'26 APR 17 AM 8:49:08

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

Date: 04/17/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Todd, Morris, A.		

MILITARY SERVICE

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

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

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

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD)		
From: 1920	To: 1921	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00073048 84

CMRS Search Request Number(s): SUMDIT300 submitted to arch search 4/17/26

Attendant Signature:

Remarks:

'26 MAY 20 AM 9:43:35

SCREENING NOTES

☐ Reviewed and Nothing Removed

☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

Morris A. Todd

LEGAL RESIDENCE
Md.

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper Greenbury Pt L.A. Md	$720	L.H.	April 8. 1930
	Dismissed close March 9, 1931		

INACTIVE

Morris A. Todd

Form 73

APR 2 1920 9 30 AM

NOMINATION

MEM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

LIGHT HOUSES APR 8 1920

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md. (City.) March 30, 1920 (Date.) 19

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

Action recommended, Probationary appointment

Fourth District MAR 31 1920 Received

Name, Morris A. Todd — Legal residence, Md.

Position, Keeper — Salary, $ 720. p.a.

APPOINTMENT DIV.

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

Effective April 8, 1920. ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

1920 APR 5 PM 2 25

Former position, ------- — Former salary, ---

Location,

Rank on eligible list, 2 Rating, Kpr Percentage, 85.8 , Other eligibles considered:
Dewey E. Mann - 84.8 -C
Edward White - 84.6 -C
(Paul Brumfield removed from register)

Previous incumbent, John W. Gaither — Services terminated, Close of March 31, 1920.

Reason, Resigned.

Members of family in Government Service, Brother - Keeper, L.H.Service.

APPOINTMENT DIVISION NO ACTION TAKEN APR 5 - 1920 DEPARTMENT OF COMMERCE

Remarks:

AGS 4/5/20

Selection regular, subject to the action of the U. S. Civil Service Commission, March 31, 1920

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

H. D. King
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. APR 2 1920

1920 APR 3 AM 11 58

Acting Commissioner.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 5, 1920.

Mr. Morris A. Todd,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) CLIFFORD [illegible]
Chief of Appointment Division.

S
C

APPOINTMENT DIVISION ENTERED PRINTING APR 5 - 1920 DEPT OF COMMERCE

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John W. Gaither.

Legal Residence: Maryland.
Fifth District

(See reverse side.)

U. S. REPORT DATA ENTERED

11—6080

APR 23 1920 9 43 AM

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APR 12 1920 BALTIMORE, MD.

APPOINTMENT APR 24 1920

CHIEF CLERK

I, Morris A. Todd

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.

1920 APR 23 PM 4 21

LIGHT APR 23 1920 BOSTON

Morris A. Todd

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 17 day of April, A. D. 19 20

(Affix official seal here)

[4] (Name) Charles O Dyslin

(Official title) Notary Public

My commission expires May 5, 1920

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

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

Office of Superintendent of Lighthouses, 5th District

Baltimore, Md. (Address), April 22, 1920 (Date)

The above-named appointee entered upon duty on April 8, 1920 (Date)

CARDED

U. S. REPORT DATA ENTERED

H. D. King

(Signature, followed by title) Superintendent of Lighthouses.

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

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

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

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

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

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

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

11—944

APR 23 1920 9 43 AM

DEPARTMENT OF COMMERCE

SUPT. OF LIGHTHOUSES APR 12 1920 BALTIMORE MD.

APPOINTMENT APR 24 1920

PERSONAL QUESTION SHEET

CIVIL SERV.

5

1920 APR 23 PM 4 27

LIGHT HOUSES APR 23 1920

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. If unable to write, he may sign by mark in the presence of one witness.)

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

Mr Morris Atwood Todd

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

Morris A Todd

3. Bureau or Service, place, and district in which employed:

Asst. Light House Kpr. (Bureau or Service.) Greenbury Point (Place (city, town, station, or vessel).) 5th (District.)

4. Position to which appointed asst Keeper

5. Compensation ~~Salaries Kprs of Lighthouses~~ $720. p.a. base

6. Appropriation from which paid Salaries, Kprs of Lighthouses

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination, ——, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Civil Service Exam.

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

Dames Quarter, (City or town) Maryland (State or Territory.) Somerset (County.) 1st (Congressional district.)

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

CARDED

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

11. Where were you born? Dames Quarter, Maryland

12. When were you born? January (Month.) 27 (Day.) 1895 (Year.)

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

14. What is your marital condition? good Married.

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

Mrs Wm S. Todd (Name.)

