
Height	
Eyes	
Hair	

REMARKS: Retirement recommended

Deltaville, Va.

L. A. Bennett
Surgeon.

(Signature of patient)

NOTE.—Retain copy for station files.

U.S. GOVERNMENT PRINTING OFFICE 16—11586

execute the attached Form 2523, forwarding same to this office in quadruplicate at the earliest practicable date.

Very truly yours,

C. C. PADEN, Commander
U. S. Coast Guard
Fifth Naval District

Deltaville, Va.

No pension

NLB

NORFOLK, VA

19 January, 1943

2 March, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Keeper, Stingray Point Light Station.

Medical Officer in Charge
U. S. Marine Hospital
Norfolk, Virginia

Sir:

The bearer, John T. Saunders, who is employed as Keeper of Stingray Point Light Station, is an applicant for retirement on account of disability. He has had sufficient service to bring him within the purview of the act of March 4, 1925.

It will be appreciated if you will examine him and execute the attached Form 2523, forwarding same to this office in quadruplicate at the earliest practicable date.

Very truly yours,

C. C. PADEN, Commander
U. S. Coast Guard
Fifth Naval District

Deltaville, Va.

No pension

NLB

OFFICE OF
THE DISTRICT COAST GUARD OFFICER
FIFTH NAVAL DISTRICT

NORFOLK, VA.

19 January, 1943

From: District Coast Guard Officer, Fifth Naval District.
To: Keeper, Stingray Point Light Station.

Subject: Proposed retirement.

Reference: (a) Your letter 14 January, 1943.

Inclosure: (A) Travel order.

1. In connection with your letter of 14 January, 1943, you are directed to report to this Office when convenient, and secure papers for admission to the Marine Hospital in this city, for the purpose of submitting to a medical examination to determine whether or not you are eligible for disability retirement.

2. Copy of your travel order is inclosed herewith. You will keep an account of your traveling expenses and submit a statement thereof to this Office upon your return to the station, giving the date and time of day you left the station, arrived Norfolk, left Norfolk, and returned to the station.

GLENN C. FONGER,
By direction.

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

UNITED STATES COAST GUARD
POST OFFICE BOX 540
NORFOLK, VIRGINIA

OFFICE OF THE SENIOR
COAST GUARD OFFICER,
FIFTH NAVAL DISTRICT

Stingray Point 14. Jan. 1943

From: Keeper Stingray Point.
To: Wm. L. Reffle:

I am writing you in regards to retirement. I wish to retire from service if there is any posible chance.

I entered the Service in Feb. 1913 and will be 64 years old in May which is Coast Guard retirement age. At this time my eye sight is very bad. My eye specialist says it will never be any better, and my hearing is very bad.

I certainly would appreciate it very much if you would help me in this matter.

Respectfully.
J. Saunders
Keeper.



683
601

Cancel L. J. Saunders 2340

Office of District
Coast Guard Officer,
Fifth Naval District,
P. O. Box 540,
Norfolk, Va.

7 July, 1942.

From: District Coast Guard Officer, Fifth Naval District.
To: Keeper, Stingray Point Light Station.

Subject: Condition of station.

1. Your attention is invited to the fact that the station to which you are attached was inspected 25 July, 1941, and the following is quoted from the inspection report:

"Iron work under house needs chipping and painting. Tools are dirty."

2. Under date of 21 June, 1942, the inspecting officer made the following comments:

"...except iron work which needs scaling and painting. Tools should be cleaned and stored properly."

3. It would appear from these reports that you are not taking the necessary action to maintain Stingray Point Light Station in the manner prescribed by the Regulations and custom, and you are advised that unless there is a decided improvement in the upkeep of this station it will be necessary to take severe disciplinary action. Your station will be inspected again within 60 days, at which time it is anticipated that considerable improvement in its maintenance and appearance will be evidenced.

W. J. KEESTER.

NCM:AHM.

Personal

2348

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

U. S. COAST GUARD
APR 28 1942
NORFOLK DISTRICT

Stingray Point

COAST GUARD STATION

27 April 1942

Mr. H. L. Rebtel:

Dear Sir:

I am returning Pledge card unsigned as I am buying bonds and stamps here at my home. I would have bought bonds through Navy Department but as I have a few dollars invested here, I just as well continue.

I cant do much in buying as the cost of living has increased beyond my pay.

The Light Keepers do not seem to get any consideration in pay at all. It is just about all I can do to keep square with my expenses. I have a total 29 years of service and have not as yet reached my maximum scale of pay.

Do you think I ever will? They for get our expenses have gone up. It seems as every body gets a raise but us. Can you tell me any thing that would encourage a fellow just a little.

Yours very truly,

J. L. Saunders

Keeper Stingray Point

Saunders, John Thomas
(Name in full - Surname first)

Unit Stingray Point Lt. Sta. District Norfolk

Born May 4, 1879 (Date) At Deltaville, Va.

Civil Service Classification _____ Present Position Keeper

Date of Appointment May 13, 1913 Citizenship Amer. Race White

Annual Compensation $1800 $60. $1860 Per Diem No
Pay Allowances Total Yes or No

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

Lighthouse Service Retirement Act 26 (Yrs) 4 (Mos) 18 (Days)
Civil Service Retirement Act _____ (Yrs) _____ (Mos) _____ (Das)

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

2340

Personal

MARSHALL'S DRUG STORE
PHONE 1321 URBANNA, VA.

For

℞ Address

This certifies that I have to day discharged J. T. Saunders of Dellordale Va after 4 weeks of dressing and caring for wound in left leg received while in line of duty
5-30-40
H. F. Hoskins MD

DR. H. F. HOSKINS
Physician & Surgeon
Reg. No. 1006 Saluda, Va.

Date

Price No

Personal

2340

UNITED STATES CIVIL SERVICE COMMISSION

FOURTH UNITED STATES CIVIL SERVICE DISTRICT

COMPRISING MARYLAND, VIRGINIA, NORTH CAROLINA, WEST VIRGINIA, AND DISTRICT OF COLUMBIA

OFFICE OF THE MANAGER, WASHINGTON, D.C.

17 June, 1940

Mr. W. R. Rebbel
Lighthouse Service
Coast Guard Depot
Norfolk, Virginia

District Manager
Fourth Civil Service District
Washington, D. C.

