'26 MAR 10 PM12:03:54

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

Date: 03/06/2026

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
Willis, Otis, L.	211-123	1910 NC

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: 1963 NC

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)

From: To:

(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-0007126362

CMRS Search Request Number(s): ~~CGS-00282745059~~

Attendant Signature:

Remarks: '26 MAR 26 AM10:24:05

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:

Chief Pers. Offr., USCG

MAR 26 1956

REQUEST FOR INFORMATION FROM NAVY ☐ MARINE ☐ COAST GUARD ☒

FORMS ON RECORD		DATA REQUESTED	
214 ~~X 553~~ ☒	78 ☐	MEDICAL ☒	SERVICE ☒

1. C-No. 19 387 441

2. ORIGINATING UNIT: Adjudication

3. LOCATION OF REQUESTING OFFICE: WINSTON-SALEM, N. C.

4. TYPE OF CLAIM: DISABILITY

5. LAST NAME—FIRST NAME—MIDDLE INITIAL (UNDER WHICH SERVED): WILLIS, Otis L.

6. SERIAL OR FILE No.: 211 123

7. DATE: 3018-8BA/LC:hl 3-12-56

8. HOME ADDRESS (STREET, CITY, STATE): Buxton, North Carolina

9. DATE OF BIRTH: 1-31-10

10. PLACE OF BIRTH: Hatteras, N. C.

11. CONVERTED INSURANCE No.: K-

12. NAT'L SERV. LIFE INSURANCE No.: N-

13. DATE OF DEATH:

14. DATE(S) OF ENROLLMENT(S) OR ENLISTMENT(S):

15. DATE(S) AND PLACE(S) OF ENTRY INTO ACTIVE SERVICE: 1-16-50,

16. DATE(S) AND STATION(S) OF ACTUAL DISCHARGE FROM SERVICE: 1-31-56,

17. IF NOT DISCHARGED, INDICATE DATE(S) AND STATION(S) FROM WHICH RELEASED FROM ACTIVE DUTY:

18. CHARACTER OF DISCHARGE: Hon.

19. LAST RANK OR RATING: BMLC

ALLEGED DISEASE OR INJURY, DATE OF INCURRENCE, DATE(S) AND STATION(S) OF TREATMENT

Heart condition

USPHS, New Orleans, La., 12-19-55 to 12-29-55

ADDITIONAL: Entire record series. Please verify service prior to 1-16-50.

P. L. LINDLEY
Adjudication Officer

BY _____ (NAME AND TITLE)

DO NOT WRITE OR TYPE IN MARGIN

FROM (CHECK WHICH): ☐ CHIEF, BUREAU OF NAVAL PERSONNEL. ☐ COMMANDANT, U. S. MARINE CORPS. ☒ COMMANDANT, U. S. COAST GUARD.

(CHECK ONE) ☐ ALL ITEMS CORRECT. ☐ ALL ITEMS CORRECT EXCEPT:

PE-3

WILLIS, Otis Lee (211-123) ex-chief boatswain's mate (L) USCG.

(9-10) Born 31 January 1910 in Hatteras, North Carolina.

(14-15) 27 December 1934 enlisted in the U. S. Coast Guard at Amagansett, N. Y. for three years and assigned to active duty on that date.

30 March 1956 (DATE FORWARDED) BY W. B. ELLIS, by direction (NAME AND TITLE)

Correspondence: md-mb

FROM (CHECK WHICH): ☐ CHIEF OF BUREAU OF MEDICINE AND SURGERY. ☒ CHIEF MEDICAL OFFICER OF THE U. S. COAST GUARD.

1. PHOTOSTATIC COPY OF MEDICAL RECORD IS ENCLOSED. XXX

2. Tyanscript of additional medical history, photostatic copy of physical examination dated 12-14-34 and photostatic copies of examinations dated 12-15-37, 12-13-40, 1-6-50 and 12-6-55 are also enclosed.

MAR 23 1956 (DATE RETURNED TO VETERANS) BY _____

T LEBLANC (NAME AND TITLE) CDR USCG

VA FORM JAN 1948 3102 SUPERSEDES FORMS 3103 AND 3104. PREVIOUS EDITIONS MAY BE USED.

16—47305-1 U. S. GOVERNMENT PRINTING OFFICE

FILE 3-13

PS
17 February 1956
L-13

PE-72

From: Commandant
To: WILLIS, Otis L. (211-123) BMLC, USCG, Retired
Hatteras, North Carolina

Subj: National Service Life Insurance, termination of waiver of premiums Public Law 23, 82nd Congress, re-establishment of allotment upon retirement 1 February 1956

1. The records at Headquarters indicate that you applied for a waiver of premiums on $5,000 National Service Life Insurance and authorized discontinuance of the allotment in the amount of $4.25 with month of last payment July 1951.

2. Under the provisions of Public Law 23, 82nd Congress payment of premiums on this insurance must be resumed by the insured within 120 days after the date of separation from active service. To guard against any possible lapse of your insurance, it will be necessary that you authorize the establishment of an allotment in the amount of $4.95 effective with the month of first payment May 1956.

3. Your attention is called to the fact that while on waiver of premiums the term period of your $5,000 National Service Life Insurance issued under policy number V 14 320 871 expired on 31 March 1955 and was automatically renewed for an additional 5-year period. This accounts for the increase in premium rates noted above.

4. The necessary Allotment Authorization, NAV. S. & A. Form 545 is enclosed. It is requested that you sign this form at the place indicated and return it promptly to Commandant (PS). A pre-addressed envelope is enclosed for your convenience.

FEB 17 1956

B. V. BALL
By direction

Encl: (1) NAV S&A Form 545
(2) Envelope

MJM:jhk rm 2111 sta 2-4

CG-2533
TREASURY DEPARTMENT
U. S. COAST GUARD
(Oct. 1937)

CERTIFICATE OF DEPENDENCY OF RETIRED PERSONNEL FOR MEDICAL RELIEF

211-123

Cape Hatteras LBS
(Unit)
Buxton, N C.
(Place)
13 February 1956, 1956

Upon being retired from active duty on 31 January, 1956, I certify that the following are the names of my dependents for whom medical treatment may be required, from the Public Health Service. Their signatures appear below:

(Name, age, sex, and nature of dependency)	(Signature)
Alivia B. Willis (Age 43) (Wife)	Alivia B. Willis
Shirley M. Willis (Age 17) (Daughter)	Shirley M. Willis
Katrene A. Willis (Age 16) (Daughter)	Katrene A. Willis
Otis L. Willis Jr. (Age 12) (Son)	Otis L. Willis
Janet Willis (Age 10) (Daughter)	
Wayne Willis (Age 2) (Son)	

I hereby certify that the above signatures were signed in my presence this 13 February, 1956

Luther D. Burrus Jr. BMC Officer in Charge,
(Signature of certifying officer and title) CG Group Cape Hatteras

Otis L. Willis
(Signature of retired person)

BMLC (RETIRED)
(Rank or rating)

HEADQUARTERS First Endorsement, Washington 7 March, 1956

1. Any officer of the Public Health Service authorized to furnish medical relief to dependents of Coast Guard personnel, under authority of the Act of Congress approved 30 July 1937, is requested to accept the evidence herein contained as identification for dependents of retired personnel.

3/7/56

T. LE BLANC
Commander, USCG
Assistant Chief, Medical Division
(Rank)

By direction,

ADVISE HEADQUARTERS PROMPTLY OF ANY CHANGE IN STATUS OF DEPENDENTS

U. S. GOVERNMENT PRINTING OFFICE 16—37889-2

PE-75

TREASURY DEPARTMENT
COAST GUARD
CG-3433 (Rev. 11-53)

STATEMENT OF SERVICE - RETIRED PERSONNEL

LAST NAME	FIRST NAME	MIDDLE INITIAL	SERVICE NUMBER
WILLIS,	Otis	L	211-123

DATE OF BIRTH (Mo.-Day-Yr.)	GRADE OR RATE IN WHICH SERVING	PERMANENT GRADE OR RATE	GRADE OR RATE IN WHICH PLACED ON RETIRED LIST	EFFECTIVE DATE OF RETIREMENT (Mo.-Day-Yr.)
January 31, 1910	BMLC	BMLC	BMLC	February 1, 1956

REASON FOR RETIREMENT: 20 Year Service

HAS INDIVIDUAL EVER HELD A GRADE OR RATE HIGHER THAN THAT HELD ON THE EFFECTIVE DATE OF RETIREMENT? ☐ YES ☒ NO IF "YES," LIST HIGHEST GRADE OR RATE HELD.

ON ENLISTED 20 YEAR RETIREMENTS, INDICATE WHETHER 10% ADDITIONAL FOR GOOD CONDUCT IS AUTHORIZED ☒ YES ☐ NO

TYPE OF SERVICE	FOR RETIREMENT (Active)			FOR PAY PURPOSES (Active and Inactive)		
	YEARS	MONTHS	DAYS	YEARS	MONTHS	DAYS
COAST GUARD	21	1	4	21	1	4
LIGHTHOUSE						
BUREAU MARINE INSPECTION						
ARMY						
NATIONAL GUARD						
NAVY						
NAVAL RESERVE						
NAVAL MILITIA						
MARINE CORPS						
AIR FORCE						
COAST & GEODETIC SURVEY						
INDICATE OTHER SERVICE HERE:						
TOTAL SERVICE TO EFFECTIVE DATE OF RETIREMENT	21	1	4	21	1	4

DATE: 12 January 1956

SIGNATURE: B. A. SHAW

PE-75

FOR USE BY MRS

TYPE RETIREMENT	PHYSICAL DIAGNOSIS	FILE NUMBER

F Jerry Return to 3-13

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

4393 Treasury CGHQ Wash.D.C.

MAR 31 1955

Yrs.	Mos.	Days
19	3	4
21	1	4

as of 31 March, 1950

ACTIVE SERV

COAST GUA

NAVY

ARMY

MARINE CO

LIGHTHOUS

TOTAL SERV

INACTIVE SERVICE (Specify)

LIGHTHOUSE (For Pay Purposes)

TOTAL SERVICE FOR PAY PURPOSES

19	3	4

BMLC

HIGHEST RANK OR RATING HELD

Service Computed by F G Jerry 1-20-54

Service Verified by [illegible]

NAME	SERVICE NO.	DATE OF RETIREMENT	RETIRED GRADE OR RAT
WILLIS OTIS LEE	211-123	2-1-1956	BMKC

IF MAN HELD A GRADE OR RATING HIGHER THAN PRESENT RETIRED GRADE OR RATING, INDICATE HIGHEST GRADE OR RATIN HELD DURING COAST GUARD SERVICE.

ENLISTED	DISCHARGED	MARK	PERIOD	COMPUTATION	ENLISTED	DISCHARGED	MARK	PERIOD	COMPUTATIC
12-27-34	1-5-38	3.92	36	141.12					
1-6-38	1-6-41	3.95	36	142.20					
1-7-41	1-6-47	4.0	72	288.0					
1-7-47	1-15-50	4.0	36	144.0					
1-16-50	2-1-56	3.87	73	282.51					
		TOTAL	253	997.83			TOTAL		

FINAL AVERAGE CONDUCT MARK 3.94

ENTITLED TO 10% FOR GOOD CONDUCT (Check appropriate box) ✓ YES ☐ NO

DATE 12/15/55 COMPUTED BY F G Buchan

DATE 1/11/56 VERIFIED BY M Thomas

TREASURY DEPARTMENT, U. S. COAST GUARD, CGHQ - 3534 (6-54)

6084 COMPUTATION OF AVERAGE CONDUCT MARKS FOR RETIRED PERSONNEL

MAR 3 1 1955 20-3-4

19 3 4 Service for Retirement WILLIS, Otis L. (211-123) BMLC

Yrs. Mos. Days (Name) (Service No.) (Rate)

21-1-4 CGD8 ✓

as of 31 March, ~~1954~~ 1950

ACTIVE SERVICE

	YEARS	MONTHS	DAYS
COAST GUARD	19	3	4
NAVY			
ARMY			
MARINE CORPS			
LIGHTHOUSE (Retirement)			
TOTAL SERVICE FOR RETIREMENT	19	3	4
INACTIVE SERVICE (Specify)			
LIGHTHOUSE (For Pay Purposes)			
TOTAL SERVICE FOR PAY PURPOSES	19	3	4

HIGHEST RANK OR RATING HELD BMLC

Service Computed by F G Jerry 1-20-54

Service Verified by Bab

NAVCG 2511 (Revised)
Form approved by Comptroller General, U. S.
February 25, 1938

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. (PE-PR-6)
CG-73

STATEMENT OF CREDITABLE SERVICE

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 21 January, 1947

From: Commandant.

To: Commanding Officer, CG Group, Freeport, N.Y.

SUBJECT: WILLIS, Otis Lee (211-123)BMlc

Statement of service of.

1. The following is a statement of the service of the above-named man for the purpose of computing pay:

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41		None		None		None	
Enl.Ext.3yrs.from							
1-7-44	1-6-47 HD	None		None		None	
1-7-47							
Now serving							

M. K. HUTCHINSON
By direction

U. S. COAST GUARD
MAIL SECTION
MAILED JAN 22 1947

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

Return to 3-13

3.5

UNITED STATES COAST G...

WASHINGTON 21 January, 1947

From: Commandant.

To: Commanding Officer, CG Group, Freeport, N.Y.

SUBJECT: WILLIS, Otis Lee (211-123)BM1c

Statement of service of.

1. The following is a statement of the service of the above-named man for the purpose of computing pay:

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41 Enl.Ext.3yrs.from 1-7-44	1-6-47 HD	None		None		None	
1-7-47 Now serving							

M. K. HUTCHINSON
By direction

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

CG-73

31 December, 1946

From: Commanding Officer, CG Group, Freeport, N.Y.
To: Commandant, U.S. Coast Guard.

Subj: MIDGETT, Melvin B. (211-121) CBM.
WILLIS, Otis L. (211-123) BM.1/c.

1. It is requested that this unit be furnished with a Statement of Service, for subject men.

J.M. ODIN.

Ltr. 21 Jan 47
B.S.

Form approved by Comptroller General
October 30, 1930

TREASURY DEPARTMENT

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 27 December, 1938.

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		From	To	From	To	From	To
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

MAILED
DEC 27 1938
MAIL DESK

E. T. OSBORN,
Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

mcd J.W.P.

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 27 December, 1938.

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		From	To	From	To	From	To
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

E. T. OSBORN,

Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

WASHINGTON 27 December, 1938.

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		From	To	From	To	From	To
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

E. T. OSBORN,

Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

NOTED T.J.T. H. Q (PE)

INDIVIDUAL ORDER TO ADJUST PAY RECORD

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable ☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable

☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable ☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable

☐ WITHOUT LEAVE, not excused as unavoidable ☐ OVER LIBERTY, not excused as unavoidable

	HOUR	DATE
DEPARTURE		
LEAVE OR LIBERTY EXPIRED		
RETURNED TO COAST GUARD JURISDICTION		

NUMBER DAYS CHARGED TO LEAVE RECORD _____

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

*Career Compensation Act of 1949. Statement of service filed in service record.

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

12-28-55: AUTH. ADVANCE PAY THROUGH 12-31-55.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (Number) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN, CHSCLK, W-3, USCG	Chief, Military Personnel Section, 8CGD	1098-56

SHIP OR STATION	NAME OF A. C. O.
OCCGD-8, NOLa.	"A" "Z" SHOWS, CHPCLK, W-2, USCG

NAME (Last) (First) (Middle)	SERVICE NO.	RATE
WILLIS, Otis L.	211-123	BMC(L)

INDIVIDUAL ORDER TO ADJUST PAY RECORD 16—69873-1 PAGE 12 PE-75

NCC-2522

FOLLOW INSTRUCTIONS ON BACK

WILLIS, Otis Lee	211-123	BMC	8th CGD(p)
(Name, surname first)	(Service number)	(Rank or rating)	(Unit)

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place USPHS Hosp. New Orleans, La., Date 27 December, 1955

To: Commander, 8th CG District(p)
(Coast Guard unit)
New Orleans, La.
(Address)

FILED

The above-named patient was discharged from {*inpatient / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Observation for heart Disease (Not confirmed)		12-13-55	12-27-55

He {*is / *is not} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *No.} Absent without permission? {*Yes / *No.} Guilty of insubordination? {*Yes. / *No.}

DEC 28 1955

J.A. KEMP
ASST. SURG.(R) U.S. Public Health Service.

Chief, Medical Section
8th Coast Guard District
New Orleans, La.

16—27150-1

NOTICE OF MEDICAL TRANSFER

_____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)
treatment at _____ {*office / *hospital} at _____ for
_____ (Diagnosis) since _____, 19 , has been
transferred this date _____, 19 , to the U. S. Marine Hospital at _____
for further treatment.

PE-75

_____
_____ U. S. Public Health Service.

*Strike out words not applicable.

16—27150-1

FOLLOW INSTRUCTIONS ON BACK

ILLIS, Otis Lee (Name, surname first) | 211-123 (Service number) | BMC (Rank or rating) | 8th CGD(p) (Unit)

APPLICATION TO THE U. S. PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE U. S. COAST GUARD

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

Place USPHS Hosp. New Orleans, La., Date 14 Dec., 19 55

FILE T. L.

To: Medical Officer in Charge

USPHS Hosp. New Orleans, La.

SIR: You are requested to examine the above-named {*officer / *enlisted man} of the U. S. Coast Guard, attached to the above-named unit, and furnish him such treatment as may be required. It is requested that the RETURN MEDICAL CERTIFICATE be returned to Commander, 8th CG District(p)

C. L. Francis

(Signature of patient)

C. L. FRANCIS HMC, USCG

U. S. Coast Guard.

RETURN MEDICAL CERTIFICATE

Place USPHS Hosp. New Orleans, La., Date 14 Dec., 19 55

I CERTIFY that I have examined the above-named person and find him suffering from

Cardiac Evaluation

(Give diagnosis by number and name according to official nomenclature)

My professional opinion in the case is expressed below for the information of the Coast Guard administrative officers. Incident of service? {*Yes. / *No.} Fit for duty? {*Yes. / *No.} Absent from duty on account of the effects of a disease, as distinguished from injury, directly attributable to and immediately following his own intemperate use of alcoholic liquor or habit-forming drug? {*Yes. / *No.} Absent from duty on account of the direct effects of a venereal disease due to his own misconduct? {*Yes. / *No.} If "yes," did the initial symptoms appear less or more than one year ago? {*Less. / *More.} Treatment will require approximately 5 days absence from duty. He was admitted to {*inpatient / *outpatient} treatment at this {*hospital / *office} on XXX 13 Dec., 1955

DEC 15 1955

Chief, Medical Section
8th Coast Guard District
New Orleans, La.

T. E. BILLINGS

MED. DIR. U. S. Public Health Service.

*Having been informed that I am suffering from

(Diagnosis)

and that in the opinion of the medical officer, this disease is the result of my own misconduct, I (*do not) desire to submit a statement. (Attach statement if made.)

(Patient's signature)

WITNESS:

(Signature of medical officer)

U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

RECORD OF: W[redacted]LIS, Otis Lee (211-123)

TRANSCRIPT OF EFFICIENCY MARKS

DATE	RATE	PIR	S.SHIP	ALOM	COND	
1/30/50	BM1(L)	LESS THAN ONE MONTH			4.0	OC5CGD /s/A. N. WARD,BYDIR.
3/31/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BYDIR.
6/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BY DIR
9/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/11/50	BM1(L)	NO MARKS ASSIGN.DISCP ACTION PEND				Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/31/50	BM1(L)	LESS THAN ONE MONTH			3.5	5TH CGD OFF.
	Capt.Mast for indebtedness.Awarded:Warned					/s/ W.B.MILLINGTON,CDR,CO
1/4/51	BM1(L)	LESS THAN ONE MONTH			4.0	5TH CGD OFF./s/W.B.MILLINGTON
3/31/51	BM1(L)	3.5	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
6/30/51	BM1(L)	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
9/30/51	BMLC	3.6	3.6	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
12/31/51	BMLC	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
3/31/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP
6/30/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP

DATE	REASON	RATE	PIR	ALOM	COND	
9/30/52	EQM	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/3/52	TRAN	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/28/52	TRAN	BMLC	PIT	PIT	4.0	R.ZAVALETA,SCLK,BY DIR.
12/31/52	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG, CO.
3/31/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
6/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
9/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOWN,USCG,CO.
10/5/53	TRAN	BMLC	3.5	3.5	4.0	B.R.RYAN,LCDR,CO.
12/31/53	EQM&RQM	BMLC	3.5	3.5	4.0	
3/31/54	EQM	BMLC	3.6	3.6	4.0	B.R.RYAN,LCDR,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		
4/7/54	DET CO	BMLC	3.6	3.6	4.0	B.R.RYAN,LCDR,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		
6-1-54	TRANS	BMLC	3.6	3.6	4.0	L.A.WARDLAW,JR.,LT,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		L.A.WARDLAW,JR.,LT,CO.
6-30-54	EQM&RQM	BMLC	3.6	3.6	4.0	A. de ZEEUW, CDR, ACTING
7-31-54	DET CO	BMLC	3.6	3.6	4.0	S. F. HEWINS, CAPT, CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		S. F. HEWINS, CAPT, CO.
9-30-54	EQM	BMLC	3.7	3.7	4.0	A. de ZEEUW, CDR, ACTING
	ADAPTABILITY FOR WARRANT GRADE			3.5		A. de ZEEUW, CDR, ACTING
12-31-54	EQM	BMLC	3.7	3.6	4.0	A. de ZEEUW, CDR, ACTING
3-31-55	EQM	BMLC	3.7	3.6	4.0	T. F. KNOLL, CDR, USCG, CO.
6-30-55	EQM	BMLC	2.0	2.4	1.5	T. F. KNOLL, CDR, USCG, CO.
9-3-55	TRANS	BMLC	3.3	3.1	4.0	T. F. KNOLL, CDR, USCG, CO.
9-3-55	ADAPTABILITY FOR WARRANT GRADE			2.5		T. F. KNOLL, CDR, USCG, CO.
9-30-55	EQM	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.
9-30-55	ADAPTABILITY FOR WARRANT GRADE			3.6		W. E. HARRIS, LT, USCG, CO.
12-2-55	TRANS	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.

Average 381

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
10 November 1955
AUTH: 514061

Cancelled

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 January 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

2. You will immediately notify the COMMANDANT (FP-4) of your mailing address and you will thereafter notify the COMMANDANT (FP-4) of any change in that address.

3. Travel expenses incident to the execution of this order are chargeable to Headquarters travel allotment symbol No. 99-20, under the authorization number indicated above. Transportation of dependents and shipment of household goods to your home of selection will be provided at government expense only if completed within one year from date of retirement.

4. Your commanding officer will deliver this order without delay. You will then make an endorsement hereon showing place, time and date of receipt. Upon actual detachment, your commanding officer will further endorse this order to indicate time and date of your departure and your last permanent duty station. You will then retain the order until arrival at your home of selection, at which time a final endorsement must be made by you indicating place, time and date of arrival, and mode of travel utilized. When this final endorsement has been completed, this order should be forwarded to the COMMANDANT (FP-5) for settlement of travel expenses.

R. E. MORELL
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

STATES COAST GUARD

WASHINGTON 25, D. C.

PE-1
10 November 1955
AUTH: 514061

From: Commandant
To:
Via: WILLIS, Otis Lee (211-123)BMLC, USCG
Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 January 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

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R. E. MORELL
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

PE-3
16 December 1955
WM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

1. Inasmuch as WILLIS was given a Special Court Martial on 4 August 1955, it is requested that a transcript of his marks for current enlistment be forwarded to the Commandant (PE-3) as his retirement on 1 January 1956 is pending.

W. B. ELLIS
By direction

BUCHAN: HK - return to 3-13

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

INDIVIDUAL ORDER TO ADJUST PAY RECORD

3-13
NOTED 10 (PE)

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

		HOUR	DATE
☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable	☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable	DEPARTURE	
☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable	☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable	LEAVE OR LIBERTY EXPIRED / RETURNED TO COAST GUARD JURISDICTION	
☐ WITHOUT LEAVE, not excused as unavoidable	☐ OVER LIBERTY, not excused as unavoidable	NUMBER DAYS CHARGED TO LEAVE RECORD	

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

**Career Compensation Act of 1949. Statement of service filed in service record.*

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

Reported 1330, 2 December 1955, fm CGC CAHOONE (WSC-1310) for administrative purposes pending retirement on 1 January 1956.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (*Number*) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN	CHSCLK,W-3,BY DIR.	817-56

SHIP OR STATION	NAME OF A. C. O.
Office, Commander, 8th CG District, New Orleans, La.	"A" "Z" SHOWS, CHPCLK,W-2,USCG

NAME (*Last*)	(*First*)	(*Middle*)	SERVICE NO.	RATE
WILLIS,	Otis	L.	211-123	BMLC

01 3-13 FILE
R.B.H.

21 September 1955
A17-6 (CL)
Rep. No. 07934

INVESTIGATION INTO CONDUCT AND ALLEGED OFFENSES OF OTIS L. WILLIS (211-123) BMLC, USCG, WHILE ACTING AS OFFICER-IN-CHARGE OF CG-40474, ON OR ABOUT 1 MAY 1955.

ACTION BY FINAL REVIEWING AUTHORITY

The findings of fact, opinions and recommendations of the attached investigative report and the actions of the convening and reviewing authorities thereon are approved, subject to the comments of the convening and reviewing authorities and to those herein.

It is noted that Willis received a special court-martial as a result of this investigation.

This HQ concurs in the disapproval by the reviewing authority of recommendations (a) and (b). However, HQ considers that no useful purpose will be served in making the investigation a part of Willis' official record since the facts and circumstances surrounding this incident will become a part of his official record by the special court-martial.

K. S. HARRISON
By direction

Certified copies to -

CDR, 8th CGD (dl)
CO, CG Base, Galveston, Tex.

Coast Guard Headquarters
Washington, D.C. SEP 21 1955
Certified to be a true copy.
By direction of the Commandant

E.F. Gallagher
Chief, Boards Section

E.F.Gallagher:rbh

Mailed:

PE-75

Cond't (PE)

16 September, 1955
WSC/P16-3

Commanding Officer
USCGC CAHOONE (WSC-131)
Galveston, Texas

From: Commanding Officer, USCGC CAHOONE (WSC-131)
To: WILLIS, Otis L. (211-123), BMLC, USCG

Subj: Officer of the Deck; Certification for standing of

1. You are hereby certified as qualified to stand duty as Officer of the Deck (In Port) in accordance with Article 1905, CG Regulations. This certificationsapplies only to this vessel.

2. You are directed to perform the duties of Officer of the Deck when assigned as such, in accordance with articles 8-8-1 through 8-8-4, CG Regulations.

W. E. HARRIS

---

14 September, 1955

FIRST ENDORSEMENT to CO, CAHOONE ltr 9-16-55, WSC/P16-3

From: WILLIS, Otis L.(211-223), BMLC, USCG
To: Commanding Officer, USCGC CAHOONE (WSC-131)

I have read and understand this order and hereby acknowledge receipt.

Otis L. Willis

PE-75

...PARTMENT
...GUARD
...-52)

ADMINISTRATIVE REMARKS

...P OR STATION

USCG BASE, GALVESTON, TEXAS

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
3~~4~~ September 1955	CCGD-8/L dtd 8~~1~~5-55, GD8/P16-4/MM as amend by CCGD8/L 8-22-55, GD8/P16-4/MM.		
RATE: BMCL	DATE OF RATE: 7-6-51	SIGNATURE: James A. Alsup,	GRADE AND TITLE: LT, EXECUTIVE OFFICER

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

PE-75

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC CAHOONE (WSC-131)	9-13-55	W. E. HARRIS, LT, CO

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3304 (4-52)
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
APRIL 15, 1952

File
FT

COURT MEMORANDUM

DATE OF OFFENSE	DATE OF MAST	TYPE OF COURT	DATE OF TRIAL
1 May 1955		SPECIAL	4 August 1955

SHIP OR STATION TO WHICH ATTACHED WHEN OFFENSE WAS COMMITTED

U. S. Coast Guard BASE, Galveston, Texas

OFFENSE Charge I: Violation of the UCMJ, Art. 92 - Four Specifications
Charge II: Violation of the UCMJ, Art. 112 - One Specification
Charge III: Violation of the UCMJ, Art. 134 - Two Specifications

FINDING(S) Charge I - Specification 3 - PROVED
Charge I - Specification 4 - PROVED BY PLEA
Charge III - Specification 2 - PROVED

SENTENCE To be restricted to the limits of Coast Guard Base, Galveston, Texas, for a period of thirty (30) days and thirty-five ($35.00) dollars per month for a period of three (3) months to be detained.

DATE AND ACTION OF C. A. Special Court-Martial Order No. 3-55 - CCGD8 dated 22 August 1955
In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

DATE AND ACTION OF SUPERVISORY AUTHORITY OR BOARD OF REVIEW

DATE PUBLISHED
26 August 1955

☒ Marks entered on page 6

In accordance with the approved sentence the authorized certifying officer is authorized and directed to adjust the pay record of the below-named individual as follows:

CHECKAGE (see reverse)	MONTHLY	NO. MONTHS OR DAYS	TOTAL CHECKAGE	EFFECTIVE DATE
Detention	$35.00	-3-	$105.00	1 September 1955
REDUCTION IN RATE	FROM	TO		EFFECTIVE DATE
- - - - - - - -	- - - - - - - - - -	- - - - - - - - - -		- - - - - - - - - - - -

SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
T. F. KNOLL	CDR, USCG - CO	47-56
SHIP OR STATION		NAME OF A. C. O.
U. S. Coast Guard BASE, Galveston, Texas		D. G. SWIDER

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS	Otis	L	211-123	BMC(L)

COURT MEMORANDUM ☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 204171

PE-PR-14

PE-75

373

File
FT

General Counsel
Treasury Department
Washington

211-123

ACTION OF THE GENERAL COUNSEL AS SUPERVISORY AUTHORITY
(Pursuant to Sec. 0107 CG Supp. & Par. 94 MCM 1951)

SPECIAL COURT-MARTIAL CASE OF OTIS L. WILLIS, BMLC, USCG

The accused was tried on 3 and 4 August 1955 by a special court-martial appointed by the Commander, Eighth Coast Guard District. By his action dated 22 August 1955 the convening authority approved and ordered executed the sentence of restriction to the limits of the Coast Guard Base, Galveston, Texas, for a period of thirty (30) days, and detention of $35.00 per month for a period of three (3) months.

The record of trial has been reviewed in accordance with the requirements of Article 65(c) UCMJ, and the proceedings, findings and sentence found to be correct in law and fact. The sentence as approved by the convening authority is affirmed.

(Signed) Charles R. McNeill

Acting General Counsel

Dated: Sept. 9, 1955

PE-FR-14

6-55
H. C. Keene, Jr: mac

PE-75

22 August 1955

Special Court-Martial Order No. 3-55

ACTION

"OFFICE OF COMMANDER
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

ACTION OF CONVENING AUTHORITY

In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

/s/ H. W. Stinchcomb
H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

Copy to: dcs
P
CO, CGCRU, Galveston"

H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

CERTIFIED TO BE A TRUE COPY OF THE DUPLICATE ORIGINAL
ON FILE AT OFFICE OF COMMANDER, EIGHTH COAST GUARD DISTRICT:

JOE L. HORNE, Commander, U. S. Coast Guard

Special Court-Martial Order No. 3-55

Specification 2: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on or about 1 May 1955, while Acting Officer in Charge of the U. S. Coast Guard Cutter 40474, wrongfully accept a gift, to wit: beer, from civilian occupants of motorboats while the said Coast Guard Cutter 40474 was assigned to duty patrolling a cruise of said motorboats from Offats Bayou to Mud Island, Texas.

PLEAS

To Specification 1 of Charge I: Not Guilty.

To Specification 2 of Charge I: Not Guilty.

To Specification 3 of Charge I: Not Guilty.

To Specification 4 of Charge I: Guilty.

To Charge I: Guilty.

To the Specification of Charge II: Not Guilty.

To Charge II: Not Guilty.

To Specification 1 of Charge III: Not Guilty.

To Specification 2 of Charge III: Not Guilty.

To Charge III: Not Guilty.

FINDINGS

Of Specification 1 of Charge I: Motion for finding of not guilty sustained.

Of Specification 2 of Charge I: Not Guilty.

Of Specification 3 of Charge I: Guilty.

Of Specification 4 of Charge I: Guilty.

Of Charge I: Guilty.

Of the Specification, Charge II: Motion for finding of not guilty sustained.

Of Charge II: Motion for finding of not guilty sustained.

Of Specification 1 of Charge III: Not Guilty.

Of Specification 2, Charge III: Guilty.

Of Charge III: Guilty.

OFFICE OF COMMANDER,
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

SPECIAL COURT-MARTIAL ORDER 3-55

Before a Special Court-Martial which convened at Marine Inspection Office, Galveston, Texas, pursuant to Commander, EIGHTH Coast Guard District Appointing Order dated 19 July 1955, as amended by his subsequent letter of 29 July 1955, was arraigned and tried:

ACCUSED

WILLIS, Otis L., 211-123, Boatswain Mate
Chief (lifeboat station), U. S. Coast Guard
Office of Commander, Galveston Group,
Galveston, Texas

CHARGES

Charge I: Violation of the Uniform Code of Military Justice, Article 92.

Specification 1: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474 on or about 1 May 1955, violate a lawful general order, to wit: Section 14-2-1(9), U. S. Coast Guard Regulations, 1940, by receiving beer as a gratuity for service rendered by the Coast Guard Cutter 40474 in patrolling a motorboat cruise from Offats Bayou to Mud Island, Texas.

Specification 2: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by introducing alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Specification 3: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by possessing alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Specification 4: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by using alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Charge II: Violation of the Uniform Code of Military Justice, Article 112.

OFFICE OF COMMANDER
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

ACTION OF CONVENING AUTHORITY

In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (Lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

Copy to: dcs
p
CO, CGGRU, Galveston

CERTIFIED TO BE A TRUE COPY OF THE DUPLICATE ORIGINAL
ON FILE AT OFFICE OF COMMANDER EIGHTH COAST GUARD DISTRICT:

JOE L. HORNE,
Commander, U. S. Coast Guard

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3540 (REV. 11-53)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
Coast Guard Base	Box 358, Galveston, Texas	2 May 1955

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON: ☒ REGULAR ☐ EMERGENCY ☐ REENLISTMENT ☐ RECRUIT
five (5)	2 May 1955	

ADDRESS ON LEAVE WILL BE 512 S. Cortez St., New Orleans, Louisiana

To Be Checked By Officers Only
☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis
OTIS L. WILLIS

End.-1 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Date current leave accounting period began	Balance brought forward beginning of present accounting period
1 July 1954	06
Number days' leave used during current accounting period	Date of expiration of current enlistment
03	16 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

James A. Alsup
JAMES A. ALSUP, LT., USCG
(Signature, grade, and title)
EXECUTIVE OFFICER

End.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, grade, and title)

End.-3 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

☒ Returned, GRANTED five (5) days. ☒ ADVANCE ☒ ACCRUED Regular Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because

T. F. KNOLL, CDR, USCG
(Signature, grade, and title)

End.-4 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Departed at 1000, this date. This leave expires before 0900, 8 May 1955

at this unit and is subject to the instructions on the reverse hereof.

James A. Alsup
JAMES A. ALSUP, LT., USCG
(Signature, grade, and title)
EXECUTIVE OFFICER

End.-5 Unit: CG BASE, GALVESTON, TEXAS Date 8 May, 1955

Reported at 0755, this date, having used (Five (5)) days' leave.

James A. Alsup
JAMES A. ALSUP, LT., USCG
(Signature, grade, and title)
Executive Officer

16—40220-4

(Over)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
CG BASE	BOX 358, GALVESTON, TEX.	21 December 1954

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
three (3)	30 December 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

7-65

ADDRESS ON LEAVE WILL BE Orange Courts, Galveston, Texas

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Otis L Willis
SIGNATURE OF APPLICANT OTIS L. WILLIS

Ind.-1 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

Date current leave accounting period began 1 July 1954	Balance brought forward beginning of present accounting period 06
Number days' leave used during current accounting period 00	Date of expiration of current enlistment 15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

F.H. SCHONEWOLF, LT., USCG
EXECUTIVE OFFICER (Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

☐ Returned, GRANTED three (3) days. ☐ ADVANCE ☒ ACCRUED Regular Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because

T.F. KNOLL, TCDR., USCG
COMMANDING OFFICER (Signature, rank, and title)

Ind.-4 Unit: CG BASE, GALVESTON, TEXAS Date 30 December 1954

Departed at 0100, this date. This leave expires before 0900, 3 January 1955

at this unit and is subject to the instructions on the reverse hereof.

Jr H. Polzer BMC
OFFICER OF THE DECK (Signature, rank, and title)

Ind.-5 Unit: CG BASE, GALVESTON, TEXAS Date

Reported at 0800, this date, having used three (3) days' leave. 3 January 1955

F.H. SCHONEWOLF, LT., USCG, EXECUTIVE OFFICER (Signature, rank, and title)

16—40220-3

(Over)

HERBERT C. BONNER
1st District, N. C.

HENRY C. GOLDSBY
SECRETARY

ASSISTANT SECRETARIES
BETTY C. COLTRAIN
MARY ANDERSON WINCHARD

COMMITTEES:
EXPENDITURES IN THE EXECUTIVE DEPARTMENTS
MERCHANT MARINE AND FISHERIES
CHAIRMAN SUBCOMMITTEE ON COAST GUARD
CHAIRMAN SUBCOMMITTEE ON INTER-GOVERNMENTAL RELATIONS
HERBERT SMALL
COMMITTEE COUNSEL

PE-3

HOUSE OF REPRESENTATIVES, U. S.
WASHINGTON, D. C.

28 OCT 1954

Washington, North Carolina

October 18, 1954

File
3-13

3-11

Hon. Herbert C. Bonner
Member of Congress
Washington, North Carolina

My dear Mr. Bonner:

I am in receipt of your letter of 18 October 1954 regarding the request for transfer of Otis L. Willis (211-123), chief boatswain's mate (L).

On 21 October 1954 Coast Guard Headquarters disapproved the request for transfer of Willis as it was not in accordance with existing directives.

If Willis feels a hardship exists in his case, he should submit an official request for hardship transfer via his commanding officer together with at least two affidavits from responsible persons who have first-hand knowledge of the facts of his case, showing that the transfer will alleviate the hardship. The hardship must be of such nature that it will be alleviated by his presence for a reasonable length of time, approximately six months, leaving him available for further transfer at that time. Upon receipt of his request at Coast Guard Headquarters, you may be assured that it will be carefully considered and appropriate action taken.

I appreciate your interest in this case and trust that the information set forth herein will explain the Coast Guard's action with respect to the request of Willis.

Very truly yours,

A. C. RICHMOND
Vice Admiral, U. S. Coast Guard
Commandant

PE-68

mailed
10/28/54
ORR

Correspondence;orr Return to 3-13 Prep: 26 Oct., 1954

(Fill in blocks as initialled - do not use for routing)

OFFICE OR DIVISION DESIGNATORS	PE	P	CC	CA	C									
INITIALS OF RESPONSIBLE OFFICERS														
INTRA-OFFICE OR DIVISION INITIALS	am			RCW						784				

504

BONNER
RICT, N. C.

HENRY C. OGLESBY
SECRETARY

ASSISTANT SECRETARIES:
BETTY L. COLTRAIN
MARY ANDREWS WHICHARD

HOUSE OF REPRESENTATIVES, U. S.

WASHINGTON, D. C.

Washington, North Carolina

1954 OCT 22 15 24

October 18, 1954

PEA-A

COMMITTEES:
EXPENDITURES IN THE EXECUTIVE DEPARTMENTS
MERCHANT MARINE AND FISHERIES

CHAIRMAN SUBCOMMITTEE ON COAST GUARD
CHAIRMAN SUBCOMMITTEE ON INTER-GOVERNMENTAL RELATIONS
HERBERT SMALL
COMMITTEE COUNCIL

1-1

3-11

Adm. A. C. Richmond, Commandant
United States Coast Guard
Washington 25, D. C.

Re: Otis L. Willis BMLC
(211-123)
Coast Guard Base
Box 358
Galveston, Texas

Dear Admiral Richmond:

It has come to my attention that the above identified Coast Guardsman has filed an application for transfer to the Fifth Coast Guard District, preferably, or to the Third District.

From the information I have it would appear that Willis' transfer would be of mutual benefit to the service man and to the Coast Guard.

Any consideration you may give this request in keeping with your policy will be greatly appreciated.

Sincerely,

Herbert C. Bonner

HCB:maw

1954 OCT 30 10 31

RECD COAST GUARD OFFICE

PE-2
21 October 1954
MM

File
3-13

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC, USCG; request for transfer; disapproval of

PE-66

1. Subject man's letter of 13 October 1954, file CD/P16-3/MM, with your endorsements thereon, in which he requested a transfer to either the Fifth or Third CG District, is acknowledged and disapproved since it does not meet with the provisions of Article 4-B-35, Personnel Manual.

2. If WILLIS feels his case meets the provisions of Article 4-B-39, Personnel Manual, he may submit a request for a hardship transfer.

3. Advise WILLIS accordingly.

R. E. MORELL
By direction

PE-68

ELLIS:GDW:JS:che ret to 3-13

p
15 October 1954
GD8/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMIC, USCG, ltr of 13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article ~~B-35~~, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

Next Hardship
Grants submit
Record PM 4-B-39

1954 OCT 14 PEA-A

p
15 October 1954
GD8/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMLC, USCG, ltr of 13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article -B-35, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

p
15 October 1954
GD8/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMLC, USCG, ltr of 13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article -B-35, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	AIOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

L.F. [illegible]
A. de ZEEUW

P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM - - - - - - - - - -

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	AIOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

A. de ZEEUW

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	2 APRIL 1954 PE-65

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMIC	COMMANDING OFFICER	EXECUTIVE OFFICER

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
TEN (10)	4 April 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE 536 Cortez St., New Orleans, La.

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 2 April 1954

Date current leave accounting period began	Balance brought forward beginning of present accounting period
7-1-53	34
Number days' leave used during current accounting period	Date of expiration of current enlistment
33	15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

J. J. ARMAND, LTJG, USCG
Executive Officer
(Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CGC IRIS Date 2 April 1954

☒ Returned, GRANTED 10 days.
☒ ADVANCE ☒ ACCRUED REGULAR Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because

B. R. RYAN, LCDR, USCG
(Signature, rank, and title)

Ind.-4 Unit: CGC IRIS Date 4 April 1954

Departed at 0001, this date. This leave expires before 0750, 15 April 1954

at THIS UNIT and is subject to the instructions on the reverse hereof.

J. J. ARMAND, LTJG, USCG
Executive Officer
(Signature, rank, and title)

Ind.-5 Unit: CGC IRIS Date 15 April 1954

Reported at 0750, this date, having used 10 days' leave.

J. J. ARMAND, LTJG, USCG
Executive Officer
(Signature, rank, and title)

16—40220-3

(Over)

CG-2519 0845

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	6 JANUARY 1954

FROM:	TO:	VIA:
WILLIS, Otis L.(211-123) BMLC	COMMANDING OFFICER	EXECUTIVE OFFICER

The Following Leave is Requested:

Number of Days	To Depart	Reason:
TWELVE (12)	6 January 1954	[X] REGULAR [ ] REENLISTMENT [ ] EMERGENCY [ ] RECRUIT

Address On Leave Will Be 536 Cortez St., New Orleans, La.

[ ] I am not a member of any court or board.
[ ] I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Signature Of Applicant Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 6 January 1954

Date current leave accounting period began 7-1-53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 21	Date of expiration of current enlistment 15 January 1956

[X] FORWARDED, approved [ ] FORWARDED, disapproved, because

J. L. SMITH, LTJG, USCG
Executive Officer

Ind.-2 Unit:
[ ] FORWARDED, approved [ ] FORWARDED, disapproved because

Ind.-3 Unit: CGC IRIS Date 6 January 1954
[X] Returned, GRANTED 12 days.
[ ] Returned, NOT GRANTED, because
[ ] ADVANCE REGULAR Leave.
[X] ACCRUED

B. R. RYAN, LCDR, USCG
Commanding Officer

Ind.-4 Unit: CGC IRIS Date 6 January 1954
Departed at 0845, this date. This leave expires before 0750, 19 Jan. 1954
at THIS UNIT and is subject to the instructions on the reverse hereof.

J. L. SMITH, LTJG, USCG
Executive Officer

PE-64

Ind.-5 Unit CGC IRIS Date 18 January 1954
Reported at 2215, this date, having used 12 days' leave.

J. L. SMITH, LTJG, USCG
Executive Officer

(Over)

PE-1
21 December 1953
MM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: Personnel; permanent appointment

1. The provisional ratings of the below named men are hereby made permanent, effective 1 January 1954, with seniority in rating from the dates indicated, provided their conduct and performance of duty since date of recommendation have been satisfactory. Certificates of Appointment are enclosed for delivery to below named men. If permanent appointments are not justified, the enclosed certificates will be returned to the Commandant (PE) for cancellation.

BROWN, Joseph (222-207) BMC(P) - 1-16-46
ROWLAND, William H. (227-002) BMC(P) - 4-16-45
WILLIS, Otis L. (211-123) BMLC(P) - 5-8-43

2. Make necessary entries in service records and on personnel diaries showing issuance of permanent appointments, citing this letter as the authority therefor.

K. O. A. ZITTEL
By direction

Encl: (1) 3-Certificates of Appointment

PE-64

CLABORN:JHC:acd - 184
ret to 3-13

p
23 November 1953

FIRST ENDORSEMENT to CGC IRIS ltr dtd 21 1953 NOV 23 22

From: Commander, 8th CG District
To: Commandant (PE) PEA-A

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Forwarded, approved.

R. ZAVALETA
By direction

OK
perm appt
jh

UNITED STATES COAST GUARD

P
23 November 1953

FIRST ENDORSEMENT to CGC IRIS ltr dtd 11-19-53

From: Commander, 8th CG District
To: Commandant (PE)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Forwarded, approved.

R. ZAVALETA
By direction

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
3 NOV 23 AM 8 46

19 November 1953
FILE: P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Ref: (a) CCGD8/L of 6 November, 1953, GD8/P17-2/MM

1. As requested by reference (a) and in accordance with Article 5-C-31(b), Personnel Manual, it is recommended that the subject named man be permanently appointed Chief Boatswain's Mate Lifeboat Station.

2. As outlined in Article 5-C-30(b) (1) to (6) inclusive, the following recommendations are given:

(a) WILLIS is a leading person of strong character.

(b) WILLIS is capable of directing the work of a force under him and planning details for its best employment.

(c) WILLIS is capable of performing the required duties of his rate both ashore and afloat.

(d) WILLIS is capable of maintaining discipline.

(e) WILLIS has had no mark below 3.5 in proficiency in rate or below 4.0 in conduct during the year immediately preceding.

(f) WILLIS is recommended for permanent appointment.

B. R. RYAN

CC: Willis' S/R
File

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

19 November 1953
P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Ref: (a) CCGD8/L of 6 November, 1953, GD8/P17-2/MM

1. As requested by reference (a) and in accordance with Article 5-C-31(b), Personnel Manual, it is recommended that the subject named man be permanently appointed Chief Boatswain's Mate Lifeboat Station.

2. As outlined in Article 5-C-30(b) (1) to (6) inclusive, the following recommendations are given:

(a) WILLIS is a leading person of strong character.

(b) WILLIS is capable of directing the work of a force under him and planning details for its best employment.

(c) WILLIS is capable of performing the required duties of his rate both ashore and afloat.

(d) WILLIS is capable of maintaining discipline.

(e) WILLIS has had no mark below 3.5 in proficiency in rate or below 4.0 in conduct during the year immediately preceding.

(f) WILLIS is recommended for permanent appointment.

B. R. RYAN

CC: Willis' S/R
File

PE-3
10 December, 1953

Economy Furniture Store Inc.
426 Granby Street
Norfolk, Virginia

Gentlemen:

Reference is made to your letter dated 22 November, 1953, relative to Otis L. Willis.

The files at Coast Guard Headquarters indicate that Otis Lee Willis (211-123) chief boatswain's mate(L), is now attached to the Coast Guard Cutter IRIS(WAGL-395), Galveston, Texas.

Very truly yours,

B. A. SHAW
Chief, Administration Section
Enlisted Personnel Division
By direction of the Commandant

PE-68

mailed
12-11-53
JP

Corres; JP return to 3-13

PHONE 29848

ECONOMY FURNITURE STORE
INCORPORATED

"COMPLETE HOME FURNISHERS"

826 Granby Street
114-118 CHURCH STREET
NORFOLK, VA.

November 22, 1953

1953 NOV 30 10 45
PEA-A

Commandant Coast Guard

Washington 25, D. C.

Dear Sir:

We would appreciate if you would forward to us the correct mailing address of Otis L. Willis. The last address we have is: Oregon Inlet Station
Cape Hatteres, North Carolina

Thanking you we remain,

Yours sincerely,

ECONOMY FURNITURE STORE INC

A. W. Posner

A. W. POSNER

AWP:BJT

3-13 FILE

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

28 October 1953
P16-3/MM

1953 NOV 3 10 11

3-13 FILE

From: Commanding Officer, CGC IRIS (WAGL-395)
To: WILLIS, Otis L. (21[illegible]) BMLC(P), USCG

PE-A3

Subj: Watch Officer; certification as

Ref: (a) CG Regs., Art. 1905
(b) CG Regs., Chapter 8, Part 8

1. You have performed duties as Officer-of-the-Deck in port under the supervision of the Commanding Officer and the Executive Officer. Your manner of performance has been excellent, and your ability to perform these duties is established.

2. In accordance with reference (a) you are hereby certified to be qualified to stand In-Port watches as Officer-of-the-Deck.

3. In performing these duties you shall become conversant with, and be governed by, reference (b).

4. This letter has been made a part of your record. A copy of this letter has been forwarded to Commander, 8th CG District, and a copy has been forwarded for inclusion in your Service Record at Headquarters.

B. R. RYAN

Copy to:
CCGD8(p)
COMD't (PE)

PE-64

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

SANTA ROSA LIFEBOAT STATION

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
5 October 1953	C8CGD/L of 10/1/53, GD8/P16-4/MM, Order No. 090807		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMC(L)	7/6/51	G. W. COLE G.W. Cole	CHBOSN, Commanding Officer

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

PE-64

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC IRIS (WAGL-395)	17 Oct 1953	B. R. RYAN, LCDR, USCG, COMMANDING OFFICER

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

NS 3-13

UNIT	ADDRESS	DATE
SANTA ROSA LIFEBOAT STATION	, % NAS, Pensacola, Fla.	14 September 1953

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	CO, SANTA ROSA LBS	

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON: ☒ REGULAR	☐ REENLISTMENT
(15)	(1300) 14 September 1953	☐ EMERGENCY	☐ RECRUIT

ADDRESS ON LEAVE WILL BE Pilot Station, % NAS, Pensacola, Fla.

To Be Checked By Officers Only

☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Date current leave accounting period began	7/1/53	Balance brought forward beginning of present accounting period	34
Number days' leave used during current accounting period	00	Date of expiration of current enlistment	15 January 1956

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

(Signature, rank, and title)

Ind.-2 Unit: SANTA ROSA LBS Date 14 September 1953

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: Santa Rosa Lifeboat Station Date 14 September 1953 PE-64

☒ Returned, GRANTED (15) days.

☐ ADVANCE ☒ ACCRUED Regular Leave. (Reason for leave)

☐ Returned, NOT GRANTED, because

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-4 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Departed at 1300, this date. This leave expires before 0900-S ~~30 September 1953~~ 2 Oct.

at Wet Slip, NAS, Pensacola, Fla. and is subject to the instructions on the reverse hereof.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-5 Unit: SANTA ROSA LIFEBOAT STATION Date 2 October 1953

Reported at 0800-S, this date, having used fifteen (15) ALREG days' leave.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

10—40220-3

(Over)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3367 (4-52)

PE-3
9 January, 1953

1953 JAN 13 12 41

PE-A

Zedd Furniture Company, Inc.
1604 Brambleton Avenue
Norfolk, Virginia

Attention: R. J. Nelson, Credit Manager

Gentlemen:

Reference is made to your letter dated 3 January, 1953, relative to Otis L. Willis.