(Number and street.)

Dames Quarter (City or town.) Maryland (State or Territory.)

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.
Messengers
File

16. Are there any members of your family, besides yourself, in the civil service of the United States? Yes

(If answer is "Yes," give in blank spaces below the information called for by the headings.)

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
W. J. McGrath	Dames Quarter, Maryland	Position Keeper of L.H. Department or office Light House	Brother by Marriage	Married
		Position Department or office		
		Position Department or office		

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

No Physical disabilities at present time.

18. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.) No

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

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

No

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co. K. 53d Inf,	May 3, 1918,	18th June 1919	Honorably

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

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

22. Are you the widow or orphan of an honorably discharged soldier or sailor? No (If answer is "Yes," give the information called for by the blanks below.)

Relationship (widow or orphan)

Name under which soldier or sailor rendered service

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

23. 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 18, 19, 20, 21.)

Munition Inspector until Inducted in Army,
after Demobalized Waterman, on Fishing Shore When Appointed

24. 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.)

I have a Grammar School Education
by Ordinary Qualifications, in Eith Grade
& then I Discontinued Schooling.

25. 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.")

Munition Work & Inspection for over two Years
before entering that line of work, A Waterman

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

27. 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 Written by Me

Date, Apr 12, 1920

Witness (in case signature is by mark):

(Signature) Morris A Todd

P. O. Address: Dames Quarter
City or town.

Number and street.

Maryland
State or Territory.

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

Reviewed, approved, and forwarded April 22, 1920, 19

(Signature) W. D. King

(Official title) Superintendent of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

[redacted] LIGHTHOUSES

MEM

1920 OCT 18 AM 8 49

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

October 16, 1920.

CHIEF CLERK

Mr. Morris A. Todd, Asst. Keeper,
Greenbury Point L.S.,
Annapolis, Md. (Thro' Keeper)

1920 OCT 27 AM 10 08

APPOINTMENTS

Subject: Neglect of duty.

1. It is reported that you are careless and do not take the proper interest in your work at the light station and you are now cautioned to correct these faults if you desire to remain in the Service. Your probationary appointment was exhausted at the close of October 7 and if it had been known sufficiently in advance that your services were unsatisfactory they would have been terminated at that time. Since that date, however, your appointment has automatically become permanent and no steps, therefore, will be taken at present. If you should show no improvement in your work as Assistant Keeper within a reasonable period of time, it will be necessary to prefer charges against you in order to remove you from the Service.

1920 OCT 27 AM 10 09

H. D. King

Superintendent of Lighthouses.

MEM Office of Superintendent of Lighthouses
Baltimore, Md., October 16, 1920.

1. Copies to the Commissioner of Lighthouses, Washington, D.C., in accordance with regulations. Letter received from the Keeper of Greenbury Point in above matter was received too late to terminate the services of Mr. Todd without preferring charges.

King

Superintendent of Lighthouses.

JEH:LON Bureau of Lighthouses, Washington, D.C., Oct. 26, 1920.

Submitted to the Secretary of Commerce for his information. The 5th Superintendent has been instructed to submit further report with recommendation in this case at the expiration of six months.

1920 OCT 26 PM 3 45

File
Dunle

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

HDK-MEM

1921 MAR 5 AM 8 46

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

March 4,1921.

Mr. Morris A.Todd, (Asst.) Keeper, APPOINTMENTS
Greenbury Point L.S.,
Annapolis, Md. (Thro' Kpr.)

1921 MAR 12 PM 4 31

CHIEF CLERK

5

1921 MAR 12 PM 2 50

Subject: Letter of caution.

1. Referring to letter of October 16,1920 regarding character of your services at Greenbury Point, this office is today in receipt of oral report from the Keeper of Greenbury Point Light Station that your services have continued unsatisfactory. You are given thirty days from this date to evidence an entire change of attitude toward your work and to display proper interest and energy in the performance of your duties, and particularly in strict obedience to the instructions of your principal keeper, who has been instructed to report at the end of thirty days whether your services have been satisfactory.

H. D. King

Superintendent of Lighthouses.

HDK-MEM Office of Superintendent of Lighthouses
Baltimore, Md., March 4,1921.

1. Copies to Commissioner of Lighthouses, Washington, D.C. Reference is made to my endorsement addressed to the Bureau on October 16,1920.