Dear Sir:

Answering your letter of the 14th, file MJK:DCM, concerning date of birth shown on the examination papers of John T. Saunders, who competed in the Assistant Keeper examination held in 1912, you are informed that all examination papers held by the Local Board in the Fifth Light House District were forwarded to your office by a Civil Service representative. I can locate no Civil Service examination papers in this office.

Our records indicate Mr. Saunders's date of birth as May 14, 1879.

Very truly yours

M. J. McAULIFFE
District Manager

W. L. REBBEL.

WLR-gm

5/14/1879

...S. CIVIL SERVICE DISTRICT
...VENTH STREET NW.
...ASHINGTON, D. C.

UNITED STATES CIVIL SERVICE COMMISSION

IN YOUR REPLY REFER TO
FILE MJK:DCM
AND DATE OF THIS LETTER

FOURTH UNITED STATES CIVIL SERVICE DISTRICT

COMPRISING MARYLAND, VIRGINIA, NORTH CAROLINA, WEST VIRGINIA, AND DISTRICT OF COLUMBIA

OFFICE OF THE MANAGER, WASHINGTON, D. C.

June 14, 1940

Mr. W. R. Rebbel
Lighthouse Service
Coast Guard Depot
Norfolk, Virginia

Dear Mr. Rebbel:

The Civil Service Commission has requested this office to furnish information regarding the date of birth shown on the examination papers of John T. Saunders, who competed in the Assistant Keeper examination held in 1912, making a rating of 93.20 per cent, and who was appointed May 13, 1913, to the position of assistant keeper in the Lighthouse Service, Maryland. We have been unable to locate Mr. Saunders' papers in the files which were forwarded from your Board to this office in 1932. It will be appreciated if you will make a search of your files and furnish any information available regarding the disposition of these papers and as to the date of birth claimed therein.

Very truly yours,

M. J. McAULIFFE
District Manager

2340

75

Personal

C.A. 34.

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

OLD LAND OFFICE BUILDING

WASHINGTON, D. C.

U.S. COAST GUARD
MAY 29 1940
NORFOLK DISTRICT

Norfolk, Virginia
24 May, 1940.

May 27, 1940

The Commanding Officer,
U.S. Coast Guard,
Treasury Department,
Norfolk, Virginia.

From: Commander, Norfolk District.
To: J. T. Saunders, Keeper,
Stingray Point Light Station,
Deltaville, Virginia.

Dear Sir:

1. Upon your return to duty from absence caused by injury in the line of duty on 2 May, you will forward to this Office in duplicate Form CA-3, supply attached.

on account of an injury sustained by John T Saunders, lighthouse keeper, Stingray Point Light Station, May 2, 1940

N. C. MANYON,
By direction.

Kindly submit the form indicated below, so that necessary action may be taken in this case as provided by the Compensation Act of September 7, 1916.

Very truly yours,

UNITED STATES
EMPLOYEES' COMPENSATION COMMISSION

CA-1 Notice of Injury
CA-2 Report of Injury
CA-3

ecl

687847

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

OLD LAND OFFICE BUILDING

WASHINGTON, D. C.

U.S. COAST GUARD
MAY 29 1940
NORFOLK DISTRICT

May 27, 1940

The Commanding Officer,
U.S. Coast Guard,
Treasury Department,
Norfolk, Virginia.

Dear Sir:

The Commission is in receipt of CA-1, CA-2

on account of an injury sustained by John T Saunders, lighthouse keeper,

Stingray Point Light Station, May 2, 1940

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

Kindly submit the form indicated below, so that necessary action may be taken in this case as provided by the Compensation Act of September 7, 1916.

Very truly yours,

UNITED STATES
EMPLOYEES' COMPENSATION COMMISSION

CA-1 Notice of Injury
CA-2 Report of Injury
CA-3

ecl

2340

U. S. COAST GUARD
JUN - 3 1940
ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.
NORFOLK DISTRICT

Received

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Stingray Point Station
(Station, Depot, or Vessel)

June 1, 1940

Commander 2/2 Coast Guard,
Norfolk Va.

Sir.

Subject: Return to duty.

I returned to Station at 8:30 AM to day and Mr Elliott was relieved from Station at 11:45 AM. and was taken off by Coast Guard boat.

Respectfully
J. L. Saunders.

J. T. Saunders, Keeper,
Stingray Point Lt. Sta., Va.

Office of Commander, Norfolk District, U.S.C.G.,
Norfolk, Va., 3 June, 1940.

Forwarded to U. S. Employees' Compensation Commission, Washington, D. C.

R. L. LUCAS,
Commander, U. S. Coast Guard,
By direction.

REPORT OF TERMINATION OF TOTAL ~~OR PARTIAL~~ DISABILITY.

(Cross out one.)

[To be forwarded to the UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, WASHINGTON, D. C., through official channels, as soon as disability from injury terminates. This form to be submitted for each injury resulting in any disability, whether or not employee makes claim for compensation.]

U.S. COAST GUARD JUN 3 1940 NORFOLK DISTRICT

1. Department Coast Guard (War, Navy, etc.) 2. Bureau or office Norfolk District Va (Engineer, Navigation, etc.)
3. Place of employment Lighthouse Point Sta (Arsenal, Navy Yard, etc.) Deltaville (City or town.) Va (State.)
4. Full name of injured employee John Thomas Saunders
5. Time of injury May 2 (Date.), 1940 Thursday (Day of week.) 7:30 a.m. (Hour, a. m. or p. m.)
6. Time employee stopped work May 2 (Date.), 1940 Thursday (Day of week.) 7:30 a.m. (Hour, a. m. or p. m.)
7. Time employee's pay stopped (Date.), 19 (Day of week.) (Hour, a. m. or p. m.)
8. First day employee was able to resume work June 1 (Date.), 1940 Saturday (Day of week.) 9 a.m. (Hour, a. m. or p. m.)
9. Did employee return to the same work and at same rate of pay after termination of disability? Yes
If so, when? June 1, 1940 If not, state character of work performed upon return to duty and rate paid employee for such work
10. Actual time disabled (including Sundays and holidays) 30 days.
11. Number of days for which employee would have received pay had he not been disabled ____ days.
12. If employee was receiving subsistence as part of his wages, was such subsistence furnished during entire period of disability? No If not, give dates on which subsistence was not furnished
13. Has employee been paid for any portion of above absence on account of—
(a) Annual leave? No
(b) Sick leave? No (Give exact dates.)
(c) Any other reason (Give exact dates.)
14. Nature of injury Lacerated Contused & Bruised Leg left
15. Remarks

[The following information is to be furnished *only* in case of death resulting from an injury sustained while in the performance of duty. If death results immediately, or if no Report of Injury has previously been submitted, such report, on Form C. A. 2, should be forwarded herewith.]