The files at Coast Guard Headquarters indicate that Otis Lee Willis (211-123) chief boatswain's mate, is now attached to the Santa Rosa Lifeboat Station, U. S. Coast Guard, c/o Naval Air Station, Pensacola, Florida.

Very truly yours,

W. B. ELLIS, Commander, USCG
Asst. Chief, Enlisted Personnel Division
By direction of the Commandant

3-B

ber 1952

OCCGL

SANTA

ADMINIST

16—66780-1

Zedd Furniture Company, Inc.

1604 Brambleton Ave.

Norfolk, Virginia

1953 JAN 5 06 22

January 3, 1953

PEA-A

Bureau of Personnel
U. S. Coast Guard
Washington, D. C.

Gentlemen:

This office wishes to establish the present ship or station to which Otis L. Willis BM 1C is attached. It will be greatly appreciated if you will furnish us with this information.

Yours Very Truly,

ZEDD FURNITURE COMPANY

R. J. Melson

R. J. Melson,
Credit Manager

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

OCCGD-8, NEW ORLEANS, LA. Reported this office 25 October 1952 in compliance with basic orders.

R. Zavaleta

R. ZAVALETA
By direction

OCCGD-8, NEW ORLEANS, LA. Departed this office 28 October 1952 enroute to Santa Rosa LBS for assignment to duty.

R. Zavaleta

R. ZAVALETA
By direction

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
SANTA ROSA LBS	20-28-52	G. W. Cole
		G. W. COLE, CHBOSN, USCG, Commanding O.

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

PAGE 7 1

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

CG GROUP CAPE HATTERAS (Oregon Inlet LB Station)

7-1-52 4-6-52 Served beyond CLUS aboard CG-36411.

Cyrus Gray
CYRUS GRAY, CBOSN., USCG

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
	Order No. 2538-52		
RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE
BMLC(P)	7-16-51	CYRUS GRAY Cyrus Gray	CBOSN., CMDR GROUP CAPE HATTERAS

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

OCCGD-8, NEW ORLEANS, LA. Reported this office 25 October 1952 in compliance with basic orders.

R. Zavaleta
R. ZAVALETA
By direction

D-8, NEW ORLEANS, LA. Departed this office 28 October 1952 enroute to Santa Rosa LBS for assignment to duty.

R. Zavaleta
R. ZAVALETA
By direction

RECORD OF RECEIPT

ation)	DATE REPORTED	SIGNATURE (Grade and title)
	10-28-52	G. W. Cole G. W. COLE, CHBOSN, USCG, Commanding O.

(First)	(Middle)	SERVICE NO.
Otis	Lee	211-123

PAGE 7 1

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

CG GROUP CAPE HATTERAS (Oregon Inlet LB Station)

7-1-52 4-6-52 Served beyond CLUS aboard CG-36411.

Cyrus Gray
CYRUS GRAY, CBOSN., USCG

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
	Order No. 2538-52		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMLC(P)	7-16-51	CYRUS GRAY Cyrus Gray	CBOSN., CMDR GROUP CAPE HATTERAS

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

OCCGD-8, NEW ORLEANS, LA. Reported this office 25 October 1952 in compliance with basic orders.

R. Zavaleta
R. ZAVALETA
By direction

OCCGD-8, NEW ORLEANS, LA. Departed this office 28 October 1952 enroute to Santa Rosa LBS for assignment to duty.

R. Zavaleta
R. ZAVALETA
By direction

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
SANTA ROSA LBS	20-28-52	G. W. Cole G. W. COLE, CHBOSN, USCG, Commanding O.

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211 123

ADMINISTRATIVE REMARKS

16—66780-1

3-13

UNITED STATES COAST GUARD

PE-2
19 September 1952
MM

ADDRESS REPLY TO THE
COMMANDER
FIFTH COAST GUARD DISTRICT
POST OFFICE BOX 540
NORFOLK 1, VIRGINIA

SEP 19 09 0

PEA-8

AUTHORIZATION NO. 513941

From: Commandant
To: Commander, 5th CG District (p)

Subj: WILLIS, Otis L. (211-123) BMC(L), USCG; orders, transfer, travel

1. Transfer subject man to report to the Commander, 8th CG District for assignment to duty.

2. Travel necessary to the execution of this order is chargeable against HQ travel allotment symbol 99-20.

3. This order constitutes a permanent change of station for WILLIS from present station to such station as may be assigned by the Commander, 8th CG District.

4. WILLIS should depart your district on or before 16 October 1952. If his leave account warrants, you are authorized to grant WILLIS fifteen (15) days' leave enroute.

B. H. BRALLIER
By direction

Copy to:
COMEIGHTCGD(p)

ELLIS:GAP:AIM:js ret to 3-13

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE
COMMANDER,
FIFTH COAST GUARD DISTRICT
POST OFFICE BOX 540
NORFOLK 1, VIRGINIA

1952 SEP 17

PE A-A

15 September, 1952

RECEIVED
OFFICE, CHIEF PERSONNEL DIV.
5TH COAST GUARD DIST.
SEP 15 1952

From: Otis L. Willis (211-123) BMC(L)

To: Commandant (PE)
Via: Commander, FIFTH Coast Guard District (p)

Subj: Request for transfer

1. It is requested that I be transferred immediately from Oregon Inlet Lifeboat Station, North Carolina, to any lifeboat station in the Third or Seventh Coast Guard District.

OTIS L. WILLIS

FIRST ENDORSEMENT to ltr of WILLIS, Otis L. (211-123) BMC(L)
15 September 1952

p
16 September 1952
GD5/MM/P16-3

From: Commander, 5th Coast Guard District
To: Commandant (PE)

1. Forwarded. This command strongly recommends that WILLIS be transferred to the 7th Coast Guard District.

2. A Board of Investigation was recently convened to investigate some alleged irregularities at the Oregon Inlet Lifeboat Station at which WILLIS is Officer in Charge. This investigation was convened as a result of rumors of scandalous conduct at the Oregon Inlet Lifeboat Station concerning WILLIS and his immediate family. Although the Board was unable to establish a factual basis for these rumors, it is apparent that the transfer of WILLIS out of the 5th Coast Guard District is in the best interests of both he and the Coast Guard.

3. Information has reached this command that during a tour of duty in the 3rd Coast Guard District, WILLIS had trouble with indebtedness. Therefore, it is recommended that he be sent to the 7th Coast Guard District.

Order 1 BMC(L) to 5th

J. D. CONWAY,
Chief of Staff

RECEIVED
OFFICE, CHIEF PERSONNEL DIV,
8TH COAST GUARD DIST.
SEP 15 1952

15 September, 1952

From: Otis L. Willis (211-123) BMC(L)

To: Commandant (PE)
Via: Commander, FIFTH Coast Guard District (p)

Subj: Request for transfer

1. It is requested that I be transferred immediately from Oregon Inlet Lifeboat Station, North Carolina, to any lifeboat station in the Third or Seventh Coast Guard District.

OTIS L. WILLIS

- -

FIRST ENDORSEMENT to ltr of WILLIS, Otis L. (211-123) BMC(L)
15 September 1952

p
16 September 1952
GD5/MM/P16-3

From: Commander, 5th Coast Guard District
To: Commandant (PE)

1. Forwarded. This command strongly recommends that WILLIS be transferred to the 7th Coast Guard District.

2. A Board of Investigation was recently convened to investigate some alleged irregularities at the Oregon Inlet Lifeboat Station at which WILLIS is Officer in Charge. This investigation was convened as a result of rumors of scandalous conduct at the Oregon Inlet Lifeboat Station concerning WILLIS and his immediate family. Although the Board was unable to establish a factual basis for these rumors, it is apparent that the transfer of WILLIS out of the 5th Coast Guard District is in the best interests of both he and the Coast Guard.

3. Information has reached this command that during a tour of duty in the 3rd Coast Guard District, WILLIS had trouble with indebtedness. Therefore, it is recommended that he be sent to the 7th Coast Guard District.

J. D. CONWAY,
Chief of Staff

APPLICATION FOR LEAVE OF ABSE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	11 September, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-1239 BMC. (L)	Commander CG Group Cape Hatteras	Officer in Charge Oregon Inlet Lb. Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
6		12 September, 1952	10	10	15 January, 1956 ←

REASON FOR REQUEST: annual leave

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Oregon Inlet Lifeboat Station Date: 11 September, 1952
Leave record indicates balance of 36 days' annual and Ø days' Reenlistment Leave due.
Forwarded [X] APPROVED [ ] NOT APPROVED (because)
Returned [ ] GRANTED [ ] NOT GRANTED (because)

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Cape Hatteras Lb. Station

Ind.-2 Unit: CG Group Cape Hatteras Date: 11 September, 1952
Forwarded [X] APPROVED [ ] NOT APPROVED (because)
Returned [ ] GRANTED [ ] NOT GRANTED (because)

Cyrus Gray
Cyrus Gray, CBMSN
Group Commander
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned [ ] GRANTED [ ] NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date: 12 September, 1952
Departed at 1300 this date. This leave of absence will expire before 0900 19 September, 1952, at Oregon Inlet Lb. Station and is subject to the special instructions indicated on reverse hereof.

Fred W. Gray
Fred W. Gray, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.
By direction

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: Oregon Inlet Lifeboat Station Date: 19 September, 1952
Reported at 0830 this date, having taken 6 days' leave and 0 days' TT.

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER. in Chg

16—40220-1

[OVER]

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	11 September, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-1230) BMC. (L)	Commander CG Group Cape Hatteras	Officer in Charge Oregon Inlet Lb. Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
6		12 September, 1952	10	10	15 January, 1956

REASON FOR REQUEST:

annual leave

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Oregon Inlet Lifeboat Station Date: 11 September, 1952

Leave record indicates balance of 36 days' annual and 10 days' Reenlistment Leave due.

Forwarded ☒ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Cape Hatteras Lb. Station

Ind.-2 Unit: CG Group Cape Hatteras Date: 11 September, 1952

Forwarded ☒ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

Cyrus Gray
Cyrus Gray, CPOSN
Group Commander
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date: 12 September, 1952

Departed at 1300 this date. This leave of absence will expire before 0900 19 September, 1952, at Oregon Inlet Lb. Station and is subject to the special instructions indicated on reverse hereof.

Fred W. Gray, BM1. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.
By direction

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: Oregon Inlet Lifeboat Station Date: 19 September, 1952

Reported at 0830 this date, having taken 6 days' leave and 0 days' TT.

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER. in Ch

16—40220-1

[OVER]

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	25 August, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-123)BMC(L)	Commander CG Group Cape Hatteras	Officer-in-Charge Oregon Inlet LB. Station

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
15	1 29 August, 1952	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Buxton, N. C.

To Be Checked By Officers Only

☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Oregon Inlet Lb. Station Date 25 August, 1952

Date current leave accounting period began 1 July, 1952	Balance brought forward beginning of present accounting period 36 Days
Number days' leave used during current accounting period 0	Date of expiration of current enlistment 15 January, 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

Otis L. Willis, BMC. (L)
Officer-in-Charge
(Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

Cape Hatteras Lb. Station
(Signature, rank, and title)

Ind.-3 Unit: CG Group Cape Hatteras Date 29 August, 1952

☒ Returned, GRANTED 15 days.

☐ Returned, NOT GRANTED, because

☐ ADVANCE
☒ ACCRUED

(Reason for leave) Leave.

Cyrus Gray
Cyrus Gray, CBOSN
Group Commander
(Signature, rank, and title)

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date 29 August, 1952

Departed at 1300, this date. This leave expires before 14 September, 1952

at Oregon Inlet Lifeboat Station and is subject to the instructions on the reverse hereof.

Fred W. Gray
Fred W. Gray, BM1. (L)
By direction
(Signature, rank, and title)

Ind.-5 Unit: Date 9 September, 1952

Reported at ~~1000~~ 0900 this date, having used 10 days' leave.

Otis L. Willis, BMC. (L)
Officer in Charge
(Signature, rank, and title)

16—40220-8

(Over)

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 25

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(P)
MAJOR UNIT NAME REPORTING UNIT	MINOR UNIT NAME LOCATION	LOCATION
CG GROUP CAPE HATTERAS	Buxton, N. C.	13 May, 1952
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE OPFAC NO.
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	05-200630

TIME 1700
DATE 5/12/52

REPORTED FROM: TAD, CG Depot Elizabeth City, N. C.
FOR resumption regular duty.

AUTH: CCGD5 Order No. 053132-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

05-28-19

Edison W. Midgett

Edison W. Midgett, BM1
(Commanding.)
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 23

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(P)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~LOCATION~~ DATE
CG GROUP CAPE HATTERAS	Buxton, N. C.	12 May, 1952
~~MAJOR UNIT ITEM NO. OR VESSELS ASSIGNED DISTRICT~~	~~MINOR UNIT ITEM NO.~~ LOCATION	~~DATE~~ OPFAC NO.
ATTACHED: Oregon Inlet LB Station	Rodanthe, N. C.	05-200630

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0445
DATE 5/12/52

TRANSFERRED TO: CG Depot Elizabeth City, N. C.
FOR TAD

AUTH: CCGD5 Order No. 053132-52

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Edison W. Midgett
Edison W. Midgett, BMT
(Commanding.)
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

10—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 62

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(p)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~ASSIGNED~~ DATE
CG GROUP CAPE HATTERAS	Buxton, N. C.	29 April, 1952
~~MAJOR UNIT ITEM NO. OR VESSELS ASSIGNED DISTRICT~~	~~MINOR UNIT ITEM NO.~~ LOCATION	~~DATE~~ OPFAC No.
ATTACHED: Oregon Inlet LB Sta.	Redanthe, N. C.	05-200630

TIME 1615
DATE 4/24/52

REPORTED FROM: TAD, CG Depot Elizabeth City, N. C.
FOR Resumption regular duty.

AUTH: CCGD5 Order No. 053039-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Cyrus Gray
CYRUS GRAY, CBOSN
(Commanding.)
COMDR. GROUP CAPE HATTERAS

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 61

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(p)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~LOCATION~~ Date
CG GROUP CAPE HATTERAS	Buxton, N. C.	29 April, 1952
~~MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT~~	~~MINOR UNIT ITEM NO.~~ LOCATION	~~DATE~~ OPFAC No.
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	05-200630

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0700
DATE 4/24/52

TRANSFERRED TO: CG Depot Elizabeth City, Elizabeth City, N. C.
FOR TAD that unit.

AUTH: CCGD5 Order No. 053039-52

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Cyrus Gray
CYRUS GRAY, CBOSN
(Commanding.)
COMDR. GROUP CAPE HATTERAS

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

File 3-13
L.S.I.S.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PS
11 January, 1952
FILE: L-13

From: Commandant (PS)
To: CO, Oregon Inlet Lifeboat Station
Via: Commander, 5th CG District (p)

Subj: WILLIS, Otis L.(211-123)EMC(L),USCG; National Service Life Insurance, V 14 320 871, Application for Waiver of Premiums, Allotment Adjustment required.

1. Reference is made to subject named man's application for waiver of premiums on his National Service Life Insurance. The following information regarding his insurance has been received from the Veterans Administration:

POLICY NUMBER: V 14 320 871

EFFECTIVE DATE OF WAIVER OF PREMIUMS: 1 September 1951

ALLOTMENT DISCONTINUED EFFECTIVE: August 1951

CORRECT ALLOTMENT STOPPAGE REQUIRED: July 1951

AMOUNT OF ALLOTMENT: $4.25

2. It is therefore requested that a corrected allotment stoppage as indicated above be submitted to Commandant (PS) and that subject named man be recredited for the overcheckage of pay.

3. Advise Commandant (PS) of action that will be taken.

B. V. BALL
By direction

MJM:dec:lis rm 2107

mjm.

C25201

2528B

FILE

APPLICATION FOR SAVINGS BOND ALLOTMENT

From compensation of
WILLIS, Otis L. (211-123) BMC (L)

Monthly allotment in the amount of
EIGHTEEN DOLLARS SEVENTY FIVE CENTS ($ 18.75) Dollars
(Words) (Figures)

PAYABLE TO

Name: Treasurer of the United States
Address: Washington, D. C.
First payment: Month November, 1951

Reason for allotment: (Check one)
Bond a Month X Bond a Quarter

I hereby request and authorize allotment chargeable to my pay, as above.

Otis L. Willis

Rank or rating BMC (L) U. S. C. G.

26 October, 1951
Approved, allotment granted.

CYRUS GRAY, CBOSN
Commanding Officer Oregon Inlet Lh. Sta.
Commander District.

Witnessed and registered 6 November, 1951

Authorized E.E.MELT T.C.G.,USCG.
Certifying Officer

INSCRIPTION ON BOND (Leave blank)

R. L. EDMANDS, LTJG., USCG
Authorized Certifying Officer

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-23	

1951 NOV 1 PM 8:32

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT

No. 5

It is requested that, beginning November, 1951, monthly deductions of $ 18.75 be made so that United States Savings Bonds of $ 25.00, denomination may be issued in the name of

ALIVIA (First name, in full) B. (Middle name or initial if any) WILLIS (Last name)

Address Buxton, North Carolina

You may name either a co-owner or a beneficiary, but not both.

Co-owner — Mr. / Mrs. / Miss

OTIS (Given name, in full) L. (Middle name or initial) WILLIS (Last name)

Address Buxton, North Carolina

Beneficiary — Mr. / Mrs. / Miss

(Given name, in full) (Middle name or initial) (Last name)

Address

Do you want your bonds held without charge in safekeeping at Treasury Department? Yes

(See article 260, Pay and Supply Instructions, for places to which bonds may be mailed.)

TREASURY DEPARTMENT, U.S. COAST GUARD, CG-2528B (Rev. 7-48) DO NOT FOLD - MAIL FLAT ☆ G. P. O.: 1948 - 799449

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-23	

1951 OCT 1 PM 8:25

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

10—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 5

PE-PR-26

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Oregon Inlet LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-181		5 October, 1951

TIME 1045
DATE 10/5/51

REPORTED FROM: Chicamacomico LB Station, Rodanthe, N. C.
FOR assignment to duty.

AUTH: 5th CG-Dist Order NO. 2320-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-23	

OCT 1 1951 PM 8 25

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 4

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-187		5 October, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1000
DATE 10/5/51

TRANSFERRED TO: Oregon Inlet LB Station, Rodanthe, N. C.
FOR assignment to duty.

AUTH: 5th CG-Dist Order NO. 2320-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

PE-PR-19

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CHICAMACOMICO, LB STATION	RODANTHE, N.C.	1 SEPTEMBER, 1951.

FROM (REQUESTER):	TO	VIA:
WILLIS OTIS L.(211-123)BMC(L)(P)	COMMANDING OFFICER, CG-GROUP CAPE HATTERAS.	OFFICER IN CHARGE CHICAMACOMICO, LB STATION

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
10	00	6 September, 1951	0	0	16 January, 1957.

REASON FOR REQUEST:

My address on leave will be: Burton, N.C.

I will immediately inform my commanding officer of any change in address while on leave.

OTIS L. WILLIS.
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CHICAMACOMICO, LB STATION. Date: 1 September, 1951.
Leave record indicates balance of 21 days' annual and 00 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG- GROUP CAPE HATTERAS Date: 1 September, 1951.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

G. H. MEEKINS, CH BOS'N.
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CHICAMACOMICO LB STATION Date: 1 SEPTEMBER, 1951
Departed at 1300/ 6 SEPTEMBER, 1951 this date. This leave of absence will expire before 0830 17 SEPTEMBER, 1951, at CHICAMACOMICO, LB STATION and is subject to the special instructions indicated on reverse hereof.

OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: CHICAMACOMICO LB STATION Date: 17 SEPTEMBER, 1951.
Reported at 0830/ 17 SEPTEMBER, 1951 this date, having taken 10 days' leave and 00 days' TT.

STEVEN W. MIDGETT, BMC(L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 45

313

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC.(L)(P)
MAJOR UNIT NAME Cape Hatteras Grp Chicamacomico LB Station	**MINOR UNIT NAME** 7	**LOCATION** Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT 05-187	**MINOR UNIT ITEM NO.**	**DATE** 27 July, 1951

TIME 1750
DATE 7/26/51

REPORTED FROM: 2nd CG-Dist Office, ST. Louis, Mo.
FOR assignment to duty.

AUTH: 5th CG-Dist Order No. 1513-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 25

SURNAME, FIRST NAME, INITIAL		SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.		211-123	BM1.(L)
MAJOR UNIT NAME Cape Hatteras Grp Chicamacomico LB Station	MINOR UNIT NAME		LOCATION Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT 05-187	MINOR UNIT ITEM NO.		DATE 16 July, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM BM1. (L) TO BMC.(L) (P) EFFECTIVE 16 July, 1951

Transfer on rec'd 5-8-43

AUTH: H/L, dated 6 July, 1951, file PE-1 MM and Article 561 (1) CG-Regulations.

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
1-FH-43		

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 18

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1 (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-179		13 July, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0220
DATE 7/13/51

TRANSFERRED TO: 2nd Coast Guard District Office, St. Louis, Mo.
FOR assignment to duty in flood relief.

AUTH: 5th CG-Dist Order No. 1513-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

PE-1
6 July, 1951
MH

From: Commandant
To: Commander, 5th CG District (p)

Subj: Personnel; advancement in rating

1. Under authority of Article 561 (1), CG Regulations, the below-named men are advanced to the ratings indicated, effective 16 July, 1951, to rank as such from the dates indicated, provided that for one year they have had no mark of less than 3.0 and an average of not less than 3.5 in proficiency in rating and for two years no mark of less than 3.0 and an average of not less than 3.5 in conduct. If advancements are not justified, the Commandant (PE) will be immediately advised.

BURRUS, Alonzo O. (101-569) BM1l to BMlC (provisional) 5-4-43
THOMPSON, James L. (201-551) RM1 to RMC (provisional) 9-1-43
WILLIS, Otis L. (211-123) BM1l to BMlC (provisional) 5-8-43

2. Forward Forms 2599 and make necessary entries in service records showing advancements, citing this letter and Article 561 (1), Regulations as the authority therefor.

B. H. BRALLIER
By direction

RECEIVED JUL 6 15 12
PEAA

CORRESP;jhc;em ret to 3-13

REPORT OF CHANGE IN PERSONNEL 70 3-13 No. 4

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-187		4 June, 1951

TIME 1400
DATE 6-14-51

REPORTED FROM: Norfolk, Va.
FOR resumption of regular duty, TAD. Completed.

AUTH: 5th CG-Dist. Order No. 052411-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 1

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1 (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-189		1 June, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1500
DATE 5/31/51

TRANSFERRED TO: Norfolk, Va.
FOR assignment to temporary additional duty.

AUTH: 5th CG-Dist Order No. 052411-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

To 3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG-GROUP CAPE HATTERAS CHICAMACOMICO LB STATION	RODANTHE, N. C.	23 April, 1951

FROM (REQUESTER):	TO	VIA:
Willis Otis L. (211-123) BM1(L)	Commanding Officer CG-Group Cape Hatteras	Officer in Charge, Chicamacomico LB Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
5		23 April, 1951		10	15 January 1952

REASON FOR REQUEST:

Annual Leave

My address on leave will be:

I will immediately inform my commanding officer of any change in address while on leave:

Otis L. Willis
Otis L. Willis, BM1 (L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Chicamacomico LB Station Date: 23 April, 1951
Leave record indicates balance of 16 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Orviss T. O'Neal
Orviss T. O'Neal, ENC (L)
Acting COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG Group, Cape Hatteras, Date: 23 April 1951
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

CH Boan
G. H. Meeting
ACTG FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Chicamacomico LB Station Date: 23 April 1951
Departed at 1300 - 23 April 1951 this date. This leave of absence will expire before 0900/ 29 April 1951, at Chicamacomico LB Station and is subject to the special instructions indicated on reverse hereof.

Orviss T. O'Neal
Orviss T. O'Neal, ENC (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon,
Authority:

Signature and rank Title

Ind.-6 Unit: Chicamacomico LB Station Date: 29 APRIL, 1951.
Reported at 0830/ 29 APRIL, 1951 this date, having taken 5 days' leave and 0 days' TT.

Levere M. Midgett
LEVERE M. MIDGETT, BMC (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

(16)

No. 14

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1.(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-187		17 February, 1951

TIME 1400 REPORTED FROM: Cape Hatteras LB Station
DATE 2/17/51 FOR assignment to duty.

AUTH: CO GROUP CAPE HATTERAS. Oak Isl

TIME TRANSFERRED TO:
DATE FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY) PE-PR-23

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT	RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
PE-PR-23		

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

RECEIVED 3:51

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 13

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Cape Hatteras LB Station		Buxton, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-191		17 February, 1951

TIME
DATE

REPORTED FROM:
FOR PE-PR-43

AUTH:

TIME 1300
DATE 2/17/51

TRANSFERRED TO: Chicamacomico LB Station
FOR assignment to duty

AUTH: CO GROUP CAPE HATTERAS

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

1821 LEB SO DH 3:51

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Cape Hatteras LB Station	Buxton, N. C.	2 February, 1951

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1.(L)	CO GROUP CAPE HATTERAS	

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
8		8 February, 1951	2	2	16 January, 1951

REASON FOR REQUEST: Annual Leave.

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Cape Hatteras LB Station Date: 3 February, 1951
Leave record indicates balance of 17 days' annual and ____ days' Reenlistment Leave due.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Cape Hatteras LB Station Date: 8 February, 1951
Departed at 1300, 7 February, 1951 this date. This leave of absence will expire before 0900 0845, 16 February, 1951, at Cape Hatteras LB Station and is subject to the special instructions indicated on reverse hereof.

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: Cape Hatteras LB Station Date: 17 February, 1951
Reported at 0845, 17 February, 1951 this date, having taken 8 days' leave and 1 days' TT.

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-3

[OVER]

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 38-1

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1 (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG BASE		PORTS. VA.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-210440		1/12/51

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1205
DATE 1/4/51

TRANSFERRED TO: O,C5CGD
FOR resumption of duty

AUTH: C5CGD/O 2048-50

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

PE-PR-19

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR., C DR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

3-13 No. 3

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Cape Hatteras LB Station		Buxton, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-191		5 January, 1951

TIME 1000
DATE 1/5/50 51

REPORTED FROM: 5th CG-District Office, Norfolk, Va.
FOR assignment to duty.

AUTH: 5th CG-Dist. Order No. 051691-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

PE-PR-23

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 91

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		5 January, 1951

TIME 1215
DATE 1/4/51

REPORTED FROM: CG Base, Portsmouth, Va.
FOR resumption of regular duty, having departed 1345, 12/6/50 on TAD.

AUTH: Art. 710, Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
XO, By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 81

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		4 January, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1230
DATE 1/4/51

TRANSFERRED TO: Cape Hatteras Lifeboat Station, Buxton, N. C.
FOR assignment to duty. EDA 1-5-51.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

PE-PR-1

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
XO, By direction
(Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-2 U. S. GOVERNMENT PRINTING OFFICE

NAV. S. and A. Form 510
Form prescribed by Comptroller General, U. S.
November 3, 1943

Commanding Officer's

PAY RECORD ORDER

File

ENLISTED PERSONNEL, FIFTH CG DISTRICT, NORFOLK, VIRGINIA
(Name and type and number of activity (or unit))

C. O. Order No. 668

Coast Guard Personnel

To DISBURSING OFFICER:

You are hereby authorized and directed to open, adjust or close, as indicated, the pay records of the individuals listed below:

FILE OR SERVICE No.	SURNAME FIRST NAME INITIAL	REASON FOR CHANGE *	1950 (YEAR) From—	To—
211-123	WILLIS, Otis L. (ADM)	Completed (12) - - - - - - - - -	12/26/46	
		Deductible time- - - - - - - -	NONE	
		Disch (H)- - - - - - - - - - -	1/6/47	
		Reenlisted - - - - - - - - - -	1/7/47	
		Deductible time- - - - - - - -	NONE	
		Completed (14) - - - - - - - -	12/26/48	
		Deductible time- - - - - - - -	None	
		Disch (H)- - - - - - - - - - -	1/15/50	
		Reenlisted - - - - - - - - - -	1/16/50	
		Deductible time- - - - - - - -	NONE	
		Completed (16) - - - - - - - -	12/26/50	
		NOW SERVING		
	CC: Service Record Headquarters (PE)			

(D. O. Symbol number)

J. W. BOLDING
By direction
hp 12/26
(Name and signature)

OFFICER (See Art. 2025 (2) N. R.)

* Enter descriptive data of reason for commencement or stoppage of credit in the individual's pay record, date of qualification and monthly or daily rate of credit whenever necessary, i. e., "Subs. @ $1.80 per day, Qtrs. @ $1.25 per day, GRFO—Pract 7/2/43, MstrDvr Qual 3/2/39, Messman, Com. Rats."

16—40145-1

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

File

No. 105

Headquarters

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		18 December, 1950

TIME
DATE
REPORTED FROM:
FOR

AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

DEC 22 RECD

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY) This Form 2599 corrects Form 2599 No. 105, dated 12/12/50 to read: 11 December, 1950: Brought before a Captain's Mast at this office, this date, for the following offense: (1) Indebtedness. Awarded: Warned.

Art. #3, Manual for Courts-Martial, U.S.C., 1947.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. GOLDING, LTJG, USCG
Executive Officer
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-14	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

Fley

No. 104

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		12 December, 1950

TIME
DATE — REPORTED FROM:
FOR

DEC 15 RECD

DUTY CODE NO. — AUTH:

TIME
DATE — TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. — AUTH:

OTHER CHANGES (SPECIFY)

0900, 11 December, 1950: Records picked up by this office from Tangier Sound Light Station, Tangier, Virginia, for administrative purposes while TAD at the CGBase, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO. — AUTH: Art. 710, Regs.

J. W. BOLDING, LTJG, USCG
Executive Officer, By dir.
(Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 102

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
TANGIER SOUND LIGHT STATION		Tangier, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-300340		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

DEC 15 RECD

DUTY CODE NO. AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

0900, 11 December, 1950: Records picked up by the 5th Coast Guard District Office, Norfolk, Virginia, for administrative purposes while temporary additional duty at the CG Base, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO. AUTH: Art. 710, Regs.

J. W. BOLDING, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 105

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

Cancelled, corrected by form 2599 dated 12-16-50 F.T.

DEC 15 RECD

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

11 December, 1950: Brought before a Captain's Mast at this office, this date, for the following offenses: (1) Indebtedness, (2) AWOL from Tangier Sound Light Station from 11/29/50 to 1300, 12/6/50. Surrendered to 5th CGD Office, Norfolk, Va., clean, sober and out of uniform, (3) falsifying the Tangier Sound Light Station log.

AWARDED: Summary Court.

J. W. BOLDING, LTJG, USCG
Executive Officer
By direction (Commanding)

DUTY CODE NO.
AUTH: Art. #3, Manual for Courts-Martial, USCG, 1949.

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 42-12

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG BASE		PORTS. VA.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-210440		12/11/50

TIME 1520
DATE 12/6/50

REPORTED FROM: O, C5CGD
FOR tad

AUTH: C5CGD/O 2048-50

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

30 file

PE-PR-10

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR., CDR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-14	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 143

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		13 December, 1950

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. AUTH:

TIME 1345
DATE 12/6/50

TRANSFERRED TO: CG Base, Portsmouth, Virginia
FOR TAD, pending disciplinary action.

DEC 18 RECD

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO. AUTH:

W. B. MILLINGTON, CDR, USCG
(Commanding)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

H-2

APPLICATION FOR LEAVE OF ABSE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
TANGIER SOUND LIGHT STA.	Tangier, Virginia	18 September, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	Commander, 5th CG District	Keeper

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
20		9 October, 1950			

REASON FOR REQUEST:

ANNUAL LEAVE (IN CONJUNCTION WITH COMPENSATORY LIBERTY COMMENCING 3 OCTOBER, 1950)

My address on leave will be: Hatteras, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Tangier Sound Light Station Date: 18 September, 1950
Leave record indicates balance of 1 days' annual and ____ days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

E. B. KING, KEEPER
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: O, Comdr., 5th CG District (p) Date: 20 September, 1950
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

J. W. BOLDING, LTJG, USCG
By direction
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Tangier Sound Light Station Date: 9 October, 1950
Departed at 0900 this date. This leave of absence will expire before 0900, 30 October, 1950, at this Light Station and is subject to the special instructions indicated on reverse hereof.

E. B. KING KEEPER
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: Tangier Sound Light Station Date: 11 October, 1950
Reported at 1330 this date, having taken 2 days' leave and ____ days' TT.

E. B. KING KEEPER
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-3

[OVER]

RECORD OF EMERGENCY DATA FOR THE ARMED FORCES OF THE UNITED STATES

INFORMATION INCLUDED ON THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARIES OF LIFE INSURANCE POLICIES

(See instructions on reverse side of form prior to making entries)

1. DESIGNATOR'S LAST NAME—FIRST NAME—MIDDLE NAME	2. SERVICE NO.	3. GRADE, RANK, OR RATE	4. SERVICE
WILLIS OTIS LEE	211-123	BM1(L)	☐ USA ☐ USN ☐ USAF ☐ USMC ☒ USCG

5. FIRST NAME—MIDDLE NAME—LAST NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (*Person with permanent address is advisable*) — RELATIONSHIP (*If friend, so state*)

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK, VIRGINIA.

THE PERSONS NAMED IN ITEMS 6, 8, AND 9, BELOW ALSO WILL BE NOTIFIED OF THE EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR FOR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS" ON THE REVERSE SIDE.

6. SPOUSE (*First name, middle name, last name*) (*If none, or if deceased or divorced, so state*)	ADDRESS (*Number, street, city, zone, and State*)
ALIVIA BELL WILLIS	831 FAIRFAX AVE, NORFOLK VIRGINIA.

7. CHILDREN — FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE: MARRIED	CHECK ONE: SINGLE	SEX: M	SEX: F	AGE
SHIRLEY MAE WILLIS	831 FAIRFAX AVE NORFOLK, VA.		X		X	12
ALVA KATRENE WILLIS	" " " " "		X		X	11
OTIS LEE WILLIS JR.	" " " " "		X	X		7
EILEEN JANET WILLIS	" " " " "		X		X	5

(*Continue on reverse side*)

8. NAME OF FATHER (*or male guardian*) (*First name, middle name, last name*)	ADDRESS (*Number, street, city, zone, and State*)
WILLIE PIGRAM WILLIS	HATTERAS, N.C.
9. NAME OF MOTHER (*or female guardian*) (*First name, middle name, last name*)	ADDRESS (*Number, street, city, zone, and State*)
SUE WILLIS	HATTERAS, N. C.

IN THE EVENT THAT I AM NOT SURVIVED BY A SPOUSE OR ELIGIBLE CHILD, OR OF THEIR DECEASE OR DISQUALIFICATION BEFORE PAYMENT OF 6 MONTHS' GRATUITY IS MADE, I THEN DESIRE THAT PAYMENT BE MADE TO THE DEPENDENT RELATIVE SHOWN BELOW. (*See instruction 4 on reverse side of form*)

10. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE NORFOLK VIRGINIA.

IN THE EVENT OF DEATH OR DISQUALIFICATION OF THE ABOVE-NAMED DEPENDENT RELATIVE, I THEN DESIGNATE THE ALTERNATE DEPENDENT RELATIVE SHOWN BELOW. (*Other than spouse or child*)

11. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

MRS FULFORD PEELE — SISTER

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N.C.

VOLUNTARY ENTRIES

I REQUEST THAT THE FOLLOWING COMMERCIAL LIFE INSURANCE COMPANIES BE OFFICIALLY NOTIFIED IN CASE OF MY DEATH IN ACTIVE SERVICE. (*The "Policy Number" should be entered if possible, since this information will assist in expediting action by the insurance company should a claim become payable.*)

12. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.
	(*Continue on reverse side*)	

IN THE EVENT THAT I AM LISTED AS MISSING, OR BY OTHER MILITARY CIRCUMSTANCE AM UNABLE TO TRANSMIT FUNDS TO MY DEPENDENTS, IT IS MY DESIRE THAT

13. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*) — RECEIVE EACH MONTH

831 FAIRFAX AVE, NORFOLK VIRGINIA. — ALL % OF MY PAY.

MILITARY ADDRESS	DATE SIGNED	SIGNATURE OF DESIGNATOR
Tangier va TANGIER SOUND LIGHT STATION	1 SEPT. 1950	Otis L Willis OTIS L. WILLIS

DD FORM 1 JAN 50 93 REPLACES NME FORM 93, 1 OCT 43; NAVMC 118 (15 PD); NAVPERS 601, PAGES 7 AND 8; AND NCG 2529, WHICH MAY BE USED UNTIL 1 JANUARY 1951, WHEN THEY WILL ALL BECOME OBSOLETE.

16—61480-1

(See instructions on reverse side of form prior to making entries)

1. DESIGNATOR'S LAST NAME—FIRST NAME—MIDDLE NAME	2. SERVICE NO.	3. GRADE, RANK, OR RATE	4. SERVICE
WILLIS OTIS LEE	211-123	BM1(L)	☐ USA ☐ USN ☐ USAF ☐ USMC ☒ USCG

5. FIRST NAME—MIDDLE NAME—LAST NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (*Person with permanent address is advisable*)

ALIVIA BELL WILLIS

RELATIONSHIP (*If friend, so state*): WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK, VIRGINIA.

THE PERSONS NAMED IN ITEMS 6, 8, AND 9, BELOW ALSO WILL BE NOTIFIED OF THE EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR FOR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS" ON THE REVERSE SIDE.

6. SPOUSE (*First name, middle name, last name*) (*If none, or if deceased or divorced, so state*)

ALIVIA BELL WILLIS

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK VIRGINIA.

7. CHILDREN

FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE: MARRIED	CHECK ONE: SINGLE	SEX: M	SEX: F	AGE
SHIRLEY MAE WILLIS	831 FAIRFAX AVE NORFOLK, VA.		X		X	12
ALVA KATRENE WILLIS	" " " " "		X		X	11
OTIS LEE WILLIS JR.	" " " " "		X	X		7
EILEEN JANET WILLIS	" " " " "		X		X	5

(*Continue on reverse side*)

8. NAME OF FATHER (*or male guardian*) (*First name, middle name, last name*)

WILLIE PIGRAM WILLIS

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N.C.

9. NAME OF MOTHER (*or female guardian*) (*First name, middle name, last name*)

SUE WILLIS

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N. C.

IN THE EVENT THAT I AM NOT SURVIVED BY A SPOUSE OR ELIGIBLE CHILD, OR OF THEIR DECEASE OR DISQUALIFICATION BEFORE PAYMENT OF 6 MONTHS' GRATUITY IS MADE, I THEN DESIRE THAT PAYMENT BE MADE TO THE DEPENDENT RELATIVE SHOWN BELOW. (*See instruction 4 on reverse side of form*)

10. FIRST NAME—MIDDLE NAME—LAST NAME

ALIVIA BELL WILLIS

RELATIONSHIP: WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE NORFOLK VIRGINIA.

IN THE EVENT OF DEATH OR DISQUALIFICATION OF THE ABOVE-NAMED DEPENDENT RELATIVE, I THEN DESIGNATE THE ALTERNATE DEPENDENT RELATIVE SHOWN BELOW. (*Other than spouse or child*)

11. FIRST NAME—MIDDLE NAME—LAST NAME

MRS FULFORD PEELE

RELATIONSHIP: SISTER

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N.C.

VOLUNTARY ENTRIES

I REQUEST THAT THE FOLLOWING COMMERCIAL LIFE INSURANCE COMPANIES BE OFFICIALLY NOTIFIED IN CASE OF MY DEATH IN ACTIVE SERVICE. (*The "Policy Number" should be entered if possible, since this information will assist in expediting action by the insurance company should a claim become payable.*)

12. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

(*Continue on reverse side*)

IN THE EVENT THAT I AM LISTED AS MISSING, OR BY OTHER MILITARY CIRCUMSTANCE AM UNABLE TO TRANSMIT FUNDS TO MY DEPENDENTS, IT IS MY DESIRE THAT

13. FIRST NAME—MIDDLE NAME—LAST NAME

ALIVIA BELL WILLIS

RELATIONSHIP: WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK VIRGINIA.

RECEIVE EACH MONTH: ALL % OF MY PAY.

MILITARY ADDRESS	DATE SIGNED	SIGNATURE OF DESIGNATOR
TANGIER SOUND LIGHT STATION	1 SEPT, 1950	OTIS L. WILLIS

DD FORM 1 JAN 50 93 REPLACES NME FORM 93, 1 OCT 43; NAVMC 118 (15 PD); NAVPERS 601, PAGES 7 AND 8; AND NCG 2529, WHICH MAY BE USED UNTIL 1 JANUARY 1951, WHEN THEY WILL ALL BECOME OBSOLETE.

16—61480-1

INSTRUCTIONS

1. This form will be accomplished and maintained current by all officer and enlisted personnel of the armed forces.
2. Disposition of signed copies will be as follows:

Army	Original	To The Adjutant General, Wash. 25, D. C., ATTN: AGPI.
	Duplicate	File in service record or field 201 file.
Air Force	Original	To Headquarters USAF, Air Adjutant General, Wash 25, D. C.
	Duplicate	File in service record or field personnel record (201) file.
Navy	Original	To BuPers, Wash. 25, D. C., ATTN: Casualty Section.
	Duplicate	(*Same as original.*)
	Triplicate	File in service record or officer's qualification jacket at duty station.
Marine Corps	Original	File in service record book (*page 15*) or in officer's qualification record.
	Duplicate	To CMC, Wash. 25, D. C.
Coast Guard	Original	To Commandant (P), USCG Hq., Wash. 25, D. C.
	Duplicate	Place with individual service record.

3. This form will be accomplished upon initial entry into the service, upon reenlistment, and/or when a change in status occurs which affects information contained in Items 1, 2, 5, 6, or 10 of this form. The individual may file a revised form at any other time that he desires.
4. For the purpose of Items 10 and 11 of this form, fathers, mothers, brothers, and sisters are automatically considered dependent relatives. If other relatives are listed, they must be related to the designator by blood or marriage and be able to prove dependency at time of death of designator.
5. With the exception of Item 6, only names of *LIVING* individuals will be entered on this form.

(*Continuation of Item 7*)

CHILDREN FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE MARRIED	CHECK ONE SINGLE	SEX M	SEX F	AGE
SAME AS REVERSE SIDE.						

(*Continuation of Item 12*)

FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

REMARKS:

16—61480-1 U. S. GOVERNMENT PRINTING OFFICE: 1950—O-873269

active file

UNITED STATES COAST GUARD

Commander,
5th CG District

Post Office Box 540
Norfolk 1, Virginia

28 April, 1950
File: p 73 (pmm)

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

Gentlemen:

The inclosed check in the amount of $80.55 is forwarded to liquidate the indebtedness of Otis L. Willis (211-123) EM1(L), USCG, for rent for the period 27 August through 8 November, 1949. This indebtedness was contacted while Willis and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, N. C.

By direction of the Commander, 5th Coast Guard District.

Very truly yours,

L. G. COLEMAN,
Ship's Clerk, USCG
Morale Officer

Incl.

Otis L. Willis

CC: Commandant (PMM),
U. S. Coast Guard

27 April, 1950
p 73 (pmm)

From: Commander, 5th CG District
To: Commandant (PMM-2)

Forwarded, approved. Headquarters is informed that a check payable to the Public Housing Administration in the amount of $80.55 has been executed and mailed by this office, this date.

L. G. COLEMAN
By direction

UNITED STATES COAST GUARD
Post Office Box 540
Norfolk 1, Virginia

ADDRESS REPLY TO
Commander,
5th CG District
REFER TO FILE

27 April, 1950

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PMM)
Via: Commander, 5th CG District (p-pmm)

Subj: Indebtedness; information concerning

Ref: (a) H/L 20 March, 1950, file (PMM-(D)-73)

1. In accordance with reference (a), Headquarters is informed that I made arrangements with my wife to pay $20.00 a month to liquidate my indebtedness to the Public Housing Administration, Housing and Home Finance Agency for rent of an appartment in the Enfield Apartments, Elizabeth City, N. C. My wife was to mail the money each month in the form of a money order until the total indebtedness was liquidated. It was my understanding that she had done so and this indebtedness had been liquidated in accordance with the provisions of my letter to the Commandant (PMM) dated 23 July, 1949.

2. Headquarters is further informed that I have this date made a loan and intend to liquidate my indebtedness to the Public Housing Administration in full.

Otis L. Willis

Ind-1

27 April, 1950
p 73 (pmm)

From: Commander, 5th CG District
To: Commandant (PMM-D)

Forwarded, approved. Headquarters is informed that a check payable to the Public Housing Administration in the amount of $80.55 has been executed and mailed by this office, this date.

L. G. Coleman

L. G. COLEMAN
By direction

Post Office Box 540
Norfolk 1, Virginia

Commander,
5th CG District

27 April, 1950

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PMM)
Via: Commander, 5th CG District (p-pmm)

Subj: Indebtedness; information concerning

Ref: (a) H/L 20 March, 1950, file (PMM-(D)-73)

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2. Headquarters is further informed that I have this date made a loan and intend to liquidate my indebtedness to the Public Housing Administration in full.

Otis L. Willis

Ind-1

27 April, 1950
p 73 (pmm)

From: Commander, 5th CG District
To: Commandant (PMM-2)

Forwarded, approved. Headquarters is informed that a check payable to the Public Housing Administration in the amount of $80.55 has been executed and mailed by this office, this date.

L. G. COLEMAN
By direction

Budget Bureau No. 76-R157.1.
Approval expires 11-30-51.

APPLICATION FOR RENEWAL OF INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN

NATIONAL SERVICE LIFE INSURANCE

DO NOT WRITE IN THIS SPACE

INSURANCE NUMBER ASSIGNED

NOTE.—Please read Instructions on reverse before filling out form. Complete every item. Type or use ink. Use separate form for EACH POLICY on which renewal is requested.

1. FIRST NAME - MIDDLE NAME - LAST NAME OF INSURED (*Print or type*)

Otis Lee Willis

2. INSURANCE FILE NO.

FN –

FH –

3. MAILING ADDRESS FOR INSURANCE PURPOSES (*Number and street or rural route, city or post office, zone number, and State*)

831 Fairfax Avenue, Norfolk, Virginia

4. BRANCH OF SERVICE

☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☒ COAST GUARD

5. SERVICE SERIAL NO.

211-123

6. Application is hereby made for renewal of National Service Life Insurance on the Five-Year Level Premium Term Plan, granted under Certificate No. 1 753 604 in the amount of $5,000, for an additional period of five years at the premium rate for my attained age on the effective date of the renewed insurance. It is understood that the renewed insurance, if granted, will become effective on the day immediately following the expiration of the current term period. (*See Instr. 2.*)

7. AMOUNT OF INSURANCE TO BE RENEWED (*See Instruction 1*)

$ 5,000

8. AMOUNT REMITTED WITH THIS APPLICATION

INSURANCE PREMIUM	$
TOTAL DISABILITY INCOME PROVISION PREMIUM (*If any*)	$
TOTAL	$

9. IF TOTAL DISABILITY IS TO BE ADDED OR CONTINUED, CHECK ONE (*See Instruction 3*)

☐ ADDED ☐ CONTINUED

10. METHOD OF PAYMENT OF PREMIUMS (*Complete one*) (*See Instruction 4*)

A. ☐ DIRECT REMITTANCE TO VETERANS ADMINISTRATION

REMITTANCE BY (*Check, draft, money order, postal note, etc., PAYABLE TO THE TREASURER OF THE UNITED STATES*)

PERIOD (*Monthly, quarterly, semiannually, or annually*)

B. *Check one*

☒ ALLOTMENT FROM ACTIVE SERVICE PAY, OR

☐ ALLOTMENT FROM RETIREMENT PAY ADMINISTERED BY THE SERVICE DEPARTMENT

MONTH ALLOTMENT EFFECTIVE: March, 1950

AMOUNT OF ALLOTMENT: $ 4.25

ALLOTMENT MUST BE REGISTERED SEPARATELY WITH SERVICE DEPARTMENT

C. ☐ MONTHLY DEDUCTION FROM VA COMPENSATION, PENSION, OR RETIREMENT PAY

VA FORM 9-887, "AUTHORIZATION FOR DEDUCTION FROM BENEFIT PAYMENTS," SHOULD BE ATTACHED HERETO.

11. BENEFICIARY DESIGNATION (INDICATE WHETHER PRINCIPAL OR CONTINGENT) AND SELECTION OF OPTIONAL SETTLEMENT (*See Instructions 5 and 6*)

COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY (*If married woman, her own first and middle names and husband's last name must be given*)	RELATIONSHIP	AMOUNT	OPTION
Alivia Bell Willis (Principal) 831 Fairfax Ave., Norfolk, Va.	Wife	5,000	#1
Shirley Mae Willis (Cont.) Same as above	Daughter	1,250	#1
Alva Katrene Willis (Cont.) Same as above	Daughter	1,250	#1
Janet Eileen Willis (Cont.) Same as above	Daughter	1,250	#1
Otis Lee Willis, Jr. (Cont.) Same as above	Son	1,250	#1

12. MAIL POLICY TO (*Name and address*)

Otis L. Willis, 831 Fairfax Ave., Norfolk, Virginia

13. WITNESSED BY (*See Instruction 7*)

L. G. COLEMAN, SCLK, USCG

14. SIGNED AT (*Address*) O,C5CGD Norfolk, Virginia

15. DATE: 4-27-50

16. ADDRESS OF WITNESS

O,C,5CGD, P.O.Box 540, Norfolk, Va.

17. SIGNATURE OF APPLICANT (*Do not print*)

Otis L. Willis

PENALTY.—The law provides that whoever makes any statement of a material fact, knowing it to be false, shall be punished by a fine of not more than $1,000 or by imprisonment for not more than one year or both.

VA FORM 9-1658 OCT 1948 EXISTING STOCKS OF VA FORM 9-1658, AUG 1948, WILL BE USED.

16—50869-2

FILE

11 April 1950
PMM 73

From: Commandant (PMM)
To: CO, Tangier Sound Light Station
Via: Commander, 5th CG District (pmp)

Subj: WILLIS, Otis Lee (211-123) BM1 (L) USCG
National Service Life Insurance, Policy No. 1 753 604
Expiration of term insurance

Ref: (a) Headquarters' letter dated 20 February, 1950 (PMM-73)

1. Inasmuch as information requested in reference (a) has not been received, in the absence of information from the insured that he does not wish to continue this insurance, Headquarters has established an administrative allotment as evidenced by the inclosed copies of administrative allotment adjustment forms CG-2528-A and CG-2528. This action was taken in compliance with an agreement with the Veterans Administration to protect the insured until he had had ample opportunity to advise Headquarters regarding his wishes in the matter.

2. The present allotment in the amount of $3.65 has been administratively stopped with last month of payment February, 1950 and an administrative allotment, reflecting the increased premium, in the amount of $4.25 has been placed in effect with the month of first payment March, 1950.

3. Subject named man should be directed to complete the application for renewal (Form VA9-1658) and register the necessary allotment adjustment to comply with the administrative change as authorized by Headquarters. The completed Application for Renewal (VA Form 9-1658) and allotment adjustments (Forms CG-2528-A and CG-2528) should be submitted to Commandant (PMM).

4. Advise Commandant (PMM) of action that will be taken by the insured.

R..M. WEST
By direction

APR 11 1950

Incls.
1. Form CG-2528-A (adm)
2. Form CG-2528 (adm)
3. Cc Ref. (a)

mjm.

mjm:bd Room 2002 sta 2-4

File 3-14 013

20 March, 1950
PMM-(D) 73

From: Commandant
To: Commander, Fifth Coast Guard District (pmp)

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

Ref: (a) HL 13 June, 1949, File: PMM 73
(b) WILLIS' ltr to the Commandant dtd 23 July, 1949

1. Headquarters is in receipt of further correspondence from the Public Housing Administration, Housing and Home Finance Agency, Washington 25, D. C., regarding an indebtedness in the amount of $80.55 for rent for the period 27 August through 8 November, 1948. This indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Records at Headquarters indicate that Willis, in December of 1948, informed the Chief, Military Personnel Section, Fifth Coast Guard District, he would liquidate this debt at the rate of $15.00 per month but that he failed to carry out his promise.