King

Superintendent of Lighthouses

19

Hol-EK Bureau of Lighthouses, Washington, D. C.
March 9, 1921.

1921 MAR 12 AM

Submitted to the Secretary of Commerce for his information. The Fifth Superintendent has been instructed to submit further report in this case at the proper time.

5

G. R. Putnam

File

3/14/21.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-MEM
Enclosures.

1921 MAR 31 AM 8 34
OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

March 30, 1921.

Commissioner of Lighthouses,
Washington, D.C.

APPOINTMENTS
1921 APR 1 PM 3 28

Subject: Charges, Morris A.Todd, Asst. Keeper.
Reference: Bureau letter March 9.

1921 APR 1 PM 4 13

1. Herewith is enclosed copy of letter of charges addressed Mr. Todd on March 16, to which no reply has been received. There is also enclosed copy of Todd's letter of March 16 written in reply to letter of caution of March 4. No further reply having been received from Mr. Todd, nor indications that he has returned to duty, recommendation is made that he be dismissed from the Service effective at the close of March 9, upon which date he left the station.

2. As prompt action as practicable is urged in this matter as the keeper has been alone since March 9 on account of the action of the Assistant Keeper, and the limited amount of funds will not permit the employment of substitute or additional keeper as long as this assistant remains in a pay status.

3. There is also forwarded this date nomination for appointment of successor to Mr. Todd on the assumption that the Department will approve the action herein recommended. This action is taken in order to curtail as much as possible any further delay in the appointment of Assistant Keeper.

King
Superintendent of Lighthouses.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
APR 4 - 1921
DEPARTMENT OF COMMERCE

4/2/21
Inclosures

Bureau of Lighthouses, Washington
MAR 31 1921

Submitted to Secretary of Commerce recommended for approval. Statement as to the amount of leave taken by Todd, this date called for, will be submitted to the Department when received.

Commissioner

1921 APR 4 AM 9 57
APPOINTMENTS
PM 1 17

APPROVED:
Herbert Hoover
Secretary of Commerce.

In replying address Commissioner of Lighthouses and refer to date of this letter and file No. Hol.

(COPY)

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

1921 APR 4 AM 8 55

LIGHTHOUSES SUP. APR 2 1921 BALTIMORE, MD.

March 31, 1921.

Morris A. Todd.

Superintendent of Lighthouses, Baltimore, Md.

APPOINTMENTS

1. Referring to your letter of March 30, 1921, relative to the dismissal of Morris A. Todd, assistant keeper, Greenbury Point Light Station.

1921 APR 5 AM 11 47

2. Recommendation has this date been submitted to the Department that Todd be dismissed from the Service, effective at the close of March 9, 1921, the date on which he left the station. You will be later advised of Department action. Advise the Bureau, for the information of the Department, whether Todd has taken leave in excess of the amount allowed by the Regulations (Regs. 1918, Art. 488, 2d par.). Be guided accordingly in future similar cases.

(Signed) J. S. Conway

Acting Commissioner of Lighthouses

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

Dept

MEM Office of Superintendent of Lighthouses
Baltimore, Md., April 2,1921.

1. Respectfully returned to the Commissioner of Lighthouses, Washington, D.C., with the information that Morris A.Todd did not take leave in excess of amount accrued to March 9,1921. Endeavor will be made to comply with regulations in future similar cases, in reporting leave status.

Superintendent of Lighthouses.

1921 APR 4 PM 4 35 Washington
Bureau of Lighthouses

APR 4 1921

Submitted to Secretary of Commerce for his information.

By direction of the Commissioner:

Acting Chief Clerk

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

HDK-MEM

1921 MAR 31 AM 8 34
OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

March 16,1921.

Mr. Morris A.Todd,Asst. Keeper,
Greenbury Point L.S.,
Annapolis, Md. (Thro' Kpr.)

Subject: Charges.

1. You were expected to return to duty on March 15 at 7 P.M. and although you were over due back from shore liberty you had not returned at that time. Your principal keeper further reports that you have continued indolent, disinterested, and apparently incapable of doing good work in your position. It is further reported that you went ashore on leave, knowing that the principal keeper was sick and barely able to get about.

2. In view of your record of unsatisfactory services and your persistent failure to correct these matters, it is proposed to recommend your dismissal from the Lighthouse Service. You are given ten days from this date to submit reply, stating any reason in your own defense why such action should not be taken.

H. D. King

Superintendent of Lighthouses.

(Copy forwarded to Todd at Dames Quarter on March 16)

(C O P Y)

Dames Quarter, Md.