REPORT OF DEATH

16. Full name of deceased employee
17. Time of death (Date.), 19 (Day of week.) (Hour, a. m. or p. m.) m.
18. Time employee's pay stopped (Date.), 19 (Day of week.) (Hour, a. m. or p. m.) m.
19. Place of death (Name of hospital, establishment, etc.) (City or town, and State.)
20. Immediate cause of death
21. Widow of deceased employee (Give full name.) (Address.)
22. Children of deceased employee under 18 years of age, or those over 18 who are incapable of self-support:

Name.	Age.

23. Names, relationship, and addresses of all other persons known to be dependent, in any degree, upon decedent at time of death:

Name.	Relationship.	Address.

Signed this 3d day of June, 1940
at Norfolk, Va.

R. L. Lucas
R. L. LUCAS,
(Official signature)
Commander, U. S. Coast Guard,
By direction.
(Title.)

C. A. 3
Revised to June 3, 1925

(All forwarding indorsements to be made on reverse side of this form.)

9—629

GOVERNMENT PRINTING OFFICE

Smt

John T. Saunders, Keeper,
Stingray Point Lt. Sta.

Office of Commander, Norfolk District, USCG.,
Norfolk, Va., 7 May, 1940.

1. Forwarded to U. S. Employees' Compensation Commission, together with Form CA-2. Form CA-3 will be forwarded upon the employee's return to duty.

N. C. MANYON,
By direction.

EMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT

(To be submitted to the official superior by every employee injured in the performance of his duty, or some one on his behalf, within forty-eight hours after the injury. This notice shall be given by delivering it personally to the official superior or by depositing it in the mail properly stamped and addressed to the official superior. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift in which the injury occurred, or results in any charge against the Commission for medical expense, when it should be forwarded to the United States Employees' Compensation Commission with report of injury, Form C. A. 2.)

Dettaville, Va
(City or town) (State)

U. S. COAST GUARD
MAY 7 - 1940
NORFOLK DISTRICT

(Street and number)

May 2, 1940
(Date of this notice)

I HEREBY CERTIFY that I was injured in the performance of my duties on May 2, 1940
(Date)

Thursday, 7 a nw m.
(Day of week) (Hour, a. m. or p. m.)

1. The injury occurred ~~at~~ on way to light station.
(Give name of establishment where employed)

in the following manner: While oiling motor, foot slipped due to rough sea. Caught leg in jaw of fly wheel

2. Cause of injury foot slipping, due to rough sea.

3. Nature of injury 4 in laceration Continued and bruised

4. Names of witnesses to injury:

5. If this notice was not given within 48 hours after the injury, explain failure to give notice and state the name of the person to whom first notice was given and date:

Notified Commander U. S Coast guard by telephone in 1 hour after the accident occurred.

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

(Name) John T. Saunders

Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Commission

111770-O U. S. GOVERNMENT PRINTING OFFICE

C. A. 1
Revised Apr. 27, 1929

Signed this 2 day of May, 1940

Dettaville Va

John T. Saunders
(Signature of reporting officer)

Keeper
(Title)

OFFICIAL SUPERIOR'S REPORT OF INJURY

[To be submitted to UNITED STATES EMPLOYEES' COMPENSATION COMMISSION, Washington, D. C., as soon as practicable after any injury to a civil employee of the United States sustained while in the performance of duty which causes any disability for work beyond the day or shift on which the injury occurred or results in any charge against the Commission for medical expense. This form should be accompanied by C. A. 1.]

Place of employment

1. Department Coast Guard (War, Navy, etc.) 2. Bureau or office ~~Norfolk, Va~~ Washington, D.C. (Engineer, Navigation, etc.)
3. Place of employment Stingray Point Light Station (Arsenal, navy yard, etc.), (City), Va (State)
4. Reporting office Norfolk, Va. (Location of reporting office or division headquarters)
5. Name of superintendent or foreman in charge when injury occurred John Saunders

The injured employee

6. Name of injured employee John T. Saunders (Give first name in full) 7. Age 61 8. Sex Male 9. Race White
10. Home address Deltaville (Street and number), (City or town), Va (State)
11. Occupation and division Light House Keeper (Give both, as laborer, hull division; helper, machine shop, etc.) 12. Was employee doing his regular work? yes If not, what work?
13. Total length of service with the Government as a civilian? 22 yrs.
14. How long at present work in this establishment? 22 yrs.
15. Dates of other injuries none
16. Rate of pay on date of injury, $ 150 per mo. { and subsistence valued at $ ..... per ..... / and quarters valued at $ ..... per .....
17. Employee begins work at Regular Employ (Hour, a. m. or p. m.) 18. Regular day's work ends ..... m. (Hour, a. m. or p. m.)
19. Hours worked per day ..... 20. Days paid per week .....

The injury

21. Place where injury occurred In motor boat on way to station (Give exact location, as name or number of building and division, etc.)
22. Date of injury May 2, 1940; day of week Thursday; hour of day 7 a.m. (a. m. or p. m.)
23. Date employee stopped work May 2, 19...; day of week Thursday; hour of day 7 am (a. m. or p. m.)
24. Date employee's pay stopped not stopped; day of week —; hour of day — (a. m. or p. m.)
25. Has employee returned to work? no (Give date and hour)
26. Will employee receive pay for any portion of above absence on account of:
(a) Annual leave ..... (Give exact dates)
(b) Sick leave ..... (Give exact dates)
(c) Any other reason ..... (Give exact dates)
27. Describe in full how injury occurred While oiling motor, foot slipped due to rough sea. Caught leg in pin & fly wheel.
28. State part of body injured and nature and extent of injury left leg half way between knee and ankle, 4 in laceration etc.
29. Did injury cause loss of any member or part of member? no If so, describe exactly .....
30. Was employee injured while in performance of duty? yes If not, or in doubt, give detailed statement .....
31. Was injury caused by:
(a) Willful misconduct of the employee? no (b) Intention of employee to bring about injury or death of himself or another? no (c) Employee's intoxication? no
(If any answers to these questions are made in the affirmative, the reporting officer should attach an additional statement giving the reason for his conclusion)
32. Was written notice of injury given within 48 hours? no If not, did immediate superior have actual knowledge of injury? yes, by telephone in about an hour (Answer to question 5, Form C. A. 1, must be complete if notice was not given within 48 hours)
33. Names and addresses of witnesses to injury .....
(If disability will continue for more than one day, have statements of witnesses made on reverse side of this form)
34. Was injury caused by a third party other than a Government employee or agency? no If so, has employee been instructed in procedure under Commission's regulations? .....
(A detailed statement should be forwarded with this report)