3. Reference (a) again directed that subject man take steps to liquidate this indebtedness. In reference (b), Willis informed the Commandant he would pay $20.00 per month until this indebtedness was liquidated.

4. It appears that subject man is deliberately making an effort to avoid his obligation; and, further, he has failed to comply with orders from Headquarters and the Commander, Fifth Coast Guard District.

5. It is directed that subject man be interviewed and that he be directed to submit a statement to the Commandant relative to his conduct in this instance, and, further, that he be directed to take positive steps to assure himself that this indebtedness is liquidated without further delay. It should be pointed out to Willis that his action in this matter provides ample basis for his discharge as undesirable and that further evidence of bad faith on his part will undoubtedly result in such action on the part of Headquarters.

21 MAR 1950

N. W. SPROW
By direction

File 3-14 0613

20 March, 1950
PMM-(D) 73

From: Commandant
To: Commander, Fifth Coast Guard District (pmp)

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

Ref: (a) HL 13 June, 1949, File: PMM 73
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21 MAR 1950

N. W. SPROW
By direction

20 March, 1950
PMM 73

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

RE: FISCAL:EMG:CA-2

Gentlemen:

Your letter of 9 March, 1950, to Coast Guard Headquarters, in the case of Otis L. Willis (211-123) BM1(L), U. S. Coast Guard, is hereby acknowledged.

Headquarters is again bringing this matter to the attention of Willis' commanding officer.

By direction of the Commandant.

Very truly yours,

21 MAR 1950

N. W. SPROW
Commander, U. S. Coast Guard
Chief, Military Morale Division

Pending File 3-13

20 March, 1950
PMM-(D) 73

From: Commandant
To: Commander, Fifth Coast Guard District (pmp)

Subj: WILLIS, Otis L. (211-123) HM1(L), USCG; indebtedness

Ref: (a) HL 13 June, 1949, File: PMM 73
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3/21/50

N. W. SPROW
By direction

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

20 March, 1950
PMM 73

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

RE: FISCAL:EMG:CA-2

Gentlemen:

Your letter of 9 March, 1950, to Coast Guard Headquarters, in the case of Otis L. Willis (211-123) BM1(L), U. S. Coast Guard, is hereby acknowledged.

Headquarters is again bringing this matter to the attention of Willis' commanding officer.

By direction of the Commandant.

Very truly yours,

3/21/50

N. W. SPROW
Commander, U. S. Coast Guard
Chief, Military Morale Division

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY WASHINGTON 25, D. C.

March 9, 1950

In reply please refer to
FISCAL:EMG:CA-2

Commander N. W. Sprow
U. S. Coast Guard Headquarters
1300 "E" Street, N. W.
Washington 25, D. C.

Dear Commander Sprow:

Please refer to your letter to this agency, dated June 13, 1949, concerning the indebtedness to the United States of Otis L. Willis (211-123) BM1(L), USCG, in the amount of $80.55, as a result of delinquent rental while residing at Enfield Apartments, Elizabeth City, NC-31172.

To date, we do not have a record of a payment on this account having been received in this office, nor have we received a communication from his Commanding Officer.

As this account is for the period August 27 through November 8, 1948, we are particularly anxious to close our books.

May we please have your cooperation in aiding us to collect this account in full, at an early date.

Sincerely yours,

W. G. LOEFFLER
Comptroller

WASHINGTON

March 9, 1950

In reply please refer to
FISCAL:EMG:CA-2

Commander N. W. Sprow
U. S. Coast Guard Headquarters
1300 "E" Street, N. W.
Washington 25, D. C.

Dear Commander Sprow:

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To date, we do not have a record of a payment on this account having been received in this office, nor have we received a communication from his Commanding Officer.

As this account is for the period August 27 through November 8, 1948, we are particularly anxious to close our books.

May we please have your cooperation in aiding us to collect this account in full, at an early date.

Sincerely yours,

(Signed) Kurt M. Loewy
For
W. G. LOEFFLER
Comptroller

REFER TO FILE

U. S. COAST GUARD HDQTRS.
MAIL & RECORDS
SERVICE SECTION
RECEIVED JUL 28 1949 (1)

23 JULY, 1949.

FROM: WILLIS OTIS L. (211-123) BM1(L).,USCG - TANGIER SOUND LIGHT STATION.
TO: COMMANDANT
VIA: COMMANDER 5TH COAST GUARD DISTRICT

SUBJ: Indebtedness; Information Concerning;

1. Reference letter dated 13 June, 1949 in view of the indebtedness which was contracted due to sickness in family while liveing in Project NC-31172 Enfield Apartments, Elizabeth City, North Carolina, uhtill such time as the said indebtedness can be paid in full beginning 1 August 1949 I will pay Twenty ($20.00 per month untill the above is liquidated.

Otis L. Willis
OTIS L. WILLIS.

Ind-1 27 July, 1949
pmp-73

From: Commander, 5th CG District
To: Commandant (PMM)

Forwarded.

L. R. Chenoweth
L. R. CHENOWETH
By direction

13 June, 1949
PMM 73

From: Commandant
To: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

1. Headquarters is in receipt of correspondence from the Public Housing Administration, Washington, D. C., wherein it is alleged that subject man is indebted to the U. S. Government in the amount of $80.55 for rent for the period 27 August to 9 November, 1948. It is further stated that this indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Interview subject man in this matter and call his attention to Commandant's Circular No. 26-47 wherein it is stated that Headquarters expects prompt attention to indebtedness contracted for essentials.

3. Check or money order will be made payable to the Treasurer of the United States and forwarded to the Finance and Accounts Branch, Public Housing Administration, Housing and Home Finance Agency, 518 Eleventh Street, N.W., Washington 25, D. C.

4. Direct subject man to inform Coast Guard Headquarters as to his compliance with this letter.

14 JUN 1949

N. W. SPROW
By direction

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 - 11th Street, N.W.
Washington 25, D. C.

Future File: F&A:EMG:CA-2

Gentlemen:

Your letter of 27 May, 1949, to the Commandant, relative to an indebtedness on the part of Otis L. WILLIS (211-123) BM1(L), USCG, is hereby acknowledged.

Headquarters has, by letter this date, brought this matter to the attention of Willis' Commanding Officer.

By direction of the Commandant.

Very truly yours,

14 JUN 1949

N. W. SPROW
Commander, U. S. Coast Guard
Asst. Chief, Military Morale Division

1949 MAY 31 PM 2 35 WASHINGTON

MAIL ROOM
F

RECEIVED
JUN 1 1949
G A O
CLAIMS DIVISION

May 27, 1949

In reply please refer to
F&A:EMG:CA-2

211-123
(5th -)
Tangier Sound Island
Light Sta

Commandant
U. S. Coast Guard Headquarters
1300 E Street, N. W.
Washington 25, D.C.

Dear Sir:

We respectfully request your help in the collection of rental charges owed by Otis L. Willis, BM1(L) on behalf of his family while residing at Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

The following information may be of assistance to you in identifying the individual:

Otis L. Willis, BM1(L)
Enlisted Personnel
U. S.Coast Guard
Fifth Coast Guard District
P. O. Box 540
Norfolk 1, Virginia
Base Pay $138.00 per month
Wife's allotment $140.00 per month

Former tenant owes the Government $80.55 rent for the period August 27, 1948 to November 9, 1948.

Under date of December 22, 1948, L. R. Chenoweth, Ship's Clerk, USCG, Chief, Military Personnel Section, U. S. Coast Guard, Norfolk, Virginia directed a letter to the Housing Manager at our project located at Elizabeth City, North Carolina. Below is an excerpt from that letter:

> "You are informed that Otis L. Willis has been informed and acknowledged this indebtedness to be just. He has stated that he will begin liquidation of this debt 1 January 1949, and will continue payments thereon at the rate of $15.00 per month until the account is settled.
>
> By direction of the Commander, 5th Coast Guard District."



To date we have not received a single payment from Mr. Willis. Therefore, we would greatly appreciate any effort you may make to aid us in effecting collection of this account. Check or money order should be made payable to the Treasurer of the United States and forwarded to the following address:

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 Eleventh Street, N. W.
Washington 25, D. C.

Thank you for your cooperation.

Sincerely yours,

for Kurt F. Poewy, Director
Finance and Accounts Branch

WASHINGTON

May 27, 1949

In reply please refer to
F&A:EMG:CA-2

Commandant
U. S. Coast Guard Headquarters
1300 E Street, N. W.
Washington 25, D.C.

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Enlisted Personnel
U. S.Coast Guard
Fifth Coast Guard District
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By direction of the Commander, 5th Coast Guard District."

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Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 Eleventh Street, N. W.
Washington 25, D. C.

Thank you for your cooperation.

Sincerely yours,

Kurt M. Loewy, Director
Finance and Accounts Branch

RUN // - TO - 308
STAT
GENERAL ACCOUNTING OFFICE
CLAIMS DIVISION
WASHINGTON 25, D. C.

$86.00 for rent.

D C Clark.
E. Burgess St.

-4.

OTIS, OTIS L.

...rred to in reference (a) is acknowledged
...s been discharged by me to the full and
... Clark of 701 E. Burgess Street, Elizabeth

...med that no question existed relative to
...oss, but payment thereof was delayed due
... additional expense.

Otis L. Willis
(211-1230) BM1 (L)

23 May,1948

... CG-Aircraft Repair & Supply Base,
Elizabeth City,N.C.

...dquarters record, with the information
...LLIS have been inquired into, and as a
...beyond his control, a morale fund loan
...r payment of this debt is enclosed.

T.F. EPLEY
Acting.

...NG & HOME FINANCE AGENCY
... HOUSING ADMINISTRATION
NATIONAL HOUSING AGENCY
GENERAL PUBLIC HOUSING AUTHORITY
WASHINGTON, D. C.
OFFICIAL BUSINESS

U. S. OFFICIAL MAIL AND MESSENGER SERVICE

RUN 11 — TO:— STOP 308
GENERAL ACCOUNTING OFFICE
CLAIMS DIVISION
WASHINGTON 25, D. C.

in full payment $86.00 for rent.
$1.82 Telephone bill.

Mrs. N C Clark
701 E. Burgess St.

File with case MM 2-4.

WILLIS, OTIS L.

1. The indebtedness referred to in reference (a) is acknowledged by me to be a just debt, which has been discharged by me to the full and complete satisfaction of Mr. N.C. Clark of 701 E. Burgess Street, Elizabeth City, N.C.

2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to ~~sick~~ SICKNESS in my family resulting in additional expense.

Otis L. Willis
(211-1230) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City,N.C. 23 May,1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City,N.C.

To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

ADDRESS REPLY TO
CG-AR&SB
E. City,N.C.
REFER TO FILE (CG-73)

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City,N.C.

UNITED STATES WAR BONDS AND STAMPS

23 May,1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

Via: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City,N.C.

Subj: Indebtedness for rent service; liquidation of

Ref: (a) Headquarters letter 7 May,1948 (CG-73)(PMM)

1. The indebtedness referred to in reference (a) is acknowledged by me to be a just debt, which has been discharged by me to the full and complete satisfaction of Mr. N.C. Clark of 701 E. Burgess Street, Elizabeth City, N.C.

2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to SICKNESS in my family resulting in additional expense.

Otis L. Willis
(211-123) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City,N.C. 23 May,1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City,N.C.
To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

CG-AR&SB
E. City,N.C.
(CG-73)

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City,N.C.

23 May,1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

Via: Commanding Officer, CG-Aircraft Repair & Supply Base,
Elizabeth City,N.C.

Subj: Indebtedness for rent service; liquidation of

Ref: (a) Headquarters letter 7 May,1948 (CG-73)(PMM)

1. The indebtedness referred to in reference (a) is acknowledged by me to be a just debt, which has been discharged by me to the full and complete satisfaction of Mr. N.C. Clark of 701 E. Burgess Street, Elizabeth City, N.C.

2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to ~~sick~~ SICKNESS in my family resulting in additional expense.

Otis L. Willis
(211-123) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City,N.C. 23 May,1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base,
Elizabeth City,N.C.

To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

(PMM)

7 May, 1948
CG-73

Mrs. N. C. Clark
701 E. Burgess Street
Elizabeth City, North Carolina

Dear Mrs. Clark:

Your letter of 5 May, 1948, to Coast Guard Headquarters in reference to WILLIS, Otis L. (211-123) BM3 (L), is hereby acknowledged.

Headquarters has this date written a letter to WILLIS' Commanding Officer calling this matter to his attention. Should you fail to hear from WILLIS within a reasonable length of time, again inform Headquarters and further action will be taken.

By direction of the Commandant.

Very truly yours,

5/7/48

N. W. SPROW
Commander, USCG
Asst. Chief, Military Morale Division

WEST:oob Return to 2002 2-4

(PHM)

7 May, 1948
00-73

From: Commandant
To: Commanding Officer, Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Via: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L.(211-123) BM3 (I); Non-payment of debts

1. Headquarters is in receipt of correspondence from Mrs. N. C. Clark, 701 E. Burgess Street, Elizabeth City, North Carolina, wherein it is alleged that subject man is indebted to her in the sum of $86.00 for rent for the month of March and three weeks in the month of April.

2. Interview subject man in this matter and direct his attention to the provisions of Commandant's Circular No. 26-47 regarding the obligation of all service personnel to pay debts incurred for the necessities of life such as food and rent. If subject man admits this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

5/7/48

N. W. SPROW
By direction

WEST:oob Return to 2002 2-4

To The Captain,
Commandent U.S. Coast Guard,

filing a claim against I am
Mr & Mrs Otis Willis & four
children. for house rent $80.00.
Month March & three weeks
in april, 1948. rates $6-0.00
per month. he is a coast guard
man a stationed at Municipal
Air Port on Weeksville Rd about
four miles from Elizabeth City N.C.
also two long distance phone
calls $1.44, I cant live on promis
and that is all they give me
for the last seven weeks, I
want you to please help me
get my money for I need it

Lastly, they have moved out to the Endfield apt was very lucky to get rid of them

Sincerely

Mrs N.C. Clark.
701 E. Burgess St
Elizabeth City N.C.

5-month
5-day-1948



MAY, 1948

IN ACCOUNT WITH

THE NORFOLK & CAROLINA TELEPHONE & TELEGRAPH CO.

General Office:

103 S. ROAD ST., ELIZABETH CITY, N. C.

MRS. N. C. CLARK
701 E. BURGESS ST.
ELIZABETH CITY, N. C.

1128-W

Exchange Service	$	2.50
U. S. Govt. Exchange Service Tax 15%	$	.38
Toll Service (as per statement)	$	1.15
U. S. Govt. Toll Message Tax	$	.29
Other Charges or Credits	$	
Total Service Charges	$	
Directory Advertising	$	
Total	$	
Credit Deductions	$	
Total Amount Due	$	4.32

When paying at the Company's Office
PLEASE BRING THIS BILL

RECEIVED PAYMENT
The Norfolk & Carolina Telephone & Telegraph Co.

Per .....

N & C TEL & TEL CO. PAID MAY 5 - 1948 ELIZABETH CITY, N. C.

NOTICE

This bill is due and payable on the 1st day of each month, in advance. If not paid before the 10th, service is subject to suspension. When service has been suspended for non-payment of charges, restoration of service is made only upon payment of the charges due, and in addition a restoration charge of $1.00.

DATE	PARTY WHO TALKED	PLACE	MINUTES	TELEGRAMS AND CODE	TOLL CHARGES 24C AND UNDER	TOLL CHARGES 25C AND OVER
3 31		23912 Nkk.	7	P		60
4 1		39579 - Nkk.	5	P		55
						1.15
						.29

TOTAL TOLL CHARGES

TOTAL TAX

Long Distance Calls 24c and under are taxed at 15%, 25c and over 25%.

(OVER)

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 3-59

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-007		16 March, 1950

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0845
DATE 7 March, 1950

TRANSFERRED TO: Dptd. via CGC BLACKROCK for Tangier Lt. Sta.
FOR resumption of regular duty.

AUTH: Condt. Circ. 31-47

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

PE-PR-19

E. A. COFFIN, JR., CDR, USCG.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40365-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 3-16

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	EM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-007½		14 March, 1950

TIME 0830
DATE 3/3/50

REPORTED FROM: comp.liberty
FOR awaiting transportation to Tangier Lt.Sta. for resumption of duty.

AUTH: ComCir. 31-47

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR. CDR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 439

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
5CGD		13 March, 1950

TIME 0855
DATE 3/7/50
REPORTED FROM: CG Base, Portsmouth, Virginia
FOR transportation to Tangier Sound Light Station for resumption of regular duty.

AUTH: Art. 5043, P.I.

TIME 0915
DATE 3/9/50
TRANSFERRED TO: Tangier Sound Light Station, Tangier, Virginia
FOR resumption of regular duty. Transportation completed.

AUTH: Art. 5043, P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

FILE

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

20 February, 1950

73
FILE: PMM

From: Commandant
To: WILLIS, Otis Lee (211-123),BM1(L)
Via: 1. Commander, 5th CG District (pmp)
2. Commanding Officer, Tangier Sound Light Station, Tangier, Virginia.
Subj: National Service Life Insurance, Policy No. 1 753 604
Expiration of term insurance.

1. There is herewith forwarded a notification from the Veterans Administration that the $5,000 level term National Service Life Insurance issued under policy number N 1 753 604 will expire on 31 March, 1950. In order that you may continue to have the protection of this insurance, it must be renewed or, if you prefer, it may be converted to one of the six permanent plans, i.e., Ordinary Life, 30-Payment Life, 20-Payment Life, 20-Year Endowment, Endowment at age 60 or Endowment at age 65.

2. In view of the fact that the application for renewal of insurance on the five-year level term plan or application for converted insurance must reach the Veterans Administration before the expiration of the current term period, you are urged to take immediate steps toward completing the application and making the necessary allotment adjustment.

3. There is in effect at the present time an allotment of your pay in the amount of $3.65 per month for premiums on National Service Life Insurance as follows:

$3.65 - $5,000 term insurance N 1 753 604 effective 1 April,1942.

If insurance is renewed, the new allotment should be $4.25. Your authorized certifying officer should be instructed to discontinue the $3.65 allotment with the month of last payment February, 1950 and to establish the new allotment, reflecting the increased premium, effective with the month of first payment March, 1950.

4. The completed application, in duplicate, together with the necessary allotment adjustment (Forms CG-2528 and CG-2528A) should be forwarded to the Commandant (PMM) for transmittal to the Veterans Administration.

5. Advise Commandant (PMM) of action that will be taken by you in connection with your National Service Life Insurance.

R.M. WEST
By direction

Incls.
1. VA ltr FL9-355
2. Form VA9-1658
3. Form VA9-358

MJM:lis rm 2002 2-4

FEB 20 1950

MJM.

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 40

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
TANGIER SOUND LIGHT STATION		Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-083		3 February, 1950

TIME 0940
DATE 2/2/50

REPORTED FROM: CG Base, Portsmouth, Virginia
~~FOR~~ via: CGC BARBERRY for assignment to duty.

AUTH: Art. 710, Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL					
RATE	DIST.	FOR. DOM.		UNIT	RATE LOSS

RECORDS		
EXAMINED	POSTED	CODED

PE-PR-23

OFFICER PERSONNEL							
GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 1-272

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
COAST GUARD BASE		Portsmouth, Va.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-007		1 Feb. 1950

TIME 0950
DATE 1/30/50

REPORTED FROM: Office, Cdr. 5th CG District
FOR further transfer to Tangier Sound Light Station.

AUTH: CCGD5/O #194-50

TIME 0900
DATE 1/31/50

TRANSFERRED TO: CGC BARBERRY
FOR transportation to Tangier Sound Light Station

AUTH: CCGD5/O #194-50

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

PE-PR-19

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR.
(Commanding.)

jb

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 390

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-001		1 February, 1950

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0930
DATE 1/30/50

TRANSFERRED TO: CG Base, Portsmouth, Virginia
FOR TAD and further transfer to Tangier Sound Light Station for assignment to duty.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

3-13

FILE E.P.H.

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE COMMANDANT (PMM) WASHINGTON 25, D. C.

REFER TO FILE 73

24 January, 1950

From: Commandant
To: Commander, 5th CG District (pmp)
Via:

Subj: WILLIS, Otis L. (211-123) BM1(L); good conduct awards, information relative to.

1. In reply to your 18 January, 1950, file pmp 73, 783, you are informed that the subject man's record indicates his eligibility for good conduct awards for his active service from 27 December, 1934, is as follows:

THROUGH	UNIT	ENTITLED TO
9-30-38		(b)
9-30-41	Ditch Plain Lifesta	Medal
9-30-44	Freeport Station	Bar
1-7-47		(a)

L. R. GRENCHIK

(a) Creditable toward a good conduct award.
(b) Not creditable, low conduct marks.
(c) Not creditable, did not reenlist within three months.
(d) Not creditable until he reverts to his enlisted status.
(e) Not creditable, out of the service.
(f)

2. His marks in proficiency in rating and conduct from to the end of his enlistment, are:

DATE	PROFICIENCY	CONDUCT	DATE	PROFICIENCY	CONDUCT

3. The above awards have not been issued to WILLIS.

N. W. SPROW
By direction

COPY 1784 (MM

3-13

FILE E.P.H.

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE COMMANDANT (PMM) WASHINGTON 25, D. C.
REFER TO FILE 73

24 January, 1950

From: Commandant
To:
Via: Commander, 5th CG District (pmp)

Subj: WILLIS, Otis L. (211-123) BM1(L); good conduct awards, information relative to.

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L. R. GRENCHER

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(e) Not creditable, out of the service.
(f)

2. His marks in proficiency in rating and conduct from to the end of his enlistment, are:

DATE	PROFICIENCY	CONDUCT	DATE	PROFICIENCY	CONDUCT

3. The above awards have not been issued to WILLIS.

1784

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

10

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
O, Comdr.,5th CG District	Norfolk, Virginia	16 January, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	O,Comdr.,5th CGD (pmp)	—

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
13		16 January, 1950	Reenlisted 1/16/50		16 January, 1955

REASON FOR REQUEST:
REENLISTMENT LEAVE

My address on leave will be: 831 Fairfax Avenue, Norfolk, Virginia

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis

Otis L. Willis, BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950
Leave record indicates balance of 00 days' annual and ____ days' Reenlistment Leave due.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950
Departed at 1630 this date. This leave of absence will expire before 0900, 30 January, 1950, at this office and is subject to the special instructions indicated on reverse hereof.

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: O, Comdr., 5th CG District (pmp) Date: 30 January, 1950
Reported at 0845 this date, having taken 13 days' leave and ____ days' TT.

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-1

[OVER]

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 163

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-001		17 January, 1950

TIME
DATE
REPORTED FROM:
FOR

DUTY CODE NO. AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

15 January, 1950: Issued HONORABLE DISCHARGE by reason of expiration of enlistment and extension thereof (enlistment extended for a period of nine (9) days for hospitalization in order to meet physical qualification for reenlistment).

16 January, 1950: Reenlisted in the RE Coast Guard for a period of six (6) years in the rating of BM1(L).

RE-PR-19

DUTY CODE NO. AUTH:
Arts. 589(1), 591(3) CG Regs and PC 19-48

A. N. WARD, LTJG, USCG
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 159

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
TANGIER SOUND LIGHT STATION		Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-083		17 January, 1950

TIME
DATE — REPORTED FROM:
FOR

AUTH:

TIME
DATE — TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

9 January, 1950: Effective this date, records picked up by the office Commander, 5th Coast Guard District for administrative purposes while AH, USMH, Norfolk, Va.

AUTH: Art. 710, Regs.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSON

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 160

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-001		17 January, 1950

TIME
DATE
REPORTED FROM:
FOR

AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

9 January, 1950: Effective this date, records picked up at this office from the Tangier Sound Light Station for administrative purposes while AH, U. S. Marine Hospital, Norfolk, Virginia.

AUTH: Art. 710, Regs.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

File
3-14
MTB

13 June, 1949
PMM 73

From: Commandant
To: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L. (211-123) HM1(L), USCG; indebtedness

1. Headquarters is in receipt of correspondence from the Public Housing Administration, Washington, D. C., wherein it is alleged that subject man is indebted to the U. S. Government in the amount of $80.55 for rent for the period 27 August to 9 November, 1948. It is further stated that this indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Interview subject man in this matter and call his attention to Commandant's Circular No. 26-47 wherein it is stated that Headquarters expects prompt attention to indebtedness contracted for essentials.

3. Check or money order will be made payable to the Treasurer of the United States and forwarded to the Finance and Accounts Branch, Public Housing Administration, Housing and Home Finance Agency, 518 Eleventh Street, N.W., Washington 25, D. C.

4. Direct subject man to inform Coast Guard Headquarters as to his compliance with this letter.

14 JUN 1949

N. W. SPROW
By direction

13 June, 1949
PMM 73

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 - 11th Street, N.W.
Washington 25, D. C.

Inre File: F&A:EMC:CA-2

Gentlemen:

Your letter of 27 May, 1949, to the Commandant, relative to an indebtedness on the part of Otis L. WILLIS (211-123) HM1(L), USCG, is hereby acknowledged.

Headquarters has, by letter this date, brought this matter to the attention of Willis' Commanding Officer.

By direction of the Commandant.

Very truly yours,

14 JUN 1949

N. W. SPROW
Commander, U. S. Coast Guard
Asst. Chief, Military Morale Division

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 000414

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
5CGD		29 March, 1949

TIME 1330
DATE 3/23/49
REPORTED FROM: Tangier Sound Light Station
FOR transportation ashore for compensatory liberty.

DUTY CODE NO.
AUTH: Art. 5043 P.I.

TIME 1645
DATE 3/23/49
TRANSFERRED TO: Reedville, Va.
FOR compensatory liberty. Transportation completed.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO.
AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

PEA-E 18

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 3-032

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-007		9 March, 1949

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. 04-D AUTH:

TIME 0935
DATE 3 March, 1949

TRANSFERRED TO: CG-65027-D
FOR transportation to TANGIER SOUND LIGHT STATION

AUTH: Com Cir-31-47

CHANGED IN {RANK, RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

FEA-E 10

DUTY CODE NO. AUTH:

J. T. Hagglove
J. T. HAGGLOVE, LCDR
Acting (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 000077

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
5CGD		8 March, 1949

TIME 1100
DATE 2/10/49
REPORTED FROM: Tangier Sound Light Station, Tangier, Va.
FOR transportation for compensatory liberty.

DUTY CODE NO.
AUTH: Art. 5043 P.I.

TIME 1715
DATE 2/10/49
TRANSFERRED TO: Portsmouth, Va.
FOR compensatory liberty. Transportation completed.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

PEA-E 18

DUTY CODE NO.
AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 2-208

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-007		4 March, 1949

TIME 0900 REPORTED FROM: leave

DATE 28 February, 1949 FOR transportation to TANGIER SOUND LIGHT STATION

DUTY CODE NO. 04-D AUTH: CC-31-47

TIME TRANSFERRED TO:

DATE FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

FEB 1949

DUTY CODE NO. AUTH:

J. T. Haggrove

J. T. HAGGROVE, LCDR

Acting (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 000236

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CGC BLACKROCK		Portsmouth, Va.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
5CGD		17 Feb., 1949

TIME 1100
DATE 2/10/49

REPORTED FROM: Tangier Sound Light Station
FOR transportation ashore for compensatory liberty.

DUTY CODE NO. AUTH: Art. 5043 P.I.

TIME 1715
DATE 2/10/49

TRANSFERRED TO: CG Base, Portsmouth, Va.
FOR compensatory liberty.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

PEA-E 19

DUTY CODE NO. AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599)Rev: 6-45

NO. 000289

SURNAME, FIRST NAME, INITIAL	Service No.	Present Rank or Rate
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME TANGIER SOUND LIGHT STATION	Minor Unit Name Light Sta 5th Dist.	Location Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DIST 05-083		Date 30 November, 1948

Time 1200
Date 11/27/48

Reported from: CG Aircraft Repair & Supply Base, Elizabeth City, N.C. ~~XXX~~ VIA: Comdr., 5th CGD, Norfolk, Virginia, for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

Duty Code No. Auth: H/L 11/17/48 PE-A-73

Time
Date

Transferred to:
for

Auth:

Change in rank rating frm _____ to _____ Effective _____

Duty Code No. Auth:

OTHER CHANGES (specify)

Duty Code No. Auth:

L. R. CHENOWETH,
Chief, (Commanding) Personnel Section,
By direction.

hp

SPACE BELOW IS FOR HQ USE ONLY

ENLISTED PERSONNEL				
Rate	Pay Grade	Dist.	Foreign Domestic	Duty
102		05	2	

Officer Personnel			
Dist.	Sea Shore	Foreign Domestic	Duty
	250	083	

RECORDS	
Posting	Coding

RECEIVED 130

MACHINE ACCOUNTING	
Punched	
Verified	

CODED ACCTG

dfm

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599)Rev: 6-45

NO. 000290

SURNAME, FIRST NAME, INITIAL	Service No.	Present Rank or Rate
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	Minor Unit Name	Location
DISTRICT OFFICE, 5CGD		Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DIST		Date
05-001 .		30 November, 1948

Time 1530
Date 11/23/48 Reported from: CG Aircraft Repair and Supply Base, Elizabeth City,NC for further transfer to Tangier Sound Light Station, Tangier, Va., for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

Duty Code No. Auth: H/L 11/17/48 PE-A-73

Time 0900
Date 11/26/48 Transferred to: Tangier Sound Light Station, Tangier, Virginia. for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

Auth: H/L 11/17/48 PE-A-73

Change in rank rating frm _____ to _____ Effective _____

Duty Code No. Auth:

OTHER CHANGES (specify)

Duty Code No. Auth:

L. R. CHENOWETH,
By direction (Commanding)

hp

SPACE BELOW IS FOR HQ USE ONLY

ENLISTED PERSONNEL				
Rate	Pay Grade	Dist.	Foreign Domestic	Duty

Officer Personnel			
Dist.	Sea Shore	Foreign Domestic	Duty

RECORDS	
Posting	Coding

MACHINE ACCOUNTING
Punched _____
Verified _____

dfm

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

3013 No. 580

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CG-Aircraft Repair & Supply Base		Elizabeth City, N.C.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
05-171		23 November, 1948

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. AUTH:

TIME 0800
DATE 11/23/48

TRANSFERRED TO: Commander, 5th CG District
FOR assignment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

AUTH: H/L dated 17 November 1948, PE-A 73

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

PE A E 11

DUTY CODE NO. AUTH:

H. U. POTTER
H. U. POTTER, LTJG, USCG
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

17 November, 1948
PE-A 73

From: Commandant
To: Commanding Officer, CG Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Subj: WILLIS, Otis L.(211-123) BM1(L); orders, transfer, mutual exchange of station

1. Transfer subject man to the Commander, 5th CG District for assignment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

2. Such station as may be assigned by the Commander, 5th CG District will constitute WILLIS' new permanent duty station.

3. All expenses incident to the execution of this order will be at no cost to the government.

W. C. CAPRON
By direction

CC: Commander, 5th CG District (p)

HELMER: AIM
cy rec'd 11-13

11/17/48

Ind-2 15 November, 1948

1 of 73

U S COAST GUARD HDQRS.
MAIL & FILES SECTION
RECEIVED NOV 16 1948 (0)

From: Commander, 5th CG District
To: The Commandant (PE)

Subj: WILLIS, Otis L. (211-123) BM1(L); AUSTIN, Charles A. (201-444) BM1; request for mutual exchange of station

Forwarded, for Headquarters' consideration. AUSTIN's request for such a change of station as set forth in the basic communication was forwarded to HQ on 21 October, 1948.

L. R. CHENOWETH
By direction

1948 NOV 16 15 24
PEA-A

UNITED STATES COAST GUARD
Aircraft Repair & Supply Base
Elizabeth City, N. C.

ADDRESS REPLY TO
CG AR&SB,
Eliz. City, N.C.
REFER TO FILE

RECEIVED
NOV 12 1948
U.S. COAST GUARD
PERSONNEL OFFICE
OFFICE OF COMMANDER 5TH C. G. DIST.
NORFOLK, VA.

4 November, 1948
FILE: 73

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PE-A)
Via: (1) Commanding Officer, CG Aircraft R&S Base, Eliz. City, N.C.
(2) Officer-in-charge, Tangier Sound Light Station, Tangier, Va.
(3) Commander (p), 5th CG District, Box 540 New Post Office Bldg., Norfolk 1, Virginia

Subj: ~~Mutual transfer~~ with AUSTIN, Charles A. (201-444) BM1(~~L~~), USCG; request for

Ref: (a) Personnel Circular No. 37-47

1. In accordance with the reference, it is requested that I be considered for a mutual transfer with subject named man who is now stationed at the Tangier Sound Light Station, Tangier, Virginia.

2. It is understood that if this transfer is effected, I will bear the expense involved.

Otis L. Willis

Ind-1

4 November, 1948
73

From: Commanding Officer, CG Aircraft R&S Base, Eliz. City, N.C.
To: Commandant (PE-A)
Via: (1) CinC, Tangier Sound Light Station, Tangier, Va.
(2) Commander (p), 5th CGDistrict, Norfolk, Va.

1. Forwarded, approved.

2. WILLIS' average marks during the current enlistment are as follows:

Proficiency in Rating	Seamanship	Leadership	Conduct
3.67	3.67	3.64	4.0

L.H. SEEGER

HERBERT C. BONNER
1st District, N. C.

HENRY C. OGILBY
SECRETARY

ASSISTANT SECRETARIES
MRS. EDITH W. GORDON
MISS ANNE JONES

HOUSE OF REPRESENTATIVES, U.S.

WASHINGTON, D. C.

COMMITTEE:
MERCHANT MARINE AND FISHERIES

SUBCOMMITTEES:
MARITIME AFFAIRS
PANAMA CANAL
COAST GUARD — COAST AND GEODETIC SURVEY
CONSERVATION OF WILD LIFE

File 3.13

17 November, 1948
PE-C-73

Hon. Herbert C. Bonner
Member of Congress
Washington, North Carolina

My dear Mr. Bonner:

Reference is made to your letter dated 15 November, 1948, relative to Ottis L. Willis (211-123), boatswain's mate, first class (L), who has made application for a mutual transfer with C. A. Austin to the Fifth Coast Guard District.

The request of Willis for a mutual transfer with C. A. Austin has been received at Coast Guard Headquarters, and has been authorized. Final action to effect this transfer will be taken as soon as practicable.

Your interest is indeed appreciated and I trust that the above will advise you relative to this matter.

Very truly yours,

W. W. KENNER
Captain, U. S. Coast Guard
Assistant Chief, Office of Personnel

Mailed 11-18-48

Correspondence;orr Return to 3-11

OFFICE OR DIVISION DESIGNATORS	PE														
INITIALS OF RESPONSIBLE OFFICERS	WCC														
INTRA-OFFICE OR DIVISION INITIALS	ORR														

ONNER
, N. C.

C. OGLESBY
SECRETARY

ASSISTANT SECRETARIES:
MRS. EDITH W. GORDON
MISS ANNE JONES

HOUSE OF REPRESENTATIVES, U. S.

WASHINGTON, D. C.

COMMITTEE:
MERCHANT MARINE AND FISHERIES

SUBCOMMITTEES:
MARITIME AFFAIRS
PANAMA CANAL
COAST GUARD — COAST AND GEODETIC SURVEY AND PUBLIC HEALTH
CONSERVATION OF WILD LIFE RESOURCES

Washington, North Carolina

November 15, 1948

Captain W. W. Kenner
U. S. Coast Guard Headquarters
Washington 25, D. C.

Dear Captain Kennar:

I have been advised by Ottis L. Willis, 211-123 BM 1c (L) that he has made application for a mutual transfer with C. A. Austin to the Fifth Coast Guard District due to family hardship. Your favorable consideration of this application will be appreciated.

Sincerely,

Herbert C. Bonner, M. C.

HCB:blc

1948 NOV 18 08 12
PEA-A

File
3-14
0013

(PMM)

7 May, 1948
CG-73

From: Commandant
To: Commanding Officer, Aircraft Repair and Supply Base,
Elizabeth City, North Carolina

Via: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L.(211-123) BM3 (L); Non-payment of debts

1. Headquarters is in receipt of correspondence from Mrs. N. C. Clark, 701 E. Burgess Street, Elizabeth City, North Carolina, wherein it is alleged that subject man is indebted to her in the sum of $86.00 for rent for the month of March and three weeks in the month of April.

2. Interview subject man in this matter and direct his attention to the provisions of Commandant's Circular No. 26-47 regarding the obligation of all service personnel to pay debts incurred for the necessities of life such as food and rent. If subject man admits this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

5-7-48

N. W. SPROW
By direction

WEST:oob Return to 2002 2-4

(PMM)

7 May, 1948
CG-73

Mrs. N. C. Clark
701 E. Burgess Street
Elizabeth City, North Carolina

Dear Mrs. Clark:

Your letter of 5 May, 1948, to Coast Guard Headquarters in reference to WILLIS, Otis L. (211-123) BM3 (L), is hereby acknowledged.

Headquarters has this date written a letter to WILLIS' Commanding Officer calling this matter to his attention. Should you fail to hear from WILLIS within a reasonable length of time, again inform Headquarters and further action will be taken.

By direction of the Commandant.

Very truly yours,

5-7-48

N. W. SPROW
Commander, USCG
Asst. Chief, Military Morale Division

WEST:oob Return to 20

Chief Pers. Offr., USCG

MAR 26 1956

REQUEST FOR INFORMATION FROM NAVY ☐ MARINE ☐ COAST GUARD ☒

FORMS ON RECORD		DATA REQUESTED	
214 ~~DD 553~~ ☒	78 ☐	MEDICAL ☒	SERVICE ☒

1. C-No. 19 387 441

2. ORIGINATING UNIT: Adjudication

3. LOCATION OF REQUESTING OFFICE: WINSTON-SALEM, N. C.

4. TYPE OF CLAIM: DISABILITY

5. LAST NAME—FIRST NAME—MIDDLE INITIAL (UNDER WHICH SERVED): WILLIS, Otis L.

6. SERIAL OR FILE No.: 211 123

7. DATE: 3018-8BA/LC:hl 3-12-56

8. HOME ADDRESS (STREET, CITY, STATE): Buxton, North Carolina

9. DATE OF BIRTH: 1-31-10

10. PLACE OF BIRTH: Hatteras, N. C.

11. CONVERTED INSURANCE No.: K-

12. NAT'L SERV. LIFE INSURANCE No.: N-

13. DATE OF DEATH:

14. DATE(S) OF ENROLLMENT(S) OR ENLISTMENT(S):

15. DATE(S) AND PLACE(S) OF ENTRY INTO ACTIVE SERVICE: 1-16-50,

16. DATE(S) AND STATION(S) OF ACTUAL DISCHARGE FROM SERVICE: 1-31-56,

17. IF NOT DISCHARGED, INDICATE DATE(S) AND STATION(S) FROM WHICH RELEASED FROM ACTIVE DUTY:

18. CHARACTER OF DISCHARGE: Hon.

19. LAST RANK OR RATING: BMLC

ALLEGED DISEASE OR INJURY, DATE OF INCURRENCE, DATE(S) AND STATION(S) OF TREATMENT

Heart condition

USPHS, New Orleans, La., 12-19-55 to 12-29-55

ADDITIONAL: Entire record series. Please verify service prior to 1-16-50.

P. L. LINDLEY
Adjudication Officer

BY _____ (NAME AND TITLE)

DO NOT WRITE OR TYPE IN MARGIN

FROM (CHECK WHICH): ☐ CHIEF, BUREAU OF NAVAL PERSONNEL. ☐ COMMANDANT, U. S. MARINE CORPS. ☒ COMMANDANT, U. S. COAST GUARD.

(CHECK ONE) ☐ ALL ITEMS CORRECT. ☐ ALL ITEMS CORRECT EXCEPT:

PE-3

WILLIS, Otis Lee (211-123) ex-chief boatswain's mate (L) USCG.

(9-10) Born 31 January 1910 in Hatteras, North Carolina.

(14-15) 27 December 1934 enlisted in the U. S. Coast Guard at Amagansett, N. Y. for three years and assigned to active duty on that date.

30 March 1956 (DATE FORWARDED) BY W. B. ELLIS, by direction (NAME AND TITLE)

Correspondence: md-mb

FROM (CHECK WHICH): ☐ CHIEF OF BUREAU OF MEDICINE AND SURGERY. ☒ CHIEF MEDICAL OFFICER OF THE U. S. COAST GUARD.

1. PHOTOSTATIC COPY OF MEDICAL RECORD IS ENCLOSED. XXX

2. Tyanscript of additional medical history, photostatic copy of physical examination dated 12-14-34 and ~~photostatic~~ copies of examinations dated 12-15-37, 12-13-40, 1-6-50 and 12-6-55 are also enclosed.

MAR 23 1956 (DATE RETURNED TO VETERANS) BY T LEBLANC (NAME AND TITLE) CDR USCG

VA FORM JAN 1948 3102 SUPERSEDES FORMS 3103 AND 3104. PREVIOUS EDITIONS MAY BE USED.

16—47305-1 U. S. GOVERNMENT PRINTING OFFICE

FILE 3-13

PS
17 February 1956
L-13

PF-72

From: Commandant
To: WILLIS, Otis L. (211-123) BMLC, USCG, Retired
Hatteras, North Carolina

Subj: National Service Life Insurance, termination of waiver of premiums Public Law 23, 82nd Congress, re-establishment of allotment upon retirement 1 February 1956

1. The records at Headquarters indicate that you applied for a waiver of premiums on $5,000 National Service Life Insurance and authorized discontinuance of the allotment in the amount of $4.25 with month of last payment July 1951.

2. Under the provisions of Public Law 23, 82nd Congress payment of premiums on this insurance must be resumed by the insured within 120 days after the date of separation from active service. To guard against any possible lapse of your insurance, it will be necessary that you authorize the establishment of an allotment in the amount of $4.95 effective with the month of first payment May 1956.

3. Your attention is called to the fact that while on waiver of premiums the term period of your $5,000 National Service Life Insurance issued under policy number V 14 320 871 expired on 31 March 1955 and was automatically renewed for an additional 5-year period. This accounts for the increase in premium rates noted above.

4. The necessary Allotment Authorization, NAV. S. & A. Form 545 is enclosed. It is requested that you sign this form at the place indicated and return it promptly to Commandant (PS). A pre-addressed envelope is enclosed for your convenience.

FEB 17 1956

B. V. BALL
By direction

Encl: (1) NAV S&A Form 545
(2) Envelope

MJM:jhk rm 2111 sta 2-4

CG-2533
TREASURY DEPARTMENT
U. S. COAST GUARD
(Oct. 1937)

CERTIFICATE OF DEPENDENCY OF RETIRED PERSONNEL FOR MEDICAL RELIEF

211-123

Cape Hatteras LBS
(Unit)

Buxton, N C.
(Place)

13 February 1956, 1956

Upon being retired from active duty on 31 January, 1956, I certify that the following are the names of my dependents for whom medical treatment may be required, from the Public Health Service. Their signatures appear below:

(Name, age, sex, and nature of dependency)	(Signature)
Alivia B. Willis (Age 43) (Wife)	Alivia B. Willis
Shirley M. Willis (Age 17) (Daughter)	Shirley M. Willis
Katrene A. Willis (Age 16) (Daughter)	Katrene A. Willis
Otis L. Willis Jr. (Age 12) (Son)	Otis L. Willis
Janet Willis (Age 10) (Daughter)	
Wayne Willis (Age 2) (Son)	

I hereby certify that the above signatures were signed in my presence this 13 February, 1956

Luther D. Burrus Jr. EMC Officer in Charge,
(Signature of certifying officer and title) CG Group Cape Hatteras

Otis L. Willis
(Signature of retired person)

EMLC (RETIRED)
(Rank or rating)

HEADQUARTERS First Endorsement, Washington 7 March, 1956

1. Any officer of the Public Health Service authorized to furnish medical relief to dependents of Coast Guard personnel, under authority of the Act of Congress approved 30 July 1937, is requested to accept the evidence herein contained as identification for dependents of retired personnel.

3/7/56

T. LE BLANC
Commander, USCG
Assistant Chief, Medical Division
(Rank)

By direction,

ADVISE HEADQUARTERS PROMPTLY OF ANY CHANGE IN STATUS OF DEPENDENTS

PE-75

U. S. GOVERNMENT PRINTING OFFICE 16—37889-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-3433 (Rev. 11-53)

STATEMENT OF SERVICE - RETIRED PERSONNEL

LAST NAME	FIRST NAME	MIDDLE INITIAL	SERVICE NUMBER
WILLIS,	Otis	L	211-123

DATE OF BIRTH (Mo.-Day-Yr.)	GRADE OR RATE IN WHICH SERVING	PERMANENT GRADE OR RATE	GRADE OR RATE IN WHICH PLACED ON RETIRED LIST	EFFECTIVE DATE OF RETIREMENT (Mo.-Day-Yr.)
January 31, 1910	BMLC	BMLC	BMLC	February 1, 1956

REASON FOR RETIREMENT: 20 Year Service

HAS INDIVIDUAL EVER HELD A GRADE OR RATE HIGHER THAN THAT HELD ON THE EFFECTIVE DATE OF RETIREMENT? ☐ YES ☒ NO IF "YES," LIST HIGHEST GRADE OR RATE HELD.

ON ENLISTED 20 YEAR RETIREMENTS, INDICATE WHETHER 10% ADDITIONAL FOR GOOD CONDUCT IS AUTHORIZED ☒ YES ☐ NO

TYPE OF SERVICE	FOR RETIREMENT (Active)			FOR PAY PURPOSES (Active and Inactive)		
	YEARS	MONTHS	DAYS	YEARS	MONTHS	DAYS
COAST GUARD	21	1	4	21	1	4
LIGHTHOUSE						
BUREAU MARINE INSPECTION						
ARMY						
NATIONAL GUARD						
NAVY						
NAVAL RESERVE						
NAVAL MILITIA						
MARINE CORPS						
AIR FORCE						
COAST & GEODETIC SURVEY						
INDICATE OTHER SERVICE HERE:						
TOTAL SERVICE TO EFFECTIVE DATE OF RETIREMENT	21	1	4	21	1	4

DATE: 12 January 1956

SIGNATURE: B. A. SHAW

PE-75

FOR USE BY MRS

TYPE RETIREMENT	PHYSICAL DIAGNOSIS	FILE NUMBER

F Serry Return to 3-13

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

4393 Treasury CGHQ Wash.D.C.

MAR 3 1 1955 20-3-

Yrs. Mos. Days

21 - 1 - 4

as of 31 March, 1950

ACTIVE SERV

COAST GUA

NAVY

ARMY

MARINE CO

LIGHTHOUS

TOTAL SERV

INACTIVE SERVICE (Specify)

LIGHTHOUSE (For Pay Purposes)

TOTAL SERVICE FOR PAY PURPOSES

HIGHEST RANK OR RATING HELD

Service Computed by F G Jerry 1-20-54

Service Verified by B.S.

NAME	SERVICE NO.	DATE OF RETIREMENT	RETIRED GRADE OR RAT
WILLIS OTIS LEE	211-123	7-1-1956	BMKC

IF MAN HELD A GRADE OR RATING HIGHER THAN PRESENT RETIRED GRADE OR RATING, INDICATE HIGHEST GRADE OR RATI HELD DURING COAST GUARD SERVICE.

ENLISTED	DISCHARGED	MARK	PERIOD	COMPUTATION	ENLISTED	DISCHARGED	MARK	PERIOD	COMPUTAT
12-27-34	1-5-38	3.92	36	141.12					
1-6-38	1-6-41	3.95	36	142.20					
1-7-41	1-6-47	4.0	72	288.0					
1-7-47	1-15-50	4.0	36	144.0					
1-16-50	7-1-56	3.87	73	282.51					
		TOTAL	253	997.83			TOTAL		

FINAL AVERAGE CONDUCT MARK 3.94

ENTITLED TO 10% FOR GOOD CONDUCT (Check appropriate box) ✓ YES

DATE 12/15/55 COMPUTED BY EB Buchan

DATE 1/11/56 VERIFIED BY M Thomas

TREASURY DEPARTMENT, U. S. COAST GUARD, CGHQ - 3534 (6-54)

6084 COMPUTATION OF AVERAGE CONDUCT MARKS FOR RETIRED PERSONNEL

19 3 4

BMLC

MAR 3 1 1955 20-3-4

19 3 4 Service for Retirement WILLIS, Otis L. (211-123) BMLC

Yrs. Mos. Days (Name) (Service No.) (Rate)

21-1-4

CGD8 ✓

as of 31 March, ~~1950~~ 1954

ACTIVE SERVICE

	YEARS	MONTHS	DAYS
COAST GUARD	19	3	4
NAVY			
ARMY			
MARINE CORPS			
LIGHTHOUSE (Retirement)			
TOTAL SERVICE FOR RETIREMENT	19	3	4
INACTIVE SERVICE (Specify)			
LIGHTHOUSE (For Pay Purposes)			
TOTAL SERVICE FOR PAY PURPOSES	19	3	4

HIGHEST RANK OR RATING HELD BMLC

1-20-54

Service Computed by F G Terry

Service Verified by B A B

NAVCG 2511 (Revised)
Form approved by Comptroller General, U. S.
February 25, 1938

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. (PE-PR-6)
CG-73

STATEMENT OF CREDITABLE SERVICE

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 21 January, 1947

From: Commandant.

To: Commanding Officer, CG Group, Freeport, N.Y.

SUBJECT: WILLIS, Otis Lee (211-123)BMlc

Statement of service of.

1. The following is a statement of the service of the above-named man for the purpose of computing pay:

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41		None		None		None	
Enl.Ext.3yrs.from							
1-7-44	1-6-47 HD	None		None		None	
1-7-47							
Now serving							

M. K. HUTCHINSON
By direction

U. S. COAST GUARD
MAIL SECTION
MAILED JAN 22 1947

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

Return to 3-13

3.5

February 25, 1938

CG-73

STATEMENT OF CREDITABLE SERVICE

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 21 January, 1947

From: Commandant.

To: Commanding Officer, CG Group, Freeport, N.Y.

SUBJECT: WILLIS, Otis Lee (211-123)BM1c

Statement of service of.

1. The following is a statement of the service of the above-named man for the purpose of computing pay:

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41		None		None		None	
Enl.Ext.3yrs.from							
1-7-44	1-6-47 HD	None		None		None	
1-7-47							
Now serving							

M. K. HUTCHINSON
By direction

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

CG-73

31 December, 1946

From: Commanding Officer, CG Group, Freeport, N.Y.
To: Commandant, U.S. Coast Guard.

Subj: MIDGETT, Melvin B. (211-121) CBM.
WILLIS, Otis L. (211-123) BM.1/c.

1. It is requested that this unit be furnished with a Statement of Service, for subject men.

J.M. ODIN.

Ltr. Enlisted Personnel Section
Ltr. 21 Jan 47
B.S.

October 30, 1930

TREASURY DEPARTMENT

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 27 December, 1938.

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		From	To	From	To	From	To
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

MAILED
DEC 27 1938
MAIL DESK

E. T. OSBORN,
Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 27 December, 1938.

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM	TO	FROM	TO	FROM	TO
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

E. T. OSBORN,

Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

From: Commandant.
To: Commander, FOURTH DISTRICT.

Subject: WILLIS, Otis Lee (211-123) Surfman: (Ditch Plain Sta.) Statement of service of.

Inclosure:

1. The following is a statement of the service of the above-named man for the purpose of computing pay to and including 27 December, 1938.

Enlisted	Discharged	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		From	To	From	To	From	To
12-27-34	1-5-38 H D	None		None		None	
1-6-38 Now serving		None		None		None	

	Yrs.	Mos.	Days
Total C. G. service	4	0	1
Navy service			
Other service			
Total	4	0	1

Completed 4 years service 26 December, 1938.

By direction:

E. T. OSBORN,

Chief, Enlisted Personnel Section.