March 16, 1920.

Supt. Lighthouses.

Dear Sir:

Received said letter of caution dated March 4 stating unsatisfactory services to Greenbury Pt., As my authority keeper, Mr. John L.Ennis reported to your office. I have always tried to please my superior in every respect in the times of working duties. As for any orders or instructions he would never seem pleased in giving me. If I were Keeper I could work as I thought would agreeable with a man of reason and disposition. I found his overbearing disposition towards me in a short while after he was placed keeper of Greenbury Point. I find pleasure in trying to work and please my superior if he will give proper instructions when asked by me. Received blanks regard to transfer to different stations if necessary which absolutely will be. If not have my resignation to take affect in reasonable time allowed. Don't wish to give my work or position up without any further position in view. Would rather do this than to be with one who is not reasonable and agreeable. If any chance of being transferred hope this favor may be given me as I will not go to Greenbury Point as Assistant Keeper with the Keeper now in charge. If necessary place a substitute in my place until the proper time allowed for a consideration of resignation.

Most respectfully,

(Sgd) MORRIS A TODD,
Assistant Keeper, Greenbury Pt. Lt.

April 6, 1921.

Sir:

It having been charged that you failed to return to duty at the expiration of shore liberty, no reply having been received to the letter of charges, and in view also of your record of unsatisfactory service, the Department, upon recommendation of the Commissioner of Lighthouses, has dismissed you from the position of Keeper of Greenbury Point Light Station, Maryland, at $720 per annum, effective at the close of March 9, 1921, the date upon which you left the station.

By direction of the Secretary:

Respectfully,

CARDED

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

Mr. Morris A. Todd,
Through the Commissioner of Lighthouses.

C S

U. S. REPORT DATA
ENTERED

APR 5. 1921
DEPARTMENT OF COMMERCE

MORRIS A. TODD

Out.

MORRIS A. TODD

MORRIS A. TODD

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1920 OCT 18 AM 8 49
OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

MEM
MEM

October 16, 1920.

Mr. Morris A. Todd, Asst. Keeper,
Greenbury Point L.S.,
Annapolis, Md. (Thro' Keeper)

Subject: Neglect of duty.

1. It is reported that you are careless and do not take the proper interest in your work at the light station and you are now cautioned to correct these faults if you desire to remain in the Service. Your probationary appointment was exhausted at the close of October 7 and if it had been known sufficiently in advance that your services were unsatisfactory they would have been terminated at that time. Since that date, however, your appointment has automatically become permanent and no steps, therefore, will be taken at present. If you should show no improvement in your work as Assistant Keeper within a reasonable period of time, it will be necessary to prefer charges against you in order to remove you from the Service.

H. D. King
Superintendent of Lighthouses.

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

MEM Office of Superintendent of Lighthouses
Baltimore, Md., October 16, 1920.

1. Copies to the Commissioner of Lighthouses, Washington, D.C., in accordance with regulations. Letter received from the Keeper of Greenbury Point in above matter was received too late to terminate the services of Mr. Todd without preferring charges.

H. D. King
Superintendent of Lighthouses.

JEH:LCN Bureau of Lighthouses, Washington, D.C., Oct. 26, 1920.

Submitted to the Secretary of Commerce for his information. The 5th Superintendent has been instructed to submit further report with recommendation in this case at the expiration of six months.

JEH:LON

Morris A. Todd.

Superintendent of Lighthouses, Baltimore, Md.

1. Referring to your indorsement of October 16, 1920, forwarding copy of letter of caution addressed to Morris A. Todd, Asst. Keeper of Greenbury Point Light Station.

2. You are requested to submit further report with recommendation in this case at the expiration of six months.

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

HDK-MEM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

3/9/21 wrote 5th Supt.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
1921 MAR 5 AM 8 46
BALTIMORE, MD.

March 4,1921.

Mr. Morris A.Todd, Asst. Keeper,
Greenbury Point L.S.,
Annapolis, Md. (Thro' Kpr.)

Rec. copy & Dept. & Tell 5th & submit further report.
HDK
3/8/21.

Subject: Letter of caution.

1. Referring to letter of October 16,1920 regarding character of your services at Greenbury Point, this office is today in receipt of oral report from the Keeper of Greenbury Point Light Station that your services have continued unsatisfactory. You are given thirty days from this date to evidence an entire change of attitude toward your work and to display proper interest and energy in the performance of your duties, and particularly in strict obedience to the instructions of your principal keeper, who has been instructed to report at the end of thirty days whether your services have been satisfactory.