Medical attendance

35. Name and address of physician who first attended case Dr. H. F. Hopkins M.D. Saluda, Va.
36. How soon after injury? 1 hour
37. To what hospital sent? ..... Location .....
38. Name and address of physician now attending case Dr. H. F. Hopkins, Saluda, Va

Signed this 2 day of May, 1940 — Jno T. Saunders (Signature of reporting officer)
at Deltaville Va — Keeper (Title)

C. A. 2
Revised to June 15, 1929
16—6027
(OVER)

STATEMENT OF WITNESSES

[The statement of witness should tell just what the witness saw personally, or, if he did not see the injury occur, just what he knows about it and when and by whom the information was given him.]

I did not see the accident when it occurred, but very shortly after the leg was badly cut and torn, and bleeding profusely. I said the treatment that was given, and the stitches taken.

Signed this 2nd day of May, 1940 Mrs. Mary Saunders
(Signature of witness)

I did not see this accident when it happened but saw it soon after. The leg was cut pretty badly and bruised and mangled, about 4 in of the bone were exposed. I carried him to the Dr. and witnessed his treatment.

Signed this 2nd day of May, 1940 R. V. Taylor.
(Signature of witness)

STATEMENT OF GOVERNMENT MEDICAL OFFICER OR PHYSICIAN WHO FIRST EXAMINED CASE

I CERTIFY that J. T. Saunders was given first-aid treatment, or examined, on 2nd of May, 1940, at 8 a. m., and was disabled for work. Probable length of disability will be 2 or 3 weeks. In my opinion disability was due to injury on May 2nd, 1940

Nature of injury as found on examination I treated and found wound of left leg midway between knee and ankle Bone exposed and 4 inch cut longitudinally

Hospitalized no. Will return for further treatment yes.

Discharged Will be when cured Other disposition

Remarks This man is badly disabled and should keep off of foot for at least 2 weeks

Signed this 4th day of may, 1940 at Salinda Va.

H. F. Hopkins M.D.
(Signature of medical officer)

Medical Doctor.
(Title)

U. S. GOVERNMENT PRINTING OFFICE 16—6027

2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD
MAY 7 - 1940
NORFOLK DISTRICT

FIFTH DISTRICT
Stingray Point Lt Sta
(Station, ~~Depot or Vessel~~)
May. 4, 1940

Commander U. S Coast Guard
Norfolk. Va

Sir.

Subject: Census.

I am forwarding my Census sheet but I was visited by the Census enumerator at my home in April and I thought that was sufficient and all that was I was supposed to do. But I am inclosing the form to the office in plain envelope.

Respectfully.
J. L. Saunders.

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

2340

CP-75

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

U.S. COAST GUARD
MAR 23 1940
NORFOLK DISTRICT

Norfolk, Virginia

18 March, 1940.

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

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

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

Place of Birth Deltaville, Va

Name John T. Saunders

N. C. MANYON,
By direction.

CP-75

2340

Personal

Norfolk, Virginia,

30 January, 1940.

From: Comman der, Norfolk District.
To: J. T. Saunders, Keeper,
Deltaville, Virginia.

1. This Office was advised by S. Conley this morning that you were ill in bed and unfit for duty. You will immediately submit a statement from your attending physician stating when you first became ill and when you will be released for duty. You will also furnish this Office a statement as to the reason that it had not been informed that you were ill. Yourattention is invited to the fact that while this Office would under no consideration want you to proceed to your station in a condition of health which might not be good enough to perform your duties and whereby you might suffer a relapse and become definitely less effective, it must be stated that while you are off the station your companion, the assistant keeper is off there all alone, and you must therefore make a very definite endeavor to proceed back to your regular station for duty as soon as practicable.

N. C. MANYON,
By direction.

2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U.S. COAST GUARD
JAN 29 1940
NORFOLK DISTRICT

FIFTH DISTRICT
Stingray Point, Va Sta
(Station, Depot, or Vessel)
Jan 26, 1940

Dept.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Steaming
Personnel
Boat Keep.
Prop. Clk.
Storek.
Messenger
Fir.

Commander U S Coast Guard
Norfolk. Va

Sir.

Subject: Off of Station.

I left Station No 22 to attend Jackson Creek Fracas and have not been able to get back to Station due to ice condition and it is getting worse as the time. Due to the Storm Tuesday night the telephone lines were down in this section and could not call the office so I am sending letter. I am doing all I can to get to Station and will get back just as soon as I possibly can. There is plenty of food on Station to last till I can get back. Please advise what to do. I am very sorry that I am away from Station but it could not do any better at this time. Will assist every effort to get back as soon as possible. Respectfully. J. L. Saunders

Saunders 2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

U. S. COAST GUARD
JAN - 6 1940
NORFOLK DISTRICT

FIFTH DISTRICT
Stingray Point Lt Sta
(Station, ~~Depot, or Vessel~~)
Jan. 5, 1940, 192

Commander U.S. Coast Guard.
Norfolk District.

Sir.

Subject: Induction in Coast Guard.

Since the two branches of the Government has consolidated and to show a spirit of cooperation I desire to be induced in the Coast Guard if qualified.

Respectfully,
J. F. Saunders

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

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

June 16, 1939.

Mr. John T. Saunders

Through the Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

OLIVER C. SHORT
Director of Personnel.

From: $1740

To: $1800

Service and grade:

Appropriation (unit): Field

Ent 6/16/39 Frost

5
C

Stengruff

Personal

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Stingray Point St Sta
(Station, Depot, or Vessel)

June 3, 1939

SUPT. OF LIGHTHOUSES
JUN
6
1939
NORFOLK, VA.