U. S. GOVERNMENT PRINTING OFFICE 2—15507

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

INDIVIDUAL ORDER TO ADJUST PAY RECORD

NOTED T.J.T. H. Q (PE)

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

		HOUR	DATE
☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable	☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable	DEPARTURE	
☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable	☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable	LEAVE OR LIBERTY EXPIRED	
		RETURNED TO COAST GUARD JURISDICTION	
☐ WITHOUT LEAVE, not excused as unavoidable	☐ OVER LIBERTY, not excused as unavoidable	NUMBER DAYS CHARGED TO LEAVE RECORD	

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

* *Career Compensation Act of 1949. Statement of service filed in service record.*

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

12-28-55: AUTH. ADVANCE PAY THROUGH 12-31-55.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (*Number*) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN, CHSCLK, W-3, USCG	Chief, Military Personnel Section, 8CGD	1098-56

SHIP OR STATION	NAME OF A. C. O.
OCCGD-8, NOLa.	"A" "Z" SHOWS, CHPCLK, W-2, USCG

NAME (*Last*) (*First*) (*Middle*)	SERVICE NO.	RATE
WILLIS, Otis L.	211-123	BMC(L)

PE-75

INDIVIDUAL ORDER TO ADJUST PAY RECORD 16—69873-1 PAGE 12

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

WILLIS, Otis Lee	211-123	BMC	8th CGD(p)
(Name, surname first)	(Service number)	(Rank or rating)	(Unit)

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place USPHS Hosp. New Orleans, La., Date 27 December, 1955

To: Commander, 8th CG District(p)
(Coast Guard unit)
New Orleans, La.
(Address)

FILED T. L.S.

The above-named patient was discharged from {*inpatient / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Observation for heart Disease (Not confirmed)		12-13-55	12-27-55

He {*is / *is not} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *No.} Absent without permission? {*Yes / *No.} Guilty of insubordination? {*Yes. / *No.}

DEC 28 1955

J.A. KEMP
ASST. SURG.(R) U.S. Public Health Service,
Chief, Medical Section
8th Coast Guard District
New Orleans, La.

16—27156-1

NOTICE OF MEDICAL TRANSFER

_____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)
treatment at _____ {*office / *hospital} at _____ for
_____ (Diagnosis) since _____, 19 , has been
transferred this date _____, 19 , to the U. S. Marine Hospital at _____
for further treatment.

PE-75

_____ U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

FOLLOW INSTRUCTIONS ON BACK

WILLIS, Otis Lee (Name, surname first) | 211-123 (Service number) | BMC (Rank or rating) | 8th CGD(p) (Unit)

APPLICATION TO THE U. S. PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE U. S. COAST GUARD

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

Place USPHS Hosp. New Orleans, La., Date 14 Dec., 19 55

FILE T. L.

To: Medical Officer in Charge

USPHS Hosp. New Orleans, La.

SIR: You are requested to examine the above-named {*officer / *enlisted man} of the U. S. Coast Guard, attached to the above-named unit, and furnish him such treatment as may be required. It is requested that the RETURN MEDICAL CERTIFICATE be returned to Commander, 8th CG District(p)

C. L. Francis
(Signature of patient)

C. L. FRANCIS HMC, USCG
U. S. Coast Guard.

RETURN MEDICAL CERTIFICATE

Place USPHS Hosp. New Orleans, La., Date 14 Dec., 19 55

I CERTIFY that I have examined the above-named person and find him suffering from

Cardiac Evaluation
(Give diagnosis by number and name according to official nomenclature)

My professional opinion in the case is expressed below for the information of the Coast Guard administrative officers. Incident of service? {*Yes. / *No.} Fit for duty? {*Yes. / *No.} Absent from duty on account of the effects of a disease, as distinguished from injury, directly attributable to and immediately following his own intemperate use of alcoholic liquor or habit-forming drug? {*Yes. / *No.} Absent from duty on account of the direct effects of a venereal disease due to his own misconduct? {*Yes. / *No.} If "yes," did the initial symptoms appear less or more than one year ago? {*Less. / *More.} Treatment will require approximately 5 days absence from duty. He was admitted to {*inpatient / *outpatient} treatment at this {*hospital / *office} on 13 Dec., 1955

DEC 15 1955

T. E. BILLINGS
Chief, Medical Section
8th Coast Guard District
New Orleans, La.

MED. DIR. U. S. Public Health Service.

*Having been informed that I am suffering from
(Diagnosis)
and that in the opinion of the medical officer, this disease is the result of my own misconduct, I (*do not) desire to submit a statement. (Attach statement if made.)

(Patient's signature)

WITNESS:

(Signature of medical officer)

U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

RECORD OF: W[redacted]IS, Otis Lee (211-123)

TRANSCRIPT OF EFFICIENCY MARKS

DATE	RATE	PIR	S.SHIP	ALOM	COND	
1/30/50	BM1(L)	LESS THAN ONE MONTH			4.0	OC5CGD /s/A. N. WARD,BYDIR.
3/31/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S.
6/30/50	BM1(L)	3.5	3.5	3.5	4.0	(OC5CGD)/s/A. N. WARD, BYDIR. Tangier So.L.S.
9/30/50	BM1(L)	3.5	3.5	3.5	4.0	(OC5CGD)/s/A. N. WARD, BY DIR Tangier So.L.S.
12/11/50	BM1(L)	NO MARKS ASSIGN.DISCP ACTION PEND				(OC5CGD)/s/J.W.BOLDING,BYDIR. Tangier So.L.S.
12/31/50	BM1(L)	LESS THAN ONE MONTH			3.5	(OC5CGD)/s/J.W.BOLDING,BYDIR. 5TH CGD OFF.
	Capt.Mast for indebtedness.Awarded:Warned					/s/ W.B.MILLINGTON,CDR,CO
1/4/51	BM1(L)	LESS THAN ONE MONTH			4.0	5TH CGD OFF./s/W.B.MILLINGTON
3/31/51	BM1(L)	3.5	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
6/30/51	BM1(L)	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
9/30/51	BMLC	3.6	3.6	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
12/31/51	BMLC	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
3/31/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP
6/30/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP

DATE	REASON	RATE	PIR	ALOM	COND	
9/30/52	EQM	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/3/52	TRAN	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/28/52	TRAN	BMLC	PIT	PIT	4.0	R.ZAVALETA,SCLK,BY DIR.
12/31/52	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG, CO.
3/31/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
6/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
9/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
10/5/53	TRAN	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOWN,USCG,CO.
12/31/53	EQM&RQM	BMLC	3.5	3.5	4.0	B.R.RYAN,LCDR,CO.
3/31/54	EQM	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
4/7/54	DET CO	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
6-1-54	TRANS	BMLC	3.6	3.6	4.0	L.A.WARDLAW,JR.,LT,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		L.A.WARDLAW,JR.,LT,CO.
6-30-54	EQM&RQM	BMLC	3.6	3.6	4.0	A. de ZEEUW, CDR, ACTING
7-31-54	DET CO	BMLC	3.6	3.6	4.0	S. F. HEWINS, CAPT, CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		S. F. HEWINS, CAPT, CO.
9-30-54	EQM	BMLC	3.7	3.7	4.0	A. de ZEEUW, CDR, ACTING
	ADAPTABILITY FOR WARRANT GRADE			3.5		A. de ZEEUW, CDR, ACTING
12-31-54	EQM	BMLC	3.7	3.6	4.0	A. de ZEEUW, CDR, ACTING
3-31-55	EQM	BMLC	3.7	3.6	4.0	T. F. KNOLL, CDR, USCG, CO.
6-30-55	EQM	BMLC	2.0	2.4	1.5	T. F. KNOLL, CDR, USCG, CO.
9-3-55	TRANS	BMLC	3.3	3.1	4.0	T. F. KNOLL, CDR, USCG, CO.
9-3-55	ADAPTABILITY FOR WARRANT GRADE			2.5		T. F. KNOLL, CDR, USCG, CO.
9-30-55	EQM	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.
9-30-55	ADAPTABILITY FOR WARRANT GRADE			3.6		W. E. HARRIS, LT, USCG, CO.
12-2-55	TRANS	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.

Average 381

PE-3
16 December 1955
MM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

1. Inasmuch as WILLIS was given a Special Court Martial on 4 August 1955, it is requested that a transcript of his marks for current enlistment be forwarded to the Commandant (PE-3) as his retirement on 1 January 1956 is pending.

W. B. ELLIS
By direction

p
22 December 1955
GD8/P20-2/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE-3)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

Ref: (a) COMDT (PE-3) ltr dtd 16 DEC 55, MM

1. In compliance with reference (a), a transcript of marks in case of subject man for current enlistment is enclosed herewith.

S. L. BROWN
By direction

Encl: (1) Transcript of marks

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDER
8TH COAST GUARD DISTRICT
ROOM 328, CUSTOMHOUSE
NEW ORLEANS 16, LA.

P
22 December 1955
GD8/P20-2/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE-3)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

Ref: (a) COMDT (PE-3) ltr dtd 16 DEC 55, MM

1. In compliance with reference (a), a transcript of marks in case of subject man for current enlistment is enclosed herewith.

S. L. BROWN
By direction

Encl: (1) Transcript of marks

1955 DEC 27 13 58
PEA-A

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
10 November 1955
AUTH: 514061

Cancelled

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 January 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

2. You will immediately notify the COMMANDANT (FP-4) of your mailing address and you will thereafter notify the COMMANDANT (FP-4) of any change in that address.

3. Travel expenses incident to the execution of this order are chargeable to Headquarters travel allotment symbol No. 99-20, under the authorization number indicated above. Transportation of dependents and shipment of household goods to your home of selection will be provided at government expense only if completed within one year from date of retirement.

4. Your commanding officer will deliver this order without delay. You will then make an endorsement hereon showing place, time and date of receipt. Upon actual detachment, your commanding officer will further endorse this order to indicate time and date of your departure and your last permanent duty station. You will then retain the order until arrival at your home of selection, at which time a final endorsement must be made by you indicating place, time and date of arrival, and mode of travel utilized. When this final endorsement has been completed, this order should be forwarded to the COMMANDANT (FP-5) for settlement of travel expenses.

R. E. MORELL
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
10 November 1955
AUTH: 514061

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 January 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

2. You will immediately notify the COMMANDANT (FP-4) of your mailing address and you will thereafter notify the COMMANDANT (FP-4) of any change in that address.

3. Travel expenses incident to the execution of this order are chargeable to Headquarters travel allotment symbol No. 99-20, under the authorization number indicated above. Transportation of dependents and shipment of household goods to your home of selection will be provided at government expense only if completed within one year from date of retirement.

4. Your commanding officer will deliver this order without delay. You will then make an endorsement hereon showing place, time and date of receipt. Upon actual detachment, your commanding officer will further endorse this order to indicate time and date of your departure and your last permanent duty station. You will then retain the order until arrival at your home of selection, at which time a final endorsement must be made by you indicating place, time and date of arrival, and mode of travel utilized. When this final endorsement has been completed, this order should be forwarded to the COMMANDANT (FP-5) for settlement of travel expenses.

R. E. MORELL
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

PE-3
16 December 1955
WM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMIC; transcript of marks

1. Inasmuch as WILLIS was given a Special Court Martial on 4 August 1955, it is requested that a transcript of his marks for current enlistment be forwarded to the Commandant (PE-3) as his retirement on 1 January 1956 is pending.

W. B. ELLIS
By direction

BUCHAN: HK - return to 3-13

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

INDIVIDUAL ORDER TO ADJUST PAY RECORD

3-13

NOTED 1/6/14 (PE)

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

HOUR DATE

☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable
☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable
DEPARTURE _____ _____

☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable
☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable
LEAVE OR LIBERTY EXPIRED _____ _____
RETURNED TO COAST GUARD JURISDICTION _____ _____

☐ WITHOUT LEAVE, not excused as unavoidable
☐ OVER LIBERTY, not excused as unavoidable
NUMBER DAYS CHARGED TO LEAVE RECORD _____

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

* *Career Compensation Act of 1949. Statement of service filed in service record.*

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

Reported 1330, 2 December 1955, fm CGC CAHOONE (WSC-1310) for administrative purposes pending retirement on 1 January 1956.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (Number) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN	CHSCLK,W-3,BY DIR.	817-56

SHIP OR STATION	NAME OF A. C. O.
Office, Commander, 8th CG District, New Orleans, La.	"A" "Z" SHOWS, CHPCLK,W-2,USCG

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS,	Otha	L.	211-123	BMLC

01 3-13 FILE
R.B.H.

21 September 1955
A17-6 (CL)
Rep. No. 07934

INVESTIGATION INTO CONDUCT AND ALLEGED OFFENSES OF OTIS L. WILLIS (211-123) BMLC, USCG, WHILE ACTING AS OFFICER-IN-CHARGE OF CG-40474, ON OR ABOUT 1 MAY 1955.

ACTION BY FINAL REVIEWING AUTHORITY

The findings of fact, opinions and recommendations of the attached investigative report and the actions of the convening and reviewing authorities thereon are approved, subject to the comments of the convening and reviewing authorities and to those herein.

It is noted that Willis received a special court-martial as a result of this investigation.

This HQ concurs in the disapproval by the reviewing authority of recommendations (a) and (b). However, HQ considers that no useful purpose will be served in making the investigation a part of Willis' official record since the facts and circumstances surrounding this incident will become a part of his official record by the special court-martial.

K. S. HARRISON
By direction

Certified copies to -

CDR, 8th CGD (dl)
CO, CG Base, Galveston, Tex.

Coast Guard Headquarters
Washington, D.C. SEP 21 1955
Certified to be a true copy.
By direction of the Commandant

E.F. Gallagher
Chief, Boards Section

E.F.Gallagher:rbh

Mailed:

PE-75

Cond't (PE)

16 September, 1955
WSC/P16-3

Commanding Officer
USCGC CAHOONE (WSC-131)
Galveston, Texas

From: Commanding Officer, USCGC CAHOONE (WSC-131)
To: WILLIS, Otis L. (211-123), BMEC, USCG

Subj: Officer of the Deck; Certification for standing of

1. You are hereby certified as qualified to stand duty as Officer of the Deck (In Port) in accordance with Article 1905, CG Regulations. This certificationsapplies only to this vessel.

2. You are directed to perform the duties of Officer of the Deck when assigned as such, in accordance with articles 8-8-1 through 8-8-4, CG Regulations.

W. E. HARRIS

---

14 September, 1955

FIRST ENDORSEMENT to CO, CAHOONE ltr 9-16-55, WSC/P16-3

From: WILLIS, Otis L.(211-223), BMLC, USCG
To: Commanding Officer, USCGC CAHOONE (WSC-131)

I have read and understand this order and hereby acknowledge receipt.

Otis L. Willis

PE-75

...Y DEPARTMENT
...OAST GUARD
...307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

USCG BASE, GALVESTON, TEXAS

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY
3~~4~~ September 1955	CCGD-8/L dtd 8-15-55, GD8/P16-4/MM as amend by CCGD8/L 8-22-55, GD8/P16-4/MM.

RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE
EMCL	7-6-51	JAMES A. ALSUP,	LT, EXECUTIVE OFFICER

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

PE-75

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC CAHOONE (WSC-131)	9-13-55	W. E. HARRIS, LT, CO

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3304 (4-52)
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
APRIL 15, 1952

File
FT

COURT MEMORANDUM

DATE OF OFFENSE	DATE OF MAST	TYPE OF COURT	DATE OF TRIAL
1 May 1955		SPECIAL	4 August 1955

SHIP OR STATION TO WHICH ATTACHED WHEN OFFENSE WAS COMMITTED

U. S. Coast Guard BASE, Galveston, Texas

OFFENSE Charge I: Violation of the UCMJ, Art. 92 - Four Specifications
Charge II: Violation of the UCMJ, Art. 112 - One Specification
Charge III: Violation of the UCMJ, Art. 134 - Two Specifications

FINDING(S) Charge I - Specification 3 - PROVED
Charge I - Specification 4 - PROVED BY PLEA
Charge III - Specification 2 - PROVED

SENTENCE To be restricted to the limits of Coast Guard Base, Galveston, Texas, for a period of thirty (30) days and thirty-five ($35.00) dollars per month for a period of three (3) months to be detained.

DATE AND ACTION OF C. A. Special Court-Martial Order No. 3-55 - CCGD8 dated 22 August 1955
In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

DATE AND ACTION OF SUPERVISORY AUTHORITY OR BOARD OF REVIEW

DATE PUBLISHED
26 August 1955

☒ Marks entered on page 6

In accordance with the approved sentence the authorized certifying officer is authorized and directed to adjust the pay record of the below-named individual as follows:

CHECKAGE (see reverse)	MONTHLY	NO. MONTHS OR DAYS	TOTAL CHECKAGE	EFFECTIVE DATE
Detention	$35.00	-3-	$105.00	1 September 1955
REDUCTION IN RATE	FROM	TO		EFFECTIVE DATE
- - - - - - - -	- - - - - - - - - -	- - - - - - - - - -		- - - - - - - - - - - -

SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
T. F. KNOLL	CDR, USCG - CO	47-56
SHIP OR STATION		NAME OF A. C. O.
U. S. Coast Guard BASE, Galveston, Texas		D. G. SWIDER

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS	Otis	L	211-123	BMC(L)

COURT MEMORANDUM ☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 204171

PE-PR-14

PE-75

General Counsel
Treasury Department
Washington

211-123

ACTION OF THE GENERAL COUNSEL AS SUPERVISORY AUTHORITY
(Pursuant to Sec. 0107 CG Supp. & Par. 94 MCM 1951)

SPECIAL COURT-MARTIAL CASE OF OTIS L. WILLIS, BMLC, USCG

The accused was tried on 3 and 4 August 1955 by a special court-martial appointed by the Commander, Eighth Coast Guard District. By his action dated 22 August 1955 the convening authority approved and ordered executed the sentence of restriction to the limits of the Coast Guard Base, Galveston, Texas, for a period of thirty (30) days, and detention of $35.00 per month for a period of three (3) months.

The record of trial has been reviewed in accordance with the requirements of Article 65(c) UCMJ, and the proceedings, findings and sentence found to be correct in law and fact. The sentence as approved by the convening authority is affirmed.

(Signed) Charles R. McNeill

Acting General Counsel

Dated: Sept. 9, 1955

PE-FR-14

6-55
H. C. Keene, Jr: mac

PE-75

22 August 1955

Special Court-Martial Order No. 3-55

ACTION

"OFFICE OF COMMANDER
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

ACTION OF CONVENING AUTHORITY

In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

/s/ H. W. Stinchcomb
H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

Copy to: dcs
P
CO, CGCNU, Galveston"

H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

CERTIFIED TO BE A TRUE COPY OF THE DUPLICATE ORIGINAL
ON FILE AT OFFICE OF COMMANDER, EIGHTH COAST GUARD DISTRICT:

JOE L. HORNE, Commander, U. S. Coast Guard

Specification 2: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on or about 1 May 1955, while Acting Officer in Charge of the U. S. Coast Guard Cutter 40474, wrongfully accept a gift, to wit: beer, from civilian occupants of motorboats while the said Coast Guard Cutter 40474 was assigned to duty patrolling a cruise of said motorboats from Offats Bayou to Mud Island, Texas.

PLEAS

To Specification 1 of Charge I: Not Guilty.

To Specification 2 of Charge I: Not Guilty.

To Specification 3 of Charge I: Not Guilty.

To Specification 4 of Charge I: Guilty.

To Charge I: Guilty.

To the Specification of Charge II: Not Guilty.

To Charge II: Not Guilty.

To Specification 1 of Charge III: Not Guilty.

To Specification 2 of Charge III: Not Guilty.

To Charge III: Not Guilty.

FINDINGS

Of Specification 1 of Charge I: Motion for finding of not guilty sustained.

Of Specification 2 of Charge I: Not Guilty.

Of Specification 3 of Charge I: Guilty.

Of Specification 4 of Charge I: Guilty.

Of Charge I: Guilty.

Of the Specification, Charge II: Motion for finding of not guilty sustained.

Of Charge II: Motion for finding of not guilty sustained.

Of Specification 1 of Charge III: Not Guilty.

Of Specification 2, Charge III: Guilty.

Of Charge III: Guilty.

SENTENCE

To be restricted to the limits of Coast Guard Base, Galveston, Texas, for a period of thirty (30) days and thirty-five ($35.00) dollars per month for a period of three (3) months to be detained. (No previous convictions considered) (Sentence adjudged 4 August 1955)

OFFICE OF COMMANDER,
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

SPECIAL COURT-MARTIAL ORDER 3-55

Before a Special Court-Martial which convened at Marine Inspection Office, Galveston, Texas, pursuant to Commander, EIGHTH Coast Guard District Appointing Order dated 19 July 1955, as amended by his subsequent letter of 29 July 1955, was arraigned and tried:

ACCUSED

WILLIS, Otis L., 211-123, Boatswain Mate
Chief (lifeboat station), U. S. Coast Guard
Office of Commander, Galveston Group,
Galveston, Texas

CHARGES

Charge I: Violation of the Uniform Code of Military Justice, Article 92.

Specification 1: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474 on or about 1 May 1955, violate a lawful general order, to wit: Section 14-2-1(9), U. S. Coast Guard Regulations, 1940, by receiving beer as a gratuity for service rendered by the Coast Guard Cutter 40474 in patrolling a motorboat cruise from Offats Bayou to Mud Island, Texas.

Specification 2: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by introducing alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Specification 3: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by possessing alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Specification 4: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, violate a lawful general order, to wit: Section 15-2-16, U. S. Coast Guard Regulations, 1940, by using alcoholic liquor, to wit: beer, for beverage purposes on board the Coast Guard Cutter 40474.

Charge II: Violation of the Uniform Code of Military Justice, Article 112.

SENTENCE

Specification: In that Otis L. Willis, boatswain mate chief (lifeboat station) U. S. Coast Guard, Office of Commander, Galveston Group, was, on board the U. S. Coast Guard Cutter 40474, on or about 1 May 1955, found drunk while on duty as Acting Officer in Charge of the said Coast Guard Cutter 40474.

Charge III: Violation of the Uniform Code of Military Justice, Article 134.

Specification 1: In that Otis L. Willis, boatswain mate chief (lifeboat station), U. S. Coast Guard, Office of Commander, Galveston Group, did, on or about 1 May 1955, while Acting Officer in Charge of the U. S. Coast Guard Cutter 40474, wrongfully solicit a gift, to wit: beer, from civilian occupants of motorboats while the said Coast Guard Cutter 40474 was assigned to duty patrolling a cruise of said motorboats from Offats Bayou to Mud Island, Texas.

OFFICE OF COMMANDER
EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
MONDAY, 22 AUGUST 1955

ACTION OF CONVENING AUTHORITY

In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (Lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

H. W. STINCHCOMB
Captain, U. S. Coast Guard
Commander, 8th Coast Guard District
Acting

Copy to: des
p
CO, CGGRU, Galveston

CERTIFIED TO BE A TRUE COPY OF THE DUPLICATE ORIGINAL
ON FILE AT OFFICE OF COMMANDER EIGHTH COAST GUARD DISTRICT:

JOE L. HORNE,
Commander, U. S. Coast Guard

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2560 (REV. 11-53)

FOR ENTRY

APPLICATION FOR LEAVE OF ABSENCE

H (HBF) PBR-71

UNIT	ADDRESS	DATE
Coast Guard Base	Box 358, Galveston, Texas	2 May 1955

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(T)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON: ☒ REGULAR ☐ EMERGENCY	☐ REENLISTMENT ☐ RECRUIT
five (5)	2 May 1955		

ADDRESS ON LEAVE WILL BE 512 S. Cortez St., New Orleans, Louisiana

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis
OTIS L. WILLIS

End.-1 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Date current leave accounting period began	Balance brought forward beginning of present accounting period
1 July 1954	06
Number days' leave used during current accounting period	Date of expiration of current enlistment
03	16 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

James A. Alsup
JAMES A. ALSUP, LT., USCG
EXECUTIVE OFFICER (Signature, grade, and title)

End.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, grade, and title)

End.-3 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

☒ Returned, GRANTED five (5) days.

☐ Returned, NOT GRANTED, because

☒ ADVANCE ☒ ACCRUED Regular Leave.
(Reason for leave)

T. F. KNOLL, CDR., USCG
(Signature, grade, and title)

End.-4 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Departed at 1000, this date. This leave expires before 0900, 8 May 1955

at this unit and is subject to the instructions on the reverse hereof.

James A. Alsup
JAMES A. ALSUP, LT., USCG
EXECUTIVE OFFICER (Signature, grade, and title)

End.-5 Unit: CG BASE, GALVESTON, TEXAS Date 8 May, 1955

Reported at 0755, this date, having used (Five (5)) days' leave.

James A. Alsup
JAMES A. ALSUP, LT., USCG
Executive Officer (Signature, grade, and title)

16—40220-4

(Over)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
CG BASE	BOX 358, GALVESTON, TEX.	21 December 1954

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
three (3)	30 December 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Orange Courts, Galveston, Texas

To Be Checked By Officers Only

☐ I am not a member of any court or board.

☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Otis L. Willis

SIGNATURE OF APPLICANT OTIS L. WILLIS

Ind.-1 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

Date current leave accounting period began 1 July 1954	Balance brought forward beginning of present accounting period 06
Number days' leave used during current accounting period 00	Date of expiration of current enlistment 15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

F.H. SCHONEWOLF, LT., USCG
EXECUTIVE OFFICER (Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

☐ Returned, GRANTED three (3) days. ☐ ADVANCE ☒ ACCRUED Regular (Reason for leave) Leave.

☐ Returned, NOT GRANTED, because

T.F. KNOLL, CDR., USCG
COMMANDING OFFICER (Signature, rank, and title)

Ind.-4 Unit: CG BASE, GALVESTON, TEXAS Date 30 December 1954

Departed at 0100, this date. This leave expires before 0900, 3 January 1955

at this unit and is subject to the instructions on the reverse hereof.

A.H. Polzer BMC
OFFICER OF THE DECK (Signature, rank, and title)

Ind.-5 Unit: CG BASE, GALVESTON, TEXAS Date

Reported at 0800, this date, having used 3 January 1955 days' leave.
three (3)

F.H. SCHONEWOLF, LT., USCG, EXECUTIVE OFFICER (Signature, rank, and title)

10—40220-3

(Over)

PE-3

28 OCT 1954

File 3-13

3-11

Hon. Herbert C. Bonner
Member of Congress
Washington, North Carolina

My dear Mr. Bonner:

I am in receipt of your letter of 18 October 1954 regarding the request for transfer of Otis L. Willis (211-123), chief boatswain's mate (L).

On 21 October 1954 Coast Guard Headquarters disapproved the request for transfer of Willis as it was not in accordance with existing directives.

If Willis feels a hardship exists in his case, he should submit an official request for hardship transfer via his commanding officer together with at least two affidavits from responsible persons who have first-hand knowledge of the facts of his case, showing that the transfer will alleviate the hardship. The hardship must be of such nature that it will be alleviated by his presence for a reasonable length of time, approximately six months, leaving him available for further transfer at that time. Upon receipt of his request at Coast Guard Headquarters, you may be assured that it will be carefully considered and appropriate action taken.

I appreciate your interest in this case and trust that the information set forth herein will explain the Coast Guard's action with respect to the request of Willis.

Very truly yours,

A. C. RICHMOND
Vice Admiral, U. S. Coast Guard
Commandant

PE-68

mailed 10/28/54 ORR

Correspondence;orr Return to 3-13 Prep: 26 Oct., 1954

(Fill in blocks as initialled - do not use for routing)

OFFICE OR DIVISION DESIGNATORS	PE	P	CC	CA	C									
INITIALS OF RESPONSIBLE OFFICERS														
INTRA-OFFICE OR DIVISION INITIALS	am			RKW					284					

504

. BONNER
STRICT, N. C.

HENRY C. OGLESBY
SECRETARY

ASSISTANT SECRETARIES:
BETTY L. COLTRAIN
MARY ANDREWS WHICHARD

HOUSE OF REPRESENTATIVES, U. S.

WASHINGTON, D. C.

Washington, North Carolina

COMMITTEES:
EXPENDITURES IN THE EXECUTIVE DEPARTMENTS
MERCHANT MARINE AND FISHERIES

CHAIRMAN SUBCOMMITTEE ON COAST GUARD
CHAIRMAN SUBCOMMITTEE ON INTER-GOVERNMENTAL RELATIONS
HERBERT SMALL
COMMITTEE COUNCIL

1954 OCT 22 15 24

October 18, 1954

PEA-A

1-1

3-11

Adm. A. C. Richmond, Commandant
United States Coast Guard
Washington 25, D. C.

Re: Otis L. Willis BMLC
(211-123)
Coast Guard Base
Box 358
Galveston, Texas

Dear Admiral Richmond:

It has come to my attention that the above identified Coast Guardsman has filed an application for transfer to the Fifth Coast Guard District, preferably, or to the Third District.

From the information I have it would appear that Willis' transfer would be of mutual benefit to the service man and to the Coast Guard.

Any consideration you may give this request in keeping with your policy will be greatly appreciated.

Sincerely,

Herbert C. Bonner

HCB:maw

We're checking

Okay

Disapproved as not in accordance with existing directive - If he feels he has a hardship etc -

PEA-A

1954 OCT 30 10 31

RECD COAST GUARD OFFICE
OCT 30 1954
TREASURY DEPARTMENT

RKW

PE-2
21 October 1954
MM

File
3-13

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC, USCG; request for transfer; disapproval of

PE-68

1. Subject man's letter of 13 October 1954, file GD/P16-3/MM, with your endorsements thereon, in which he requested a transfer to either the Fifth or Third CG District, is acknowledged and disapproved since it does not meet with the provisions of Article 4-B-35, Personnel Manual.

2. If WILLIS feels his case meets the provisions of Article 4-B-39, Personnel Manual, he may submit a request for a hardship transfer.

3. Advise WILLIS accordingly.

R. E. MORELL
By direction

PE-68

ELLIS:GDW:JS:che ret to 3-13

p
15 October 1954
GD8/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMIC, USCG, ltr of
13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article ~~B-35~~, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

Next Hardship
Does submit
record PM 4-B-39

1954 OCT 21 PEA-P

p
15 October 1954
GDS/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMLC, USCG, ltr of 13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article -B-35, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

p
15 October 1954
GD8/P16-3/MM

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123) BMLC, USCG, ltr of 13 October 1954, GB/P16-3/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE)

Subj: Transfer; request for

Ref: (a) Article -B-35, Personnel Manual

1. Forwarded, disapproved. WILLIS lacks the required six (6) years service in this District as required by reference (a).

S. L. BROWN
By direction

Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

1954 OCT 15 AM 8 12

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	AIOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

A. de ZEEUW
By direction

Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	ALOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

A. de ZEEUW

Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM - - - - - - - - -

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	AIOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

A. de ZEEUW

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	2 APRIL 1954 PE-65

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1C	COMMANDING OFFICER	EXECUTIVE OFFICER

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
TEN (10)	4 April 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE 536 Cortez St., New Orleans, La.

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 2 April 1954

Date current leave accounting period began 7-1-53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 33	Date of expiration of current enlistment 15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

J. J. ARMAND, LTJG, USCG
(Signature, rank, and title)
Executive Officer

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CGC IRIS Date 2 April 1954

☒ Returned, GRANTED 10 days.

☒ ADVANCE ☒ ACCRUED REGULAR Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because

B. R. RYAN, LCDR, USCG
(Signature, rank, and title)

Ind.-4 Unit: CGC IRIS Date 4 April 1954

Departed at 0001, this date. This leave expires before 0750, 15 April 1954

at THIS UNIT and is subject to the instructions on the reverse hereof.

J. J. ARMAND, LTJG, USCG
(Signature, rank, and title)
Executive Officer

Ind.-5 Unit: CGC IRIS Date 15 April 1954

Reported at 0750, this date, having used 10 days' leave.

J. J. ARMAND, LTJG, USCG
(Signature, rank, and title)
Executive Officer

16—40220-3

(Over)

CG-2519 0845

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	6 JANUARY 1954

FROM:	TO:	VIA:
WILLIS, Otis L.(211-123) BMLC	COMMANDING OFFICER	EXECUTIVE OFFICER

The Following Leave is Requested:

Number of Days	To Depart	Reason:
TWELVE (12)	6 January 1954	[X] REGULAR [ ] REENLISTMENT [ ] EMERGENCY [ ] RECRUIT

Address On Leave Will Be 536 Cortez St., New Orleans, La.

[ ] I am not a member of any court or board.
[ ] I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Signature Of Applicant Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 6 January 1954

Date current leave accounting period began 7-1-53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 21	Date of expiration of current enlistment 15 January 1956

[X] FORWARDED, approved [ ] FORWARDED, disapproved, because

J. L. SMITH, LTJG, USCG
Executive Officer

Ind.-2 Unit:
[ ] FORWARDED, approved [ ] FORWARDED, disapproved because

Ind.-3 Unit: CGC IRIS Date 6 January 1954
[X] Returned, GRANTED 12 days.
[ ] Returned, NOT GRANTED, because

[ ] ADVANCE [X] ACCRUED REGULAR Leave.

E. R. RYAN, LCDR, USCG
Commanding Officer

Ind.-4 Unit: CGC IRIS Date 6 January 1954
Departed at 0845, this date. This leave expires before 0750, 19 Jan. 1954
at THIS UNIT and is subject to the instructions on the reverse hereof.

J. L. SMITH, LTJG, USCG
Executive Officer

PE-64

Ind.-5 Unit CGC IRIS Date 18 January 1954
Reported at 2215, this date, having used 12 days' leave.

J. L. SMITH, LTJG, USCG
Executive Officer

(Over)

PE-1
21 December 1953
MM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: Personnel; permanent appointment

1. The provisional ratings of the below named men are hereby made permanent, effective 1 January 1954, with seniority in rating from the dates indicated, provided their conduct and performance of duty since date of recommendation have been satisfactory. Certificates of Appointment are enclosed for delivery to below named men. If permanent appointments are not justified, the enclosed certificates will be returned to the Commandant (PE) for cancellation.

BROWN, Joseph (222-207) BMC(P) - 1-16-46
ROWLAND, William H. (227-002) BMC(P) - 4-16-45
WILLIS, Otis L. (211-123) BMLC(P) - 5-8-43

2. Make necessary entries in service records and on personnel diaries showing issuance of permanent appointments, citing this letter as the authority therefor.

K. O. A. ZITTEL
By direction

Encl: (1) 3-Certificates of Appointment

PE-64

CLABORN:JHC:acd - 184
ret to 3-13

p
23 November 1953

FIRST ENDORSEMENT to CGC IRIS ltr dtd ~~11-19-53~~ 1953 NOV 13 22

From: Commander, 8th CG District
To: Commandant (PE) PEA-A

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Forwarded, approved.

R. ZAVALETA
By direction

OK
perm appt
.fr

UNITED STATES COAST GUARD

P
23 November 1953

FIRST ENDORSEMENT to CGC IRIS ltr dtd 11-19-53

From: Commander, 8th CG District
To: Commandant (PE)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Forwarded, approved.

R. ZAVALETA
By direction

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA
3 NOV 23 AM 8 46

19 November 1953
FILE: P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p) ✓

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Ref: (a) CCGD8/L of 6 November, 1953, GD8/P17-2/MM

1. As requested by reference (a) and in accordance with Article 5-C-31(b), Personnel Manual, it is recommended that the subject named man be permanently appointed Chief Boatswain's Mate Lifeboat Station.

2. As outlined in Article 5-C-30(b) (1) to (6) inclusive, the following recommendations are given:

(a) WILLIS is a leading person of strong character.

(b) WILLIS is capable of directing the work of a force under him and planning details for its best employment.

(c) WILLIS is capable of performing the required duties of his rate both ashore and afloat.

(d) WILLIS is capable of maintaining discipline.

(e) WILLIS has had no mark below 3.5 in proficiency in rate or below 4.0 in conduct during the year immediately preceding.

(f) WILLIS is recommended for permanent appointment.

B. R. RYAN

CC: Willis' S/R
File

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

19 November 1953
P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Ref: (a) CCGD8/L of 6 November, 1953, GD8/P17-2/MM

1. As requested by reference (a) and in accordance with Article 5-C-31(b), Personnel Manual, it is recommended that the subject named man be permanently appointed Chief Boatswain's Mate Lifeboat Station.

2. As outlined in Article 5-C-30(b) (1) to (6) inclusive, the following recommendations are given:

(a) WILLIS is a leading person of strong character.

(b) WILLIS is capable of directing the work of a force under him and planning details for its best employment.

(c) WILLIS is capable of performing the required duties of his rate both ashore and afloat.

(d) WILLIS is capable of maintaining discipline.

(e) WILLIS has had no mark below 3.5 in proficiency in rate or below 4.0 in conduct during the year immediately preceding.

(f) WILLIS is recommended for permanent appointment.

B. R. RYAN

CC: Willis' S/R
File

PE-3
10 December, 1953

Economy Furniture Store Inc.
426 Granby Street
Norfolk, Virginia

Gentlemen:

Reference is made to your letter dated 22 November, 1953, relative to Otis L. Willis.

The files at Coast Guard Headquarters indicate that Otis Lee Willis (211-123) chief boatswain's mate(L), is now attached to the Coast Guard Cutter IRIS(WAGL-395), Galveston, Texas.

Very truly yours,

B. A. SHAW
Chief, Administration Section
Enlisted Personnel Division
By direction of the Commandant

PE-68

mailed
12-11-53
JP

Corres; JP return to 3-13

PHONE 29848

ECONOMY FURNITURE STORE
INCORPORATED

"COMPLETE HOME FURNISHERS"

~~114-118 CHURCH STREET~~ 826 Granby Street
NORFOLK, VA.

November 22, 1953

1953 NOV 30 10 45
PEA-A

Commandant Coast Guard

Washington 25, D. C.

Dear Sir:

We would appreciate if you would forward to us the correct mailing address of Otis L. Willis. The last address we have is: Oregon Inlet Station
Cape Hatteres, North Carolina

Thanking you we remain,

Yours sincerely,

ECONOMY FURNITURE STORE INC

A. W. Posner

A. W. POSNER

AWP:BJT

3-13
FILE

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

1953 NOV 3 10 11

28 October 1953
P16-3/MM

From: Commanding Officer, CGC IRIS (WAGL-395)
To: WILLIS, Otis L. (21[illegible]) BMLC(P), USCG

Subj: Watch Officer; certification as

Ref: (a) CG Regs., Art. 1905
(b) CG Regs., Chapter 8, Part 8

1. You have performed duties as Officer-of-the-Deck in port under the supervision of the Commanding Officer and the Executive Officer. Your manner of performance has been excellent, and your ability to perform these duties is established.

2. In accordance with reference (a) you are hereby certified to be qualified to stand In-Port watches as Officer-of-the-Deck.

3. In performing these duties you shall become conversant with, and be governed by, reference (b).

4. This letter has been made a part of your record. A copy of this letter has been forwarded to Commander, 8th CG District, and a copy has been forwarded for inclusion in your Service Record at Headquarters.

B. R. RYAN

Copy to:
CCGD8(p)
COMD't (PE)

PE-64

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

SANTA ROSA LIFEBOAT STATION

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
5 October 1953	C8CGD/L of 10/1/53, GD8/P16-4/MM, Order No. 090807		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMC(L)	7/6/51	G. W. COLE G. W. Cole	CHBOSN, Commanding Officer

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

PE-64

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC IRIS (WAGL-395)	17 Oct 1953	B. R. RYAN, LCDR, USCG, COMMANDING OFFICER

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

NS 3-13

UNIT	ADDRESS	DATE
SANTA ROSA LIFEBOAT STATION	N, % NAS, Pensacola, Fla.	14 September 1953

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	CO, SANTA ROSA LBS	

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
(15)	(1300) 14 September 1953	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Pilot Station, % NAS, Pensacola, Fla.

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Date current leave accounting period began 7/1/53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 00	Date of expiration of current enlistment 15 January 1956

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

(Signature, rank, and title)

Ind.-2 Unit: SANTA ROSA LBS Date 14 September 1953

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

PE-64

Ind.-3 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

☒ Returned, GRANTED (15) days.

☐ Returned, NOT GRANTED, because ☐ ADVANCE ☒ ACCRUED Regular (Reason for leave) Leave.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-4 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Departed at 1300, this date. This leave expires before 0900-S 30 September 1953

at Wet Slip, NAS, Pensacola, Fla. and is subject to the instructions on the reverse hereof.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-5 Unit: SANTA ROSA LIFEBOAT STATION Date 2 October 1953

Reported at 0800-S, this date, having used fifteen (15) ALREC days' leave.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

16—40220-3

(Over)

PE-3
9 January, 1953

1953 JAN 13 12 41

PEA-A

Zedd Furniture Company, Inc.
1604 Brambleton Avenue
Norfolk, Virginia

Attention: R. J. Melson, Credit Manager

Gentlemen:

Reference is made to your letter dated 3 January, 1953, relative to Otis L. Willis.

The files at Coast Guard Headquarters indicate that Otis Lee Willis (211-123) chief boatswain's mate, is now attached to the Santa Rosa Lifeboat Station, U. S. Coast Guard, c/o Naval Air Station, Pensacola, Florida.

Very truly yours,

W. B. ELLIS, Commander, USCG
Asst. Chief, Enlisted Personnel Division
By direction of the Commandant

Corres: JP return to 3-13

ORR ann

Zedd Furniture Company, Inc.

1604 Brambleton Ave.

Norfolk, Virginia

1953 JAN 5 06 22

January 3, 1953

PE.A-A

Bureau of Personnel
U. S. Coast Guard
Washington, D. C.

Gentlemen:

This office wishes to establish the present ship or station to which Otis L. Willis BM 1C is attached. It will be greatly appreciated if you will furnish us with this information.

Yours Very Truly,

ZEDD FURNITURE COMPANY

R. J. Melson

R. J. Melson,
Credit Manager

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

CG GROUP CAPE HATTERAS (Oregon Inlet LB Station)

7-1-52 4-6-52 Served beyond CLUS aboard CG-36411.

Cyrus Gray
CYRUS GRAY, CBOSN., USCG

RECORD OF TRANSFER

DATE TRANSFERRED		AUTHORITY	
		Order No. 2538-52	
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMLC(P)	7-16-51	CYRUS GRAY Cyrus Gray	CBOSN., CMDR GROUP CAPE HATTERAS

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

OCCGD-8, NEW ORLEANS, LA. Reported this office 25 October 1952 in compliance with basic orders.

R. Zavaleta
R. ZAVALETA
By direction

OCCGD-8, NEW ORLEANS, LA. Departed this office 28 October 1952 enroute to Santa Rosa LBS for assignment to duty.

R. Zavaleta
R. ZAVALETA
By direction

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
SANTA ROSA LBS	20-28-52	G. W. Cole G. W. COLE, CHBOSN, USCG, Commanding O.

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

3-B

PE-2
19 September 1952
MM

SEP 19

REA A

AUTHORIZATION NO. 513941

From: Commandant
To: Commander, 5th CG District (p)

Subj: WILLIS, Otis L. (211-123) BMC(L), USCG; orders, transfer, travel

1. Transfer subject man to report to the Commander, 8th CG District for assignment to duty.

2. Travel necessary to the execution of this order is chargeable against HQ travel allotment symbol 99-20.

3. This order constitutes a permanent change of station for WILLIS from present station to such station as may be assigned by the Commander, 8th CG District.

4. WILLIS should depart your district on or before 16 October 1952. If his leave account warrants, you are authorized to grant WILLIS fifteen (15) days' leave enroute.

B. H. BRALLIER
By direction

Copy to:
COMEIGHTCGD(p)

ELLIS:GAP:AIM:js ret to 3-13

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE
COMMANDER,
FIFTH COAST GUARD DISTRICT
POST OFFICE BOX 540
NORFOLK 1, VIRGINIA

1952 SEP 17

PE.A-A

15 September, 1952

RECEIVED
OFFICE, CHIEF PERSONNEL DIV.
5TH COAST GUARD DIST.
SEP 15 1952

From: Otis L. Willis (211-123) BMC(L)

To: Commandant (PE)
Via: Commander, FIFTH Coast Guard District (p)

Subj: Request for transfer

1. It is requested that I be transferred immediately from Oregon Inlet Lifeboat Station, North Carolina, to any lifeboat station in the Third or Seventh Coast Guard District.

OTIS L. WILLIS

FIRST ENDORSEMENT to ltr of WILLIS, Otis L. (211-123) BMC(L)
15 September 1952

p
16 September 1952
GD5/MM/P16-3

From: Commander, 5th Coast Guard District
To: Commandant (PE)

1. Forwarded. This command strongly recommends that WILLIS be transferred to the 7th Coast Guard District.

2. A Board of Investigation was recently convened to investigate some alleged irregularities at the Oregon Inlet Lifeboat Station at which WILLIS is Officer in Charge. This investigation was convened as a result of rumors of scandalous conduct at the Oregon Inlet Lifeboat Station concerning WILLIS and his immediate family. Although the Board was unable to establish a factual basis for these rumors, it is apparent that the transfer of WILLIS out of the 5th Coast Guard District is in the best interests of both he and the Coast Guard.

3. Information has reached this command that during a tour of duty in the 3rd Coast Guard District, WILLIS had trouble with indebtedness. Therefore, it is recommended that he be sent to the 7th Coast Guard District.

Order 1 BMC(L) dtd 5 Oct 52

J. D. CONWAY,
Chief of Staff

RECEIVED
OFFICE, CHIEF PERSONNEL DIV.
5TH COAST GUARD DIST.
SEP 15 1952

15 September, 1952

From: Otis L. Willis (211-123) BMC(L)

To: Commandant (PE)
Via: Commander, FIFTH Coast Guard District (p)

Subj: Request for transfer

1. It is requested that I be transferred immediately from Oregon Inlet Lifeboat Station, North Carolina, to any lifeboat station in the Third or Seventh Coast Guard District.

OTIS L. WILLIS

- -

FIRST ENDORSEMENT to ltr of WILLIS, Otis L. (211-123) BMC(L)
15 September 1952

p
16 September 1952
GD5/MM/P16-3

From: Commander, 5th Coast Guard District
To: Commandant (PE)

1. Forwarded. This command strongly recommends that WILLIS be transferred to the 7th Coast Guard District.

2. A Board of Investigation was recently convened to investigate some alleged irregularities at the Oregon Inlet Lifeboat Station at which WILLIS is Officer in Charge. This investigation was convened as a result of rumors of scandalous conduct at the Oregon Inlet Lifeboat Station concerning WILLIS and his immediate family. Although the Board was unable to establish a factual basis for these rumors, it is apparent that the transfer of WILLIS out of the 5th Coast Guard District is in the best interests of both he and the Coast Guard.

3. Information has reached this command that during a tour of duty in the 3rd Coast Guard District, WILLIS had trouble with indebtedness. Therefore, it is recommended that he be sent to the 7th Coast Guard District.

J. D. CONWAY,
Chief of Staff

APPLICATION FOR LEAVE OF ABSE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	11 September, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-1230) BMC. (L)	Commander CG Group Cape Hatteras	Officer in Charge Oregon Inlet Lb. Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
6		12 September, 1952	10	10	15 January, 1956 ←

REASON FOR REQUEST: annual leave

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Oregon Inlet Lifeboat Station Date: 11 September, 1952

Leave record indicates balance of 36 days' annual and 0 days' Reenlistment Leave due.

Forwarded [X] APPROVED [ ] NOT APPROVED (because)

Returned [ ] GRANTED [ ] NOT GRANTED (because)

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Cape Hatteras Lb. Station

Ind.-2 Unit: CG Group Cape Hatteras Date: 11 September, 1952

Forwarded [X] APPROVED [ ] NOT APPROVED (because)

Returned [ ] GRANTED [ ] NOT GRANTED (because)

Cyrus Gray
Cyrus Gray, CBMSN
Group Commander
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned [ ] GRANTED [ ] NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date: 12 September, 1952

Departed at 1300 this date. This leave of absence will expire before 0900 19 September, 1952, at Oregon Inlet Lb. Station and is subject to the special instructions indicated on reverse hereof.

Fred W. Gray
Fred W. Gray, BMC. (L)
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: Oregon Inlet Lifeboat Station Date: 19 September, 1952

Reported at 0830 this date, having taken 6 days' leave and 0 days' TT.

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER. in Chg

16—40220-1

[OVER]

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	11 September, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-1230 BMC. (L)	Commander CG Group Cape Hatteras	Officer in Charge Oregon Inlet Lb. Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
6		12 September, 1952	10	10	15 January, 1956

REASON FOR REQUEST:

annual leave

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Oregon Inlet Lifeboat Station Date: 11 September, 1952
Leave record indicates balance of 36 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Cape Hatteras Lb. Station

Ind.-2 Unit: CG Group Cape Hatteras Date: 11 September, 1952
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Cyrus Gray
Cyrus Gray, CPOSN
Group Commander
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date: 12 September, 1952
Departed at 1300 this date. This leave of absence will expire before 0900 19 September, 1952, at Oregon Inlet Lb. Station and is subject to the special instructions indicated on reverse hereof.

Fred W. Gray, BM1. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.
By direction

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: Oregon Inlet Lifeboat Station Date: 19 September, 1952
Reported at 0830 this date, having taken 6 days' leave and 0 days' TT.

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER. in Ch

16—40220-1

[OVER]

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	25 August, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-123)BMC(L)	Commander CG Group Cape Hatteras	Officer-in-Charge Oregon Inlet LB. Station

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
15	29 August, 1952	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Buxton, N. C.

To Be Checked By Officers Only

☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Oregon Inlet Lb. Station Date 25 August, 1952

Date current leave accounting period began 1 July, 1952	Balance brought forward beginning of present accounting period 36 Days
Number days' leave used during current accounting period 0	Date of expiration of current enlistment 15 January, 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

Otis L. Willis, BMC. (L)
Officer-in-Charge
(Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

Cape Hatteras Lb. Station
(Signature, rank, and title)

Ind.-3 Unit: CG Group Cape Hatteras Date 29 August, 1952

☒ Returned, GRANTED 15 days.

☐ Returned, NOT GRANTED, because

☐ ADVANCE ☒ ACCRUED Leave.
(Reason for leave)

Cyrus Gray, CBOSN
Group Commander
(Signature, rank, and title)

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date 29 August, 1952

Departed at 1300, this date. This leave expires before 14 September, 1952

at Oregon Inlet Lifeboat Station and is subject to the instructions on the reverse hereof.

Fred W. Gray
Fred W. Gray, BM1. (L)
By direction
(Signature, rank, and title)

Ind.-5 Unit: Date 9 September, 1952

Reported at ~~1300~~ 0900 this date, having used 10 days' leave.

Otis L. Willis, BMC. (L)
Officer in Charge
(Signature, rank, and title)

16—40220-2

(Over)

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 25

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(P)
MAJOR UNIT NAME REPORTING UNIT	MINOR UNIT NAME LOCATION	LOCATION
CG GROUP CAPE HATTERAS	Buxton, N. C.	13 May, 1952
MAJOR UNIT ITEM NO. OR VESSEL OR ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE OPFAC NO.
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	05-200630

TIME 1700
DATE 5/12/52

REPORTED FROM: TAD, CG Depot Elizabeth City, N. C.
FOR resumption regular duty.

AUTH: CCGD5 Order No. 053132-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

05-28-19

Edison W. Midgett

Edison W. Midgett, BM1
(Commanding.)
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 23

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(P)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~LOCATION~~ DATE
CG GROUP CAPE HATTERAS	Buxton, N. C.	12 May, 1952
~~MAJOR UNIT ITEM NO. OR VESSELS ASSIGNED DISTRICT~~	~~MINOR UNIT ITEM NO.~~ LOCATION	~~DATE~~ OPFAC NO.
ATTACHED: Oregon Inlet LB Station	Rodanthe, N. C.	05-200630

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0445
DATE 5/12/52

TRANSFERRED TO: CG Depot Elizabeth City, N. C.
FOR TAD

AUTH: CCGD5 Order No. 053132-52

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Edison W. Midgett
Edison W. Midgett, BM1
(Commanding.)
By direction.

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 62

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(p)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~DIVISION~~ DATE
CG GROUP CAPE HATTERAS	Buxton, N. C.	29 April, 1952
~~MAJOR UNIT ITEM NO. OR VESSEL ASSIGNED DISTRICT~~	~~MINOR UNIT ITEM NO.~~ LOCATION	~~RATE~~ OPFAC No.
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	05-200630

TIME 1615
DATE 4/24/52

REPORTED FROM: TAD, CG Depot Elizabeth City, N. C.
FOR Resumption regular duty.