Ajt Engr.
Engr. Comm.
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Comm.
Comm.

H. D. King

Superintendent of Lighthouses.

HDK-MEM Office of Superintendent of Lighthouses
Baltimore, Md., March 4,1921.

1. Copies to Commissioner of Lighthouses, Washington, D.C. Reference is made to my endorsement addressed to the Bureau on October 16,1920.

H. D. King

Superintendent of Lighthouses.

Hol-EK Bureau of Lighthouses, Washington, D. C.
March 9, 1921.

Submitted to the Secretary of Commerce for his information. The Fifth Superintendent has been instructed to submit further report in this case at the proper time.

March 9, 1921.

Hol-EK

Morris A. Todd,
Caution.

Superintendent of Lighthouses, Baltimore, Md.

1. Referring to your letter of caution, dated March 4, 1921, addressed to Morris A. Todd, Assistant Keeper, Greenbury Point Light Station.

2. You are requested to submit further report at the proper time in regard to this employee.

KWP

Acting Commissioner of Lighthouses

In replying address Commissioner of Lighthouses

and refer to date of this letter and file No.

(COPY)

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

SUPT. OF LIGHTHOUSES MAR 14 1921 BALTIMORE, MD.

3/31/21 Ind. to Dept. Curtis to Dept.

1921 MAR 8 AM 33

March 9, 1921.

Hol-EK

Morris A. Todd,
Caution.

Superintendent of Lighthouses, Baltimore, Md.

1. Referring to your letter of caution, dated March 4, 1921, addressed to Morris A. Todd, Assistant Keeper, Greenbury Point Light Station.

2. You are requested to submit further report at the proper time in regard to this employee.

Hydrog.
Engr. Cons.
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
[redacted]
Draftsman

J. S. Conway

(Signed) R Cowan
M C Mar 31

MEM

Office of Superintendent of Lighthouses
Baltimore, Md., March 30, 1921.

1. Returned to Commissioner of Lighthouses, Washington, D.C., reference being made to letter forwarded to the Bureau this date, recommending dismissal of Morris A. Todd from the Service.

H. D. King.

Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-MEM

Aydreg.
Engr. Comm.
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Sup. Comms
Comms.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

1921 MAR 31 AM

March 30, 1921.

3/31/21, Wrote 5th Supt.

See directions of Opers. on 5th indorsement of 3/30/21.

Commissioner of Lighthouses,
Washington, D.C.

Subject: Charges, Morris A.Todd, Asst. Keeper.
Reference: Bureau letter March 9.

1. Herewith is enclosed copy of letter of charges addressed Mr. Todd on March 16, to which no reply has been received. There is also enclosed copy of Todd's letter of March 16 written in reply to letter of caution of March 4. No further reply having been received from Mr. Todd, nor indications that he has returned to duty, recommendation is made that he be dismissed from the Service effective at the close of March 9, upon which date he left the station.

2. As prompt action as practicable is urged in this matter as the keeper has been alone since March 9 on account of the action of the Assistant Keeper, and the limited amount of funds will not permit the employment of substitute or additional keeper as long as this assistant remains in a pay status.

3. There is also forwarded this date nomination for appointment of successor to Mr. Todd on the assumption that the Department will approve the action herein recommended. This action is taken in order to curtail as much as possible any further delay in the appointment of Assistant Keeper.

H. D. King

Superintendent of Lighthouses. JCR

(COPY)

Inclosure.

Bureau of Lightnouses, Washington.
MAR 31 1921

Forwarded to Secretary of Commerce recommended for approval. Statement as to the amount of leave taken by Todd, this date called for, will be submitted to the Department when received.

Commissioner

WCB

X C

Hol.

March 31, 1921.

Morris A. Todd.

Superintendent of Lighthouses, Baltimore, Md.

1. Referring to your letter of March 30, 1921, relative to the dismissal of Morris A. Todd, assistant keeper, Greenbury Point Light Station.

2. Recommendation has this date been submitted to the Department that Todd be dismissed from the Service, effective at the close of March 9, 1921, the date on which he left the station. You will be later advised of Department action. Advise the Bureau, for the information of the Department, whether Todd has taken leave in excess of the amount allowed by the Regulations (Regs. 1918, Art. 488, 2d par.). Be guided accordingly in future similar cases.

Acting Commissioner of Lighthouses.