Supt ✓
Asst Sup
Chief Clk
Asso Eng
Asst Engr. (1) ✓
Asst. Engr. (2)
Junior Eng
Hydrog.
Accounts
Purchas ng
Personnel
Cost Kpg
Prop. Clk
Stenog
Messenger
Jan

Supt of Lighthouses
Norfolk Va

Sir.

Subject: Condition of Holly Trap when I left it

I understand that Mr Lewis my successor at Holly Trap reports to the office that he found Holly Trap in a run down condition, and that there was considerable work to be done to get the Station up to Standard.
Mr Lewis found Holly Trap in a No 1 Condition throughout and I wish to deny his statement. I left Holly Trap in the best condition it has been for 8 years and the assistant keepers there will bear me out in what I say.

Respectfully.
J. I. Saunders

2340/1

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LMF

FIFTH DISTRICT

Stingray Point Light Sta
Station

June 6, 1939

Supt of Lighthouses

J. T. Saunders, Keeper,
Stingray Point Light Station,
Deltaville, Virginia.

Sir.

Subject: Notice of transfer.

I have your letter of the 2d advising that you have not yet received your notice of transfer. This notice was mailed to you along with a letter under date of May 10, 1939. It was addressed to you at Wolf Trap Lt. Sta.

For the Supt.:

W. L. Rebbel,
Chief Clerk.

I have not received notice of transfer to this Station. I do not know why it should not have reached me as all others received theirs. Is it necessary for me to have the notice of my transfer?

Respectfully

J. T. Saunders

L COMMUNICATIONS TO
ENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

SUPT. OF LIGHTHOUSES
JUN 6 1939
NORFOLK, VA.

Stingray Point St Sta
(Station, ~~Depot, or Vessel~~)

June 2, 1939

May 10.

Dep.
Asst Supt.
Chief Cle
Asso Engr
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchas ag
Personnel
Cost Kpg.
Prep. Clk.
Stenog
Messenger
Clk

Supt of Lighthouses
Norfolk Va

Sir.

Subject: Notice of transfer.

I have not as yet recived my notice of transfer to this Station. I do not know why it should not have reached me as all others recived this. Is it necessary for me to have the notice of my transfer?

Respectfully.

J. T Saunders.

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

April 26, 1939.

Mr. John T. Saunders,
Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

EDM. J. GARDNER
Chief, Division of Personnel.

From: $1860 per annum.
To: $1740 per annum.
Service and grade:
Appropriation (unit): Field.

Form A-38

DEPARTMENT OF COMMERCE

DIVISION OF PERSONNEL

WASHINGTON

MAY 22 1939 FIFTH DISTRICT

April 26, 1939.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief, Division of Personnel.

From: $1860 per annum.

To: $1740 per annum.

Service and grade:

Appropriation (unit): Field.

Entered on Payroll 5/4/39 K 5

GOVERNMENT PRINTING OFFICE 11—9051

2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
MAY
22
1939
NORFOLK, VA.

FIFTH DISTRICT
Stingray Point St Sta.
(Station, Depot, or Vessel)
May 20, 1939

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

Supt of Lighthouse
Norfolk. Va

Sir.

Subject: To take baggage home.

In moving from Holly Trap. I had much baggage that I cant store at this Station so it will be necessary to take it to my home. So am leaving Station at 1 P M to do so. am also sending property return Transfer.

It will also be necessary for me to go back to Holly Trap in the near future as it was impossible for me to move all of my things at one time.

I have also asked to have this Station Postoffice to be changed to Deltaville Va as it will be more convenient for me.

Respectfully.
J. T. Saunders

2340

LMF
Enc.

May 10, 1939

John T. Saunders, Keeper,
Wolf Trap Light Station,
Peary, Virginia.

There is forwarded herewith your appointment to position of Keeper, Stingray Point Light Station, with pay at the rate of $1740 per annum. You are directed to report to that station on May 16, on which date this transfer will become effective.

Before leaving Wolf Trap Light Station you will prepare property returns for the signature of the incoming keeper.

N. C. Manyon,
Superintendent of Lighthouses.

LMF

April 17, 1939

J. T. Saunders, Keeper,
Wolf Trap Light Station,
Peary, Virginia.

You have today been nominated by this Office for transfer to position of Keeper, Stingray Point Light Station, with pay at the rate of $1740 per annum.

You will be further advised as to when to report for duty.

For and in the absence
of the Superintendent:

W. L. Rebbel,
Chief Clerk.

2340

Form 73
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Approved Sept. 1, 1938

LHF

NOMINATION

5th LIGHTHOUSE DISTRICT Norfolk, Virginia (City) April 18 (Date), 1939

COMMISSIONER OF LIGHTHOUSES:

Action recommended Transfer and Reduction

Name John T. Saunders Date of birth May 14,1879 Legal residence Va.

	From—	To—
Position,	Keeper	Keeper
Pay and grade	$1860 p.a. ($1680-2040) Plus $60 for quarters	$1740 p.a. ($1560-1920) Plus $60 for quarters
Station	Wolf Trap Lt. Sta., Va.	Stingray Point Lt. Sta., Va.
Appropriation	Salaries Kprs. of L. H.	Salaries Kprs. of L. H.

Effective May 1, 1939 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Vice Frank R. Lewis Pay $1680 p.a. Services terminated About April 30, 1939

Reason Transfer

REMARKS:[2] The action recommended is in accordance with Mr. Saunders' desires and will not violate Civil Service Rule relative to religious or political opinions or affiliations.

Selection regular, ..., 19.....

For and in the absence of the Supt.:

W. L. Rebbel, R
Chief Clerk.

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

BUREAU OF LIGHTHOUSES, WASHINGTON, , 19

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.
[2] In case of vessel officer, state license held.

11—2314

2340

LHF

DEPARTMENT OF COMMERCE

Lighthouse Service

District Fifth

Date May 16, 1939

CHANGE IN STATUS OF EMPLOYEE

Name John T. Saunders

Nature of Action Change of station

Effective Date May 16, 1939

	FROM	TO
Position	Keeper	Keeper
Pay	$1860 per annum	$1740 per annum
Station	Wolf Trap Lt. Sta., Va.	Stingray Pt. Lt. Sta., Va.

Remarks: This change is reported in accordance with Department letter dated April 26, 1939.