AUTH: CCGD5 Order No. 053039-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Cyrus Gray
CYRUS GRAY, CBOSN
(Commanding)
COMDR. GROUP CAPE HATTERAS

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 61

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMLC(p)
~~MAJOR UNIT NAME~~ REPORTING UNIT	~~MINOR UNIT NAME~~ LOCATION	~~LOCATION~~ Date
CG GROUP CAPE HATTERAS	Buxton, N. C.	29 April, 1952
~~MAJOR UNIT ITEM NO.~~ OR VESSEL'S ASSIGNED DISTRICT	~~MINOR UNIT ITEM NO.~~ LOCATION	~~DATE~~ OPFAC No.
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	05-200630

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0700
DATE 4/24/52

TRANSFERRED TO: CG Depot Elizabeth City, Elizabeth City, N. C.
FOR TAD that unit.

AUTH: CCGD5 Order No. 053039-52

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

Cyrus Gray
CYRUS GRAY, CBOSN
(Commanding.)
COMDR. GROUP CAPE HATTERAS

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

File 3-13
L.S.N.S.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PS
11 January, 1952
FILE: L-13

From: Commandant (PS)
To: CO, Oregon Inlet Lifeboat Station
Via: Commander, 5th CG District (p)

Subj: WILLIS, Otis L.(211-123)BMC(L),USCG; National Service Life Insurance, V 14 320 871, Application for Waiver of Premiums, Allotment Adjustment required.

1. Reference is made to subject named man's application for waiver of premiums on his National Service Life Insurance. The following information regarding his insurance has been received from the Veterans Administration:

POLICY NUMBER: V 14 320 871

EFFECTIVE DATE OF WAIVER OF PREMIUMS: 1 September 1951

ALLOTMENT DISCONTINUED EFFECTIVE: August 1951

CORRECT ALLOTMENT STOPPAGE REQUIRED: July 1951

AMOUNT OF ALLOTMENT: $4.25

2. It is therefore requested that a corrected allotment stoppage as indicated above be submitted to Commandant (PS) and that subject named man be recredited for the overcheckage of pay.

3. Advise Commandant (PS) of action that will be taken.

B. V. BALL
By direction

MJM:dec:lis rm 2107

mjm.

C25201

2528B

FILE

APPLICATION FOR SAVINGS BOND ALLOTMENT

From compensation of

WILLIS, Otis L. (211-123) BMC (L)

Monthly allotment in the amount of

EIGHTEEN DOLLARS SEVENTY FIVE CENTS (Words) ($ 18.75 (Figures)) Dollars

PAYABLE TO

Name: Treasurer of the United States

Address: Washington, D. C.

First payment: Month November, 1951

Reason for allotment: (Check one)

Bond a Month X Bond a Quarter

I hereby request and authorize allotment chargeable to my pay, as above.

Otis L. Willis

Rank or rating BMC (L) U. S. C. G.

26 October, 1951

Approved, allotment granted.

CYRUS GRAY, CDOSN

Commanding Officer Oregon Inlet Lb. Sta.

Commander District.

Witnessed and registered 6 November, 1951

Authorized E. E. MELTZ, LCDR, USCG, AUS.

Certifying Officer

INSCRIPTION ON BOND (Leave blank)

R. L. EDMANDS, LTJG, USCG

Authorized Certifying Officer

It is requested that, beginning November, 1951, monthly deductions of $ 18.75 be made so that United States Savings Bonds of $ 25.00, denomination may be issued in the name of

ALIVIA B. WILLIS
(First name, in full) (Middle name or initial if any) (Last name)

Address Buxton, North Carolina

You may name either a co-owner or a beneficiary, but not both.

Co-owner
Mr.
Mrs.
Miss OTIS L. WILLIS
(Given name, in full) (Middle name or initial) (Last name)

Address Buxton, North Carolina

Beneficiary
Mr.
Mrs.
Miss
(Given name, in full) (Middle name or initial) (Last name)

Address

Do you want your bonds held without charge in safekeeping at Treasury Department? Yes No

(See article 260, Pay and Supply Instructions, for places to which bonds may be mailed).

Mail bonds to Alivia B. Willis, Buxton, North Carolina
(Name and Address--Not to be filled in if bonds are to be held for safekeeping)

Signature of purchaser Otis L. Willis BMC (L) Oregon Inlet Lb. Station
Name Rank or Rating Unit

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 5

PE-PR-26

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Oregon Inlet LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-181		5 October, 1951

TIME 1045
DATE 10/5/51

REPORTED FROM: Chicamacomico LB Station, Rodanthe, N. C.
FOR assignment to duty.

AUTH: 5th CG-Dist Order NO. 2320-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-23	

OCT 1 1951 PM 8 52

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

10—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 4

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-187		5 October, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1000
DATE 10/5/51

TRANSFERRED TO: Oregon Inlet LB Station, Rodanthe, N. C.
FOR assignment to duty.

AUTH: 5th CG-Dist Order NO. 2320-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

PE-PR-19

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CHICAMACOMICO, LB STATION	RODANTHE, N.C.	1 SEPTEMBER, 1951.

FROM (REQUESTER):	TO	VIA:
WILLIS OTIS L.(211-123)BMC(L)(P)	COMMANDING OFFICER, CG-GROUP CAPE HATTERAS.	OFFICER IN CHARGE CHICAMACOMICO, LB STATION

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
10	00	6 September, 1951	0	0	16 January, 1957.

REASON FOR REQUEST:

My address on leave will be: Buxton, N.C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
OTIS L. WILLIS.
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CHICAMACOMICO, LB STATION. Date: 1 September, 1951.
Leave record indicates balance of 21 days' annual and 00 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Otis L. Willis
OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
~~COMMANDING EXECUTIVE~~ PERSONNEL OFFICER.

Ind.-2 Unit: CG- GROUP CAPE HATTERAS Date: 1 September, 1951.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

G. H. Meekins
G. H. MEEKINS, CH BOS'N.
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CHICAMACOMICO LB STATION Date: 1 SEPTEMBER, 1951
Departed at 1300/ 6 SEPTEMBER, 1951 this date. This leave of absence will expire before 0830 17 SEPTEMBER, 1951, at CHICAMACOMICO, LB STATION and is subject to the special instructions indicated on reverse hereof.

Otis L. Willis
OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: CHICAMACOMICO LB STATION Date: 17 SEPTEMBER, 1951.
Reported at 0830/ 17 SEPTEMBER, 1951 this date, having taken 10 days' leave and 00 days' TT.

Irvene W. Midgett
IRVENE W. MIDGETT, BMC(L)
~~COMMANDING EXECUTIVE~~ PERSONNEL OFFICER.

16—40220-2 [OVER]

REPORT OF CHANGE IN PERSONNEL No. 45

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

3-13

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMC.(L)(P)
MAJOR UNIT NAME Cape Hatteras Grp Chicamacomico LB Station	**MINOR UNIT NAME**	**LOCATION** Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT 05-187	**MINOR UNIT ITEM NO.**	**DATE** 27 July, 1951

TIME 1750
DATE 7/26/51

REPORTED FROM: 2nd CG-Dist Office, ST. Louis, Mo.
FOR assignment to duty.

AUTH: 5th CG-Dist Order No. 1513-52

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 25

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1.(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
Cape Hatteras Grp Chicamacomico LB Station		Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-187		16 July, 1951

TIME **REPORTED FROM:**
DATE **FOR**

AUTH:

TIME **TRANSFERRED TO:**
DATE **FOR**

AUTH:

CHANGED IN {RANK / RATING} FROM BM1. (L) **TO** BMC.(L) (P) **EFFECTIVE** 16 July, 1951

Transferred on muster Roll 5-8-43

AUTH: H/L, dated 6 July, 1951, file PE-1 MM and Article 561 (1) CG-Regulations.

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	12-Jul-23	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 18

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-179		13 July, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0220
DATE 7/13/51

TRANSFERRED TO: 2nd Coast Guard District Office, St. Louis, Mo.
FOR assignment to duty in flood relief.

AUTH: 5th CG-Dist Order No. 1513-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

PE-1
6 July, 1951
MB

From: Commandant
To: Commander, 5th CG District (p)

Subj: Personnel; advancement in rating

1. Under authority of Article 561 (1), CG Regulations, the below-named men are advanced to the ratings indicated, effective 16 July, 1951, to rank as such from the dates indicated, provided that for one year they have had no mark of less than 3.0 and an average of not less than 3.5 in proficiency in rating and for two years no mark of less than 3.0 and an average of not less than 3.5 in conduct. If advancements are not justified, the Commandant (PE) will be immediately advised.

BURRUS, Alonzo O. (101-569) BM1l to BMlC (provisional) 5-4-43
THOMPSON, James L. (201-551) BM1 to BMC (provisional) 9-1-43
WILLIS, Otis L. (211-123) BM1l to BMlC (provisional) 5-8-43

2. Forward Forms 2599 and make necessary entries in service records showing advancements, citing this letter and Article 561 (1), Regulations as the authority therefor.

B. H. BRALLIER
By direction

RECD JUL 6 - 15 12
PEAA

CORRESP;jhc;em ret to 3-13

REPORT OF CHANGE IN PERSONNEL 70 3-13 No. 4

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-187		4 June, 1951

TIME 1400
DATE 6-/4/51

REPORTED FROM: Norfolk, Va.
FOR resumption of regular duty, TAD. Completed.

AUTH: 5th CG-Dist. Order No. 052411-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 1

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1 (L).

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-189		1 June, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1500
DATE 5/31/51

TRANSFERRED TO: Norfolk, Va.
FOR assignment to temporary additional duty.

AUTH: 5th CG-Dist Order No. 052411-51

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

To 3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG-GROUP CAPE HATTERAS CHICAMACOMICO LB STATION	RODANTHE, N. C.	23 April, 1951

FROM (REQUESTER):	TO	VIA:
Willis Otis L. (211-123) BM1(L)	Commanding Officer CG-Group Cape Hatteras	Officer in Charge, Chicamacomico LB Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
5		23 April, 1951		10	15 January 1952

REASON FOR REQUEST:

Annual Leave

My address on leave will be:

I will immediately inform my commanding officer of any change in address while on leave!

Otis L. Willis
Otis L. Willis, BM1 (L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Chicamacomico LB Station Date: 23 April, 1951
Leave record indicates balance of 16 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Orviss T. O'Neal
Orviss T. O'Neal, BMC (L)
Acting COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG Group, Cape Hatteras, Date: 23 April 1951
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

CH Bosn
G. H. Meeting
CG FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Chicamacomico LB Station Date: 23 April 1951
Departed at 1300 - 23 April 1951 this date. This leave of absence will expire before 0900/ 29 April 1951, at Chicamacomico LB Station and is subject to the special instructions indicated on reverse hereof.

Orviss T. O'Neal
Orviss T. O'Neal, BMC (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon,
Authority:

Signature and rank Title

Ind.-6 Unit: Chicamacomico LB Station Date: 29 APRIL, 1951.
Reported at 0830/ 29 APRIL, 1951 this date, having taken 5 days' leave and 0 days' TT.

Levene M. Midgett
LEVENE M. MIDGETT, BMC (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

16

No. 14

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1.(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Chicamacomico LB Station		Rodanthe, N. C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-187		17 February, 1951

TIME 1400 REPORTED FROM: Cape Hatteras LB Station
DATE 2/17/51 FOR assignment to duty.

AUTH: CO GROUP CAPE HATTERAS. Oak Isle

TIME TRANSFERRED TO:
DATE FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY) PE-PR-23

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins
G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
PE-PR-23		

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 13

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Cape Hatteras LB Station		Buxton, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-191		17 February, 1951

TIME
DATE

REPORTED FROM:
FOR

PE-PR-43

AUTH:

TIME 1300
DATE 2/17/51

TRANSFERRED TO: Chicamacomico LB Station
FOR assignment to duty

AUTH: CO GROUP CAPE HATTERAS

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

1821 CGB SO DH 3:51

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

3-13

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Cape Hatteras LB Station	Buxton, N. C.	2 February, 1951

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1.(L)	CO GROUP CAPE HATTERAS	

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
8		8 February, 1951	2	2	16 January, 1951

REASON FOR REQUEST: Annual Leave.

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Cape Hatteras LB Station Date: 3 February, 1951
Leave record indicates balance of 17 days' annual and ..... days' Reenlistment Leave due.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Cape Hatteras LB Station Date: 7 February, 1951
Departed at 1300, 7 February, 1951 this date. This leave of absence will expire before 0900
0845, 16 February, 1951, at Cape Hatteras LB Station and is subject to the special instructions indicated on reverse hereof.

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: Cape Hatteras LB Station Date: 17 February, 1951
Reported at 0845, 17 February, 1951 this date, having taken 8 days' leave and 1 days' TT.

G. H. Meekins, CBOSN.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-3

[OVER]

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 38-1

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1 (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG BASE		PORTS. VA.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-210440		1/12/51

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1205
DATE 1/4/51

TRANSFERRED TO: O,C5CGD
FOR resumption of duty

AUTH: C5CGD/O 2048-50

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

PE-DR-19

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR., C DR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

3-13 No. 3

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
Cape Hatteras LB Station		Buxton, N. C.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-191		5 January, 1951

TIME 1000
DATE 1/5/50 51

REPORTED FROM: 5th CG-District Office, Norfolk, Va.
FOR assignment to duty.

AUTH: 5th CG-Dist. Order No. 051691-51

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

G. H. Meekins, CBOSN.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-23	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 91

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		5 January, 1951

TIME 1215
DATE 1/4/51

REPORTED FROM: CG Base, Portsmouth, Va.
FOR resumption of regular duty, having departed 1345, 12/6/50 on TAD.

AUTH: Art. 710, Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
XO, By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-2 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 81

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		4 January, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1230
DATE 1/4/51

TRANSFERRED TO: Cape Hatteras Lifeboat Station, Buxton, N. C.
FOR assignment to duty. EDA 1-5-51.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
XO, By direction
(Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

NAV. S. and A. Form 510
Form prescribed by Comptroller General, U. S.
November 3, 1943

Commanding Officer's

PAY RECORD ORDER

File

ENLISTED PERSONNEL, FIFTH CG DISTRICT, NORFOLK, VIRGINIA

(Name and type and number of activity (or unit))

C. O. Order No. 668

Coast Guard Personnel

To DISBURSING OFFICER:

You are hereby authorized and directed to open, adjust or close, as indicated, the pay records of the individuals listed below:

FILE OR SERVICE No.	SURNAME FIRST NAME INITIAL	REASON FOR CHANGE *	1950 (YEAR) From—	To—
211-123	WILLIS, Otis L. (ADM)	Completed (12) - - - - - - - - -	12/26/46	
		Deductible time- - - - - - - -	NONE	
		Disch (H)- - - - - - - - - - -	1/6/47	
		Reenlisted - - - - - - - - - -	1/7/47	
		Deductible time- - - - - - - -	NONE	
		Completed (14) - - - - - - - -	12/26/48	
		Deductible time- - - - - - - -	None	
		Disch (H)- - - - - - - - - - -	1/15/50	
		Reenlisted - - - - - - - - - -	1/16/50	
		Deductible time- - - - - - - -	NONE	
		Completed (16) - - - - - - - -	12/26/50	
		NOW SERVING		
	CC: Service Record Headquarters (PE)			

(D. O. Symbol number)

J. W. BOLDING
By direction
hp 12/26
(Name and signature)

OFFICER (See Art. 2025 (2) N. R.)

* Enter descriptive data of reason for commencement or stoppage of credit in the individual's pay record, date of qualification and monthly or daily rate of credit whenever necessary, i. e., "Subs. @ $1.80 per day, Qtrs. @ $1.25 per day, GRFO—Pract 7/2/43, MstrDvr Qual 3/2/39, Messman, Com. Rats."

16—40145-1

REPORT OF CHANGE IN PERSONN
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

Headquarters

File

No. 105

SURNAME, FIRST NAME, INITIAL		SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.		211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**		**LOCATION**
5TH CG DISTRICT OFFICE			Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**		**DATE**
05-510000			18 December, 1950

TIME
DATE
REPORTED FROM:
FOR

AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

DEC 22 RECD

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY) This Form 2599 corrects Form 2599 No. 105, dated 12/12/50 to read: 11 December, 1950: Brought before a Captain's Mast at this office, this date, for the following offense: (1) Indebtedness. Awarded: Warned.

Art. #3, Manual for Courts-Martial, USCG, 1949.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. GOLDING, LTJG, USCG
Executive Officer
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-14	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

Fley

No. 104

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

DEC 15 RECD

DUTY CODE NO. AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

0900, 11 December, 1950: Records picked up by this office from Tangier Sound Light Station, Tangier, Virginia, for administrative purposes while TAD at the CGBase, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO. AUTH: Art. 710, Regs.

J. W. BOLDING, LTJG, USCG
Executive Officer, By dir.
(Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 102

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
TANGIER SOUND LIGHT STATION		Tangier, Virginia
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
05-300340		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

DEC 15 RECD

DUTY CODE NO. AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

0900, 11 December, 1950: Records picked up by the 5th Coast Guard District Office, Norfolk, Virginia, for administrative purposes while temporary additional duty at the CG Base, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO. AUTH: Art. 710, Regs.

J. W. BOLDING, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40356-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 105

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

Cancelled, corrected by form 2599 dated 12-16-50 F.T.

DEC 15 RECD

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

11 December, 1950: Brought before a Captain's Mast at this office, this date, for the following offenses: (1) Indebtedness, (2) AWOL from Tangier Sound Light Station from 11/29/50 to 1300, 12/6/50. Surrendered to 5th CGD Office, Norfolk, Va., clean, sober and out of uniform, (3) falsifying the Tangier Sound Light Station log.

AWARDED: Summary Court.

DUTY CODE NO.
Art. #3, Manual for Courts-Martial, USCG, 1949.

AUTH:
J. W. BOLDING, LTJG, USCG
Executive Officer
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 42-12

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG BASE		PORTS. VA.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-210440		12/11/50

TIME 1520
DATE 12/6/50

REPORTED FROM: O, C5CGD
FOR tad

AUTH: C5CGD/O 2048-50

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

30 file

PE-PR-10

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR., CDR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED
	PE-PR-14	

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 143

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-510000		13 December, 1950

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. AUTH:

TIME 1345
DATE 12/6/50

TRANSFERRED TO: CG Base, Portsmouth, Virginia
FOR TAD, pending disciplinary action.

DEC 18 RECD

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO. AUTH:

W. B. MILLINGTON, CDR, USCG
(Commanding)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding
PE-PR-14	

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

H-2

APPLICATION FOR LEAVE OF ABSE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
TANGIER SOUND LIGHT STA.	Tangier, Virginia	18 September, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	Commander, 5th CG District	Keeper

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
20		9 October, 1950			

REASON FOR REQUEST:

ANNUAL LEAVE (IN CONJUNCTION WITH COMPENSATORY LIBERTY COMMENCING 3 OCTOBER, 1950)

My address on leave will be: Hatteras, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Tangier Sound Light Station Date: 18 September, 1950
Leave record indicates balance of 1 days' annual and ____ days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

E. B. KING, KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-2 Unit: O, Comdr., 5th CG District (p) Date: 20 September, 1950
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

J. W. BOLDING, LTJG, USCG
By direction
OCGC-FORCE COMDR.-COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Tangier Sound Light Station Date: 9 October, 1950
Departed at 0900 this date. This leave of absence will expire before 0900, 30 October, 1950, at this Light Station and is subject to the special instructions indicated on reverse hereof.

E. B. KING KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: Tangier Sound Light Station Date: 11 October, 1950
Reported at 1330 this date, having taken 2 days' leave and ____ days' TT.

E. B. KING KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

16—40220-3

[OVER]

RECORD OF EMERGENCY DATA FOR THE ARMED FORCES OF THE UNITED STATES

INFORMATION INCLUDED ON THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARIES OF LIFE INSURANCE POLICIES

(See instructions on reverse side of form prior to making entries)

1. DESIGNATOR'S LAST NAME—FIRST NAME—MIDDLE NAME	2. SERVICE NO.	3. GRADE, RANK, OR RATE	4. SERVICE
WILLIS OTIS LEE	211-123	BM1(L)	☐ USA ☐ USN ☐ USAF ☐ USMC ☒ USCG

5. FIRST NAME—MIDDLE NAME—LAST NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (*Person with permanent address is advisable*) — RELATIONSHIP (*If friend, so state*)

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK, VIRGINIA.

THE PERSONS NAMED IN ITEMS 6, 8, AND 9, BELOW ALSO WILL BE NOTIFIED OF THE EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR FOR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS" ON THE REVERSE SIDE.

6. SPOUSE (*First name, middle name, last name*) (*If none, or if deceased or divorced, so state*)	ADDRESS (*Number, street, city, zone, and State*)
ALIVIA BELL WILLIS	831 FAIRFAX AVE, NORFOLK VIRGINIA.

7. CHILDREN — FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE: MARRIED	CHECK ONE: SINGLE	SEX: M	SEX: F	AGE
SHIRLEY MAE WILLIS	831 FAIRFAX AVE NORFOLK, VA.		X		X	12
ALVA KATRENE WILLIS	" " " " "		X		X	11
OTIS LEE WILLIS JR.	" " " " "		X	X		7
EILEEN JANET WILLIS	" " " " "		X		X	5

(*Continue on reverse side*)

8. NAME OF FATHER (*or male guardian*) (*First name, middle name, last name*)	ADDRESS (*Number, street, city, zone, and State*)
WILLIE PIGRAM WILLIS	HATTERAS, N.C.
9. NAME OF MOTHER (*or female guardian*) (*First name, middle name, last name*)	ADDRESS (*Number, street, city, zone, and State*)
SUE WILLIS	HATTERAS, N. C.

IN THE EVENT THAT I AM NOT SURVIVED BY A SPOUSE OR ELIGIBLE CHILD, OR OF THEIR DECEASE OR DISQUALIFICATION BEFORE PAYMENT OF 6 MONTHS' GRATUITY IS MADE, I THEN DESIRE THAT PAYMENT BE MADE TO THE DEPENDENT RELATIVE SHOWN BELOW. (*See instruction 4 on reverse side of form*)

10. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE NORFOLK VIRGINIA.

IN THE EVENT OF DEATH OR DISQUALIFICATION OF THE ABOVE-NAMED DEPENDENT RELATIVE, I THEN DESIGNATE THE ALTERNATE DEPENDENT RELATIVE SHOWN BELOW. (*Other than spouse or child*)

11. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

MRS FULFORD PEELE — SISTER

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N.C.

VOLUNTARY ENTRIES

I REQUEST THAT THE FOLLOWING COMMERCIAL LIFE INSURANCE COMPANIES BE OFFICIALLY NOTIFIED IN CASE OF MY DEATH IN ACTIVE SERVICE. (*The "Policy Number" should be entered if possible, since this information will assist in expediting action by the insurance company should a claim become payable.*)

12. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.
	(*Continue on reverse side*)	

IN THE EVENT THAT I AM LISTED AS MISSING, OR BY OTHER MILITARY CIRCUMSTANCE AM UNABLE TO TRANSMIT FUNDS TO MY DEPENDENTS, IT IS MY DESIRE THAT

13. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*) — RECEIVE EACH MONTH

831 FAIRFAX AVE, NORFOLK VIRGINIA. — ALL % OF MY PAY.

MILITARY ADDRESS	DATE SIGNED	SIGNATURE OF DESIGNATOR
Tangier va TANGIER SOUND LIGHT STATION	1 SEPT. 1950	Otis L Willis OTIS L. WILLIS

DD FORM 1 JAN 50 93 REPLACES NME FORM 93, 1 OCT 43; NAVMC 118 (15 PD); NAVPERS 601, PAGES 7 AND 8; AND NCG 2529, WHICH MAY BE USED UNTIL 1 JANUARY 1951, WHEN THEY WILL ALL BECOME OBSOLETE.

16—61480-1

INSTRUCTIONS

1. This form will be accomplished and maintained current by all officer and enlisted personnel of the armed forces.
2. Disposition of signed copies will be as follows:

Army	Original	To The Adjutant General, Wash. 25, D. C., ATTN: AGPI.
	Duplicate	File in service record or field 201 file.
Air Force	Original	To Headquarters USAF, Air Adjutant General, Wash 25, D. C.
	Duplicate	File in service record or field personnel record (201) file.
Navy	Original	To BuPers, Wash. 25, D. C., ATTN: Casualty Section.
	Duplicate	(*Same as original.*)
	Triplicate	File in service record or officer's qualification jacket at duty station.
Marine Corps	Original	File (*page 15*) of qualification record.
	Duplicate	To CMC, Wash. 25, D.
Coast Guard	Original	To Commandant (P), USC Wash. 25, D. C.
	Duplicate	Place with individual serv record.

3. This form will be accomplished upon initial entry into the service, upon reenlistment, and/or when a change in status occurs which affects information contained in Items 1, 2, 5, 6, or 10 of this form. The individual may file a revised form at any other time that he desires.
4. For the purpose of Items 10 and 11 of this form, fathers, mothers, brothers, and sisters are automatically considered dependent relatives. If other relatives are listed, they must be related to the designator by blood or marriage and be able to prove dependency at time of death of designator.
5. With the exception of Item 6, only names of *LIVING* individuals will be entered on this form.

(Continuation of Item 7)

CHILDREN						
FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE		SEX		AGE
		MARRIED	SINGLE	M	F	
SAME AS REVERSE SIDE.						

(Continuation of Item 12)

FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

REMARKS:

1. DESIGNATOR'S LAST NAME—FIRST NAME—MIDDLE NAME: WILLIS OTIS LEE

2. SERVICE NO.: 211-123

3. GRADE, RANK, OR RATE: BM1(L)

4. SERVICE: ☐ USA ☐ USN ☐ USAF ☐ USMC ☒ USCG

5. FIRST NAME—MIDDLE NAME—LAST NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (*Person with permanent address is advisable*): ALIVIA BELL WILLIS

RELATIONSHIP (*If friend, so state*): WIFE

ADDRESS (*Number, street, city, zone, and State*): 831 FAIRFAX AVE, NORFOLK, VIRGINIA.

THE PERSONS NAMED IN ITEMS 6, 8, AND 9, BELOW ALSO WILL BE NOTIFIED OF THE EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR FOR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS" ON THE REVERSE SIDE.

6. SPOUSE (*First name, middle name, last name*) (*If none, or if deceased or divorced, so state*): ALIVIA BELL WILLIS

ADDRESS (*Number, street, city, zone, and State*): 831 FAIRFAX AVE, NORFOLK VIRGINIA.

7. CHILDREN — FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE: MARRIED	CHECK ONE: SINGLE	SEX: M	SEX: F	AGE
SHIRLEY MAE WILLIS	831 FAIRFAX AVE NORFOLK, VA.		X		X	12
ALVA KATRENE WILLIS	" " " " "		X		X	11
OTIS LEE WILLIS JR.	" " " " "		X	X		7
EILEEN JANET WILLIS	" " " " "		X		X	5

(*Continue on reverse side*)

8. NAME OF FATHER (*or male guardian*) (*First name, middle name, last name*): WILLIE PIGRAM WILLIS

ADDRESS (*Number, street, city, zone, and State*): HATTERAS, N.C.

9. NAME OF MOTHER (*or female guardian*) (*First name, middle name, last name*): SUE WILLIS

ADDRESS (*Number, street, city, zone, and State*): HATTERAS, N. C.

IN THE EVENT THAT I AM NOT SURVIVED BY A SPOUSE OR ELIGIBLE CHILD, OR OF THEIR DECEASE OR DISQUALIFICATION BEFORE PAYMENT OF 6 MONTHS' GRATUITY IS MADE, I THEN DESIRE THAT PAYMENT BE MADE TO THE DEPENDENT RELATIVE SHOWN BELOW. (*See instruction 4 on reverse side of form*)

10. FIRST NAME—MIDDLE NAME—LAST NAME: ALIVIA BELL WILLIS

RELATIONSHIP: WIFE

ADDRESS (*Number, street, city, zone, and State*): 831 FAIRFAX AVE NORFOLK VIRGINIA.

IN THE EVENT OF DEATH OR DISQUALIFICATION OF THE ABOVE-NAMED DEPENDENT RELATIVE, I THEN DESIGNATE THE ALTERNATE DEPENDENT RELATIVE SHOWN BELOW. (*Other than spouse or child*)

11. FIRST NAME—MIDDLE NAME—LAST NAME: MRS FULFORD PEELE

RELATIONSHIP: SISTER

ADDRESS (*Number, street, city, zone, and State*): HATTERAS, N.C.

VOLUNTARY ENTRIES

I REQUEST THAT THE FOLLOWING COMMERCIAL LIFE INSURANCE COMPANIES BE OFFICIALLY NOTIFIED IN CASE OF MY DEATH IN ACTIVE SERVICE. (*The "Policy Number" should be entered if possible, since this information will assist in expediting action by the insurance company should a claim become payable.*)

12. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

(*Continue on reverse side*)

IN THE EVENT THAT I AM LISTED AS MISSING, OR BY OTHER MILITARY CIRCUMSTANCE AM UNABLE TO TRANSMIT FUNDS TO MY DEPENDENTS, IT IS MY DESIRE THAT

13. FIRST NAME—MIDDLE NAME—LAST NAME: ALIVIA BELL WILLIS

RELATIONSHIP: WIFE

ADDRESS (*Number, street, city, zone, and State*): 831 FAIRFAX AVE, NORFOLK VIRGINIA.

RECEIVE EACH MONTH: ALL % OF MY PAY.

MILITARY ADDRESS: TANGIER SOUND LIGHT STATION

DATE SIGNED: 1 SEPT, 1950

SIGNATURE OF DESIGNATOR: OTIS L. WILLIS

DD FORM 1 JAN 50 93 REPLACES NME FORM 93, 1 OCT 43; NAVMC 118 (15 PD); NAVPERS 601, PAGES 7 AND 8; AND NCG 2829, WHICH MAY BE USED UNTIL 1 JANUARY 1951, WHEN THEY WILL ALL BECOME OBSOLETE.

16—61480-1

INSTRUCTIONS

1. This form will be accomplished and maintained current by all officer and enlisted personnel of the armed forces.
2. Disposition of signed copies will be as follows:

Army	Original	To The Adjutant General, Wash. 25, D. C., ATTN: AGPI.
	Duplicate	File in service record or field 201 file.
Air Force	Original	To Headquarters USAF, Air Adjutant General, Wash 25, D. C.
	Duplicate	File in service record or field personnel record (201) file.
Navy	Original	To BuPers, Wash. 25, D. C., ATTN: Casualty Section.
	Duplicate	(*Same as original.*)
	Triplicate	File in service record or officer's qualification jacket at duty station.
Marine Corps	Original	File in service record book (*page 15*) or in officer's qualification record.
	Duplicate	To CMC, Wash. 25, D. C.
Coast Guard	Original	To Commandant (P), USCG Hq., Wash. 25, D. C.
	Duplicate	Place with individual service record.

3. This form will be accomplished upon initial entry into the service, upon reenlistment, and/or when a change in status occurs which affects information contained in Items 1, 2, 5, 6, or 10 of this form. The individual may file a revised form at any other time that he desires.
4. For the purpose of Items 10 and 11 of this form, fathers, mothers, brothers, and sisters are automatically considered dependent relatives. If other relatives are listed, they must be related to the designator by blood or marriage and be able to prove dependency at time of death of designator.
5. With the exception of Item 6, only names of *LIVING* individuals will be entered on this form.

(*Continuation of Item 7*)

CHILDREN FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE MARRIED	 SINGLE	SEX M	 F	AGE
SAME AS REVERSE SIDE.						

(*Continuation of Item 12*)

FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

REMARKS:

16—61480-1 U. S. GOVERNMENT PRINTING OFFICE: 1950—O-873269

active file

Post Office Box 540
Norfolk 1, Virginia

Commander,
5th CG District

28 April, 1950
File: p 73 (pmm)

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

Gentlemen:

The inclosed check in the amount of $80.55 is forwarded to liquidate the indebtedness of Otis L. Willis (211-123) BM1(L), USCG, for rent for the period 27 August through 8 November, 1948. This indebtedness was contacted while Willis and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, N. C.

By direction of the Commander, 5th Coast Guard District.

Very truly yours,

L. G. COLEMAN,
Ship's Clerk, USCG
Morale Officer

Incl.

Otis L. Willis

CC: Commandant (PMM),
U. S. Coast Guard

27 April, 1950
p 73 (pmm)

UNITED STATES COAST GUARD
Post Office Box 540
Norfolk 1, Virginia

ADDRESS REPLY TO
Commander,
5th CG District
REFER TO FILE

27 April, 1950

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PMM)
Via: Commander, 5th CG District (p-pmm)

Subj: Indebtedness; information concerning

Ref: (a) H/L 20 March, 1950, file (PMM-(D)-73)

1. In accordance with reference (a), Headquarters is informed that I made arrangements with my wife to pay $20.00 a month to liquidate my indebtedness to the Public Housing Administration, Housing and Home Finance Agency for rent of an appartment in the Enfield Apartments, Elizabeth City, N. C. My wife was to mail the money each month in the form of a money order until the total indebtedness was liquidated. It was my understanding that she had done so and this indebtedness had been liquidated in accordance with the provisions of my letter to the Commandant (PMM) dated 23 July, 1949.

2. Headquarters is further informed that I have this date made a loan and intend to liquidate my indebtedness to the Public Housing Administration in full.

Otis L. Willis

Ind-1

27 April, 1950
p 73 (pmm)

From: Commander, 5th CG District
To: Commandant (PMM-D)

Forwarded, approved. Headquarters is informed that a check payable to the Public Housing Administration in the amount of $80.55 has been executed and mailed by this office, this date.

L. G. COLEMAN
By direction

Post Office Box 540
Norfolk 1, Virginia

Commander,
5th CG District

27 April, 1950

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PMM)
Via: Commander, 5th CG District (p-pmm)

Subj: Indebtedness; information concerning

Ref: (a) H/L 20 March, 1950, file (PMM-(D)-73)

1. In accordance with reference (a), Headquarters is informed that I made arrangements with my wife to pay $20.00 a month to liquidate my indebtedness to the Public Housing Administration, Housing and Home Finance Agency for rent of an appartment in the Enfield Apartments, Elizabeth City, N. C. My wife was to mail the money each month in the form of a money order until the total indebtedness was liquidated. It was my understanding that she had done so and this indebtedness had been liquidated in accordance with the provisions of my letter to the Commandant (PMM) dated 23 July, 1949.

2. Headquarters is further informed that I have this date made a loan and intend to liquidate my indebtedness to the Public Housing Administration in full.

Otis L. Willis

Ind-1

27 April, 1950
p 73 (pmm)

From: Commander, 5th CG District
To: Commandant (PMM-2)

Forwarded, approved. Headquarters is informed that a check payable to the Public Housing Administration in the amount of $80.55 has been executed and mailed by this office, this date.

L. G. COLEMAN
By direction

Budget Bureau No. 76-R157.1.
Approval expires 11-30-51.

APPLICATION FOR RENEWAL OF INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN

NATIONAL SERVICE LIFE INSURANCE

DO NOT WRITE IN THIS SPACE

INSURANCE NUMBER ASSIGNED

NOTE.—Please read Instructions on reverse before filling out form. Complete every item. Type or use ink. Use separate form for EACH POLICY on which renewal is requested.

1. FIRST NAME - MIDDLE NAME - LAST NAME OF INSURED (*Print or type*)

Otis Lee Willis

2. INSURANCE FILE NO.

FN -

FH -

3. MAILING ADDRESS FOR INSURANCE PURPOSES (*Number and street or rural route, city or post office, zone number, and State*)

831 Fairfax Avenue, Norfolk, Virginia

4. BRANCH OF SERVICE

☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☒ COAST GUARD

5. SERVICE SERIAL NO.

211-123

6. Application is hereby made for renewal of National Service Life Insurance on the Five-Year Level Premium Term Plan, granted under Certificate No. 1 753 604 in the amount of $5,000, for an additional period of five years at the premium rate for my attained age on the effective date of the renewed insurance. It is understood that the renewed insurance, if granted, will become effective on the day immediately following the expiration of the current term period. (*See Instr. 2.*)

7. AMOUNT OF INSURANCE TO BE RENEWED (*See Instruction 1*)

$ 5,000

8. AMOUNT REMITTED WITH THIS APPLICATION

INSURANCE PREMIUM	$
TOTAL DISABILITY INCOME PROVISION PREMIUM (*If any*)	$
TOTAL	$

9. IF TOTAL DISABILITY IS TO BE ADDED OR CONTINUED, CHECK ONE (*See Instruction 3*)

☐ ADDED ☐ CONTINUED

10. METHOD OF PAYMENT OF PREMIUMS (*Complete one*) (*See Instruction 4*)

A. ☐ DIRECT REMITTANCE TO VETERANS ADMINISTRATION

REMITTANCE BY (*Check, draft, money order, postal note, etc., PAYABLE TO THE TREASURER OF THE UNITED STATES*)

PERIOD (*Monthly, quarterly, semiannually, or annually*)

B. *Check one*

☒ ALLOTMENT FROM ACTIVE SERVICE PAY, OR

☐ ALLOTMENT FROM RETIREMENT PAY ADMINISTERED BY THE SERVICE DEPARTMENT

MONTH ALLOTMENT EFFECTIVE: March, 1950

AMOUNT OF ALLOTMENT: $ 4.25

ALLOTMENT MUST BE REGISTERED SEPARATELY WITH SERVICE DEPARTMENT

C. ☐ MONTHLY DEDUCTION FROM VA COMPENSATION, PENSION, OR RETIREMENT PAY

VA FORM 9-887, "AUTHORIZATION FOR DEDUCTION FROM BENEFIT PAYMENTS," SHOULD BE ATTACHED HERETO.

11. BENEFICIARY DESIGNATION (INDICATE WHETHER PRINCIPAL OR CONTINGENT) AND SELECTION OF OPTIONAL SETTLEMENT (*See Instructions 5 and 6*)

COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY (*If married woman, her own first and middle names and husband's last name must be given*)	RELATIONSHIP	AMOUNT	OPTION
Alivia Bell Willis (Principal) 831 Fairfax Ave., Norfolk, Va.	Wife	5,000	#1
Shirley Mae Willis (Cont.) Same as above	Daughter	1,250	#1
Alva Katrene Willis (Cont.) Same as above	Daughter	1,250	#1
Janet Eileen Willis (Cont.) Same as above	Daughter	1,250	#1
Otis Lee Willis, Jr. (Cont.) Same as above	Son	1,250	#1

12. MAIL POLICY TO (*Name and address*)

Otis L. Willis, 831 Fairfax Ave., Norfolk, Virginia

13. WITNESSED BY (*See Instruction 7*)

L. G. COLEMAN, SCLK, USCG

14. SIGNED AT (*Address*) O,C,SCGD Norfolk, Virginia

15. DATE: 4-27-50

16. ADDRESS OF WITNESS

O,C,SCGD, P.O.Box 540, Norfolk, Va.

17. SIGNATURE OF APPLICANT (*Do not print*)

Otis L. Willis

PENALTY.—The law provides that whoever makes any statement of a material fact, knowing it to be false, shall be punished by a fine of not more than $1,000 or by imprisonment for not more than one year or both.

VA FORM OCT 1948 9-1658 EXISTING STOCKS OF VA FORM 9-1658, AUG 1948, WILL BE USED.

16—56869-2

FILE

11 April 1950
PMM 73

From: Commandant (PMM)
To: CO, Tangier Sound Light Station
Via: Commander, 5th CG District (pmp)

Subj: WILLIS, Otis Lee (211-123) BM1 (L) USCG
National Service Life Insurance, Policy No. 1 753 604
Expiration of term insurance

Ref: (a) Headquarters' letter dated 20 February, 1950 (PMM-73)

1. Inasmuch as information requested in reference (a) has not been received, in the absence of information from the insured that he does not wish to continue this insurance, Headquarters has established an administrative allotment as evidenced by the inclosed copies of administrative allotment adjustment forms CG-2528-A and CG-2528. This action was taken in compliance with an agreement with the Veterans Administration to protect the insured until he had had ample opportunity to advise Headquarters regarding his wishes in the matter.

2. The present allotment in the amount of $3.65 has been administratively stopped with last month of payment February, 1950 and an administrative allotment, reflecting the increased premium, in the amount of $4.25 has been placed in effect with the month of first payment March, 1950.

3. Subject named man should be directed to complete the application for renewal (Form VA9-1658) and register the necessary allotment adjustment to comply with the administrative change as authorized by Headquarters. The completed Application for Renewal (VA Form 9-1658) and allotment adjustments (Forms CG-2528-A and CG-2528) should be submitted to Commandant (PMM).

4. Advise Commandant (PMM) of action that will be taken by the insured.

R..M. WEST
By direction

APR 11 1950

Incls.
1. Form CG-2528-A (adm)
2. Form CG-2528 (adm)
3. Cc Ref. (a)

mjm.

mjm:bd Room 2002 sta 2-4

File 3-14 013

20 March, 1950
PMM-(D) 73

From: Commandant
To: Commander, Fifth Coast Guard District (pmp)

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

Ref: (a) HL 13 June, 1949, File: PMM 73
(b) WILLIS' ltr to the Commandant dtd 23 July, 1949

1. Headquarters is in receipt of further correspondence from the Public Housing Administration, Housing and Home Finance Agency, Washington 25, D. C., regarding an indebtedness in the amount of $80.55 for rent for the period 27 August through 8 November, 1948. This indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Records at Headquarters indicate that Willis, in December of 1948, informed the Chief, Military Personnel Section, Fifth Coast Guard District, he would liquidate this debt at the rate of $15.00 per month but that he failed to carry out his promise.

3. Reference (a) again directed that subject man take steps to liquidate this indebtedness. In reference (b), Willis informed the Commandant he would pay $20.00 per month until this indebtedness was liquidated.

4. It appears that subject man is deliberately making an effort to avoid his obligation; and, further, he has failed to comply with orders from Headquarters and the Commander, Fifth Coast Guard District.

5. It is directed that subject man be interviewed and that he be directed to submit a statement to the Commandant relative to his conduct in this instance, and, further, that he be directed to take positive steps to assure himself that this indebtedness is liquidated without further delay. It should be pointed out to Willis that his action in this matter provides ample basis for his discharge as undesirable and that further evidence of bad faith on his part will undoubtedly result in such action on the part of Headquarters.

21 MAR 1950

N. W. SPROW
By direction

20 March, 1950
PMM 73

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

RE: FISCAL:EMG:CA-2

Gentlemen:

Your letter of 9 March, 1950, to Coast Guard Headquarters, in the case of Otis L. Willis (211-123) BM1(L), U. S. Coast Guard, is hereby acknowledged.

Headquarters is again bringing this matter to the attention of Willis' commanding officer.

By direction of the Commandant.

Very truly yours,

21 MAR 1950

N. W. SPROW
Commander, U. S. Coast Guard
Chief, Military Morale Division

Bandini File 3-13

20 March, 1950
PMM-(D) 73

From: Commandant
To: Commander, Fifth Coast Guard District (pmp)

Subj: WILLIS, Otis L. (211-125) BM1(L), USCG; indebtedness

Ref: (a) HL 13 June, 1949, File: PMM 73
(b) WILLIS' ltr to the Commandant dtd 23 July, 1949

1. Headquarters is in receipt of further correspondence from the Public Housing Administration, Housing and Home Finance Agency, Washington 25, D. C., regarding an indebtedness in the amount of $80.55 for rent for the period 27 August through 8 November, 1948. This indebtedness was contracted while subject man and his family were residing in Project NC-51172, Enfield Apartments, Elizabeth City, North Carolina.

2. Records at Headquarters indicate that Willis, in December of 1948, informed the Chief, Military Personnel Section, Fifth Coast Guard District, he would liquidate this debt at the rate of $15.00 per month but that he failed to carry out his promise.

3. Reference (a) again directed that subject man take steps to liquidate this indebtedness. In reference (b), Willis informed the Commandant he would pay $20.00 per month until this indebtedness was liquidated.

4. It appears that subject man is deliberately making an effort to avoid his obligation; and, further, he has failed to comply with orders from Headquarters and the Commander, Fifth Coast Guard District.

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3/21/50

N. W. SPROW
By direction

20 March, 1950
PMM 73

Public Housing Administration
Housing and Home Finance Agency
Washington 25, D. C.

RE: FISCAL:EMG:CA-2

Gentlemen:

Your letter of 9 March, 1950, to Coast Guard Headquarters, in the case of Otis L. Willis (211-123) BM1(L), U. S. Coast Guard, is hereby acknowledged.

Headquarters is again bringing this matter to the attention of Willis' commanding officer.

By direction of the Commandant.

Very truly yours,

3/21/50

N. W. SPROW
Commander, U. S. Coast Guard
Chief, Military Morale Division

PUBLIC HOUSING ADMINISTRATION

HOUSING AND HOME FINANCE AGENCY — WASHINGTON 25, D. C.

March 9, 1950

In reply please refer to
FISCAL:EMG:CA-2

Commander N. W. Sprow
U. S. Coast Guard Headquarters
1300 "E" Street, N. W.
Washington 25, D. C.

Dear Commander Sprow:

Please refer to your letter to this agency, dated June 13, 1949, concerning the indebtedness to the United States of Otis L. Willis (211-123) BM1(L), USCG, in the amount of $80.55, as a result of delinquent rental while residing at Enfield Apartments, Elizabeth City, NC-31172.

To date, we do not have a record of a payment on this account having been received in this office, nor have we received a communication from this Commanding Officer.

As this account is for the period August 27 through November 8, 1948, we are particularly anxious to close our books.

May we please have your cooperation in aiding us to collect this account in full, at an early date.

Sincerely yours,

W. G. LOEFFLER
Comptroller



HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION
NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
WASHINGTON

March 9, 1950

In reply please refer to
FISCAL:EMG:CA-2

Commander N. W. Sprow
U. S. Coast Guard Headquarters
1300 "E" Street, N. W.
Washington 25, D. C.

Dear Commander Sprow:

Please refer to your letter to this agency, dated June 13, 1949, concerning the indebtedness to the United States of Otis L. Willis (211-123) BM1(L), USCG, in the amount of $80.55, as a result of delinquent rental while residing at Enfield Apartments, Elizabeth City, NC-31172.

To date, we do not have a record of a payment on this account having been received in this office, nor have we received a communication from his Commanding Officer.

As this account is for the period August 27 through November 8, 1948, we are particularly anxious to close our books.

May we please have your cooperation in aiding us to collect this account in full, at an early date.

Sincerely yours,

(Signed) Kurt M. Loewy
For
W. G. LOEFFLER
Comptroller

UNITED STATES COAST GUARD

2-4 Files

ADDRESS REPLY TO

REFER TO FILE

U. S. COAST GUARD HDQTRS.
MAIL & RECORDS
SERVICE SECTION
RECEIVED JUL 28 1949 (1)

23 JULY, 1949.

FROM: WILLIS OTIS L. (211-123) BM1(L).,USCG - TANGIER SOUND LIGHT STATION.
TO: COMMANDANT
VIA: COMMANDER 5TH COAST GUARD DISTRICT

SUBJ: Indebtedness; Information Concerning;

1. Reference letter dated 13 June, 1949 in view of the indebtedness which was contracted due to sickness in family while liveing in Project NC-31172 Enfield Apartments, Elizabeth City, North Carolina, uhtill such time as the said indebtedness can be paid in full beginning 1 August 1949 I will pay Twenty ($20.00 per month untill the above is liquidated.

Otis L. Willis.
OTIS L. WILLIS.

Ind-1

27 July, 1949
pmp-73

From: Commander, 5th CG District
To: Commandant (PMM)

Forwarded.

L. R. Chenoweth
L. R. CHENOWETH
By direction

Pendency

13 June, 1949
PEM 73

From: Commandant
To: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

1. Headquarters is in receipt of correspondence from the Public Housing Administration, Washington, D. C., wherein it is alleged that subject man is indebted to the U. S. Government in the amount of $80.55 for rent for the period 27 August to 9 November, 1948. It is further stated that this indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Interview subject man in this matter and call his attention to Commandant's Circular No. 26-47 wherein it is stated that Headquarters expects prompt attention to indebtedness contracted for essentials.

3. Check or money order will be made payable to the Treasurer of the United States and forwarded to the Finance and Accounts Branch, Public Housing Administration, Housing and Home Finance Agency, 518 Eleventh Street, N.W., Washington 25, D. C.

4. Direct subject man to inform Coast Guard Headquarters as to his compliance with this letter.

14 JUN 1949

N. W. SPROW
By direction

13 June, 1949
PMM 73

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 - 11th Street, N.W.
Washington 25, D. C.

Inre File: F&A:EMG:CA-2

Gentlemen:

Your letter of 27 May, 1949, to the Commandant, relative to an indebtedness on the part of Otis L. WILLIS (211-123) BM1(L), USCG, is hereby acknowledged.

Headquarters has, by letter this date, brought this matter to the attention of Willis' Commanding Officer.

By direction of the Commandant.

Very truly yours,

14 JUN 1949

N. W. SPROW
Commander, U. S. Coast Guard
Asst. Chief, Military Morale Division

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION

~~NATIONAL HOUSING AGENCY~~
~~FEDERAL PUBLIC HOUSING AUTHORITY~~

WASHINGTON

RECEIVED G.A.O.
1949 MAY 31 PM 2 35
MAIL ROOM F

returned
RECEIVED
JUN 1 - 1949
G A O
CLAIMS DIVISION

May 27, 1949

In reply please refer to
F&A:EMG:CA-2

211-123
(5th -)
Tangier Sound Island Light Sta

Commandant
U. S. Coast Guard Headquarters
1300 E Street, N. W.
Washington 25, D.C.

Dear Sir:

We respectfully request your help in the collection of rental charges owed by Otis L. Willis, BM1(L) on behalf of his family while residing at Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

The following information may be of assistance to you in identifying the individual:

Otis L. Willis, BM1(L)
Enlisted Personnel
U. S.Coast Guard
Fifth Coast Guard District
P. O. Box 540
Norfolk 1, Virginia
Base Pay $138.00 per month
Wife's allotment $140.00 per month

Former tenant owes the Government $80.55 rent for the period August 27, 1948 to November 9, 1948.

Under date of December 22, 1948, L. R. Chenoweth, Ship's Clerk, USCG, Chief, Military Personnel Section, U. S. Coast Guard, Norfolk, Virginia directed a letter to the Housing Manager at our project located at Elizabeth City, North Carolina. Below is an excerpt from that letter:

"You are informed that Otis L. Willis has been informed and acknowledged this indebtedness to be just. He has stated that he will begin liquidation of this debt 1 January 1949, and will continue payments thereon at the rate of $15.00 per month until the account is settled.

By direction of the Commander, 5th Coast Guard District."

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

To date we have not received a single payment from Mr. Willis. Therefore, we would greatly appreciate any effort you may make to aid us in effecting collection of this account. Check or money order should be made payable to the Treasurer of the United States and forwarded to the following address:

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 Eleventh Street, N. W.
Washington 25, D. C.

Thank you for your cooperation.

Sincerely yours,

for Kurt M. Loewy, Director
Finance and Accounts Branch

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION
NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
WASHINGTON

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

May 27, 1949

In reply please refer to
PHA:EMG:CA-2

Commandant
U. S. Coast Guard Headquarters
1300 E Street, N. W.
Washington 25, D.C.

Dear Sir:

We respectfully request your help in the collection of rental charges owed by Otis L. Willis, BM1(L) on behalf of his family while residing at Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

The following information may be of assistance to you in identifying the individual:

Otis L. Willis, BM1(L)
Enlisted Personnel
U. S.Coast Guard
Fifth Coast Guard District
P. O. Box 540
Norfolk 1, Virginia
Base Pay $138.00 per month
Wife's allotment $140.00 per month

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By direction of the Commander, 5th Coast Guard District."

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Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 Eleventh Street, N. W.
Washington 25, D. C.

Thank you for your cooperation.

Sincerely yours,

Kurt M. Loewy, Director
Finance and Accounts Branch

RUN // — TO — 308
GENERAL ACCOUNTING OFFICE
CLAIMS DIVISION
WASHINGTON 25, D. C.



OAST GUARD

SUPPLY BASE
,N.C.

23 May,1948

) BM1 (L) USCG.

ircraft Repair & Supply Base,
N.C.

e from Otis L. Willis
$6.00 for rent.
e.
. D C Clark
E. Burgess St.
-4.
S, OTIS L.