N. C. Manyon,
Superintendent of Lighthouses.

Bureau of Lighthouses
Washington

2340

April 17, 1939.

J. J. Saunders, Keeper, Wolf Trap, phoned and stated he could not get aboard station due to weather.

Sm

Personal 2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Wolf Trap St Ha
(Station, ~~Depot, or Vessel~~)

April. 17, 1939

SUPT. OF LIGHTHOUSES APR 18 1939 NORFOLK, VA.

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

Supt of Lighthouses
Norfolk Va

Since returned to station
JR

Sir.

Subject: Rigby Island Beacon

Rigby Island beacon was reported to me not burning. So I left Station at 9.30 AM Saturday to attend beacon but I found it was burning and in the meantime was caught in high wind and was not been able to return due to heavy weather but will return just as soon as possible.

This is no fault of my own, I could not call the office Saturday due to the lateness of the day when I reached the office.

The light was very dim and could not see it until very close to it. The lense was very dirty

Hoping this report will be satisfactory as I am doing my very best.

Respectfully

J L Saunders

2340

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUL 25 1938
NORFOLK, VA.

FIFTH DISTRICT

Wolf Trap St Sta
(Station, ~~Depot, or Vessel~~)

July 21, 1938

Supt of Lighthouse
Norfolk, Va

Sir.

Subject: Member of family leaving Station

This is to notify the office that the 10 days that was given me for the visit of my son to visit me at the Station is out and he is leaving for home to day.

Respectfully
J. L. Saunders

SERVICE

FIFTH DISTRICT

Wolf Trap
(Station, Depot or Vessel)

July 11, 1938

Supt of Lighthouses.
Norfolk Va

Sir.

Subject: Visitors at Station

This is to notify the office that my little Son came aboard of Station to day for a visit of 10 days.

Respectfully,

J L Saunders

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Wolf Trap Lt Sta
(Station, Depot or Vessel)

June 30, 1938

SUPT. OF LIGHTHOUSES
JUN 23 1938
NORFOLK, VA.

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

Letter sent 6/23/38 F.F.

Dept of Lighthouses,
Norfolk, Va

Sir.

Subject: Member of family to visit Station.

I respectfully request permission to have my 12 year old son to visit me on the Station for 10 days, from July 10 to 20 inclusive.

This visit is satisfactory with the other keepers with, this signatures included

H. L. Matthews.
C. F. Thomas

Respectfully.
J. L. Saunders.

Wolf Trap

2340

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LL
Enc.

Fifth District
Wolf Trap, Va.
(Station, Depot, or Vessel)

July 30, 1936.

August 5, 1936

Dept of Lighthouses
Norfolk. Va

Keeper,
Wolf Trap Light Station,
Peary P.O., Virginia.

Subject: Leave of Absence

1. I have your letter of July 30 requesting leave of absence from September 1 to 25. Forwarded herewith is a supply of forms 76 for that purpose. You are directed to submit this form in duplicate.

Superintendent of Lighthouses.

Would like for my leave to begin Sept 1st with what ever amount of days that has not been used.
There was no leave charged in Feb
Hoping this request will meet with the approval of the office.

Respectfully.
J. F. Saunders

Leave for from Sept 1st to 25

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES AUG 1 1936 NORFOLK, VA.

FIFTH DISTRICT

Holly Grove, Va
(Station, ~~Depot, or Vessel~~)

July 30, 1936

Dept of Lighthouses.
Norfolk. Va

Sir.

Subject: Leave of Absence

If it is satisfactory with the office I would like to have the unused libery in Sept. with the 8 day of that month added.

Would like for my leave to begin Sept 1st with what ever amount of days that has not been used.

There was no leave charged in Feb

Hoping this request will meet with the approval of the office.

Respectfully.

J. F. Saunders.

Leave for from Sept 1st to 25

Tell him submit usual form. Send him as few
WR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

#2340

LL

FIFTH DISTRICT

Wolf Trap Va

Aug 9

August 19, 1937

Supt of Lighthouses
Norfolk Va

Keeper,
Wolf Trap Light Station,
Peary, Virginia.

Subject: Exchange of positions

Sir.

1. With reference to your letter of August 9, this Office wishes to advise that an exchange of positions between you and the keeper of Stingray Point Light Station cannot be considered at this time, inasmuch as this Office has just been advised by Mr. Lewis that he does not wish to transfer to Wolf Trap due to the fact that the transfer would not result in an increase in pay for him.

N. C. Manyon,
Superintendent of Lighthouses.

I have decided to make exchange to become effective Oct. 1. with permission of the office.
I do not care to have Wolf Trap until I have completed the work that I have on hand which is to put Station in a neat condition. I would not like to have any Station with any reflection on my record as keeper. So with permission of the office I would like to exchange Oct. 1. 1937

Respectfully.

J. L. Saunders

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

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

FIFTH DISTRICT
Wolf Trap Va
(Station, ~~Depot, or Vessel~~)
Aug. 9. 1937

SUPT. OF LIGHTHOUSES
AUG 10 1937
NORFOLK, VA.

Supt of Lighthouses.
Norfolk. Va

Sir.

Subject: Exchange of positions.

I have considered this exchange and have decided I would like to make the exchange to become effective Oct. 1. with permission of the office.

I do not care to leave Wolf Trap until I have completed the work that I have on hand which is to put Station in a no one condition. I would not like to have any Station with any reflections on my record as keeper. So with permission of the office I would like to exchange Oct. 1. 1937.

Respectfully.

J. L. Saunders

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

JUL 23 1937
FIFTH DISTRICT
NORFOLK, VA.

WLR:LL

Wolf Trap, Va.

July 30, 1937

Keeper,
Wolf Trap Light Station,
Peary, Virginia.

Sir:

Subject: Transfer Station and rate of pay

1. I have your letter of July 20 and also a similar letter from F. R. Lewis, Keeper of Stingray Point Light Station, dated July 24, concerning exchange of positions. Under the existing regulations, the transfer in question will result in a reduction in your pay of $120.00 per annum. I gather from your letter that you do not wish to be considered for the transfer in question if it involves a reduction in pay.

N. C. Manyon,
Superintendent of Lighthouses.

Copy to:

Keeper, Stingray Point Light Station,
Hudgins, Virginia.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUL 23 1937
NORFOLK, VA.

FIFTH DISTRICT

Wolf Trap, Va
(Station, ~~Depot, or Vessel~~)

July 20, 1937

Supt of Lighthouses
Norfolk. Va

Sir.

Subject: To trade Stations and rate of pay.

The keeper of Stingray Point L.S. wishes to trade Stations and I am writing for information. Will it be satisfactory with the office for me to do so? And what will be my pay at that Station.

Will my pay be the same as it is now?

The keeper at Stingray Point L.S. is very anxious to trade with me, and I would like to trade if my pay is not affected.

Respectfully.

J. T. Saunders

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

Approved
R.N.O.
1740

Rec'd
1860

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

#2340

SUPT. OF LIGHTHOUSES
JAN 4 1938
NORFOLK

FIFTH DISTRICT

Wolf Trap, Va
(Station, Depot, or Vessel)

Jan 1, 1937

Supt of Lighthouse
Norfolk, Va

Sir.

Subject: Transfer to Great Wicomico

I wish to be considered for transfer to Great Wicomico Light Station, and would like to be transfered to that Station if it meets with the approval of office.

Respectfully.

J I Saunders

Clerk
Asst. Clerk
Chief Clk.
Asso. Engr.
Asst. Engr. (M)
Asst. Engr. (C)
Junior Engr.
Hydrog.
Accountant
Purchasing Agt.
Cost Acct.
Prep. Clk.
Stenog
Messenger
File

LL

Dec. 28, 1937

J. T. Saunders, Keeper,
Wolf Trap Light Station,
Peary, Virginia.

1. Please advise at once whether or not you desire consideration for position of Keeper at Great Wicomico Light Station with pay at the rate of $1860 per annum.

N. C. Manyon,
Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

2340

SUPT. OF LIGHTHOUSES
AUG 2 1928
BALTIMORE, MD.

July 1, 1928.

Mr. John T. Saunders.

Through the Chief, Bureau of Lighthouses

Sir:

Saunders, T.J. #2

2340

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: $1740

To: $1800

11—9564

L

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

Wolf Trap

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

AHL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

Shelf drawer 9a

August 9, 1934.

J.T. Saunders

Recommendations of Lighthouse

Saunders, T.J. ~~#21~~ 2370

Commendation and Action Approved.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

FIFTH DISTRICT

AHL.

J. T. Saunders

Wolf Trap Va

August 9, 1934.

Commendations
Keeper of Lighthouse
Baltimore Md.

Sir.

J. T. Saunders, Keeper,
Wolf Trap Light Station,
Peary P. O., Va.

1. Receipt is acknowledged of your letter of July 27th, reporting assistance rendered to a sunken motor boat, in which you found two men and a woman and small child, and your action in the matter is approved by this office.

2. For your information and future guidance, in instances of this kind, be sure to report name of boat and its owner, also names of occupants, if any.

Superintendent of Lighthouses.

July 25. 1934. I left Station at 4 PM to go for provisions and mail about 3 miles from Station I [illegible] when I arrived [illegible] found 2 men a woman and small child [illegible] in my boat and towed the Sunken boat 10 miles to the nearest railway 10 miles away arriving there about 9 30 PM where I provided them with dry clothes food and shelter for the night. After [illegible] the boat found a large hole in the bottom. Next day due to high winds and heavy Electric Storm I could not return to Station until 8 AM the 27 which was just as soon as I could get back

Action approved

Respectfully

J. T. Saunders Keeper

H. L. Matthews relieved in charge

C. J. Thomas
Shore Clerk

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
AUG 4 1934
MD.

FIFTH DISTRICT

Wolf Trap Va
(Station, ~~Depot, or Vessel~~)

July. 27. , 1934

Supt of Lighthouses.
Balto. Md.

Sir.

On July 25. 1934. I left Station at 4 Pm to go for provisions and mail. about 2 miles from Station I sighted a sunken motor boat. when I arrived at the scene I found 2 men a woman and small child waist deep in water and sea very rough. I got them safely in my boat and towed the sunken boat 10 miles to the nearest railway 10 miles away arriving there about 8 30 Pm where I provided them with dry clothes food and shelter for the night. After landing the boat found a large hole in bottom. Next day due to high winds and heavy Electric storm I could not return to Station until 8 am the 27. which was just as soon as I could get back.

Action approved

Respectfully.

J. L. Saunders Keepr

H. L. Matthews 2nd asst. in charge

C. F. Thomas
on shore leave

F:R

DEPARTMENT OF COMMERCE
Lighthouse Service

Superintendent of Lighthouses
Baltimore, Maryland,
April 25, 1933

J. T. Saunders Keeper
Wolf Trap L. S.
Thru the Keeper

SUPT. OF LIGHTHOUSES
MAY 27 1933
BALTIMORE, MD.

Subject: Record of service.

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

L. M. Hopkins,
Superintendent of Lighthouses

Superintendent of Lighthouses, Baltimore, Md.

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

Date started	Position	Sta. or Vessel	Date left	Length Service Yrs.	Mos.	Reason for leaving
Feb. 13. 1913	Additional Kpr	Hull Shoal ne Ohio	Apr 30 1913		3.	Transfer
May 14. 1913	Asst Kpr	Swansfort Vessel				Resigned Oct 1 1918 Sickness and death of Wife
Resigned		Raggut Point	Oct. 1. 1918			
Reinstated May 20 1919						
Asst. Supt. Chief Clk. Asso. Engr. Asst. Engr. (1) Asst. Engr. (2) Junior Engr. Engr. Asst. Accounts Ordering Personnel Cost Expr. Pres. Clk. Stenog. Messenger File	Total length of lighthouse service.....			19	8 mos	

2. Following is Government service other than in the Lighthouse Service near as you can.

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

3. Give correct date of your birth May (Month) 14 (Day) 1879 (Year)

John Thomas Saunders
Name
(Write first and middle name in full)

Station Wolf Trap Va

Title Keeper
(State keeper, asst. keeper, mate, etc.)

Dated May. 24 1933

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

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

2340-A

REPORT OF EFFICIENCY RATING

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

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

SAUNDERS, John T. (Name of employee)

Keeper (Title of position, service, and grade)

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

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

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

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

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

(A) .....
(B) .....
(C) .....

STANDARD
Deviations must be explained on reverse side of this form

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

Adjective rating

Rating official [signature]

Reviewing official .....