23 May,1948

CG-Aircraft Repair & Supply Base,
Elizabeth City,N.C.

diquarters record, with the information
LLIS have been inquired into, and as a
beyond his control, a morale fund loan
r payment of this debt is enclosed.

T.F. EPLEY
Acting.

6.

HOUSING & HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION
~~NATIONAL HOUSING AGENCY~~
~~FEDERAL PUBLIC HOUSING AUTHORITY~~
WASHINGTON, D. C.

OFFICIAL BUSINESS

U. S. OFFICIAL MAIL AND MESSENGER SERVICE

RUN 11 —TO:— STOP 308
GENERAL ACCOUNTING OFFICE
CLAIMS DIVISION
WASHINGTON 25, D. C.

UNITED STATES COAST GUARD

ADDRESS REPLY TO
CG-AR&SB
E. City, N.C.
REFER TO FILE (CG-73)

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City, N.C.

23 May, 1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

...Officer, CG-Aircraft Repair & Supply Base,
...beth City, N.C.

May 20 1948. Received from Otis L. Willis in full payment $86.00 for rent. $1.82 telephone bill.

Mrs. N C Clark.
701 E. Burgess St.

file with case MM 2-4.

WILLIS, OTIS L.

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City, N.C. 23 May, 1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.
To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

UNITED STATES COAST GUARD

ADDRESS REPLY TO
CG-AR&SB
E. City, N.C.
REFER TO FILE (CG-73)

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City, N.C.

23 May, 1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

Via: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.

Subj: Indebtedness for rent service; liquidation of

Ref: (a) Headquarters letter 7 May, 1948 (CG-73)(PMM)

1. The indebtedness referred to in reference (a) is acknowledged by me to be a just debt, which has been discharged by me to the full and complete satisfaction of Mr. N.C. Clark of 701 E. Burgess Street, Elizabeth City, N.C.

2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to ~~sick~~ SICKNESS in my family resulting in additional expense.

Otis L. Willis
(211-123) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City, N.C. 23 May, 1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.
To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

CG-AR&SB
E. City,N.C.
(CG-73)

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City,N.C.

23 May,1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

Via: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City,N.C.

Subj: Indebtedness for rent service; liquidation of

Ref: (a) Headquarters letter 7 May,1948 (CG-73)(PMM)

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2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to ~~sick~~ SICKNESS in my family resulting in additional expense.

Otis L. Willis
(211-123) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City,N.C.

23 May,1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City,N.C.
To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

(PMM)

7 May, 1948
CG-73

Mrs. N. C. Clark
701 E. Burgess Street
Elizabeth City, North Carolina

Dear Mrs. Clark:

Your letter of 5 May, 1948, to Coast Guard Headquarters in reference to WILLIS, Otis L. (211-123) BM3 (L), is hereby acknowledged.

Headquarters has this date written a letter to WILLIS' Commanding Officer calling this matter to his attention. Should you fail to hear from WILLIS within a reasonable length of time, again inform Headquarters and further action will be taken.

By direction of the Commandant.

Very truly yours,

5/7/48

N. W. SPROW
Commander, USCG
Asst. Chief, Military Morale Division

WEST:oob Return to 2002 2-4

(PMM)

7 May, 1948
CG-73

From: Commandant
To: Commanding Officer, Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Via: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L.(211-123) BM3 (I); Non-payment of debts

1. Headquarters is in receipt of correspondence from Mrs. N. C. Clark, 701 E. Burgess Street, Elizabeth City, North Carolina, wherein it is alleged that subject man is indebted to her in the sum of $86.00 for rent for the month of March and three weeks in the month of April.

2. Interview subject man in this matter and direct his attention to the provisions of Commandant's Circular No. 26-47 regarding the obligation of all service personnel to pay debts incurred for the necessities of life such as food and rent. If subject man admits this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

5/7/48

N. W. SPROW
By direction

WEST:oob Return to 2002 2-4

To The Captain,
Commandant U.S. Coast Guard,

I am filing a claim against Mr & Mrs Otis Willis & four children. for house rent $86.00. Month March & three weeks in april, 1948. rates $6.00 per month. he is a coast guard man a stationed at Municipal air Port on Weeksville Rd about four miles from Elizabeth City N.C. also two long distance phone calls $1.44, I cant live on promis and that is all they give me for the last seven weeks, I want you to please help me get my money for I need it

Lastly, they have moved out to the Endfield apt was very lucky to get red of them

Sincerely

Mrs N.C. Clark.
701 E. Burgess St
Elizabeth City N.C.

5-month
5-day-1948

MAY, 1948

IN ACCOUNT WITH

THE NORFOLK & CAROLINA TELEPHONE & TELEGRAPH CO.

General Office:

103 S. ROAD ST., ELIZABETH CITY, N. C.

TOLL CHARGES 24C AND UNDER | 25C AND OVER

TELEGRAMS AND CODE

MRS. N. C. CLARK 1128-W
701 E. BURGESS ST.
ELIZABETH CITY, N. C.

Exchange Service	$	2.50
U. S. Govt. Exchange Service Tax 15%	$	.38
Toll Service (as per statement)	$	1.15
U. S. Govt. Toll Message Tax	$	.29
Other Charges or Credits	$	
Total Service Charges	$	
Directory Advertising	$	
Total	$	
Credit Deductions	$	
Total Amount Due	$	4.32

When paying at the Company's Office
PLEASE BRING THIS BILL

RECEIVED PAYMENT

The Norfolk & Carolina Telephone & Telegraph Co.

Per .....

N & C TEL & TEL CO PAID MAY 5 1948 ELIZABETH CITY, N. C.

NOTICE

This bill is due and payable on the 1st day of each month, in advance. If not paid before the 10th, service is subject to suspension. When service has been suspended for non-payment of charges, restoration of service is made only upon payment of the charges due, and in addition a restoration charge of $1.00.

MAY, 1948

IN ACCOUNT WITH

THE NORFOLK & CAROLINA TELEPHONE & TELEGRAPH CO.

General Office:

103 S. ROAD ST., ELIZABETH CITY, N. C.

MRS. N. C. CLARK 1128-W
701 E. BURGESS ST.
ELIZABETH CITY, N. C.

Exchange Service	$	2.50
U. S. Govt. Exchange Service Tax 15%	$	.38
Toll Service (as per statement)	$	1.15
U. S. Govt. Toll Message Tax	$	.29
Other Charges or Credits	$	
Total Service Charges	$	
Directory Advertising	$	
Total	$	
Credit Deductions	$	
Total Amount Due	$	4.32

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DATE	PARTY WHO TALKED	PLACE	MINUTES	TELEGRAMS AND CODE	TOLL CHARGES 24C AND UNDER	TOLL CHARGES 25C AND OVER
3 31		23912 Nkk	4	P		60
4 1		39579 - Nkk -	5	P		55
						1 15
						29

TOTAL TOLL CHARGES

TOTAL TAX

Long Distance Calls 24c and under are taxed at 15%, 25c and over 25%.

(OVER)

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 3-59

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-007		16 March, 1950

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0845
DATE 7 March, 1950

TRANSFERRED TO: Dptd. via CGC BLACKROCK for Tangier Lt. Sta.
FOR resumption of regular duty.

AUTH: Condt. Circ. 31-47

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

PE-PR-19

E. A. COFFIN, JR., CDR, USCG.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-8 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 3-16

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-007		14 March, 1950

TIME 0830
DATE 3/3/50

REPORTED FROM: comp.liberty
FOR awaiting transportation to Tangier Lt.Sta. for resumption of duty.

AUTH: ComCir. 31-47

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR. CDR.
(Commanding.)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL
TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 439

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
5CGD		13 March, 1950

TIME 0855
DATE 3/7/50
REPORTED FROM: CG Base, Portsmouth, Virginia
FOR transportation to Tangier Sound Light Station for resumption of regular duty.

AUTH: Art. 5043, P.I.

TIME 0915
DATE 3/9/50
TRANSFERRED TO: Tangier Sound Light Station, Tangier, Virginia
FOR resumption of regular duty. Transportation completed.

AUTH: Art. 5043, P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

FILE

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

20 February, 1950

FILE: 73 PMM

From: Commandant
To: WILLIS, Otis Lee (211-123),BM1(L)
Via: 1. Commander, 5th CG District (pmp)
2. Commanding Officer, Tangier Sound Light Station, Tangier, Virginia.
Subj: National Service Life Insurance, Policy No. 1 753 604
Expiration of term insurance.

1. There is herewith forwarded a notification from the Veterans Administration that the $5,000 level term National Service Life Insurance issued under policy number N 1 753 604 will expire on 31 March, 1950. In order that you may continue to have the protection of this insurance, it must be renewed or, if you prefer, it may be converted to one of the six permanent plans, i.e., Ordinary Life, 30-Payment Life, 20-Payment Life, 20-Year Endowment, Endowment at age 60 or Endowment at age 65.

2. In view of the fact that the application for renewal of insurance on the five-year level term plan or application for converted insurance must reach the Veterans Administration before the expiration of the current term period, you are urged to take immediate steps toward completing the application and making the necessary allotment adjustment.

3. There is in effect at the present time an allotment of your pay in the amount of $3.65 per month for premiums on National Service Life Insurance as follows:

$3.65 - $5,000 term insurance N 1 753 604 effective 1 April,1942.

If insurance is renewed, the new allotment should be $4.25. Your authorized certifying officer should be instructed to discontinue the $3.65 allotment with the month of last payment February, 1950 and to establish the new allotment, reflecting the increased premium, effective with the month of first payment March, 1950.

4. The completed application, in duplicate, together with the necessary allotment adjustment (Forms CG-2528 and CG-2528A) should be forwarded to the Commandant (PMM) for transmittal to the Veterans Administration.

5. Advise Commandant (PMM) of action that will be taken by you in connection with your National Service Life Insurance.

R.M. WEST
By direction

Incls.
1. VA ltr FL9-355
2. Form VA9-1658
3. Form VA9-358

MJM:lis rm 2002 2-4

FEB 20 1950

mjm.

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 40

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
TANGIER SOUND LIGHT STATION		Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-083		3 February, 1950

TIME 0940
DATE 2/2/50

REPORTED FROM: CG Base, Portsmouth, Virginia
~~FOR~~ via: CGC BARBERRY for assignment to duty.

AUTH: Art. 710, Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

PE-PR-23

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 1-272

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-007		1 Feb. 1950

TIME 0950
DATE 1/30/50

REPORTED FROM: Office, Cdr. 5th CG District
FOR further transfer to Tangier Sound Light Station.

AUTH: CCGD5/O #194-50

TIME 0900
DATE 1/31/50

TRANSFERRED TO: CGC BARBERRY
FOR transportation to Tangier Sound Light Station

AUTH: CCGD5/O #194-50

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

PE-PR-19

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

E. A. COFFIN, JR.
(Commanding.)

jb

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 390

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-001		1 February, 1950

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 0930
DATE 1/30/50

TRANSFERRED TO: CG Base, Portsmouth, Virginia
FOR TAD and further transfer to Tangier Sound Light Station for assignment to duty.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

3-13

FILE
E. P. H.

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PMM) WASHINGTON 25, D. C.
REFER TO FILE 73

24 January, 1950

From: Commandant
To: Commander, 5th CG District (pmp)
Via:

Subj: WILLIS, Otis L. (211-123) BM1(L); good conduct awards, information relative to.

1. In reply to your 18 January, 1950, file pmp 73, 783, you are informed that the subject man's record indicates his eligibility for good conduct awards for his active service from 27 December, 1934, is as follows:

THROUGH	UNIT	ENTITLED TO
9-30-38		(b)
9-30-41	Ditch Plain Lifesta	Medal
9-30-44	Freeport Station	Bar
1-7-47		(a)

L. R. GREENLEAF

(a) Creditable toward a good conduct award.
(b) Not creditable, low conduct marks.
(c) Not creditable, did not reenlist within three months.
(d) Not creditable until he reverts to his enlisted status.
(e) Not creditable, out of the service.
(f)

2. His marks in proficiency in rating and conduct from to the end of his enlistment, are:

DATE	PROFICIENCY	CONDUCT	DATE	PROFICIENCY	CONDUCT

3. The above awards have not been issued to WILLIS.

N. W. SPROW
By direction

COPY 1784 CMM

UNITED STATES COAST GUARD

ADDRESS REPLY TO THE
COMMANDER,
FIFTH COAST GUARD DISTRICT
POST OFFICE BOX 540
NORFOLK 1, VIRGINIA

18 January, 1950
FILE: pmp-73, 783

U. S. COAST GUARD HDQTRS.
MAIL & RECORDS
SERVICE SECTION
RECEIVED JAN 20 1950 (1)

From: Commander, 5th Coast Guard District
To: Commandant (PMM)

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; Good Conduct awards; request for information concerning

1. It is requested that this office be informed of the periods of creditable service for which subject-named man is entitled to Good Conduct awards.

2. Inasmuch as the current service record of WILLIS does not indicate any previous issuance of Good Conduct awards, it is further requested that this office be advised if WILLIS was ever previously issued a Good Conduct Medal and/or Good Conduct bar.

L. R. CHENOWETH
By direction

Mod del
9-30-41
Ditch Claim Lifesta
1st Enl 12-27-34
Bar del
9-30-44
Freeport Sta
3.5 on 12-31-35
HD 1-5-38
Re 1-6-38
3.5 on 9-30-38
HD 1-6-41
Re 1-7-41
4.0
HD 1-6-47
Re 1-7-47

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

10

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
O, Comdr.,5th CG District	Norfolk, Virginia	16 January, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	O,Comdr.,5th CGD (pmp)	—

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
13		16 January, 1950	Reenlisted 1/16/50		16 January, 1955

REASON FOR REQUEST:
REENLISTMENT LEAVE

My address on leave will be: 831 Fairfax Avenue, Norfolk, Virginia

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
Otis L. Willis, BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950
Leave record indicates balance of 00 days' annual and ..... days' Reenlistment Leave due.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950
Departed at 1630 this date. This leave of absence will expire before 0900, 30 January, 1950, at this office and is subject to the special instructions indicated on reverse hereof.

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: O, Comdr., 5th CG District (pmp) Date: 30 January, 1950
Reported at 0845 this date, having taken 13 days' leave and ..... days' TT.

A. N. Ward
A. N. WARD, LTJG, USCG
By direction
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-1

[OVER]

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 163

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-001		17 January, 1950

TIME
DATE
REPORTED FROM:
FOR

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

15 January, 1950: Issued HONORABLE DISCHARGE by reason of expiration of enlistment and extension thereof (enlistment extended for a period of nine (9) days for hospitalization in order to meet physical qualification for reenlistment).

16 January, 1950: Reenlisted in the RE Coast Guard for a period of six (6) years in the rating of BM1(L).

RE-PR-19

DUTY CODE NO.
Arts. 589(1), 591(3) CG Regs and PC 19-48

AUTH:
A. N. WARD, LTJG, USCG
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONN

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 159

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
TANGIER SOUND LIGHT STATION		Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-083		17 January, 1950

TIME
DATE — REPORTED FROM:
FOR

AUTH:

TIME
DATE — TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

9 January, 1950: Effective this date, records picked up by the office Commander, 5th Coast Guard District for administrative purposes while AH, USMH, Norfolk, Va.

AUTH: Art. 710, Regs.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSON

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 160

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5CGD		Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-001		17 January, 1950

TIME
DATE — REPORTED FROM:
FOR

AUTH:

TIME
DATE — TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

9 January, 1950: Effective this date, records picked up at this office from the Tangier Sound Light Station for administrative purposes while AH, U. S. Marine Hospital, Norfolk, Virginia.

AUTH: Art. 710, Regs.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

A. N. WARD, LTJG, USCG
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

File
3-14
MB

13 June, 1949
PSM 73

From: Commandant
To: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG; indebtedness

1. Headquarters is in receipt of correspondence from the Public Housing Administration, Washington, D. C., wherein it is alleged that subject man is indebted to the U. S. Government in the amount of $80.35 for rent for the period 27 August to 9 November, 1948. It is further stated that this indebtedness was contracted while subject man and his family were residing in Project NC-31172, Enfield Apartments, Elizabeth City, North Carolina.

2. Interview subject man in this matter and call his attention to Commandant's Circular No. 26-47 wherein it is stated that Headquarters expects prompt attention to indebtedness contracted for essentials.

3. Check or money order will be made payable to the Treasurer of the United States and forwarded to the Finance and Accounts Branch, Public Housing Administration, Housing and Home Finance Agency, 518 Eleventh Street, N.W., Washington 25, D. C.

4. Direct subject man to inform Coast Guard Headquarters as to his compliance with this letter.

14 JUN 1949

N. W. SPROW
By direction

15 June, 1949
PMM 73

Finance and Accounts Branch
Public Housing Administration
Housing and Home Finance Agency
518 - 11th Street, N.W.
Washington 25, D. C.

Inre File: F&A:EMC:CA-2

Gentlemen:

Your letter of 27 May, 1949, to the Commandant, relative to an indebtedness on the part of Otis L. WILLIS (211-123) BM1(L), USCG, is hereby acknowledged.

Headquarters has, by letter this date, brought this matter to the attention of Willis' Commanding Officer.

By direction of the Commandant.

Very truly yours,

14 JUN 1949

N. W. SPROW
Commander, U. S. Coast Guard
Asst. Chief, Military Morale Division

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 000414

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
5CGD		29 March, 1949

TIME 1330
DATE 3/23/49

REPORTED FROM: Tangier Sound Light Station
FOR transportation ashore for compensatory liberty.

DUTY CODE NO.

AUTH: Art. 5043 P.I.

TIME 1645
DATE 3/23/49

TRANSFERRED TO: Reedville, Va.
FOR compensatory liberty. Transportation completed.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.

AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO.

AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

FEA-E 18

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 3-032

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
COAST GUARD BASE		Portsmouth, Va.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
05-007		9 March, 1949

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. 04-D AUTH:

TIME 0935
DATE 3 March, 1949

TRANSFERRED TO: CG-65027-D
FOR transportation to TANGIER SOUND LIGHT STATION

AUTH: Com Cir-31-47

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

PEA-E
18

DUTY CODE NO. AUTH:

J. T. Hagglove
J. T. HAGGLOVE, LCDR
Acting (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 000077

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CGC BLACKROCK		Portsmouth, Va.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
5CGD		8 March, 1949

TIME 1100
DATE 2/10/49
REPORTED FROM: Tangier Sound Light Station, Tangier, Va.
FOR transportation for compensatory liberty.

DUTY CODE NO.
AUTH: Art. 5043 P.I.

TIME 1715
DATE 2/10/49
TRANSFERRED TO: Portsmouth, Va.
FOR compensatory liberty. Transportation completed.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

PEA-E 18

DUTY CODE NO.
AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL				
Rate	Pay Grade	District	Foreign Domestic	Duty

OFFICER PERSONNEL			
District	Sea Shore	Foreign Domestic	Duty

RECORDS	
Posting	Coding

MACHINE ACCOUNTING
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 2-208

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
COAST GUARD BASE		Portsmouth, Va.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-007		4 March, 1949

TIME 0900
DATE 28 February, 1949

REPORTED FROM: leave
FOR transportation to TANGIER SOUND LIGHT STATION

DUTY CODE NO. 04-D AUTH: CC-31-47

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO. AUTH:

J. T. Haggllove
J. T. HAGGLOVE, LCDR
Acting (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL				
Rate	Pay Grade	District	Foreign Domestic	Duty

OFFICER PERSONNEL			
District	Sea Shore	Foreign Domestic	Duty

RECORDS	
Posting	Coding

MACHINE ACCOUNTING
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 000236

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CGC BLACKROCK		Portsmouth, Va.
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
5CGD		17 Feb., 1949

TIME 1100
DATE 2/10/49
REPORTED FROM: Tangier Sound Light Station
FOR transportation ashore for compensatory liberty.

DUTY CODE NO. AUTH: Art. 5043 P.I.

TIME 1715
DATE 2/10/49
TRANSFERRED TO: CG Base, Portsmouth, Va.
FOR compensatory liberty.

AUTH: Art. 5043 P.I.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

PEA-E 18

DUTY CODE NO. AUTH:

L. R. CHENOWETH
Chief, Military Personnel Section
By direction (Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599)Rev: 6-45

NO. 000289

SURNAME, FIRST NAME, INITIAL	Service No.	Present Rank or Rate
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME Light Sta 5th Dist. TANGIER SOUND LIGHT STATION	Minor Unit Name	Location Tangier, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DIST 05-083		Date 30 November, 1948

Time 1200
Date 11/27/48

Reported from: CG Aircraft Repair & Supply Base, Elizabeth City, N.C.
~~XXX~~ VIA: Comdr., 5th CGD, Norfolk, Virginia, for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

Duty Code No. Auth: H/L 11/17/48 PE-A-73

Time
Date

Transferred to:
for

Auth:

Change in rank rating frm _____ to _____ Effective _____

Duty Code No. Auth:

OTHER CHANGES (specify)

Duty Code No. Auth:

L. R. CHENOWETH,
Chief (Commanding) Personnel Section,
By direction.

hp

SPACE BELOW IS FOR HQ USE ONLY

ENLISTED PERSONNEL

Rate	Pay Grade	Dist.	Foreign Domestic	Duty
102		05	2	

Officer Personnel

Dist.	Sea Shore	Foreign Domestic	Duty
	250	083	

RECORDS

Posting 130

Coding

MACHINE ACCOUNTING

CODED

Punched

Verified

dfm

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599)Rev: 6-45

NO. 000290

SURNAME, FIRST NAME, INITIAL	Service No.	Present Rank or Rate
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	Minor Unit Name	Location
DISTRICT OFFICE, 5CGD		Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DIST		Date
05-001		30 November, 1948

Time 1530
Date 11/23/48 Reported from: CG Aircraft Repair and Supply Base, Elizabeth City,NC for further transfer to Tangier Sound Light Station, Tangier, Va., for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

Duty Code No. Auth: H/L 11/17/48 PE-A-73

Time 0900
Date 11/26/48 Transferred to: Tangier Sound Light Station, Tangier, Virginia. for asdu in mutual exchange of station with AUSTIN, Charles A. (201-44) BM1.

Auth: H/L 11/17/48 PE-A-73

Change in rank rating frm _____ to _____ Effective _____

Duty Code No. Auth:

OTHER CHANGES (specify)

Duty Code No. Auth:

L. R. CHENOWETH,
By direction (Commanding)

hp

SPACE BELOW IS FOR HQ USE ONLY

ENLISTED PERSONNEL				
Rate	Rating Grade	Dist.	Foreign Domestic	Duty

Officer Personnel			
Dist.	Sea Shore	Foreign Domestic	Duty

RECORDS	
Posting	Coding

MACHINE ACCOUNTING
Punched _____
Verified _____

dfm

REPORT OF CHANGE IN PERSONNEL

3013 No. 580

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
CG-Aircraft Repair & Supply Base		Elizabeth City, N.C.
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-171		23 November, 1948

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO. AUTH:

TIME 0800
DATE 11/23/48

TRANSFERRED TO: Commander, 5th CG District
FOR assignment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

AUTH: H/L dated 17 November 1948, PE-A 73

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

PE A E
11

DUTY CODE NO. AUTH:

H. U. Potter
H. U. POTTER, LTJG, USCG
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

17 November, 1948
HE-A 75

From: Commandant
To: Commanding Officer, CG Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Subj: WILLIS, Otis L.(211-123) HM1(L); orders, transfer, mutual exchange of station

1. Transfer subject man to the Commander, 5th CG District for assignment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) HM1.

2. Such station as may be assigned by the Commander, 5th CG District will constitute WILLIS' new permanent duty station.

3. All expenses incident to the execution of this order will be at no cost to the government.

W. C. CAPRON
By direction

CC: Commander, 5th CG District (p)

HELMER: AIM
cy rec'd 11-15

11/17/48

Ind-2

15 November, 1948

US COAST GUARD
MAIL & FILES SECTION
RECEIVED NOV 16 1948

From: Commander, 5th CG District
To: The Commandant (PE)

Subj: WILLIS, Otis L. (211-123) BM1(L); AUSTIN, Charles A. (201-444) BM1; request for mutual exchange of station

Forwarded, for Headquarters' consideration. AUSTIN's request for such a change of station as set forth in the basic communication was forwarded to HQ on 21 October, 1948.

L. R. CHENOWETH
By direction

UNITED STATES COAST GUARD
Aircraft Repair & Supply Base
Elizabeth City, N. C.

ADDRESS REPLY TO
CG AR&SB,
Eliz. City, N.C.
REFER TO FILE

RECEIVED
NOV 12 1948
U.S. COAST GUARD
PERSONNEL OFFICE
OFFICE OF COMMANDER 5TH C. G. DIST.
NORFOLK, VA.

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

4 November, 1948
FILE: 73

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PE-A)
Via: (1) Commanding Officer, CG Aircraft R&S Base, Eliz. City, N.C.
(2) Officer-in-charge, Tangier Sound Light Station, Tangier, Va.
(3) Commander (p), 5th CG District, Box 540 New Post Office Bldg., Norfolk 1, Virginia

Subj: ~~Mutual transfer~~ with AUSTIN, Charles A. (201-444) BM1(~~T~~), USCG; request for

Ref: (a) Personnel Circular No. 37-47

1. In accordance with the reference, it is requested that I be considered for a mutual transfer with subject named man who is now stationed at the Tangier Sound Light Station, Tangier, Virginia.

2. It is understood that if this transfer is effected, I will bear the expense involved.

Otis L. Willis

Ind-1

4 November, 1948
73

From: Commanding Officer, CG Aircraft R&S Base, Eliz. City, N.C.
To: Commandant (PE-A)
Via: (1) CinC, Tangier Sound Light Station, Tangier, Va.
(2) Commander (p), 5th CGDistrict, Norfolk, Va.

1. Forwarded, approved.

2. WILLIS' average marks during the current enlistment are as follows:

Proficiency in Rating	Seamanship	Leadership	Conduct
3.67	3.67	3.64	4.0

L.H. SEEGER

File 3.13

17 November, 1948
PE-C-73

Hon. Herbert C. Bonner
Member of Congress
Washington, North Carolina

My dear Mr. Bonner:

Reference is made to your letter dated 15 November, 1948, relative to Ottis L. Willis (211-123), boatswain's mate, first class (L), who has made application for a mutual transfer with C. A. Austin to the Fifth Coast Guard District.

The request of Willis for a mutual transfer with C. A. Austin has been received at Coast Guard Headquarters, and has been authorized. Final action to effect this transfer will be taken as soon as practicable.

Your interest is indeed appreciated and I trust that the above will advise you relative to this matter.

Very truly yours,

W. W. KENNER
Captain, U. S. Coast Guard
Assistant Chief, Office of Personnel

Mailed 11-18-48

Correspondence;orr Return to 3-11

OFFICE OR DIVISION DESIGNATORS	PE													
INITIALS OF RESPONSIBLE OFFICERS	WCC													
INTRA-OFFICE OR DIVISION INITIALS	ORR													

BONNER
ST, N. C.

C. OGLESBY
SECRETARY

ASSISTANT SECRETARIES:
MRS. EDITH W. GORDON
MISS ANNE JONES

HOUSE OF REPRESENTATIVES, U. S.

WASHINGTON, D. C.

COMMITTEE:
MERCHANT MARINE AND FISHERIES

SUBCOMMITTEES:
MARITIME AFFAIRS
PANAMA CANAL
COAST GUARD—COAST AND GEODETIC SURVEY AND PUBLIC HEALTH
CONSERVATION OF WILD LIFE RESOURCES

Washington, North Carolina

November 15, 1948

Captain W. W. Kenner
U. S. Coast Guard Headquarters
Washington 25, D. C.

Dear Captain Kennar:

I have been advised by Ottis L. Willis, 211-123 BM 1c (L) that he has made application for a mutual transfer with C. A. Austin to the Fifth Coast Guard District due to family hardship. Your favorable consideration of this application will be appreciated.

Sincerely,

Herbert C. Bonner, M. C.

HCB:blc

1948 NOV 18 08 12
PEA-A

File
3-14
0013

(PMM)

7 May, 1948
CG-73

From: Commandant
To: Commanding Officer, Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Via: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L.(211-123) BM3 (L); Non-payment of debts

1. Headquarters is in receipt of correspondence from Mrs. N. C. Clark, 701 E. Burgess Street, Elizabeth City, North Carolina, wherein it is alleged that subject man is indebted to her in the sum of $86.00 for rent for the month of March and three weeks in the month of April.

2. Interview subject man in this matter and direct his attention to the provisions of Commandant's Circular No. 26-47 regarding the obligation of all service personnel to pay debts incurred for the necessities of life such as food and rent. If subject man admits this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

5-7-48

N. W. SPROW
By direction

WEST:oob Return to 2002 2-4

(PMM)

7 May, 1948
CG-73

Mrs. N. C. Clark
701 E. Burgess Street
Elizabeth City, North Carolina

Dear Mrs. Clark:

Your letter of 5 May, 1948, to Coast Guard Headquarters in reference to WILLIS, Otis L. (211-123) BM3 (L), is hereby acknowledged.

Headquarters has this date written a letter to WILLIS' Commanding Officer calling this matter to his attention. Should you fail to hear from WILLIS within a reasonable length of time, again inform Headquarters and further action will be taken.

By direction of the Commandant.

Very truly yours,

5-7-48

N. W. SPROW
Commander, USCG
Asst. Chief, Military Morale Division

WEST:oob Return to 2002 2-4

ENLISTMENT CONTRACT

PE-PR-19

UNITED STATES { COAST GUARD / ~~COAST GUARD RESERVE~~

RE-ENLISTMENT OF WILLIS, Otis Lee (Full name, surname to left); 211-123 (Service number); 213.15 (Pay per month)

Accepted for enlistment at Norfolk, Virginia; BM1(L) (Rating in which enlisted)

Enlisted at O, Comdr. 5th CG District, Norfolk, Virginia; 16 January, 1950 (Date of enlistment)

Transferred to - - -

In the event of war or National emergency declared by the President to exist during my term of service, I oblige and subject myself to serve until 6 months after the end of the war or National emergency if so required by the Secretary of the Navy unless I voluntarily reenlist or extend my enlistment. I understand that when so detained, I am not entitled to enlistment allowance and that in time of war the addition of one-quarter pay as specified in the Act of July 11, 1941, is not applicable.

I also oblige myself, during such service, to comply with and be subject to such laws, regulations, and discipline for the government of the Coast Guard as are or shall be established by the Congress of the United States or other competent authority, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and to such other preventive measures as may be considered necessary by proper authorities.

Third: I am of the legal age to enlist; I have never deserted from the United States Coast Guard, Navy, Army, or Marine Corps; I have never been discharged from the United States Service or other service on account of disability or through sentence of either civilian or military court; and I have never been discharged from any service, civil or military, except with good character and for the reasons given by me to the recruiting officer prior to enlistment. I am not a member of the Coast Guard Reserve, Naval Reserve, Naval Militia, Marine Corps Reserve, National Guard, or Army Reserve.

Fourth: I understand that upon enlistment in the Coast Guard Reserve, I may be ordered to active duty in time of war, or when in the opinion of the President a National emergency exists, and that I may be required to perform active duty throughout the war or until the National emergency ceases to exist and for 6 months thereafter.

Fifth: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, or promotion during my enlistment.

Oath of Allegiance: I, Otis Lee Willis, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the laws of the United States and the regulations governing the Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

Otis Lee Willis

(Signature in own handwriting, surname to right)

Subscribed and sworn to before me this 16th day of January, A. D. 1950.

L. R. CHENOWETH,

(Commanding officer, notary public, or other officer qualified to administer oaths)

CSCLK, USCG

(Title)

Citizenship substantiated and contract perfected.

L. R. CHENOWETH,

CSCLK, *U. S. C. G., Enlisting Officer.*

EXTENSION OF ENLISTMENT CONTRACT

(Unit) (Place) (Date)

Enlistment extended until ..... by reason of .....

under authority of .....

.....

(Signature of man)

.....

(Signature of commanding officer)

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

O, Comdr. 5th CG District (Unit) — Norfolk, Virginia (Place)

16 January, 1950 (Date)

FROM: WILLIS, Otis Lee (211-123) BM1(L), USCG - PRESENT

TO: COMMANDANT (via Comdr. 5th CG District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alivia Bell Willis (Full name of wife; if not married, so state)	831 Fairfax Avenue, Norfolk, Virginia (Address of wife)
Shirley May Willis (daughter) (Full name of child; if none, so state)	Same as above. (Address of child)
Alva Katrene Willis (daughter) (Full name of child: if none, so state)	Same as above. (Address of child)
Janet Eileen Willis (daughter)	Same as above.
Otis Lee Willis, Jr. (son) (Full name of child; if none, so state)	Same as above. (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie Prigam Willis (Full name of relative)	father (Relationship)	Hatteras, North Carolina (Address of relative)

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Peele (Full name of relative)	sister (Relationship)	Hatteras, North Carolina (Address of relative)

Potential
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 16th day of JANUARY 1950.

R. R. CHENOWETH
(Signature)

CSCLK, USCG
(Rank or title)

Otis Lee Willis
(Signature)

BM1(L), USCG
(Rank or rating)

16—25788-1

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

O, Comdr. 5th CG District (Unit) — Norfolk, Virginia (Place)

16 January, 1950 (Date)

FROM: WILLIS, Otis Lee (211-123) BM1(L), USCG - PRESENT

To: COMMANDANT (via Comdr. 5th CG District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alivia Bell Willis (Full name of wife; if not married, so state)	831 Fairfax Avenue, Norfolk, Virginia (Address of wife)
Shirley May Willis (daughter) (Full name of child; if none, so state)	Same as above. (Address of child)
Alva Katrene Willis (daughter) (Full name of child: if none, so state)	Same as above. (Address of child)
Janet Eileen Willis (daughter)	Same as above.
Otis Lee Willis, Jr. (son) (Full name of child; if none, so state)	Same as above. (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie Prigam Willis (Full name of relative)	father (Relationship)	Hatteras, North Carolina (Address of relative)

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Peele (Full name of relative)	sister (Relationship)	Hatteras, North Carolina (Address of relative)

Potential
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 16th day of JANUARY 1950

L. N. CHENOWETH
(Signature)

CSCLK, USCG
(Rank or title)

Otis Lee Willis
(Signature)

BM1(L), USCG
(Rank or rating)

16—25758-1

5. PERSONNEL

RATINGS ON PREVI
SERVICE

PREVIOUS ROLL

WILLIS, Otis L
(211-123)

ID Card No. 16756

6. PERSONNEL REPO

ONTH BUT NOT

H.

Olis L Willis
211-123

7. PERSONNEL REPORTED ON PREVIOUS ROLL AS ATTACHED THRU END OF MONTH BUT NOT REPORTED ON THIS ROLL:

8. MISCELLANEOUS ERRORS *(Be specific-indicate whether corrections have been made. If not, state action to be taken).*

(BACK) NAVCG-9787 (7-44)

N. A. V. E. C. 7-528-A

From compensation of

ALLOTMENT STOPPAGE

PAYABLE TO

Amount $15.00

Name Surgeon General, U.S. Public Health Service, Collection Section,

Street and No. Budget & Fiscal Office,

Post office Washington 25, State D. C.

Stop allotment after payment for the month of JANUARY 1949

for which checkage has been made.

REASON FOR STOPPAGE: Indebtedness liquidated

(Signature of Allotter)

Rank or rating

APPROVED:

Commanding or Commander 5th CG By direction District

STOPPAGE REGISTERED, Date 2-18-49

Pay Officer U. S. C. G.

DO NOT WRITE IN THIS SPACE

ARTICLE 3.—Marks to be a month.

ARTICLE 6.—In addition to button, or other medal or decora ters or the performance of duty

ARTICLE 7.—Record should required in his rating, which w on special duty to best advantag

ARTICLE 8.—Record detail etc., and to special duty not o instruction in radio, etc. (Wi

ARTICLE 10.—It is most ir a man is not in a pay status, in shall be kept of all absences on

(1) Absence without

(2) Sickness, disease liquors, or oth

(3) Nonperformance resulting in co

Abbreviations may be us

A. W. O. L.—Absen

A. O. M. (absent, intemperate use o

Conf.—Nonperform court resulting in

ARTICLE 13.—On deserti

ARTICLE 14.—On retiremen

ARTICLE 16.—The entries unde

ARTICLE 17.—This certificate will be executed on

No interlineations, erasures, alterations, or use of ditto marks are permitted. Should an error be made, a light red-ink line shall be drawn through it, the commanding or enlisting officer entering his initials alongside in ink.

As far as possible, all entries on Service Record should be made on the typewriter.

U. S. GOVERNMENT PRINTING OFFICE 16—9677-1

33. ABDOMEN AND VISCERA—N. S. A. [X] A. LIVER—N. S. A. [X] B. SPLEEN—N. S. A. [X] C. M[illegible]—NONE [X]

34. HERNIA. (*If present describe location, size, shape, reducibility*) (*Complete or Incomplete*)
NONE [X]

35. ANUS AND RECTUM—HEMORRHOIDS, FISTULAE, OTHER ABNORMALITIES
N. S. A. [X]

36. VENEREAL DISEASE	37. ENDOCRINE SYSTEM
NONE [X]	N. S. A. [X]

38. G-U SYSTEM N. S. A. [X] (*Include prostate exam. if indicated*) PELVIC—N. S. A. [X] VAGINAL DONE [ ] OR RECTAL DONE [ ]

39. SPINE AND EXTREMITIES—A. BONES—JOINTS—MUSCLES—N. S. A. [X] B. FEET—N. S. A. [X]
C. GAIT—N. S. A. [X]

40. NEUROPSYCHIATRIC—A. NEUROLOGICAL. (*Consider CRANIAL NERVES, MOTOR STATUS and COORDINATION, REFLEXES, SENSORY STATUS, EQUILIBRIUM. Always mention EXACT LOCATION.*) B. PSYCHIATRIC AND PERSONALITY. (*Consider BEHAVIOR, COMPREHENSION, COHERENCY OF RESPONSES, EMOTIONAL REACTIONS, ORIENTATION, MEMORY, and SIGNS OF TENSION.*)

A. NEUROLOGICAL—N. S. A. [X] B. PSYCHIATRIC—N. S. A. [X] C. PSYCHOLOGICAL TESTING TEST USED SCORE TEST USED SCORE D. PERSONALITY DEVIATION YES [ ] NO [ ] (*If answer is yes, explain and cite recommendations under Item No. 42*)

41. LABORATORY TESTS—A. SEROLOGY (*Specify test used—Result*)	B. URINALYSIS	ALBUMIN	SUGAR	C. BLOOD TYPE AND CLASSIFICATION USED
Kahn &VDRL negative.	SP. GR. 1.019	Neg.	Neg.	
	MICROSCOPIC: Normal.			D. OTHER LABORATORY EXAMINATIONS

42. A. REMARKS—B. SUMMARY OF PERTINENT AND INTERVAL HISTORY—C. SUMMARY OF DEFECTS—D. DIAGNOSIS

43. FURTHER SPECIALIST'S EXAMINATION INDICATED [ ] YES [X] NO. IF YES, SPECIFY
EXAMINEE (IS) OR (~~IS NOT~~) (*Strike out one*) QUALIFIED FOR Discharge & Re-enlistment.
TYPE OF QUALIFICATION
IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS AND RECOMMENDATIONS

44. SIGNATURE OF PHYSICIAN	NAME TYPED OR PRINTED
Douglas H. Crockett.	D.H. CROCKETT, Asst. Surg.
45. SIGNATURE OF PHYSICIAN	NAME TYPED OR PRINTED
46. SIGNATURE OF DENTIST OR PHYSICIAN (*Indicate which*)	NAME TYPED OR PRINTED
[illegible]	J. C. HECKEL DENT. SI
47. SIGNATURE OF REVIEWING OFFICER	NAME TYPED OR PRINTED / DATE

U. S. GOVERNMENT PRINTING OFFICE 16—54002-1

Standard Form 88
PROMULGATED MARCH 1948
BY BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

INSTRUCTIONS FOR PREPARING THIS FORM.—N. S. A. represents No Significant Abnormality. In Items No. 20 through No. 41, if abnormal, describe in space of each heading, or under No. 42, "Remarks," or if necessary on additional sheets the same size. Write on each sheet name, date of birth, and identification number.

1. LAST NAME—FIRST NAME—MIDDLE NAME			2. PLACE AND DATE OF EXAMINATION	
WILLIS, Otis L.			USMH, Norfolk, Va. 1-6-50	
3. DATE OF BIRTH	4. AGE IN YEARS LAST BIRTHDAY	5. IDENTIFICATION NO.	6. PURPOSE OF EXAMINATION	
1-31-10	39	211-123	Discharge and re-enlistment in CG	
7. SERVICE, DEPARTMENT, OR AGENCY		8. COMPONENT AND BRANCH	9. ORGANIZATION	10. GRADE, RATING, OR POSITION
Treasury Dept.		Armed Forces	Coast Guard	BM1(L)
11. SEX	12. RACE	13. HOME ADDRESS (*Street, or RFD number, city, zone, State*)		
Male	White	831 Fairfax Ave., Norfolk, Va.		
14. PLACE OF BIRTH		15. OTHER DATA		
Hatteras, N.C.		—		

16. RATING OR SPECIALTY BM1(L) (*Time in this capacity*) TOTAL 29 mos. LAST 6 MONTHS

17. MEASUREMENTS		18. BUILD (*Including frame and figure*)				19. TEMP.	20. SKIN—INCLUDING HAIR DISTRIBUTION, THICKNESS OF NAILS, TATTOOING, AND SCARS
HEIGHT (*Shoeless*)	WEIGHT (*Stripped*)	MEDIUM	SLENDER	HEAVY	OBESE		N. S. A. [X]
74 INS.	168 LBS.		X			98	

21. LYMPH GLANDS AND LYMPHATICS
N. S. A. [X]

22. HEAD, FACE, AND NECK—N. S. A. [X]

23. NOSE, SINUSES, MOUTH, AND THROAT—N. S. A. [X]

24. EARS—A. CANALS, EXT. EARS—N. S. A. [X]
B. DRUMS—NO PERFORATION [X] N. S. A. [X]

C. HEARING (*Whispered and spoken voice at 15 ft.*)
RIGHT WV 15/15: SV /15
LEFT WV 15/15: SV /15

D. AUDIOMETER DECIBELS LOSS

	256	512	1024	2048	4096	8192
RIGHT						
LEFT						

25. EYES—A. EXTERNAL EYE, RIGHT EYE—N. S. A. [X] LEFT EYE—N. S. A. [X]
B. PUPILS—EQUAL [X] NORMAL TO ACCOMMODATION [X] TO LIGHT [X]

C. ASSOCIATED PARALLEL MOVEMENTS, NYSTAGMUS—N. S. A. [X]

D. DISTANT VISION	E. REFRACTION (*Manifest*) (*Cycloplegic*) STRIKE OUT ONE	F. NEAR VISION—(*At 14 inches*)
RIGHT 20/ 30 CORR. TO 20/	BY S. C CX	CORR. TO BY
LEFT 20/ 30 CORR. TO 20/	BY S. C CX	CORR. TO BY

G. COLOR VISION—N. S. A. [X] TEST USED Plates

H. HETEROPHORIA (*Specify distance*)	ES°	EX°	R. H.	L. H.	PRISM DIVERGENCE	PRISM CONVERGENCE

I. RED LENS—N. S. A. [X]

J. FIELD OF VISION—RIGHT—N. S. A. [X] LEFT—N. S. A. [X]

K. DEPTH PERCEPTION
TEST USED
SCORE

L. OPHTHALMOSCOPIC—RIGHT—N. S. A. [X]
LEFT—N. S. A. [X]

M. ACCOMMODATION—RIGHT LEFT
Normal

N. NIGHT VISION
TEST USED
SCORE

26. DENTAL—INDICATE BY SUPERIMPOSING PROPER SYMBOL ON TOP OF NUMBER OF TOOTH; I. E., RESTORABLE CARIOUS TEETH BY O, EXTRACTION INDICATED BY /, MISSING NATURAL TEETH BY X, TEETH REPLACED BY FULL OR PARTIAL DENTURE HORIZONTAL LINE OVER XXX, TEETH REPLACED BY FIXED BRIDGE BRACKETS TO INCLUDE ABUTMENTS AND LINE UNDER TOOTH (1 X 3), CROWNS BY C, IMPACTED TEETH BY #, FILLINGS PRESENT IN TOOTH BY F, NORMAL TEETH BY N. WHEN DECIDUOUS TEETH PRESENT INSERT LETTERS IN RELATIVE POSITIONS. EXAMPLE: EDCBA ABCDE ABOVE OR BELOW 54321 12345.

UR 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 UL

LR 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 LL

MALOCCLUSION—N. S. A. [X]
PERIODONTOCLASIA—N. S. A. [X]
GINGIVITIS—N. S. A. [X]

REMARKS AND DISQUALIFYING DENTAL DEFECTS

CLASS: IV

27. PULSE RATE AND BLOOD PRESSURE (*Arm at heart level*)

SITTING: PULSE	76 76	B. P.: S. 130 130	D. 80 80	RECUMBENT: PULSE 78	B. P.: S. 130 D.
STANDING (*3 min.*): PULSE	80 80	B. P.: S. 120 120	D. 80 80	SITTING: PULSE AFTER EXERCISE/ 108	: 2 MIN. AFTER 84 80

28. LUNGS—N. S. A. [X] CHEST—N. S. A. [X] (*Include breasts for females*)

29. CHEST—N. S. A. [X] X-RAY NOT DONE [ ]
70 MM negative

30. HEART—N. S. A. [X]

31. EKG—N. S. A. [X] NOT DONE [ ]
Negative.

32. VASCULAR SYSTEM—A. ARTERIES AND VEINS—N. S. A. [X]

B. VARICOSE VEINS—NONE [X]

16—54862-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2500C (SUPPLEMENT) (Rev. 6-48)

TERMINATION OF SERVICE

NAME	SERVICE NO.	RATING
WILLIS, Otis Lee	211-123	BM1(L)
UNIT	**LOCATION**	**DATE REPORTED**
O, Comdr. 5th CG District	Norfolk, Virginia	9 January, 1950
FINAL AVERAGE EFFICIENCY MARKS →	**PROFICIENCY IN RATING**	**CONDUCT**
	3.576	4.0

DEDUCTIBLE TIME WHILE ATTACHED — [X] NONE — [ ] ENTERED IN ABSENCE FROM DUTY ARTICLE OF RECORD

DISPOSITION OF IDENTIFICATION CREDENTIALS — [ ] SURRENDERED — [X] NOT SURRENDERED (Explanation below)

STATEMENTS OF DISCHARGEE

EXPLANATION OF NON-SURRENDER OF IDENTIFICATION CREDENTIALS

Reenlisting on 16 January, 1950

PLACE TO WHICH TRAVEL ALLOWANCE IS ELECTED

Montauk, Long Island, New York (HA)

RECEIPT OF THE FOLLOWING IS ACKNOWLEDGED

- [ ] HONORABLE DISCHARGE BUTTON
- [ ] SATISFACTORY SERVICE CARD NO.
- [ ] INFORMATION RELATIVE TO RIGHTS AND BENEFITS AS A VETERAN
- [ ]
- [ ]

ADDRESS SUBSEQUENT TO DISCHARGE

Hatteras, North Carolina

SIGNATURE OF DISCHARGEE: Otis Lee Willis

REMARKS: Entitled to compensation for 40 days' accrued leave due on discharge, in the amount of $ 352.50 . PAID 1/15/50 PR#318

1-16-50 - Reenlisted, this date, in the RE of the CG, in the rating of BM1(L), for a period of 6 years. ENT TO REENLISTMENT BONUS OF $360.00. Auth: PC #20-48.

DISCHARGE

DATE	TYPE OF DISCHARGE
1-15-50	HONORABLE

RE-PR-19

REASON: Expiration of enlistment and nine (9) days' extension thereof.

AUTHORITY: Arts. 589(1), 591(3), C G Regulations and Personnel Circular No. 19-48.

MUSTERING OUT PAY

[ ] ENTITLED — [X] NOT ENTITLED

AMOUNT PAID	VOUCHER NO.	CHECK NO.
- - - - - -	- - - - - - - - -	- - - - - - -

TRAVEL ALLOWANCE AND PAY

PAID TA FROM	TO (HA)
Norfolk, Va. (POD)	Montauk, L.I., N.Y.
TOTAL TA	**TOTAL TA & PAY (in full to date of discharge)**
$23.15	$375.55
CHECK NO.	**NAME OF PAY OFFICER**
Cash	W.M.Parker,ADO,C5CGD1376

CREDITABLE SERVICE THIS ENLISTMENT

YEARS	MONTHS	DAYS
3	0	9

BC

REENLISTMENT RECOMMENDATION

[X] RECOMMENDED — [ ] NOT RECOMMENDED

Certified to be correct upon termination of service

L. R. CHENOWETH, CSCLK, USCG

XXXXXXXXXXXXXXXX

3-630

NOTICE OF SEPARATION FROM U. S. NAVAL SERVICE (COAST GUARD)

NAVPERS-553 (REV. 8-45)

1. SERIAL OR FILE NO. 2. NAME (LAST) (FIRST) (MIDDLE) 3. RATE AND CLASS/OR RANK AND CLASSIFICATION 4. PERMANENT ADDRESS FOR MAILING PURPOSES

211-123
WILLIS, Otis Lee
BM1 (L)
831 Fairfax Ave.,
Norfolk, Va.

5. PLACE OF SEPARATION: Norfolk, Va.

6. CHARACTER OF SEPARATION: Honorable

7. ADDRESS FROM WHICH EMPLOYMENT WILL BE SOUGHT: - -

8. RACE	9. SEX	10. MARITAL STATUS	11. U.S. CITIZEN (YES OR NO)	12. DATE AND PLACE OF BIRTH
W	M	married	yes.	1-31-10 - Hatteras, N. C.

RECORD OF NAVAL SERVICE

Sel. Ser. Data — 13. REGISTERED: ☐ YES ☒ NO

14. SELECTIVE SERVICE BOARD OF REGISTRATION: -

15. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE: Hatteras, N. C.

16. MEANS OF ENTRY (INDICATE BY CHECK IN APPROPRIATE BOX)

☒ ENLISTED 12-27-34 DATE ☐ INDUCTED DATE ☐ COMMISSIONED DATE

17. DATE OF ENTRY INTO ACTIVE SERVICE: 12-27-34

18. NET SERVICE (FOR PAY PURPOSES) (YRS., MOS., DAYS): 15-0-19

19. PLACE OF ENTRY INTO ACTIVE SERVICE: Amagansett, LI, NY

20. QUALIFICATIONS, CERTIFICATES HELD, ETC.: DUKW amphibious truck driver course, - Fort Eustis, Va.(Ft.Story)

21. RATINGS HELD: Current Enlistment: BM1c; BM1c(L); BM1(L)

22. FOREIGN AND/OR SEA SERVICE WORLD WAR II: ☐ YES ☒ NO

23. SERVICE SCHOOLS COMPLETED: None — WEEKS:

24. SERVICE (VESSELS AND STATIONS SERVED ON): Current Enlistment: CG Group, Freeport, NY; 08CGD5; CG-AR&SB, E.City, NC; Tangier Sound, Lt.Sta.

PAY & INSURANCE DATA

IMPORTANT: IF PREMIUM IS NOT PAID WHEN DUE OR WITHIN THIRTY-ONE DAYS THEREAFTER, INSURANCE WILL LAPSE. MAKE CHECKS OR MONEY ORDERS PAYABLE TO THE TREASURER OF THE U. S. AND FORWARD TO COLLECTOR'S SUBDIVISION, VETERAN'S ADMINISTRATION, WASHINGTON 25, D. C.