Rated by [signature] (Signature of rating official) Captain, USCG (Title) 24 April, 1944 (Date)

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

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

16—26177-2

[signature] [signature] [signature]

[signature] 5/5/44

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

REPORT OF EFFICIENCY RATING

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

Classification Symbol
(Service) (Grade) (Class)

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

John T. Saunders (Name of employee) — Keeper (Title of position) — U. S. Coast Guard (Bureau)

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

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

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

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

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

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

STATE ANY OTHER ELEMENTS CONSIDERED

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

STANDARD
Deviations must be explained on reverse side of this form

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

	Adjective rating	Numerical rating
Rating official	Good	6
Reviewing official	G	6

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

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

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

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

16—26177-1

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

REPORT OF EFFICIENCY RATING

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

Classificatio
(Service) (Grade)

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

John T. Saunders (Name of employee) | Keeper (Title of position) | U. S. Coast Guard (Bureau)

Stingray Point Light Sta. (Division) | 5th Naval District (Section) | (Subsection or unit) | Norfolk, Virgi (Field office)

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

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

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

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

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

STATE ANY OTHER ELEMENTS CONSIDERED
— (A) ____
— (B) ____
— (C) ____

STANDARD
Deviations must be explained on reverse side of this form

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

	Adjective rating	Numerical rating
Rating official	Good	6
Reviewing official	G	6

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

Rated by W. Mauzy (Signature of rating official) | ____ (Title) | 31 March 42 (Date)

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

Rating approved by efficiency rating committee ____ (Date)

Report to employee ____ (Adjective rating) ____ (Numerical rating)

16—26177-1

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

Classification Symbols		
Service	Grade	Class

SERVICE RATING FORM

(Read instructions on back of this form)

Check one:
Supervisory
Nonsupervisor

Name John T. Saunders Department Treasury

Coast Guard (Bureau) Norfolk District (Division) Stingray Pt. Lt. Sta., Va. (Section) (Subsection)

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

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

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

I. QUALITY OF PERFORMANCE

Rating Officer: 6 | Reviewing Officer

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

II. PRODUCTIVENESS

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

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

6

III. QUALIFICATIONS SHOWN ON JOB

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

6

Sum of ratings . . . 18

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

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

Report to employee Good

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

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

16—3831

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

EXPLANATION OF DEVIA

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 1, 1927.

Mr. John T. Saunders,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 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,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1680 per annum.

To: $1740 per annum.

Service and grade: Field.

Appropriation (unit):

Keeper - Wolf Trap

eocard - DPH

5

GOVERNMENT PRINTING OFFICE 11—9051

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

SUPT. OF LIGHT FEB 6 1925

LIGHTHOUSES
1925 FEB 5 PM 3 43

Mr. John T. Saunders, Wolf Trap

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 EDW. J. GARDNER
Chief of Appointment Division.

Supt.
A Supt
Chief Cl.
1 A Supt.
2 A Supt.
3 A Supt.
Mech.
1 Drafts
2 Drafts
Hydros.
Accounts ✓
Ordering ✓
Personnel ✓
Cost Kpg.
File Clk.
Messg.

Position: Keeper.

Salary: $1620. OK

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

EK

5th OK

Form A-21



NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. John T. Saunders, Wolf Trap

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1620 per annum to $ 1680 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,

J. J. GARDNER
Acting Chief of Appointment Division.

11—8074

Chief Cl.
1 A. Supt.
2 A. Supt.
4 A. Supt.
Mesh.
4 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
Mis. Cls.
Insp.
Accounts
File

H
62a

Stingray

98

UNITED STATES COAST GUARD

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1943

Stingray 2340-A

EMPLOYEE: SAUNDERS, John T.

APRIL

OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE

ANNUAL: 25 DAYS ___ HRS. ___ MIN.

SICK: 74 DAYS ___ HRS. ___ MIN.

Day of Month	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.	Day of Month
1																																					1
2		9																																			2
3	1																																				3
4																																					4
5					9																																5
6		10		1																																	6
7																																					7
8																																					8
9					9	30																															9
10																																					10
11																																					11
12																																					12
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17					8																																17
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25		9																																			25
26	1																																				26
27																																					27
28		9																																			28
29																																					29
30																																					30
31																																					31
TOTAL	6	13	-	6	12	30																															
Aggregate	6	13	-	13	1	30																															

Retire at the close of Aug. 31, 1943

16—31871-1

ENTER SICK LEAVE IN RED INK

Stingray

96

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1942

EMPLOYEE: SAUNDERS, JOHN T. OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: 60 DAYS — HRS. — MIN.
SICK: 59 DAYS — HRS. — MIN.

Day of Month	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.	Day of Month
1				1																																	1
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3					23																																3
4		4															20		18																10		4
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16														1																							16
17		23												23																							17
18																																					18
19																				19									8								19
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28								23															12														28
29																																					29
30																																					30
31																																					31
TOTAL	7	3	—	4	19	—	6	14	—	3	21	—	9	—	—	4	20	—	9	13	—	7	12	—	7	10	—	6	17	—	—	—	—	10	14	—	TOTAL
Aggregate	7	3	—	11	22	—	18	17	—	22	14	—	31	14	—	36	10	—	45	23	—	53	11	—	60	21	—	67	14	—	67	14	—	78	4	—	Aggregate

GPO 16—8896-1

ENTER SICK LEAVE IN RED INK

Stingray Point Lt. Sta.

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR 1941

EMPLOYEE: Saunders, John T., Keeper OATH _____, 19__ SALARY: $_____

ACCUMULATED LEAVE
ANNUAL: 33 DAYS — HRS. — MIN.
SICK: 44 DAYS — HRS. — MIN.

Day of Month	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.
1																		
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28																		
29																		
30																		
31																		
TOTAL	6	—	—	2	19	—	6	8	—	5	10	—	7	—	—	7	18	—
Aggregate	6	—	—	8	19	—	15	3	—	20	13	—	27	13	—	35	7	—

Day of Month	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.
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24																		
25																	18	
26																		
27																		
28																		
29																		
30																		
31																		
TOTAL	2	22	—	3	1	—	3	1	—	6	17	—	2	5	—	6	12	—
Aggregate	38	5	—	41	6	—	44	7	—	51	—	—	53	5	—	59	17	—

GPO 16—8890

ENTER SICK LEAVE IN RED INK