25. KIND OF INSURANCE	26. EFFECTIVE MONTH OF ALLOTMENT DISCONTINUANCE	27. MO. NEXT PREMIUM DUE	28. AMOUNT OF PREMIUM DUE EACH MONTH	29. INTENTION OF VETERAN TO CONTINUE INS.
NSLI				Continue

30. TOTAL PAYMENT UPON DISCHARGE	31. TRAVEL OR MILEAGE ALLOWANCE INCLUDED IN TOTAL PAYMENT	32. INITIAL MUSTERING OUT PAY	33. NAME OF DISBURSING OFFICER
$ 375.55	$ 23.15	None	W.M.Parker, ADO, C5CGD, Sym. 1376

34. REMARKS

35. SIGNATURE (BY DIRECTION OF COMMANDING OFFICER)

G. P. McGowan

G. P. McGOWAN, CDR, USCG
Civil Readjustment Officer
5th CG District

EMPLOYMENT AND EDUCATIONAL DATA

36. NAME AND ADDRESS OF LAST EMPLOYER: -

37. DATES OF LAST EMPL'MT. FROM - TO

38. MAIN CIVILIAN OCCUPATION AND D. O. T. NO.: -

39. JOB PREFERENCE (LIST TYPE, LOCALITY, AND GENERAL AREA): - -

40. PREFERENCE FOR ADDITIONAL TRAINING (TYPE OF TRAINING): -

41. NON-SERVICE EDU. (YRS. SUCCESSFULLY COMPLETED) GRAM.: 7 H. S.: 2 COLL.: -

42. DEGREES: -

43. MAJOR COURSE OR FIELD: -

44. VOCATIONAL OR TRADE COURSES (NATURE AND LENGTH OF COURSE): - -

45. RIGHT INDEX FINGERPRINT



46. OFF DUTY EDUCATIONAL COURSES COMPLETED: - -

47. DATE OF SEPARATION: 1-15-50

48. SIGNATURE OF PERSON BEING SEPARATED: Otis L Willis

Mc

TO: BUREAU OF NAVAL PERSONNEL

N. C. G.-2511A
Form approved by
Comptroller General, U. S.
January 31, 1941

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

O, Comdr. 5th CG District, Norfolk, Virginia
(Unit)

WILLIS, Otis Lee — 15 January, 1950
(Name in full—surname to the left) (Date)

211-123 — BM1(L)
(Service number) (Rating on discharge)

	Year	Month	Day	NUMBER OF— Years	Months	Days
Date of last enlistment (for 3 years)	1947	1	7			
Enlistment extended (for ____ years from)						
Date of discharge (HONORABLE) (Character of discharge)	1950	1	15			
Total time of last enlistment period				3	0	9

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
None			None			None		

LAST PAID REENLISTMENT ALLOWANCE ON 1-7-47.

Total Absence (0 days)	0	0	0
Creditable time served during last enlistment period	3	0	9

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

R. B. Chenoweth, Lt. R. CHENOWETH,

Date 15 January, 1950 (Rank) CSCLK, U. S. C. G.
Commanding officer

REENLISTMENT OR EXTENSION OF ENLISTMENT

Date 16 January, 1950 — O, Comdr. 5th CG District, Norfolk, Virginia
(Unit and place)

I CERTIFY that the above-named man REENLISTED for
(Reenlisted or voluntarily extended his enlistment)
a period of SIX (6) years from this date.

Paid reenlistment BONUS in amount of $360.00 on 16 Jan 1950
By PAUL D. BANNING, Chief Disbursing Officer

R. B. Chenoweth, Lt. R. CHENOWETH,

(Rank) CSCLK, U. S. C. G.
Commanding officer.

16—20908-1

L. D. YOUNG, Ch. Pay Clerk, USCG
Certifying Officer, OC5CGD

WILLIS, Otis L. 211-123 BM1(L)

DISTRICT OFFICE, 5CGD Norfolk, Virginia

05-001 17 January, 1950

15 January, 1950: Issued HONORABLE DISCHARGE by reason of expiration of enlistment and extension thereof (enlistment extended for a period of nine (9) days for hospitalization in order to meet physical qualification for reenlistment).

16 January, 1950: Reenlisted in the RE Coast Guard for a period of six (6) years in the rating of BM1(L).

Arts. 589(1), 591(3) CG Regs and
PC 19-48

A. N. WARD, LTJG, USCG
By direction

hp

WILLIS, Otis L. 211-123 BM1(L)

DISTRICT OFFICE, 5CGD Norfolk, Virginia

05-001 17 January, 1950

9 January, 1950: Effective this date, records picked up at this office from the Tangier Sound Light Station for administrative purposes while AH, U. S. Marine Hospital, Norfolk, Virginia.

AUTH: Art. 710, Regs.

A. N. WARD, LTJG, USCG
By direction hp

WILLIS, Otis L. 211-123 BM1(L)

TANGIER SOUND LIGHT STATION Tangier, Virginia

05-083 17 January, 1950

9 January, 1950: Effective this date, records picked up by the office Commander, 5th Coast Guard District for administrative purposes while AH, USMH, Norfolk, Va.

AUTH: Art. 710, Regs.

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction hp

NCG 2500
(Rev. June, 1942)

ENLISTMENT CONTRACT

346
117
463

UNITED STATES { COAST GUARD / ~~COAST GUARD RESERVE~~

RE ENLISTMENT OF WILLIS, Otis Lee (Full name, surname to left); 211-123 (Service number); $135.00 (Pay per month)

Accepted for enlistment at New York, N.Y.; B.M.1c (Rating in which enlisted)

Enlisted at Office, Commander 3rd CG District, New York, N.Y.; 7 January 1947 (Date of enlistment)

Transferred to CG GROUP, FREEPORT, LINY

Occupation Mariner Citizenship * NB If naturalized, place and date of naturalization _____ Certificate No. _____

Date of birth 31 January 1910 Place of birth Hatteras, N.C.

Home address 46th Park Avenue (Street and number), Montauk (Town), LINY (County) (State)

Married or single Married Name and address of next of kin or legal guardian Alivin B. Willis (wife) (Relationship) 46th Park Avenue, Montauk, LINY (Address)

Continuous Service Certificate - - - (Number) Previous service { Coast Guard / ~~Reserve~~ } 12 (Years) 0 (Months) 10 (Days)

First enlisted 27 December 1934 (Date) at Amagansett, LINY (Place) and was last discharged 6 January 1947 (Date) from Office, Comdr. 3rd CG District, New York (Unit) with HONORABLE (Character) discharge as B.M.1c (Rate) No. B145177

Previous Navy service None (Years) (Months) (Days) Previous Marine Corps service None (Years) (Months) (Days)

Previous Army service None (Years) (Months) (Days) Age 36 years 11 months.

Height 6 feet 1/2 inches. Weight 168 pounds.

Eyes blue Sex male Hair brown Complexion dark Color white

Personal characteristics - - - - - marks, etc. - - - - -

For and in consideration of the pay or wages due to the ratings which may from time to time be assigned me during the continuance of my service, I agree to and with E.H.LANE, Ship's Clk. of the United States Coast Guard, as follows:

First: To enter the Coast Guard of the United States and to report to such station or vessel as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties and be in everything conformable and obedient to the several requirements and lawful commands of the officers who may be placed over me.

Second: I oblige and subject myself to serve { THREE (3) years from 7 January, 1947 / during minority until - - - - -, 1 } unless sooner discharged by proper authority.

* Citizenship—Use expressions "NB" for native born; "NZ" for naturalized; "NPI" for native of Philippine Islands; "NPR" for native of Puerto Rico.

16—8420-2

In the event of war or National emergency declared by the President to exist during my term of service, I oblige and subject myself to serve until 6 months after the end of the war or National emergency if so required by the Secretary of the Navy unless I voluntarily reenlist or extend my enlistment. I understand that when so detained, I am not entitled to enlistment allowance and that in time of war the addition of one-quarter pay as specified in the Act of July 11, 1941, is not applicable.

I also oblige myself, during such service, to comply with and be subject to such laws, regulations, and discipline for the government of the Coast Guard as are or shall be established by the Congress of the United States or other competent authority, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and to such other preventive measures as may be considered necessary by proper authorities.

Third: I am of the legal age to enlist; I have never deserted from the United States Coast Guard, Navy, Army, or Marine Corps; I have never been discharged from the United States Service or other service on account of disability or through sentence of either civilian or military court; and I have never been discharged from any service, civil or military, except with good character and for the reasons given by me to the recruiting officer prior to enlistment. I am not a member of the Coast Guard Reserve, Naval Reserve, Naval Militia, Marine Corps Reserve, National Guard, or Army Reserve.

Fourth: I understand that upon enlistment in the Coast Guard Reserve, I may be ordered to active duty in time of war, or when in the opinion of the President a National emergency exists, and that I may be required to perform active duty throughout the war or until the National emergency ceases to exist and for 6 months thereafter.

Fifth: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, or promotion during my enlistment.

Oath of Allegiance: I, OTIS LEE WILLIS, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the laws of the United States and the regulations governing the Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

OTIS LEE WILLIS

(Signature in own handwriting, surname to right)

Subscribed and sworn to before me this 7th day of January, A. D. 1947

E. H. Lane

E. H. LANE, Ship's Clerk, USCG

(Commanding officer, notary public, or other officer qualified to administer oaths)

Comdr. 3rd CG District - By direction

(Title)

Citizenship substantiated and contract perfected.

E. H. Lane

E. H. LANE,

Ship's Clerk, *U. S. C. G., Enlisting Officer.*

EXTENSION OF ENLISTMENT CONTRACT

(Unit) (Place) (Date)

Enlistment extended until ..... by reason of

under authority of .....

(Signature of man)

(Signature of commanding officer)

16—8420-2

NCG 2500-C
(Rev. June 1942)

Sheet 1

SERVICE RECORD

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service number)

1. TRANSFERS

Departed from— Unit	Date	Signature	Reported to— Unit	Date	Signature
O,Comdr., 5thCGD Tangier Sound Lt. Sta. (O, Comdr., 5th CGD)	11/26/48 1-9-50	L. R. CHENOWETH Ship's Clerk, By Dir. L. R. CHENOWETH CSCLK By Dir.	O, Comdr., 5CGD Tangier Sound Light Station (O,Comdr, 5CGD) O,C5CGD	11/23/48 11/27/48 1-9-50	L. R. CHENOWETH Ship's Clerk, By Dir. L. R. CHENOWETH Ship's Clerk, By Dir. L. R. CHENOWETH CSCLK By Dir.

2. CHANGES IN RATING

Unit	Rated or disrated to—	Date	Signature
CGGR FREEPORT,NY	CR fr BM1/c-BM1/c(L) (HL-2/20/47)	2/20/47	Byron M. Dineke Lt.(jg).
CGAR&SB,ECity,NC.	CR to BM1(L)(P. C. 36-47) - - -	4/2/48	L.H. Seeger, Comdr., CO.

3. DETAILS—RESERVE ACTIVE DUTY

Ship or station	Date From—	Date To—	Duty	Signature
CGGR FREEPORT, N. Y.	1-7-47	7-13-47	Jones Beach LB Sta	Ch.Bosn.(L)
CGGR FREEPORT, N.Y.	7-13-47	9-24-47	Short Beach LB Sta.	Byron M. Dineke Lt.(jg)
O, Comdr. 5th CGD	9-25-47	12-19-47	DUKW Training	L. R. CHENOWETH Ship's Clerk, By Dir.
CGGR FreeportNY	12-29-47	1-5-48	Short Beach Lb. Sta.	Byron M. Dineke Lt.(JG)CG

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature

16—9676-2

NCG 2500-C
(Rev. June 1942)

SERVICE RECORD

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service number)

1. TRANSFERS

Departed from— Unit	Date	Signature	Reported to— Unit	Date	Signature
Cmdr., 3CGD	JAN 7 1947	E. H. Lane Ship Clerk USCG	CGGR FREEPORT NY	1-7-47	Jmadin Ch.Bos'n.(L)
CGGR FREEPORT NY	9-24-47	Byron M. Dineke Lt(jg)			
9-24-47 Rptd. Cmdr., 3CGD, Otd. 9-24-47 Attached less than 48 hours No marks assigned. No tactical time. No breach of discipline.					E. H. Lane Ship Clerk USCG
O, Comdr. 5th CGD	12-19-47	L.R. CHENOWETH Ship's Clerk, By Dir.	O, Comdr. 5th CGD	9-25-47	L.R. CHENOWETH Ship's Clerk, By Dir.
CGGr. Freeport, N.Y.	1-5-48	Byron M. Dineke Lt(jg) CO	CGGR FreeportNY	12-29-47	Byron M. Dineke Lt(JG) CO
CG-AR&SB. E. City, N.C.	1-11-48	E.L. Croal Lt. XO.	← REPORTED TO the		
CGAR&SB, ECity, NC	11-23-48	LT.J.G. C.G.N.C.G. By Dir.			

2. CHANGES IN RATING

Unit	Rated or disrated to—	Date	Signature
CGGR FREEPORT, NY	CR fr BM1/c-BM1/c(L) (HL-2/20/47)	2/20/47	Byron M. Dineke Lt. (jg)
CGAR&SB, ECity, NC.	CR to BM1(L)(P. C. 36-47) - - -	4/2/48	L.H. Seeger, Comdr., CO.

3. DETAILS—RESERVE ACTIVE DUTY

Ship or station	Date From—	Date To—	Duty	Signature
CGGR FREEPORT, N. Y.	1-7-47	7-13-47	Jones Beach LB Sta	Jmadin Ch.Bos'n.(L)
CGGR FREEPORT, N.Y.	7-13-47	9-24-47	Short Beach LB Sta.	Byron M. Dineke Lt.(jg)
O, Comdr. 5th CGD	9-25-47	12-19-47	DUKW TRAINING	L.R. CHENOWETH Ship's Clerk, By Dir.
CGGR FreeportNY	12-29-47	1-5-48	Short Beach Lb. Sta.	Byron M. Dineke Lt(JG) CO

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature

16—9676-2

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service number)

5. SPECIAL QUALIFICATIONS

Ship	Date	Proficient in—	Signature
O, Comdr., 5CGD	12-19-47	Completed course in DUKW amphibious truck drivers training at Fort Eustis, Va.	L R Chenoweth L. R. CHENOWETH Ship's Clerk, By Dir.

6. EFFICIENCY MARKS

Date	Rate	Proficiency in rating	Seamanship	Mechanical ability	Ability as leader of men	Conduct	Signature
1-7-47	BM1c	LESS THAN ONE MONTH				4.0	Cmdr., 3CGD E. H. Lane Ship Clerk USCG.
1-14-47	BM.1/c.	3.8	3.8		3.8	4.0	Cm.Bos'n.(L)
3-31-47	BM1/c	3.7	3.8		3.7	4.0	Lt.(jg)
6-30-47	BM.1c(L)	3.7	3.8		3.7	4.0	Lt.(jg)
9-24-47	BM.1c(L)	3.7	3.8		3.7	4.0	Lt.(jg)
9-30-47	BM 1/c(L)	LESS THAN ONE MONTH				4.0	O, Comdr. 5th CGD
12-19-47	UNDER TRAINING					4.0	O, Comdr. 5th CGD
1-5-48	B.M.1c(L)	Less than one month				4.0	Lt(jg)CO
3/31/48	BM1c(L)	3.6	3.5		3.5	4.0	CGAR&SB, ECity, NC.
6/30/48	BM1(L)	3.6	3.5		3.5	4.0	CGAR&SB L. H. Seeger, Comdr CO. Lt-Comdr., CO., Actg.
30 SEP 1948	BM1(L)	3.5	3.5	—	3.5	4.0	CG-AR&SB. COMDR. CO.
11/23/48	BM1(L)	3.5	3.5		3.5	4.0	CGAR&SB, E.City, NC Comdr., CO.
11/26/48	BM1(L)	LESS THAN ONE MONTH				4.0	O, Comdr 5CGD
11/30/48	BM1(L)	LESS THAN ONE MONTH				4.0	Tangier So. L.S. (O, Comdr. 5th CGD)
12/31/48	BM1(L)	3.5	3.5		3.5	4.0	Tangier So.L.S. (O,C5CGD) L. R. CHENOWETH Ship's Clerk, By Dir.
AVERAGE	X X X X						

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

7. COMMENDATIONS AND AWARDS

(Award of medals, citations, headquarters commendation, honorable discharge button, etc.)

Ship or station	Date	REMARKS

16—0676-3

SERVICE RECORD

RECORD OF WILLIS, Otis L. 211-123
(Full name, surname to the left) (Service number)

6. PROFICIENCY MARKS

DATE	RATE	Proficiency in Rating	Seamanship	Mechanical Ability	Ability as Leader of men	Conduct	UNIT	SIGNATURE
3-31-49	BM1(L)	3.5	3.5		3.5	4.0	Tangier Sd.Lt.Sta. (O,C5CGD)	L. R. CHENOWETH Ship's Clerk By Dir.
6-30-49	BM1(L)	3.5	3.5		3.5	4.0	Tangier So. Lt. Sta. (O, Comdr. 5th CGD)	L. R. CHENOWETH Ship's Clerk By Dir.
9/30/49	BM1(L)	3.5	3.5		3.5	4.0	Tangier Sound Lt. Sta. (O, C5CGD)	A. N. WARD, LTJG, USCG By Direction
12-31-49	BM1(L)	3.5	3.5		3.5	4.0	Tangier Sound Lt. Sta. (O,C5CGD)	L. R. CHENOWETH CSCLK By Dir.
1-9-50	BM1(L)	LESS THAN ONE MONTH				4.0	Tangier Sound Lt. Sta. (O, Comdr. 5th CGD)	L. R. CHENOWETH CSCLK By Dir.
1-15-50	BM1(L)	LESS THAN ONE MONTH				4.0	O, Comdr. 5th CGD	L. R. CHENOWETH CSCLK By Dir.
AVERAGE								

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of marks.

RECORD OF (WILLIS, Otis L. (211-123))
(Full name; surname to left)(Service Number)

LEAVE RECORD

ACCRUED CREDITS			LEAVE TAKEN					BAL DUE	CO's Signature & Unit
REASON	DATE	NO DAYS	FROM	TO	REASON	NO DAYS	ADV LV.	NO DAYS	
BBF:	7/1/48	~~28~~ 23						~~28~~ 23	Lt. Comdr. XO. AR&SB. By Dir.
			8/7/48 -	8/16/48	REG-ACC	10		~~13~~ 13	Lt. Comdr. XO. AR&SB. By Dir.
			10/21/48	10/30/48	REG.LV.	10		3 ~~13~~	LTJG, By Dir.
			2/17/49	2/2~~4~~/49	REG	~~8~~ 8		-5 ~~3~~	L. R. CHENOWETH Ship's Clerk, By Dir.
			2/25/49	2/26/49	REG	~~2~~ 2		~~2~~ -7	L. R. CHENOWETH Ship's Clerk, By Dir.
ANCR.	JUN 30 1949	30	- - - - -	Tangier So.	Lt. Sta.	- - - - -		23 ~~28~~	L. R. CHENOWETH Ship's Clerk By Dir.
BBF.	JUL 1 1949	28	- - - - -	Tangier So.	Lt. Sta.	- - - - -		~~28~~ 23	L. R. CHENOWETH Ship's Clerk By Dir.
DIS	1-15-50	17	- - - - -	0, C5CGD	- - - - - - - - -			40	L. R. CHENOWETH CSCLK By Dir.
	Entitled to compensation for 40 days accrued leave due on discharge, in the amount of $ 352.40 .								L. R. CHENOWETH CSCLK By Dir.
DIS	1/15/50	C5CGD (fp) Paid LSL 40 days BP&L & Allow $352.40. Bal. lv remaining.						NONE	L. D. YOUNG, Ch. Pay Clerk, USCG Certifying Officer, OC5CGD

PERIOD FOR WHICH LEAVE DOES NOT ACCRUE

FROM	TO	REASON	NO. DAYS	CO's Signature & Unit

NO MUSTERING OUT PAYMENT MADE

L. D. YOUNG, Ch. Pay Clerk, USCG
Certifying Officer, OC5CGD

RECORD OF WILLIS, Otis Lee (211-123)

(Full name, surname to the left) (Service Number)

LEAVE RECORD

ACCRUED CREDITS			LEAVE TAKEN					BAL DUE	PERIODS FOR WHICH LEAVE DOES NOT ACCRUE				CC's SIGNATURE
REASON	DATE	NO DAYS	FROM	TO	REASON	NO DAYS	ADV LV	NO DAYS	FROM	TO	REASON	NO DAYS	
R[redacted]	1-7-47	60						60					E. H. Lane Ship Clerk USCG
			✓ 1/12/47	1/28/47	Leave	15		~~75~~ 45					Lt. (jg
			✓ 4-28-47	5-9-47	LV	10		35					Lt. (jg)
AnCr.	6-30-47	~~25~~ 15											Lt. (jg)
								~~65~~ 50					Lt. (jg)
			✓ 9-11-47	9-24-47	Lv.	12		~~53~~ 38					Lt. XO.
			✓ 1-6-48	1-10-48	LV-EN	5		~~48~~ 33					Lt. XO.
			✓ 2/6/48	2/20/48	REG-LV-15			~~24~~ 18					Lt. XO.
			✓ 4/13/48	-5/7/48 -	REG	25		~~2~~ -7					Lt-Comdr. XO. CG-AR&SB, By Dir.
An-Cr:	6/30/48	30						~~28~~ 23					Lt-Comdr. XO. AR&SB, By Dir.
BBF:	7/1/48	~~28~~ 23						~~28~~ 23					
			✓ 8/7/48	8/16/48	REG-ACC	10		~~16~~ 13					

NCG 2500-C
(Revised June 1942)

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service Number)

8. LEAVE ACCOUNT WITH PAY

Ship or station	Date		Number of days	Balance		Signature
	Departed	Returned		Annual	Reenlist	

9. ABSENCE FROM DUTY WITHOUT PAY

Ship or station	Number of days	From—	To—	Remarks	Signature
Cmdr., 3CGD		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT			E. H. Lane Ship Clerk, USCG.
CG GROUP, FREEPORT, NY		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT			Byron M. Richardson, Lt. (jg)
O, Comdr. 5th CGD		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT			L. R. CHENOWETH Ship's Clerk, By Dir.
CG Group Freeport, N.Y.		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT			Byron M. Richardson, Lt. (jg) CO
CGAR&SB, E.City, N.C.		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.			H. H. Potter, LT.JG. By Dir.
O, Comdr. 5th CGD		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.			L. R. CHENOWETH Ship's Clerk, By Dir.
Tangier Sound Lt. Sta. (O,C5CGD)		NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.			L. R. CHENOWETH CGCLK By Dir.

10. TRIALS BY COURTS MARTIAL

Ship or station	Date	REMARKS: Kind of court, charge, sentence of court, and action of reviewing authority

16—9676-2

N. C. G.-2511A
Form approved by
Comptroller General, U. S.
January 31, 1941

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

Office, Commander 2nd CG District
(Unit)

WILLIS, Chas Leo
(Name in full—surname to the left)

7 January 1947
(Date)

(Service number)

(Rating on discharge)

	Year	Month	Day	NUMBER OF— Years	Months	Days
Date of last enlistment (for [illegible] years)	1941	1	7			
Enlistment extended (for [illegible] years from)	1943	1	7			
Date of discharge ([illegible]) (Character of discharge)	1947	1	6			
Total time of last enlistment period				6	0	0

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
	NONE			NONE			NONE	

Total Absence (NONE days)

Creditable time served during last enlistment period	6	0	0

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

E. H. Lane

E. H. LANE,

Date 7 January, 1947 (Rank) Ship's Clerk, U. S. C. G.
By direction
Commanding officer.

REENLISTMENT OR EXTENSION OF ENLISTMENT

Date 7 January, 1947 Office, Commander 2nd CG District, New York
(Unit and place)

I CERTIFY that the above-named man Reenlisted for
(Reenlisted or voluntarily extended his enlistment)

a period of THREE (3) years from this date.

E. H. Lane

E. H. LANE,

(Rank) Ship's Clerk, U. S. C. G.
By direction
Commanding officer.

16—20903-1

WILLIS, Otis L. 211-123 BM1(L)

CGC BLACKROCK Portsmouth, Va.

5CGD 29 March, 1949

1330
3/23/49 Tangier Sound Light Station
transportation ashore for compensatory liberty.

Art. 5043 P.I.

1645
3/23/49 Reedville, Va.
compensatory liberty. Transportation completed.

Art. 5043 P.I.

L. R. CHENOWETH
Chief, Military Personnel Section
By direction

hp

WILLIS, Otis L. 211-123 BM1(L)

CGC BLACKROCK Portsmouth, Va.

5CGD 17 Feb., 1949

1100
2/10/49 Tangier Sound Light Station
transportation ashore for compensatory liberty.

Art. 5043 P.I.

1715
2/10/49 CG Base, Portsmouth, Va.
compensatory liberty.

Art. 5043 P.I.

L. R. CHENOWETH
Chief, Military Personnel Section
By direction

hp

WILLIS, Otis L. 211-123 BM1(L)

CGC BLACKROCK Portsmouth, Va.

5CGD 8 March, 1949

1100
2/10/49 Tangier Sound Light Station, Tangier, Va.
transportation for compensatory liberty.

Art. 5043 P.I.

1715
2/10/49 Portsmouth, Va.
compensatory liberty. Transportation completed.

Art. 5043 P.I.

L. R. CHENOWETH
Chief, Military Personnel Section
By direction

hp

RESTRICTED

HOSP

DRIVER QUALIFICATION RECORD

NAME Willis, L.O. BM1c 211-123 ORGANIZATION U.S.C.G. DATE 10-47

DRIVING EXPERIENCE

TOTAL MILEAGE (Past 12 months) 5,000

ACCIDENTS (Past 12 months) None

TYPE OF VEHICLE	SIZE	TYPE OF DRIVING* (CIVILIAN)	TYPE OF DRIVING* (MILITARY)	YEARS	ACCIDENTS
PASSENGER	Sedan	city rural		5	None
BUS					
TRUCK	2½	= =		5	None
TRACTOR-TRAILER					

*EXAMPLES: RURAL, CITY, POST (MIL.), etc.

PHYSICAL APTITUDE TESTS

DATE OF TESTS (Month and Year)

	GLASSES* YES	GLASSES* NO	QUAL.	FAIL.	L. EYE / AVERAGE / L. EAR	R. EYE / R. EAR	B. EYES / R-G BLIND	TOT. BLIND	EXAMINER
1. VISUAL ACUITY		✓			20/20	20/20	20/20		DMJ
2. FIELD OF VISION			✓		90°	90°			DMJ
3. DEPTH PERCEPTION			✓		½ in.				R.A
4. COLOR PERCEPTION**			✓		NORMAL ✓				DMJ
5. HEARING			✓		20/20	20/20			RMJ
6. REACTION TIME			✓		O.K in.				R.A

NOTES:
*CHECK "YES" IF APPLICANT MUST WEAR GLASSES WHILE DRIVING, AND ENTER SCORES ON TEST GIVEN WITH GLASSES. CHECK "NO" IF APPLICANT NEED NOT WEAR GLASSES, AND ENTER SCORES ON TEST GIVEN WITHOUT GLASSES.

**CHECK ONLY ONE SPACE IN ADDITION TO "QUAL."

* **SEE NOTES AT RIGHT

DRIVING INFORMATION TEST FOR MOTOR VEHICLE OPERATORS

QUALIFYING SCORE = 31 or MORE

SCORE	DATE	EXAMINER
33	12-47	R.A

*PROBLEM 1. DRIVING ON GRADE
PROBLEM 2. CROSSING R.R. TRACKS
PROBLEM 3. BACKING TRUCK
PROBLEM 4. BACKING SEMI-TRAILER
PROBLEM 5. FRONT WHEEL DRIVE

DRIVER'S ROAD TEST

PART I — QUALIFYING SCORE = 150 or MORE

PART II — QUALIFYING SCORE = LESS THAN 3 ON EACH PROBLEM* (Enter Score on Each Problem)

SCORE	TYPE OF VEHICLE	PROB. 1	PROB. 2	PROB. 3	PROB. 4	PROB. 5
190	Amph TRK	1	0	1	+	1

DATE	EXAMINER	TYPE OF VEHICLE	DATE	EXAMINER
12-47	R.A	Amph TRK	12-47	R.A

COMMENTS (Other Problems, etc.)

WD AGO PRT-559

RESTRICTED

WILLIS, Otis L. 211-123 BM1(L)

TANGIER SOUND LIGHT STATION Tangier, Virginia

05-083 30 November, 1948

1200
11/27/48 CG Aircraft Repair & Supply Base, Elizabeth City, N.C. XXXX VIA: Comdr., 5th CGD, Norfolk, Virginia, for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

H/L 11/17/48 PE-A-73

L. R. CHENOWETH,
Chief, Military Personnel Section,
By direction.

hp

"SERVICE RECORD COPY"

WILLIS, Otis L.

DISTRICT OFFICE, 5CGD

211-123

BM1(L)

05-001

Norfolk, Virginia

1530
11/23/48

30 November, 1948

CG Aircraft Repair and Supply Base, Elizabeth City,NC further transfer to Tangier Sound Light Station, Tangier, Va., for asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

H/L 11/17/48 PE-A-73

0900
11/26/48

Tangier Sound Light Station, Tangier, Virginia. asdu in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

H/L 11/17/48 PE-A-73

L. R. CHENOWETH,
By direction.

hp

"SERVICE RECORD COPY"

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 580

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG-Aircraft Repair & Supply Base		Elizabeth City, N.C.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-171 (L)		23 November, 1948

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO.

AUTH:

TIME 0800
DATE 11/23/48

TRANSFERRED TO: Commander, 5th CG District
FOR assigment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

AUTH: M/L dated 17 November 1948, PB-A 73

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.

AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO.

AUTH:

M. U. POTTER, LTJG, USCG
By direction

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

17 November, 1948
PE-A 73

From: Commandant
To: Commanding Officer, CG Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Subj: WILLIS, Otis L.(211-123) BM1(L); orders, transfer, mutual exchange of station

1. Transfer subject man to the Commander, 5th CG District for assignment to duty in mutual exchange of station with AUSTIN, Charles A. (201-444) BM1.

2. Such station as may be assigned by the Commander, 5th CG District will constitute WILLIS' new permanent duty station.

3. All expenses incident to the execution of this order will be at no cost to the government.

W. C. CAPRON
By direction

CC: Commander, 5th CG District (p)

HELMER: AIM
ey ret 3-13

From compensation of

APPLICATION FOR ALLOTMENT

WILLIS, Otis L. (211-123) BM1(L)

PAYABLE TO

Monthly allotment in the amount of

Twenty-five- - - - - - - - - - - - ($ 25.00) Dollars.
(Words) (Figures)

If payable to a bank, business institution, or individual, for credit of*—

Name Morale Fund Officer,

Street and No. CG-Aircraft Repair & Supply Base

Post office Elizabeth City, State N.C.

Reason for allotment Repayment of Welfare Loan

First payment: Month JUNE, 19 48

I hereby request and authorize allotment, chargeable to my pay, as above.

Otis L. Willis

Rank or rating BM1(L) U. S. C. G.

19 May, 1948

Approved, allotment granted.

T. F. EPLEY, Lieut.Comdr., USCG

~~Commanding~~ Acting Commanding Officer

~~Commander~~, CG-AR&SB ~~District~~

Elizabeth City, N.C.

Witnessed and registered 3 June, 1948

J. A. LEETE, PAY CLERK, USCG

Pay officer AUTH. CERT. OFF. (18-476)

C.G. AIRCRAFT REPAIR & SUPPLY BASE

ELIZABETH CITY, N. C.

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been placed in effect.

Allotment Disbursing Officer.

M. O. REDFORD,
PAY CLERK, USCG,
AUTHORIZED CERTIFYING OFFICER

* Allotter or member immediate family

DO NOT FOLD — MAIL FLAT

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG

—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG

—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948

Reported at 0830 - 31 October, 1948 this date, having taken -10- days' leave and -0- days' TT.

H. U. POTTER, LTJG, USCG

—PERSONNEL OFFICER.

16—40220-3

[OVER]

ALLOTMENT STOPPAGE

From compensation of

WILLIS, Otis L. (211-123) EM1(L) USCG

Amount $ 15.00

PAYABLE TO

Name U.S. Marine Hospital,

Street and No.

Post office Norfolk, State Va.

Stop allotment after payment

for the month of AUGUST 19 48

for which checkage has been made.

REASON FOR STOPPAGE: Change payee

Otis L. Willis

(Signature of Allotter)

Rank or rating EM1(L)

APPROVED:

L. H. SEEGER, Commander, USCG

Commanding Officer, CG-AR&SB, Elizabeth City, N.C.

~~Commanderx~~ District

STOPPAGE REGISTERED, Date 17 Sept. 1948

F. W. PARSONS, LIEUT. USCG

AUTH. CERT. OFF. (1390) ~~USCGXX~~

Pay ~~Officex~~ C.G. AIRCRAFT REPAIR & SUPPLY BASE

NOTICE TO PAYEE

This allotment has been placed in effect with first payment to be made for the month of

Checks will be mailed you on the first day of each month.

Allotment or number cancelled [illegible]

DO NOT FOLD—MAIL FLAT

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been discontinued as requested.

Allotment Disbursing Officer.

M. C. REDFORD,

PAY CLERK, USCG,

CERTIFYING OFFICER

AD

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG

~~DISAPPROVING~~—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG

~~DISAPPROVING~~ PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948

Reported at 0830 - 31 October, 1948 this date, having taken -10- days' leave and -0- days' TT.

H. U. POTTER, LTJG, USCG

~~COMMANDING~~—PERSONNEL OFFICER.

16—40220-3

[OVER]

From compensation of

APPLICATION FOR ALLOTMENT

From compensation of WILLIS, Otis L. (211-123) BM1(L)

Monthly allotment in the amount of Twenty-five- - - - - - - - - - - ($ 25.00 (Figures)) Dollars.
(Words)

PAYABLE TO

If payable to a bank, business institution, or individual, for credit of*—

Name Morale Fund Officer,

Reason for allotment Repayment of Welfare Loan

Street and No. CG-Aircraft Repair & Supply Base

Post office Elizabeth City, State N.C.

First payment: Month JUNE, 1948

I hereby request and authorize allotment, chargeable to my pay, as above.

Otis L. Willis

Rank or rating BM1(L) U. S. C. G.

19 May, 1948

Approved, allotment granted.

T. F. EPLEY, Lieut.Comdr., USCG
Acting Commanding Officer
CG-ARSB
Elizabeth City, N.C.

Witnessed and registered 3 June, 1948

J. A. LEETE, PAY CLERK, USCG
AUTH. CERT. OFF. (18-476)

Pay office C.G. AIRCRAFT REPAIR & SUPPLY BASE
ELIZABETH CITY, N. C.

DO NOT FOLD — MAIL FLAT

NOTICE TO PAYEE

This allotment has been placed in effect with first payment to be made for the month of JUN 1948

Checks will be mailed you on the last day of each month without further action on your part. Keep this office advised of any change of your address.

All inquiries regarding this allotment should show the name of the allotter and be addressed to the Allotment Disbursing Officer, U. S. Coast Guard, Washington, D. C.

Allotment Disbursing Officer.

M. C. REDFORD,
PAY CLERK, USCG,
AUTHORIZED CERTIFYING OFF...

* Allotter or member immediate family

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG
—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG
PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon,

Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948

Reported at 0830 - 31 October, 1948 this date, having taken -10- days leave and -0- days' TT.

H. U. POTTER, LTJG, USCG
—PERSONNEL OFFICER.

16—40220-3

[OVER]

ALLOTMENT STOPPAGE

From compensation of

WILLIS, Otis L. (211-123) BMQ(L)

PAYABLE TO

Amount $ 25.00

Stop allotment after payment

Name Morale Fund Officer

for the month of SEPTEMBER 19 48
for which checkage has been made.

Street and No. CG Aircraft Repair & Supply Base, REASON FOR STOPPAGE: Paid Loan in full

Post office Elizabeth City, State N. C.

Otis L. Willis
(Signature of Allotter)

Rank or rating BMQ(L)

APPROVED:

L.H. SEEGER, Commander, USCG

Commanding Officer, CG AR&SB, Eliz. City, N.C.
Commander District

STOPPAGE REGISTERED, Date 10-15-48

J. A. LEETE, PC., USCG
AUTH CERT OFF (1390) U. S. C. G.
Officer CGAR&SB., ELIZ. CITY, N.C.

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been discontinued as requested.

Allotment Disbursing Officer.

M. C. REDFORD,
PAY CLERK, USCG,
AUTHORIZED CERTIFYING OFFICER

Returned ☐ GRANTED ☐ NOT GRANTED (

COMMANDING OFFICER.

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG

COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948

Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG

PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948

Reported at 0830 - 31 October, 1948 this date, having taken -10- days' leave and -0- days' TT.

H. U. POTTER, LTJG, USCG

PERSONNEL OFFICER.

16—40220-3

[OVER]

From compensation of

APPLICATION FOR ALLOTMENT

WILLIS, Otis L. (211-125) HM1( ) USCG

PAYABLE TO

Monthly allotment in the amount of Fifteen - - - - - - - - - - - - - - - ($ 15.00) Dollars
(Words) (Figures)

Name Surgeon General, U.S. Public Health Service, Collections Section, Budget & Fiscal Office,
Street and No.
Post office Washington 25, State D.C.

If payable to a bank, business institution, or individual, for credit of*—
Name WILLIS, Otis L. (211-123) HM1(L), USCG
Reason for allotment Liquidation of indebtedness.

First payment: Month SEPTEMBER, 1948

I hereby request and authorize allotment, chargeable to my pay, as above.

Otis L. Willis

Rank or rating AD2 U. S. C. G.

15 September, 1948

Approved, allotment granted.

L. H. SEEGER, Commander, USCG
Commanding Officer, CG-AR&SB,
Elizabeth City, N.C.
Commander, District

Witnessed and registered 17 Sept, 1948
F. W. PARSONS, LT. USCG
AUTH.CERT.OFF. (1390)
Paymaster, C.G.AIRCRAFT REPAIR & SUPPLY BASE, ELIZ.CITY, N.C.

16—12642—1

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been placed in effect.

Allotment Disbursing Officer.

M. C. REDFORD,
PAY CLERK, USCG,
AUTHORIZED CERTIFYING OFFICER

© DO NOT FOLD—MAIL FLAT

* Allotter or member immediate family

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG
DISTRICT COMMANDER—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG
DISTRICT COMMANDER—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon,
Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948
Reported at 0830 - 31 October, 1948 this date, having taken -10- days leave and -0- days' TT.

H. U. POTTER, LTJG, USCG
COMMANDING OFFICER—PERSONNEL OFFICER

16—40220-3

[OVER]

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG AIRCRAFT REPAIR AND SUPPLY BASE,	Elizabeth City, N. C.	18 October, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L.(211-123) BM1(L)	Commanding Officer	Personnel Officer

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
-10-	-0-	0900 - 10-20-48			1-6-49

REASON FOR REQUEST:

REGULAR LEAVE (ACC)

My address on leave will be: 921 Bossivain Ave., Norfolk, Virginia

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Leave record indicates balance of 18 days' annual and -0- - -0- days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because) (ACC)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

H.U. POTTER, Lt.(jg), USCG
COMMANDING EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG
COMMANDING—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG
COMMANDING EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948
Reported at 0830 - 31 October, 1948 this date, having taken -10- days' leave and -0- days' TT.

H. U. POTTER, LTJG, USCG
COMMANDING EXECUTIVE—PERSONNEL OFFICER.

16—40220-3

[OVER]

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG AIRCRAFT REPAIR AND SUPPLY BASE,	Elizabehh City, N. C.	18 October, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L.(211-123) BM1(L)	Commanding Officer	Personnel Officer

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
- 10-	- -	0900 - 10-20-48			1-6-49

REASON FOR REQUEST:

REGULAR LEAVE (ACC)

My address on leave will be: 921 Bossivain Ave., Norfolk, Virginia

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Leave record indicates balance of 18 days' [redacted] and - - - - - - days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because) (ACC)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

H.U. POTTER, Lt.(jg), USCG
[redacted]—PERSONNEL OFFICER.

Ind.-2 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

L.H. SEEGER, Commander, USCG
[redacted]—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG AR&SB, Elizabeth City, N. C. Date: 18 October, 1948
Departed at 0900 -20 October, 1948 this date. This leave of absence will expire before 0900 - 31 October, 1948, at CG AR&SB, Eliz. City, N.C. and is subject to the special instructions indicated on reverse hereof.

H.U. POTTER, Lt. (jg), USCG
[redacted]—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ---- days extension of leave to expire before noon, ----
Authority:

Signature and rank Title

Ind.-6 Unit: CG-AR&SB, E. City, N.C. Date: 31 October, 1948
Reported at 0830 - 31 October, 1948 this date, having taken -10- days' leave and -0- days' TT.

H. U. POTTER, LTJG, USCG
[redacted]—PERSONNEL OFFICER.

16—40220-3

[OVER]

...ION FOR LEAVE OF ABSEN...
STATES COAST GUARD
2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Coast Guard Aircraft Repair & Supply	Base - Elizabeth City, N.C.	6 August, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
-10-	-	0900 - 6 August, 1948	-	-	-

REASON FOR REQUEST:

REGULAR LEAVE (10 Days ACC)

My address on leave will be: 149-D - Enfield Apartment, Elizabeth City, N.C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
Otis L. Willis, BM1.
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CG-Aircraft Repair & Supply Base Date: 6 August, 1948

Leave record indicates balance of 32 Days earned days' annual and - - days' Reenlistment Leave due.

Forwarded [X] APPROVED [ ] NOT APPROVED (reason)

Returned [ ] GRANTED [ ] NOT GRANTED (reason)

E.C. Crosby
E.C. CROSBY, Lieut.-Comdr., USCG.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG-Aircraft Repair & Supply Base Date: 6 August, 1948

Forwarded [X] APPROVED [ ] NOT APPROVED (reason)

Returned [X] GRANTED [ ] NOT GRANTED (reason)

T.F. Epley
T.F. EPLEY, Lieut.-Comdr., USCG.
COMMANDING OFFICER. Actg.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned [ ] GRANTED [ ] NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Date: 6 August, 1948

Departed at 0900 - 6 August, 1948 this date. This leave of absence will expire before 0900 - 17 August, 1948, at CG-AR&SB, E. City, N.C. and is subject to the special instructions indicated on reverse hereof.

E.C. Crosby
E.C. CROSBY, Lieut.-Comdr., USCG.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: CG-Aircraft Repair & Supply Base Date: 17 August, 1948

Reported at 0700 - 17 August, 1948 this date, having taken -10- days' leave and - - days' TT.

7:00 A.M. 8-17-48

E.C. Crosby
E.C. CROSBY, Lieut.-Comdr., USCG.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

UNITED STATES COAST GUARD



ADDRESS REPLY TO
CO CG Group, Freeport, N.Y.
Short Beach Lb. Sta.
AND REFER TO
File -73-531

5 January, 1948

From: CO CG Group, Freeport, N.Y.
To : WILLIS, Otis L. (211-123) B.M.1c.(L)

Subj: Orders. transfer; travel; delay

1. Upon receipt hereof, in accordance with HQ/L (PE-A) dated 22 December, 1947 and C/3CGD/L dated 29 December, 1947 both file 73-531. copies attached, you are directed to proceed to the CG Aircraft and Supply Base, Elizabeth City, N.C. and on arrival thereat to report to the Commanding Officer of that unit for assignment to duty.

2. Travel necessary to the execution of this order is required by the public interests and is chargeable against HQ travel allotment symbol 051-20, authorization No. 513881. Allowances for subsistence and quarters as prescribed by Art. 439 P&SI are applicable in this case.

3. Since this order constitutes a permanent change of station for you from Freeport, L.I., N.Y. to Elizabeth City, N.C. your attention is invited to Personnel Circular 13-47, copy attached.

4. You are granted (5) five days leave of absence enroute.

5. Your service and health records are handed you herewith for safe delivery by you to your new station. Pay account will be forwarded to the CG Aircraft and Supply Base, Elizabeth City, N.C. upon receipt of information relative to your reporting to your new station.

5. Delivered and departed at 1030 this date.

Byron M. Wineke

Byron M. Wineke, Lt. (j.g.)

CC: CO CG Aireraft & Supply Base, Elizabeth City, N.C.

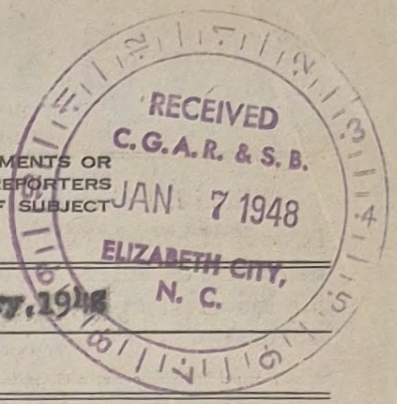
Ind-1 5 January, 1948
C3CGD(fst), NY

Issued TR TC 775,711 drawn on PRR covering one one way coach fare from NYC to Norfolk, Va. and TC 775,712 drawn on Norfolk Southern B us Corporation covering one bus p assage from Norfolk, Va. to Elizabeth City, NorthCarolina.

T. C. Crabe

T. C. CRABE
By direction

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)



WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
SHORT BEACH LIFEBOAT STA.	FREEPORT, N.Y.	5 January, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L.	CO CG Group, Freeport, N.Y.	

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
5	0	5 January, 1948	31	31	6 January, 1950

REASON FOR REQUEST:

To obtain living quarters.

My address on leave will be: 921 Bessivian Avenue, Norfolk, Va.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis, B.M.1c. (L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CO CG GROUP, FREEPORT, N.Y. Date: 5 January, 1948

Leave record indicates balance of 23 days' annual and 0 days' Reenlistment Leave due.

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

Byron N. Wineke, Lt. (j.g.)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CO CG Group, Freeport, N.Y. Date: 5 January, 1948

Departed at 1030 5 January, 1947 this date. This leave of absence will expire before 0900 11 January, 1948, at CG Aircraft & Supply Base, Elizabeth City, N.C. and is subject to the special instructions indicated on reverse hereof.

Byron N. Wineke, Lt. (j.g.)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: Date:

Reported at ..... this date, having taken ..... days' leave and ..... days' TT.

COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

of

APPLICATION FOR ALLOTMENT

Otis L. (211-123) BM1 ( ) — CG-Aircraft Repair & S[illegible]ly Base, Elizabeth City, N.C.

F- PAYABLE TO

Monthly allotment in the amount of
Fifteen dollars- - - - - - - - - - - ($ 15.00) Dollars.
(Words) (Figures)

Name U. S. Marine Hospital

Street and No.

Post office Norfolk, State Va.

If payable to a bank, business institution, or individual, for credit of*—
Name

Reason for allotment Hospitalization of dependent.

First payment: Month APRIL, 19 48

I hereby request and authorize allotment, hargeable to my pay, as above.

Otis L Willis

ank or rating BM1c(L) U. S. C. G.

18 March, 19 48

pproved, allotment granted.

L. H. SEEGER, Commander, USCG

mmanding CG-AR&SB, Elizabeth City,
mmander, N.C. ~~District~~

nessed and registered 2 April, 19 48

F. W. PARSONS, LT. USCG
AUTHORIZED CERTIFYING OFFICER
officer CGAR&SB, ELIZABETH CITY, N.C.

(18-476) 16—12642—1

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been placed in effect.

Allotment Disbursing Officer.

[illegible]
PAY CLERK, USCG
AUTHORIZED CERTIFYING OFFICER

DO NOT FOLD — MAIL FLAT

* Allotter or member immediate family

the just [illegible]
to sickness in my family resulting in [illegible]

this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

Otis L. Willis
(211-123) BM1 (L)

[illegible]
By direction

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City, N.C.

23 May, 1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.

To: Commandant (PMM)

Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

[illegible]
By direction

UNITED STATES COAST GUARD

CG-AR&SB
E. City, N.C.

AIRCRAFT REPAIR & SUPPLY BASE
Elizabeth City, N.C.

(CG-75)

23 May, 1948

From: WILLIS, Otis L. (211-123) BM1 (L) USCG.
To: Commandant (PMM)

Via: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.

Subj: Indebtedness for rent service; liquidation of

Ref: (a) Headquarters letter 7 May, 1948 (CG-73)(PMM)

1. The indebtedness referred to in reference (a) is acknowledged by me to be a just debt, which has been discharged by me to the full and complete satisfaction of Mr. N.C. Clark of 701 E. Burgess Street, Elizabeth City, N.C.

2. Headquarters is informed that no question existed relative to the just nature of this indebtedness, but payment thereof was delayed due to sickness in my family resulting in additional expense.

Otis L. Willis
(211-123) BM1 (L)

Ind-1
CG-Aircraft Repair & Supply Base
Elizabeth City, N.C.

23 May, 1948

From: Commanding Officer, CG-Aircraft Repair & Supply Base, Elizabeth City, N.C.
To: Commandant (PMM)

1. Forwarded for Headquarters record, with the information the financial difficulties of WILLIS have been inquired into, and as a result of indebtedness incurred beyond his control, a morale fund loan was extended to him. Receipt for payment of this debt is enclosed.

T.F. EPLEY
Acting.

ADDRESS REPLY TO:
COMMANDANT (PMM)
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

UNITED STATES COAST GUARD

GUARD DISTRICT SERVICES

12 AM 9:19

7 May, 1948

FILE: CG-73

RECEIVED C.G.A.R. & S.B. MAY 18 1949 ELIZABETH CITY, N. C.

From: Commandant
To: Commanding Officer, Aircraft Repair and Supply Base, Elizabeth City, North Carolina

Via: Commander, 5th Coast Guard District

Subj: WILLIS, Otis L.(211-123) BM3 (L); Non-payment of debts

1. Headquarters is in receipt of correspondence from Mrs. N. C. Clark, 701 E. Burgess Street, Elizabeth City, North Carolina, wherein it is alleged that subject man is indebted to her in the sum of $86.00 for rent for the month of March and three weeks in the month of April.

2. Interview subject man in this matter and direct his attention to the provisions of Commandant's Circular No. 26-47 regarding the obligation of all service personnel to pay debts incurred for the necessities of life such as food and rent. If subject man admits this to be a just indebtedness, direct that he take immediate steps to liquidate same. Further direct subject man to inform both Mrs. Clark and Coast Guard Headquarters as to his position in this matter.

N. W. SPROW
By direction

Ind-1
O., Comdr., 5th CG District (pmp)
Norfolk, Va.

17 May, 1948

From: Commander, 5th CG District
To: Commanding Officer, Aircraft Repair and Supply Base, Elizabeth City, N. C.

Forwarded for action.

L. R. CHENOWETH
By direction

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Coast Guard	Aircraft Repair & Supply Base - Elizabeth City, N.C. -	12 April, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Ottis L. (211-123)	BM1 - Commanding Officer	- Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
-25-	-	1300 - 12 April, 1948	- -		

REASON FOR REQUEST:

REGULAR LEAVE (25 Days ACC)

My address on leave will be: Hatteras, North Carolina.

I will immediately inform my commanding officer of any change in address while on leave.

Ottis L. Willis, BM1
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CG-Aircraft Repair & Supply Base Date: 12 April, 1948

Leave record indicates balance of 48 earned. days' annual and _____ days' Reenlistment Leave due.

Forwarded [X] APPROVED [ ] NOT APPROVED (because)

Returned [X] GRANTED [ ] NOT GRANTED (because)

E.C. CROSBY, Lieutenant, USCG.
COMMANDING EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG-AR&SB. E. City, N.C. Date: 12 April, 1948

Forwarded [X] APPROVED [ ] NOT APPROVED (because)

Returned [X] GRANTED [ ] NOT GRANTED (because)

L.H. SEEGER, Commander, USCG.
COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned [ ] GRANTED [ ] NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG-AR&SB. E. City, N.C. Date: 12 April, 1948.

Departed at 1300 - 12 April, 1948 this date. This leave of absence will expire before 0900 - 8 May, 1948, at CG-AR&SB. E. City, N.C. and is subject to the special instructions indicated on reverse hereof.

E.C. CROSBY, Lieutenant, USCG.
COMMANDING EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted _____ days extension of leave to expire before noon, _____

Authority:

Signature and rank Title

Ind.-6 Unit: CG-Aircraft Repair & Supply Base Date: 10 May, 1948

Reported at 0800 - 8 MAY, 1948 this date, having taken -25- days' leave and - - days' TT.

E.C. CROSBY, Lieutenant, USCG.
EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG-Aircraft Repair & Supply Base.	Elizabeth City, N.C.	5 February, 1948

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L.(211-123)BM1c(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
-15-	-0-	0900 - 5 Feb.,1948	-17-	- - - - - -	1-6-50

REASON FOR REQUEST:

Regular Leave.(Illness in family).

My address on leave will be: 921 Bossiviane Ave., Norfolk, Va.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis, BM1c(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CG-AR&SB, E. City, N.C. Date: 5 February, 1948

Leave record indicates balance of -26- days' annual and - - - - - - - - - days' Reenlistment Leave due.

Forwarded [X] APPROVED [ ] NOT APPROVED (reasons)

Returned [ ] GRANTED [ ] NOT GRANTED (reasons)

E. C. CROSBY, Lieutenant, USCG
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: CG-AR&SB, E. City, N.C. Date: 5 February, 1948

Forwarded [ ] APPROVED [ ] NOT APPROVED (reasons)

Returned [X] GRANTED [ ] NOT GRANTED (reasons)

L. H. SEEGER, Commander, USCG
COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned [ ] GRANTED [ ] NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CG-AR&SB, E. City N.C. Date: 5 February, 1948

Departed at 0900 - 5 February, 1948 this date. This leave of absence will expire before 0900 21 February, 1948, at CG-AR&SB, E. City, N.C. and is subject to the special instructions indicated on reverse hereof.

E. C. CROSBY, Lieutenant, USCG
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ..... days extension of leave to expire before noon, ...

Authority:

Signature and rank Title

Ind.-6 Unit: CG-Aircraft Repair & Supply Base Date: 21 February,1948

Reported at 0845 - February 21, 1948 this date, having taken -15- days' leave and -0- days' TT.

E.C. CROSBY, Lieutenant, USCG.
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

No. 122

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMlc. (L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
CG-Aircraft Repair & Supply Base		Elizabeth City, N.C.

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-171		11 January, 1948

TIME 0900
DATE 1/11/48

REPORTED FROM: CG-GROUP, Freeport, New York
FOR assignment to duty, having taken five (5) days leave enroute.

DUTY CODE NO.

AUTH: H/L. 22 December, 1947 (PE-A)(CG-73-531).

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.

AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO.

AUTH:

L.M. SEEGER, Commander, USCG.
(Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

WILLIS, Otis L | 211-123 | B.M.1c.(L)

CG GROUP FREEPORT, N.Y. | SHORT BEACH LB STATION | FREEPORT, N.Y.

1/5/48

1030
1/5/48

CO Aircraft and Supply Base, Elizabeth, City N.C.
Assignment to Duty.

HQ/L (PE-4) Dated 22, December, 1947 73-531 and C/30GD/L Dated 29, December, 1947 File 73-531

BYRON M. KINSEY, Lt.(jg)

12-35

WILLIS, Otis I. 211-123 B.M.1c.(L)

CG GROUP, FREEPORT, N.Y. SHORT BEACH LIFEBOAT STATION FREEPORT, N.Y.

12-30-47

1430
12-29-47

Office of Commander, 3rd. CG District
Resumption of regular duties

C/3CGD indorsement No.2 on C/3CGD/L dated 19 December, 1947
file CG-73-531

APPLICATION FOR LEAVE OF ABSE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
SHORT BEACH LIFEBOAT STA.	FREEPORT,N.Y.	5 January,1948

FROM (REQUESTER):	TO	VIA:
WILLIS,Otis L.	CO CG Group,Freeport,N.Y.	

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
5	0	5 January,1948	37	37	6 January,1950

REASON FOR REQUEST:

To obtain living quarters.

My address on leave will be: 921 Bossivian Avenue,Norfolk,Va.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis,B.M.1c.(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CO CG GROUP,FREEPORT,N.Y. Date: 5 January,1948
Leave record indicates balance of 23 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

Byron M. Wineke,Lt.(J.G.)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CO CG Group,Freeport,N.Y. Date: 5 January,1948
Departed at 1030 5 January,1947 this date. This leave of absence will expire before 0900 11 January,1948, at CG Aircraft & Supply Base, Elizabeth City,N.C. and is subject to the special instructions indicated on reverse hereof.

Byron M. Wineke,Lt.(J.G.)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: Date:
Reported at ..... this date, having taken ..... days' leave and ..... days' TT.

COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-44)

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMlc(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5TH CG DISTRICT		Norfolk, Va.

UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	DATE
05-001	5 December, 1947

TIME 1300
DATE 11-21-47

REPORTED FROM: USSH, Norfolk, Va., having been detached that unit
FOR while absent temporary duty at the Comdt., Transportation School, Fort Eustis, Va.

DUTY CODE NO. 18-D AUTH: Art. 3002(1) Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

0800, 12-1-47: Reported from nine days' sick leave to the Comdt., Transportation School, Fort Eustis, Va., for continuation of DUKW training.

1400, 11-21-47

DUTY CODE NO. 18-D AUTH: Comdt's. Cir. 31-47

L. R. CHENOWETH,
By direction

dfm-mm

5 10

WILLIS, Otis L. 211-123 BMlc(L)

DISTRICT OFFICE, 5TH CG DISTRICT Norfolk, Va.

05-001 28 November, 1947

1300
11-21-47 USMH, Norfolk, Va., having been admitted that unit xxx while absent temporary duty at the Comdt., Transportation School, Fort Eustis, Va.

18-D Art. 3002(1) Regs.

1400, 11-21-47: Departed on nine days' sick leave, to expire prior 0900, 12-1-47, at the Transportation School, Fort Eustis, Va., for continuation of DUKW training.

18-D Comdt's. Cir. 31-47

L. R. CHENOWETH,
By direction dfm-31

WILLIS, Otis L. 211-123 BMlc(L)

DISTRICT OFFICE, 5TH CG DISTRICT Norfolk, Va.

05-001 21 November, 1947

0800
11-14-47 three days' sick leave.
xxx

18-D Comdt's. Cir. 31-47

0805, 11-14-47: Departed for inpatient treatment at USMH, Norfolk, Va. (Man is temporarily attached to the Transportation School, Fort Eustis, Va., for DUKW training.)

18-D Art. 3002(1) Regs.

L. R. CHENOWETH,
By direction dfm-28

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-44)

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BMlc(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5TH CG DISTRICT		Norfolk, Va.

UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT: 05-001

DATE: 14 November, 1947

TIME: 1545
DATE: 11-10-47

REPORTED FROM:
FOR ~~XXX~~ inpatient treatment at USMH, Norfolk, Va., having been admitted that unit from the Transportation School, Fort Eustis, Va.

DUTY CODE NO. 18-D AUTH: Art. 3002(1) Regs.

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

1600, 11-10-47: Departed on six days' sick leave, to expire prior 0900, 11-17-47 at the Transportation School, Fort Eustis, Va., for continuation of DUKW training.

DUTY CODE NO. 18-D AUTH: Comdt's. Cir. 3-47

L. R. CHENOWETH,
By direction

dfm-25

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-44)

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1c(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5TH CG DISTRICT		Norfolk, Va.

UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT: 05-001

DATE: 10 November, 1947

TIME: 1330
DATE: 9-25-47

REPORTED FROM: Commander, 5th CG District, for further transfer to
FOR ACC the Commandant, Transportation School, Fort Eustis, Va., for
DUKW training at the amphibious truck drivers school.

DUTY CODE NO. 18-D AUTH: Ltr Journal (Captain)

TIME: 1315
DATE: 9-25-47

TRANSFERRED TO: Comdt., Transportation School, Fort Eustis, Va.,
FOR DUKW training at the amphibious truck drivers school. Carried
on the rolls of this office while absent this training.

AUTH: Same as above

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. _____ AUTH: _____

OTHER CHANGES (SPECIFY)

2250, 11-4-47: While undergoing training at the Transportation School, Fort Eustis, Va., admitted to the USMH, Norfolk, Va., for inpatient treatment.

DUTY CODE NO. 18-D AUTH: Art. 3002(1) Regs.

L. R. CHENOWETH,
(Commanding)
By direction

dfm-23

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

Willis, Otis 211-123
(Name, surname first)

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-44)

ATE

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1c(L)
MINOR UNIT NAME	LOCATION	
DISTRICT OFFICE, 5TH CG DISTRICT	DATE Norfolk, Va.	30 September, 1947

05-001

TIME
DATE 1130 9-25-47

REPORTED FROM:
FOR Commander, 3rd CG District, for further transfer to xxx the Commandant, Transportation School, Fort Eustis, Va., for DUKW training at the amphibious truck drivers school.

DUTY CODE NO. 18-D

AUTH: HD 152132Z (Sept'47)

TIME
DATE 1315 9-25-47

TRANSFERRED TO:
FOR Comdt., Transportation School, Fort Eustis, Va., DUKW training at the amphibious truck drivers school. Carried on the rolls of this office while absent this training.

AUTH: Same as above

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO. AUTH:

(Command) CHENOWETH,
By direction

dfm-96

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

Willis, Otis	211-123	EM1c	DCGO, NorVa.
(Name, surname first)	(Service number)	(Rank or rating)	(Unit)

*REGULAR
*SPECIAL
*TEMPORARY
*RESERVE
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place USMH, Norfolk, Va., Date 11-10-47, 19

To: Comdr., 5th CG District,
(Coast Guard unit)

Box 540, Norfolk, Va.
(Address)

The above-named patient was discharged from {*inpatient / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Virus Bronchopneumonia	361-197	11-1-47	11-10-47

He {*is / *is not} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

3 days sick leave then fit for duty.

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *No.} Absent without permission? {*Yes. / *No.} Guilty of insubordination? {*Yes. / *No.}

M.R. Harston

M.R. Harston, Asst. Surgeon.

U. S. Public Health Service.

16—27156-1

NOTICE OF MEDICAL TRANSFER

_____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)

treatment at _____ {*office / *hospital} at _____ for

_____ since _____, 19 , has been
(Diagnosis)

transferred this date _____, 19 , to the U. S. Marine Hospital at _____ for further treatment.

_____

U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

WILLIS, Otis	211-123	EM1c	DCGC,
(Name, surname first)	(Service number)	(Rank or rating)	(U

APPLICATION TO THE U. S. PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE U. S. COAST GUARD

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

Place USMH, Norfolk, Va., Date 11-4-47, 19

To: ~~[illegible]~~ Medical Officer in Charge, USMH,
Norfolk, Va.

SIR: You are requested to examine the above-named {*officer / *enlisted man} of the U. S. Coast Guard, attached to the above-named unit, and furnish him such treatment as may be required. It is requested that the RETURN MEDICAL CERTIFICATE be returned to Comdr., 5th CG District, Norfolk, Va.

_____
(Signature of patient)

Everett S. Winstead
Everett S. Winstead, PhM2c U. S. Coast Guard. Rep.

RETURN MEDICAL CERTIFICATE

Place USMH, Norfolk, Va., Date 11-4-47, 19

I CERTIFY that I have examined the above-named person and find him suffering from
Observation for Pneumonia. Y00-001
(Give diagnosis by number and name according to official nomenclature)

My professional opinion in the case is expressed below for the information of the Coast Guard administrative officers. Incident of service? {*Yes. / *No.} Fit for duty? {*Yes. / *No.} Absent from duty on account of the effects of a disease, as distinguished from injury, directly attributable to and immediately following his own intemperate use of alcoholic liquor or habit-forming drug? {*Yes. / *No.} Absent from duty on account of the direct effects of a venereal disease due to his own misconduct? {*Yes. / *No.} If "yes," did the initial symptoms appear less or more than one year ago? {*Less. / *More.} Treatment will require approximately _____ days absence from duty. He was admitted to {*inpatient / *outpatient} treatment at USMH, Norfolk, Va. {*hospital / *office} on 11-4-47, 19

John Leer, Jr. Asst. Surgeon (R)
John Leer, Jr. Asst. Surgeon.

_____ U. S. Public Health Service.

*Having been informed that I am suffering from _____
(Diagnosis)
and that in the opinion of the medical officer, this disease is the result of my own misconduct, I (*do not) desire to submit a statement. (Attach statement if made.)

_____
(Patient's signature)

WITNESS:

_____
(Signature of medical officer)

_____ U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX
CO: CG GROUP, FREEPORT, N.Y.
File: 73-531.

24 September, 1947

From: CO: CG Group, Freeport, N.Y.
To: WILLIS, Otis L. (211-123) BM.1/c.(L)

Subj: Orders; transfer; temporary duty; travel

1. Upon receipt hereof, in accordance with verbal orders Commander, 3rd Coast Guard District, of 23 September, 1947, you are directed to proceed to the Office of the Commander, 3rd Coast Guard District, 42 Broadway, New York, New York, and to report not later than 24 September, 1947, to the Personnel Officer at that place for further transfer and assignment to temporary duty in connection with "DUCK OPERATION TRAINING".

2. Travel will be performed via government conveyance.

3. Your Health, and Service records are handed you herewith and will be carried on transfer.

4. Delivered and departed at 1030 this date.

BYRON M. WINEKE

WILLIS, Otis L. 211-123 BM.1/c.(L)

CG GROUP, FREEPORT, N.Y. SHORT BEACH LB STATION FREEPORT, N.Y.

03-153 9-24-47

1030 O/C/3CGD
9-24-47 further transfer.

VO/C/3CGD/9-23-47

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

Departed 1000 - 9-11-47
Returned 0800 9-24-47
12 Days Leave

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
SHORT BEACH LB STA.	FREEPORT. N.Y.	11 September. 1947

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM.1/c(L)	CO: CG Group Freeport, n.y.	

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
15		1000 9-11-47			

REASON FOR REQUEST:

Visit Family

My address on leave will be: 57 Long Beach Rd., Long Beach, N.Y.

I will immediately inform my commanding officer of any change in address while on leave.

OTIS L. WILLIS
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Date:

Leave record indicates balance of 60 days' annual and _____ days' Reenlistment Leave due.

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

BYRON M. WINEKE, Lt.(jg)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-2 Unit: Date:

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Date:

Departed at 1000 9-11-47 this date. This leave of absence will expire before 0900 9-27-47, at Freeport, N.Y. and is subject to the special instructions indicated on reverse hereof.

BYRON M. WINEKE, Lt.(jg)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted _____ days extension of leave to expire before noon, _____

Authority:

Signature and rank Title

Ind.-6 Unit: Date:

Reported at _____ this date, having taken _____ days' leave and _____ days' TT.

COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

16—40220-2

[OVER]

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-44)

SURNAME, FIRST NAME, INITIAL	SERVICE No.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1c(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
DISTRICT OFFICE, 5TH CG DISTRICT		Norfolk, Va.

UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT: 05-001

DATE: 5 December, 1947

TIME
DATE
REPORTED FROM:
FOR

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

0800, 12-1-47: Reported from nine days' sick leave to the Comdt., Transportation School, Fort Eustis, Va., for continuation of DUKW training.

1400, 11-21-47

DUTY CODE NO. 18-D AUTH: Comdt's. Cir. 31-47

L. R. CHENOWETH,
By direction dfm-mm

510

CO: CG GROUP, FREEPORT, N.Y.
File. CG-73-531

107-48

13 July, 1947

From: CO: CG Group, Freeport, N.Y.
To: WILLIS, Otis L. (211-123) BM.1/c.(L)

Subj: Orders; transfer; travel

1. Upon receipt hereof and in accordance with Commander 3rd Coast Guard District Letter 7-11-47 (73-531)(skk)(pmp) you are directed to proceed to Short Beach LB Station, Freeport, N.Y. and upon arrival thereat report to the Commanding Officer, for assignment to duty at that unit

2. This order constitutes a permanent change of station for subject-named man from Wantagh, Long Island, New York, to Freeport, Long Island, New York. Since this order constitutes a permanent change of station, he is entitled to transportation of his dependents and household effects in accordance with law, In order that the necessary funds may be obligated to cover such expenses, he will submit a request for authority for required travel of his dependents on form CG-9824 (1-47) and for required transportation of household effects on Form CG-2658 (10-46) to one of the Offeres authorized to approve such request as stated in chapter IV, Pay and Supply Instructions. These forms should be submitted immediately upon his decision to move his dependents or household effects. Failure to do so will result in delay of the movement or reimbursement for expenses incurred therefor.

3. Travel necessary to the execution of this order is required by the public interests and is chargeable against Commander 3rd Coast Guard District travel allotment, symbol 03-20, authorization No. 030376.

4. Your Service and Health records are handed you herewith to carry on transfer.

5. Departed this unit at_____this date.

BYRON M. WINEYE

WILLIS, Otis L. 211-123 BM.1/c.(L)

CG GROUP, FREEPORT, N.Y. JONES BEACH LB STATION WANTAGH, N.Y.

7-13-47

July, 1947: Deptd. 1400 13 on inter-unit tr. from Jones Beach LB Station to Short Beach LB Station.

July, 1947: Reptd. 1500 13 on inter-unit tr. to Short Beach LB Station from Jones Beach LB Station.

C/30(3)/L-7-11-47
(73-531)(sldc)(pmp) (107-48) BYRON M. WINENE, Lt.(jg)

5-7

WILLIS, Otis L. 211-123 B.M.1/c(L)

CG GROUP, FREEPORT, N.Y. JONES BEACH LB STATION WANTAGH, N.Y.

12 May, 1947

Returned 0900-9 May, 1947 from (15) days leave of absence.

Art. 1936(3) Regs. BYRON M. WINEKE, Lt.(jg)

WILLIS, Otis L. 211-123 B.M.1/c(L)

CG GROUP, FREEPORT, NEW YORK JONES BEACH LIFEBOAT STATION WANTAGH, N.Y.

28 April, 1947

Departed 1100-28 April, 1947 on (10)ten days leave of absence.

Art. 1936(3) Regs.

Byron M. Wineke, Lt.(jg)

(PE-C)

CG-73

20 February, 1947

From: Commandant
To: Commander, 3rd CG District (pmp)

Subj: Personnel; designator (L)

1. In accordance with the requests contained in letters from the below named men of various dates, with your indorsements thereon, you are authorized to affix the designator (L) to their ratings.

Estler, Francis E. (211-150) BMlc
Hargis, William A. (104-610) MoMMlc
Knowles, William H. (105-921) CBM
Merrill, Roy (107-195) CBM
Midgette, Melvin B. (211-121) CBM
Russell, Raymond J. (212-019) BMlc
Willis, Harry H. (111-103) CBM
Willis, Otis L. (211-123) BMlc

2. Report action on Form 2599.

W.C. CAPRON
By direction

CERTIFIED TO BE A TRUE COPY:
Byron M. Wineke
BYRON M. WINEKE, Lt.(jg)

WILLIS, Otis L. 211-123 B.M.1c

CG GROUP, FREEPORT, NEW YORK JONES BEACH LIFEBOAT STATION WANTAGH, NEW YORK

5 March, 1947

B.M.1c B.M.1c(L) 20 February, 1947

HL-2/20/47

BYRON M. WINEKE, Lt.(jg)

NCG 2519
(Revised Nov. 1939)

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD

Unit JONES BEACH LIFEBOAT STATION.

Date 10 JANUARY, 1947.

From: OTIS L. WILLIS, (211-123) BM1c.
To: COMMANDING OFFICER, FREEPORT GROUP; FREEPORT, N.Y.
Via: OFFICER IN CHARGE, JONES BEACH LIFEBOAT STATION, WANTAGH, N.Y.

Subject: Leave of absence.

1. I request 15 days' leave of absence to depart ~~10~~ 12 JANUARY, 1947.

2. My reason for the above request is To visit my FAMILY.

my address while on leave will be HATTERAS, N.C.

[a]3. I have had no days' leave of absence during my current enlistment—during the current fiscal year.

Otis L. Willis
OTIS L. WILLIS, BM1c.
(Signature)

1st Endorsement

[a]Leave account certified correct.
Forwarded, approved.
~~Forwarded, disapproved~~ DUE BACK BEFORE 0900, ~~26~~ 25 JANUARY, 1947.

Melvin B. Midgett
MELVIN B. MIDGETT, CBM.
~~Commanding, Executive Officer~~ OINC

2d Endorsement

[a]~~Forwarded, approved.~~
Returned, granted.
~~Returned, not granted~~

~~Forwarded, disapproved~~

J.M. ODIN
J.M. ODIN, Ch. BOS'N.
~~Commanding~~ Commanding. OFFICER

3d Endorsement

Coast Guard Headquarters,
Washington, D. C., (Date) _____

[a]1. Returned, granted.
2. Returned, not granted _____

[a] Strike out phrases not applicable.
[b] State reasons for disapproval.

_____
Commandant.

[OVER]

16—8536-1

Dep. 1205 a.m. 12 Jan.

WILLIS, Otis L. 211-123 BMlc

Comdr. 3rd CG District TRANSIENT New York, N.Y.

03-001 7 Jan. 1947

1500
7 Jan. 1947 CG GROUP, FREEPORT, LINY
resumption of regular station and duty

DoL 1/7/47 (73-701-531)

1-7-47 Reenlisted this date for a period of three (3) years in the Regular Establishment as a permanent BMlc. IS entitled to reenlistment allowance and MOP.

PAFE: New York, N.Y.

18D PB 103-44 E. H. LANE, Ship's Clerk, USCG
By direction

FILE IN SERVICE RECORD

WILLIS, Otis L.	211-123	BM.1/c.
CG GROUP, FREEPORT, N.Y.	Jones Beach LB Station	Wantagh, N.Y.
		1-7-47

1800
1-7-47

O/C/3CHD
assignment to duty

J.M. ODIN, Ch.Bos'n.(L)

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Comdr. 3rd CG District (Unit) — New York, N.Y. (Place)

7 January 1947 (Date)

FROM: WILLIS, Otis L. (211-123) Bflc

TO: COMMANDANT (via Comdr. 3rd CG District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alvin R. Willis (Full name of wife, if not married, so state)	46th Park Ave., Long Beach, LINY (Address of wife)
Shirley May Willis, born August 1937 (Full name of child; if none, so state)	ditto (Address of child)
Alva Dutrow Willis, born November 1938 (Full name of child; if none, so state)	ditto (Address of child)
Janet Eileen Willis, born February 1940	ditto
Otis Lee Willis, Jr., born August 1942 (Full name of child; if none, so state)	ditto (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie T. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential (State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Pulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential (State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this

7th day of January, 19 47

B. H. LANE (Signature)

Ship's Clerk, USCG (Rank or title)
By direction

Otis L. Willis (Signature)

Bflc., USCG (Rank or rating)

U. S. GOVERNMENT PRINTING OFFICE 16—25758-1

N.C.G. No. 2668

S.V. No_____
Pay No_____

REPORT OF CHANGE IN PAY STATUS

WILLIS	Otis	L.	211-123	B.M.2c.(Pro)
(Surname)	(First Name)	(Middle Initial)	(Service No.)	(Rank or rating)

Short Beach LB Station (Jones Beach Station).	Freeport, N.Y.	24 June, 1942.
(Unit)	(Place)	(Date)

From: COMMANDING OFFICER. JONES BEACH STATION.
To: PAY OFFICER. DISTRICT COAST GUARD OFFICER, THIRD NAVAL DISTRICT.

You are hereby authorized to adjust the pay accounts of the above named for the following reason:

STATEMENT OF SERVICE

ENTERED SERVICE	SERVICE TERMINATED	NO ABSENCES WITHOUT LEAVE, DUE TO OWN MISCONDUCT OR N.P.D.I, UNLESS INDICATED BELOW
12-27-34	1-5-38	
1-6-38	1-6-41	
1-7-41	Now serving.	

46 12
47-X-36
34-12-27
12-0-9

Completed 8 years service on 12-26-42

AUTHORITY:

Finance Circular
No. 74-42, 17 June, 1942.

C.O.Cray
(Commanding)

Commanding Officer.
(Title)

---

1. Receipt of this authorization is hereby acknowledged. The accounts of the above named have been adjusted.

_____ (date)

_____ (Pay Officer

APPLICATION FOR FAMILY ALLOWANCES - NAVY DEPARTMENT

NAVPERS- 668

File In Safe

SHIP OR STATION	DATE OF APPLICATION	DATE REPORTED FOR ACTIVE DUTY
ATLANTIC BEACH LIFEBOAT STATION, (FREEPORT GRP) ATLANTIC BEACH, NEW YORK	2/3/46	12 December, 1934

☐ BUREAU OF NAVAL PERSONNEL ☒ COMMANDANT U. S. COAST GUARD ☐ COMMANDANT U. S. MARINE CORPS

NAME OF SERVICEMAN (Last)	(First)	(Middle)	SERVICE NUMBER	RATING
WILLIS	Otis	Lee	211-123	CBM

I do hereby apply for family allowances under the Servicemen's Dependents Allowance Act of 1942 (as amended) on behalf o the relatives hereinafter named, and do certify the following to be true to the best of my knowledge and belief:

DO NOT USE THIS COL'N	PAYEE SEE NOTE (1)	NAME AND ADDRESS OF DEPENDENT (INCLUDE FULL GIVEN NAMES)	RELATIONSHIP	DATE OF BIRTH SEE NOTE (2) MO.	DATE OF BIRTH SEE NOTE (2) YR.	ESTIMATED MONTHLY INCOME OF DEPENDENT DURING PAST 12 MONTHS (WITHOUT YOUR CONTRIBUTION) SEE NOTE (3)	AVERAGE MONTHLY AMOUNT CONTRIBUTED BY YOU DURING THE PAST 12 MONTHS SEE NOTES (3) (4)
1	X	ALIVIA WILLIS	WIFE				
2		EILEEN JANET WILLIS	DAUGHTER	1	46		
3							
4							
5							
6							

1. Mark "X" in appropriate square in column headed "Payee" opposite names of persons to receive check(s).
2. Enter dates of birth only for children, brothers and sisters, and grandchildren.
3. For your wife and/or children do not state estimated income or amounts contributed.
4. Do not include any amounts paid by you to your dependents for your own room and board.

If payments for any of the persons named above are to be made to a person other than a dependent, enter full name and address of the payee and indicate dependent by number shown above:

DEPENDENT NO.	NAME OF PAYEE	ADDRESS OF PAYEE

PLACE OF PRESENT MARRIAGE	DATE OF MARRIAGE	IF SEPARATED, IS THERE A COURT ORDER OR WRITTEN SEPARATION AGREEMENT IN EFFECT? IF SO, ATTACH A CERTIFIED COPY.
HATTERAS, NORTH CAROLINA	14 April, 1934	☐ YES ☐ NO

HAVE YOU BEEN PREVIOUSLY MARRIED?	IF SO, HOW WAS MARRIAGE DISSOLVED	IF DIVORCED, GIVE DATE OF DIVORCE DECREE
☐ YES ☐ NO	☐ DEATH ☐ DIVORCE ☐ ANNULMENT	

NAME OF DIVORCED WIFE (OR WIVES) IF NOT LISTED ABOVE	ADDRESS OF DIVORCED WIFE OR WIVES

If divorced, you must submit a certified copy of the court order or decree with this application.

STATE BRIEFLY ANY FURTHER FACTS YOU DESIRE TO SUBMIT TO SUPPORT OR EXPLAIN THIS APPLICATION:	PAYMENTS TO DEPENDENTS (OTHER THAN WIFE, CHILD OR WIFE DIVORCED) SHALL START WITH THE MONTH OF:
ADDITIONAL ALLOTMENT FOR DAUGHTER	

CERTIFICATE OF DISBURSING OFFICER

ACTIVITY DCGO 3ND

DATE 20 February, 1946

I HAVE THIS DATE ~~NOTED~~ continued IN THE APPLICANT'S PAY ACCOUNT (211-123 Pay Number) A MONTHLY FAMILY ALLOWANCE

OF $22 ~~XXXX~~ (Strike Out One) EFFECTIVE February (Month) 194 6

FA"A" In effect since 11/43

E. L. Coleman
(Signature of Disbursing Officer) Sign Third Copy Only - (Pink)
E. L. HARRIS, Jr., USCG, Deputy
for E. L. COLEMAN, SDA, USN, 55-123

(DISBURSING OFFICERS OF THE MARINE CORPS WILL NOT EXECUTE THIS PART OF THE FORM)

QUADRUPLICATE: To be retained and made a part of the man's service record after completion by the Disbursing Officer.

DO NOT WRITE ON REVERSE SIDE OF THIS FORM

NOTICE TO OFFICER ADMINISTERING OATH — PART 2

Instructions.—Applicant will complete items 1, 2, 3, and 4. Officer administering oath will detach and send this part of the form to disbursing officer carrying pay accounts of applicant. Disbursing officer will endorse to Bureau of Supplies and Accounts or Commandant, Coast Guard, as applicable. (*This part of the form will not be executed by enlisted men of the Marine Corps.*)

1. WILLIS, Otis, I., (211-123), CBM, (a)
(Last name) (First) (Middle) (Service number) (Rating)

2. I have made application on this 1st day of November, 1943, for payment of the family allowances provided in the Servicemen's Dependents Allowance Act of 1942 to my dependents as indicated by "x" entered below:

CLASS A [X] Includes lawful wife; former wife divorced who has not remarried and to whom alimony has been decreed and is still payable; child, meaning legitimate child, child legally adopted, stepchild, and illegitimate child where man has been judicially ordered or decreed to support or judicially decreed to be putative father or has acknowledged under oath in writing to be father of such child.

CLASS B [ ] Includes father, mother, grandfather, grandmother, stepfather, stepmother, father or mother through adoption; persons who for period of 1 year prior to your entry into service stood in loco parentis to you; brother, sister, including those of half blood, stepbrothers, stepsisters, and brother and sister through adoption; grandchild to whom you stood in loco parentis for a period of 1 year prior to your entry in service.

3. Were you in active service on June 1, 1942? Yes
(Answer yes or no)

4. If not, give date of enlistment or reporting for active duty _____, 19____
(Whichever is the later)

---

*To:** COMMANDANT, U.S. COAST GUARD

Washington, D. C.

From: DISBURSING OFFICER DCGO, THIRD NAVAL DISTRICT, NEW YORK, N.Y.

I have this date entered checkage of $22.00 dollars in pay account of the applicant beginning as of the month of NOVEMBER, 1943

Checkage of $22.00 will be made on the November 1943 payroll, Shore Units, 3rd Dist. (Dog)
Voucher No. 8003

J.J. JUDGE, Pay Clerk, USCGR
Asst. [illegible] Disbursing Officer, 3ND
New York, N. Y.

*If applicant is an enlisted man of the Navy, address to: The Chief of the Bureau of Supplies and Accounts (Family Allowance Division), Washington, D. C.
If applicant is an enlisted man of the Coast Guard, address to: The Commandant, Headquarters, U. S. Coast Guard, Washington, D. C.

GENERAL INSTRUCTIONS

1. Read carefully the substance of Servicemen's Dependents Allowance Act of 1942 as printed on page 4 of this application.
2. Complete Part 1 and items 1, 2, 3, and 4 on Part 2. Use typewriter where possible, or print clearly.
   (*a*) Give complete and specific information for each dependent. If additional space is required to list dependents, enter on separate sheet and attach securely to Part 1 of this application.
   (*b*) Indicate under II and III of Part 1 to whom check or checks are to be sent. When check is to be sent to some person other than the dependent named, this should be indicated clearly and if more than one dependent's Family Allowance is to be sent to another individual, the names of the dependents should be listed with the name of the person to whom the Allowances are to be sent.
3. Completed applications will be submitted to the Commanding Officer, or officer designated to receive applications.
4. Commanding officers will designate officers to administer oaths and such officers will be responsible for the submission of Part 2 of application to the Bureau of Naval Personnel; Commandant, U. S. Coast Guard; or Commandant, Marine Corps, as applicable.
5. The officers administering oaths will insure the completion of Part 2 by applicants who are enlisted men of the [illegible] legitimate Guard and forward Part 2 to Disbursing Officer carrying the man's pay account.

16—29368-1

B.N.P. 668

NAVY DEPARTMENT

PART 1

APPLICATION FOR FAMILY ALLOWANCES

Mail to:

☐ BUREAU OF NAVAL PERSONNEL (ENLISTED MEN, NAVY)
☒ COMMANDANT, U. S. COAST GUARD (ENLISTED MEN, COAST GUARD)
☐ COMMANDANT, MARINE CORPS (ENLISTED MEN, MARINE CORPS)

Date 5 November, , 1943

I. I, WILLIS, (Last name) Otis (First name) L. (Middle name) CBM, (a) (Rate or rank)

U.S. Coast Guard (Organization) (211-123) (Service or serial number)

do hereby apply for the family allowance authorized by Servicemen's Dependents Allowance Act of 1942, for the following-named relatives and/or dependents who are related to me in the manner stated below and those named under Class B are each dependent upon me for a substantial portion of their support. I understand that a monthly deduction will be made from my pay in the amount as required by law ($22 for Class A *or* B dependents or $27 for Class A *and* B dependents).

II. CLASS A

List: Wife, children (including legally adopted child, stepchild, acknowledged illegitimate child), former wife divorced (to whom alimony is still payable). If you have no dependents in Class A, write "None."

1. Willis, (Last name) Alivia (First name) B. (Middle name) Wife (Relationship) 4 (Date of birth if minor)
Commodore Apartments, Corner, Front & Long Beach Road, (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

2. Willis, (Last name) Shirley (First name) May (Middle name) Daughter (Relationship) 10 Aug., 1937. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road, (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

3. Willis, (Last name) Alva (First name) Ketrene (Middle name) Daughter (Relationship) 7 Nov., 1938 (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

4. Willis, (Last name) Otis (First name) L. Jr. (Middle name) Son (Relationship) 4 Aug., 1942. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

Alivia B. Willis, (Name) Commodore Apartments, Corner Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

Date and place of marriage to present wife 14 April 1934, Hatteras, North Carolina.

Date and place of marriage to divorced wife _____

Amount of monthly alimony or support payment decreed by court order or legal agreement for former wife divorced, or wife and/or child living separate and apart, $_____

Date alimony or support payment ceases _____

Name and location of court _____

Name and designate any child included above who is legally adopted or has been acknowledged as illegitimate

_____

16—29368-1

III.

CLASS B

PART 1

Consists of only the following relatives to whom you contribute a substantial portion of their support (father, mother, natural or adoption; grandfather, grandmother, stepfather, stepmother, of either husband or wife; person in loco parentis to you, brother, sister, half brother, half sister, stepbrother, stepsister, adopted brother, adopted sister, grandchildren).

Give following information as to each Class B dependent claimed:

1. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

Estimated monthly income this dependent, $_____ *My total contribution last year, $_____*

2. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

Estimated monthly income this dependent, $_____ *My total contribution last year, $_____*

3. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

Estimated monthly income this dependent, $_____ *My total contribution last year, $_____*

4. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

Estimated monthly income this dependent, $_____ *My total contribution last year, $_____*

5. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

Estimated monthly income this dependent, $_____ *My total contribution last year, $_____*

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

State any other facts pertinent to this claim or in explanation thereof:

_____

_____

Otis L. Willis
_____ (Signature)

Subscribed and sworn to before me, this 1st day of November, 19 43

(Oath may be executed by any commissioned officer, notary public, or person legally authorized to administer oaths.)

H. V. WHITLOCK, Lieut. USCGR
_____ (Signature)

COMMANDING OFFICER, FREEPORT STATION.
_____ (Title)

16—29368-1

NCG 2500
(Rev. June, 1942)

JAN 20 1947
CODED
NO. 4
FEB 15

ENLISTMENT CONTRACT

UNITED STATES { COAST GUARD / ~~COAST GUARD RESERVE~~

RE ENLISTMENT OF WILLIS, Otis Lee (Full name, surname to left); 211-123 (Service number); $135.00 (Pay per month)

Accepted for enlistment at New York, N.Y.; B.M.1c (Rating in which enlisted)

Enlisted at Office, Commander 3rd CG District, New York, N.Y.; 7 January 1947 (Date of enlistment)

Transferred to CG GROUP, FREEPORT, LINY

Occupation Mariner Citizenship* NB If naturalized, place and date of naturalization _____ Certificate No. _____

Date of birth 31 January 1910 Place of birth Hatteras, N.C.

Home address 46th Park Avenue (Street and number), Montauk (Town), LINY (County) (State)

Married or single Married Name and address of next of kin or legal guardian Alivin B. Willis (wife) (Relationship) 46th Park Avenue, Montauk, LINY (Address)

Continuous Service Certificate - - - (Number) Previous service { Coast Guard / ~~Reserve~~ } 12 (Years) 0 (Months) 10 (Days)

First enlisted 27 December 1934 (Date) at Amagansett, LINY (Place) and was last discharged 6 January 1947 (Date) from Office, Comdr. 3rd CG District, New York (Unit) with HONORABLE (Character) discharge as B.M.1c (Rate) No. B145177

Previous Navy service None (Years) (Months) (Days) Previous Marine Corps service None (Years) (Months) (Days)

Previous Army service None (Years) (Months) (Days) Age 36 years 11 months.

Height 6 feet 1/2 inches. Weight 168 pounds.

Eyes blue Sex male Hair brown Complexion dark Color white

Personal characteristics - - - - - marks, etc. - - - - -

For and in consideration of the pay or wages due to the ratings which may from time to time be assigned me during the continuance of my service, I agree to and with E.H.LANE, Ship's Clk of the United States Coast Guard, as follows:

First: To enter the Coast Guard of the United States and to report to such station or vessel as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties and be in everything conformable and obedient to the several requirements and lawful commands of the officers who may be placed over me.

Second: I oblige and subject myself to serve { THREE (3) years from 7 January, 1947 / during minority until - - - - - , 1 } unless sooner discharged by proper authority.

* Citizenship—Use expressions "NB" for native born; "NZ" for naturalized; "NPI" for native of Philippine Islands; "NPR" for native of Puerto Rico.

16—8420-2

In the event of war or National emergency declared by the President to exist during my term of service, I oblige and subject myself to serve until 6 months after the end of the war or National emergency if so required by the Secretary of the Navy unless I voluntarily reenlist or extend my enlistment. I understand that when so detained, I am not entitled to enlistment allowance and that in time of war the addition of one-quarter pay as specified in the Act of July 11, 1941, is not applicable.

I also oblige myself, during such service, to comply with and be subject to such laws, regulations, and discipline for the government of the Coast Guard as are or shall be established by the Congress of the United States or other competent authority, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and to such other preventive measures as may be considered necessary by proper authorities.

Third: I am of the legal age to enlist; I have never deserted from the United States Coast Guard, Navy, Army, or Marine Corps; I have never been discharged from the United States Service or other service on account of disability or through sentence of either civilian or military court; and I have never been discharged from any service, civil or military, except with good character and for the reasons given by me to the recruiting officer prior to enlistment. I am not a member of the Coast Guard Reserve, Naval Reserve, Naval Militia, Marine Corps Reserve, National Guard, or Army Reserve.

Fourth: I understand that upon enlistment in the Coast Guard Reserve, I may be ordered to active duty in time of war, or when in the opinion of the President a National emergency exists, and that I may be required to perform active duty throughout the war or until the National emergency ceases to exist and for 6 months thereafter.

Fifth: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, or promotion during my enlistment.

Oath of Allegiance: I, OTIS LEE WILLIS do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the laws of the United States and the regulations governing the Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

OTIS LEE WILLIS
(Signature in own handwriting, surname to right)

Subscribed and sworn to before me this 7th day of January, A. D. 1947

E. H. Lane

E. H. LANE, Ship's Clerk, USCG
(Commanding officer, notary public, or other officer qualified to administer oaths)

Comdr. 3rd CG District - By direction
(Title)

Citizenship substantiated and contract perfected.

E. H. Lane

E. H. LANE,

Ship's Clerk, U. S. C. G., *Enlisting Officer.*

EXTENSION OF ENLISTMENT CONTRACT

(Date)

(Unit) (Place) by reason of

Enlistment extended until

under authority of

(Signature of man)

(Signature of commanding officer)

16—8420-2

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Comdr. 3rd CG District (Unit) — New York, N.Y. (Place)

7 January 1947 (Date)

FROM: WILLIS, Otis L. (211-123) Bille

To: COMMANDANT (via Comdr. 3rd CG District)

CODED NO

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alvin R. Willis (Full name of wife, if not married, so state)	46th Park Ave., Long Beach, LINY (Address of wife)
Shirley May Willis, born August 1937 (Full name of child, if none, so state)	ditto (Address of child)
Alva Dataous Willis, born November 1938 (Full name of child, if none, so state)	ditto (Address of child)
Janet Eileen Willis, born February 1946	ditto
Otis Lee Willis, Jr., born August 1942 (Full name of child, if none, so state)	ditto (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie R. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential (State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Pulford Peele (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential (State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this

7th day of January, 1947

E. H. Lamp (Signature)

Ship's Clerk, USCG (Rank or rating)

By direction

Otis L. Willis (Signature)

Bille., USCG (Rank or rating)

U. S. GOVERNMENT PRINTING OFFICE 16—25758-1

Form approved by
Comptroller General, U. S.
January 31, 1941

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

Office, Commander 3rd CG District
(Unit)

WILLIS, Otis Lee
(Name in full—surname to the left)

7 January 1947
(Date)

(211-123)
(Service number)

B-1-c
(Rating on discharge)

	Year	Month	Day
Date of last enlistment (for THREE years)	1941	1	7
Enlistment extended (for THREE years from)	1944	1	7
Date of discharge (HONORABLE) (Character of discharge)	1947	1	6
Total time of last enlistment period			

NUMBER OF—

Years	Months	Days
6	0	0

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
	NONE			NONE			NONE	

Total Absence (NONE days)

Creditable time served during last enlistment period: 6 | 0 | 0

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

E. H. Lane
E. H. LANE,

Date 7 January, 1947

(Rank) Ship's Clerk, U. S. C. G.
By direction
Commanding officer.

REENLISTMENT OR EXTENSION OF ENLISTMENT

Date 7 January, 1947

Office, Commander 3rd CG District, New York
(Unit and place)

I CERTIFY that the above-named man Reenlisted for
(Reenlisted or voluntarily extended his enlistment)

a period of THREE (3) years from this date.

E. H. Lane
E. H. LANE,

(Rank) Ship's Clerk, U. S. C. G.
By direction
Commanding officer.

16—20908-1

REPORT OF CHANGE IN PERSONN
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	LOCATION
WILLIS, Otis L.	211-123	New York, N.Y.
MAJOR UNIT NAME: Comdr. 3rd CG District	MINOR UNIT NAME: TRANSIENT	DATE: 7 Jan. 1947
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT: 03-001	MINOR UNIT ITEM No.	

TIME
DATE
REPORTED FROM:
FOR
DUTY CODE NO.
AUTH:

TIME 1500
DATE 7 Jan. 1947
TRANSFERRED TO: CG GROUP, FREEPORT, LINY
FOR resumption of regular station and duty

AUTH: DoL 1/7/47 (73-701-531)

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

1-7-47 Reenlisted this date for a period of three (3) years in the Regular Establishment as a permanent BM1c. IS entitled to reenlistment allowance and MOP.

PAFE: New York, N.Y.

DUTY CODE NO. 18D AUTH: PB 103-44

E. H. LANE, Ship's Clerk, USCG
By direction (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL				
Rate	Pay Grade	District	Foreign Domestic	Duty

OFFICER PERSONNEL			
District	Sea Shore	Foreign Domestic	Duty

RECORDS	
Posting	Coding
	CODED NO. 4

MACHINE ACCOUNTING
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

MAJOR UNIT NAME: ...., Otis L.		SERVICE No.	No. 112
MAJOR UNIT NAME: Comdr. 3rd CG District	MINOR UNIT NAME	211-123	PRESENT RANK OR RATING
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT: 03-001	MINOR UNIT ITEM No.	TRANSIENT	BM1c
			LOCATION: New York, N.Y.
TIME: 1300			DATE
DATE: 6 Jan. 1947	REPORTED FROM: CG GROUP, FREEPORT, LINY		6 Jan. 1947
	FOR discharge and reenlistment		

DUTY CODE NO. 18D AUTH: Art. 710, Regs.

TIME

DATE TRANSFERRED TO:

FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO. AUTH:

OTHER CHANGES (SPECIFY)

1-6-47 Honorably discharged this date by reason of axpiration of full term of enlistment and extension thereof. Issued HD #B145177. Entitled to mileage at the rate of 5¢ per mile from (PAFE) Montauk, LINY to (POD) New York, N.Y. - 117 miles.

DUTY CODE NO. 18D AUTH: Art. 589 Regs.

E. H. LANE, Ship's Clerk, USCG
By direction (Commanding)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched
Verified

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

III. **CLASS B** **PART 1**

Consists of only the following relatives to whom you contribute a substantial portion of their support (father, mother, natural or adoption; grandfather, grandmother, stepfather, stepmother, of either husband or wife; person in loco parentis to you, brother, sister, half brother, half sister, stepbrother, stepsister, adopted brother, adopted sister, grandchildren).

Give following information as to each Class B dependent claimed:

1. _____
(Full name) (Relationship) (Date of birth if minor)

_____
(Number and street or R. F. D.) (City or post office) (State)

Estimated monthly income this dependent, $_____ *My total contribution last year,* $_____

2. _____
(Full name) (Relationship) (Date of birth if minor)

_____
(Number and street or R. F. D.) (City or post office) (State)

Estimated monthly income this dependent, $_____ *My total contribution last year,* $_____

3. _____
(Full name) (Relationship) (Date of birth if minor)

_____
(Number and street or R. F. D.) (City or post office) (State)

Estimated monthly income this dependent, $_____ *My total contribution last year,* $_____

4. _____
(Full name) (Relationship) (Date of birth if minor)

_____
(Number and street or R. F. D.) (City or post office) (State)

Estimated monthly income this dependent, $_____ *My total contribution last year,* $_____

5. _____
(Full name) (Relationship) (Date of birth if minor)

_____
(Number and street or R. F. D.) (City or post office) (State)

Estimated monthly income this dependent, $_____ *My total contribution last year,* $_____

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

_____
(Full name) (Number and street or R. F. D.) (City or post office) (State)

_____
(Full name) (Number and street or R. F. D.) (City or post office) (State)

_____
(Full name) (Number and street or R. F. D.) (City or post office) (State)

State any other facts pertinent to this claim or in explanation thereof:

_____

_____

Otis L. Willis
(Signature)

Subscribed and sworn to before me, this 1st day of November, 19 43

(Oath may be executed by any commissioned officer, notary public, or person legally authorized to administer oaths.)

H. V. WHITLOCK, Lieut. USCGR
(Signature)

COMMANDING OFFICER, FREEPORT STATION.
(Title)

16—29368-1

NOTICE TO OFFICER ADMINISTERING OATH — PART 2

Instructions.—Applicant will complete items 1, 2, 3, and 4. Officer administering oath will detach and send this part of the form to disbursing officer carrying pay accounts of applicant. Disbursing officer will endorse to Bureau of Supplies and Accounts or Commandant, Coast Guard, as applicable. (*This part of the form will not be executed by enlisted men of the Marine Corps.*)

1. WILLIS (Last name) Otis (First) I. (Middle) (211-123) (Service number) GBM, (a) (Rating)

2. I have made application on this 1st day of November, 1943, for payment of the family allowances provided in the Servicemen's Dependents Allowance Act of 1942 to my dependents as indicated by "x" entered below:

CLASS A	[X]	Includes lawful wife; former wife divorced who has not remarried and to whom alimony has been decreed and is still payable; child, meaning legitimate child, child legally adopted, stepchild, and illegitimate child where man has been judicially ordered or decreed to support or judicially decreed to be putative father or has acknowledged under oath in writing to be father of such child.
CLASS B	[ ]	Includes father, mother, grandfather, grandmother, stepfather, stepmother, father or mother through adoption; persons who for period of 1 year prior to your entry into service stood in loco parentis to you; brother, sister, including those of half blood, stepbrothers, stepsisters, and brother and sister through adoption; grandchild to whom you stood in loco parentis for a period of 1 year prior to your entry in service.

3. Were you in active service on June 1, 1942? Yes (Answer yes or no)

4. If not, give date of enlistment or reporting for active duty _____, 19____ (Whichever is the later)

---

*To:** COMMANDANT, U.S. COAST GUARD

Washington, D. C.

From: DISBURSING OFFICER DCGO, THIRD NAVAL DISTRICT, NEW YORK, N.Y.

I have this date entered checkage of $22.00 dollars in pay account of the applicant beginning as of the month of NOVEMBER, 1943

Checkage of $22.00 will be made on the November 1943 payroll, Shore Units, 3rd Dist. (Dog)
Voucher No. 8003

J.J. JUDGE, Pay Clerk, USCGR
Asst. [illegible] Disbursing Officer, DCGO, 3ND
New York, N. Y.

*If applicant is an enlisted man of the Navy, address to: The Chief of the Bureau of Supplies and Accounts (Family Allowance Division), Washington, D. C.
If applicant is an enlisted man of the Coast Guard, address to: The Commandant, Headquarters, U. S. Coast Guard, Washington, D. C.

GENERAL INSTRUCTIONS

1. Read carefully the substance of Servicemen's Dependents Allowance Act of 1942 as printed on page 4 of this application.
2. Complete Part 1 and items 1, 2, 3, and 4 on Part 2. Use typewriter where possible, or print clearly.
   (*a*) Give complete and specific information for each dependent. If additional space is required to list dependents, enter on separate sheet and attach securely to Part 1 of this application.
   (*b*) Indicate under II and III of Part 1 to whom check or checks are to be sent. When check is to be sent to some person other than the dependent named, this should be indicated clearly and if more than one dependent's Family Allowance is to be sent to another individual, the names of the dependents should be listed with the name of the person to whom the Allowances are to be sent.
3. Completed applications will be submitted to the Commanding Officer, or officer designated to receive applications.
4. Commanding officers will designate officers to administer oaths and such officers will be responsible for the submission of Pa[illegible] of application to the Bureau of Naval Personnel; Commandant, U. S. Coast Guard; or Commandant, Marine Co[illegible] applicable.
5. The officers administering oaths will insure the completion of Part 2 by applicants who are enlisted men of t[illegible] egitimate Guard and forward Part 2 to Disbursing Officer carrying the man's pay account.

16—29368-1

B.N.P. 668

NAVY DEPARTMENT

PART 1

APPLICATION FOR FAMILY ALLOWANCES

Mail to:

☐ BUREAU OF NAVAL PERSONNEL (ENLISTED MEN, NAVY)
☒ COMMANDANT, U. S. COAST GUARD (ENLISTED MEN, COAST GUARD)
☐ COMMANDANT, MARINE CORPS (ENLISTED MEN, MARINE CORPS)

Date 5 November, 1943

I. I, WILLIS, (Last name) Otis (First name) L. (Middle name) CBM, (a) (Rate or rank)
U.S. Coast Guard (Organization) (211-123) (Service or serial number)

do hereby apply for the family allowance authorized by Servicemen's Dependents Allowance Act of 1942, for the following-named relatives and/or dependents who are related to me in the manner stated below and those named under Class B are each dependent upon me for a substantial portion of their support. I understand that a monthly deduction will be made from my pay in the amount as required by law ($22 for Class A *or* B dependents or $27 for Class A *and* B dependents).

II. CLASS A

List: Wife, children (including legally adopted child, stepchild, acknowledged illegitimate child), former wife divorced (to whom alimony is still payable). If you have no dependents in Class A, write "None."

1. Willis, (Last name) Alivia (First name) B. (Middle name) Wife (Relationship) 4 (Date of birth if minor)
Commodore Apartments, Corner, Front & Long Beach Road, (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

2. Willis, (Last name) Shirley (First name) May (Middle name) Daughter (Relationship) 10 Aug., 1937. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road, (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

3. Willis, (Last name) Alva (First name) Ketrene (Middle name) Daughter (Relationship) 7 Nov., 1938 (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

4. Willis, (Last name) Otis (First name) L. Jr. (Middle name) Son (Relationship) 4 Aug., 1942. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

Alivia B. Willis, (Name) Commodore Apartments, Corner Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

Date and place of marriage to present wife 14 April 1934, Hatteras, North Carolina.

Date and place of marriage to divorced wife

Amount of monthly alimony or support payment decreed by court order or legal agreement for former wife divorced, or wife and/or child living separate and apart, $

Date alimony or support payment ceases

Name and location of court

Name and designate any child included above who is legally adopted or has been acknowledged as illegitimate

16—29368-1

APPLICATION FOR FAMILY ALLOWANCES - NAVY DEPARTMENT

NAVPERS- 668

File In

SHIP OR STATION	DATE OF APPLICATION	DATE REPORTED FOR ACTIVE DUTY
ATLANTIC BEACH LIFEBOAT STATION, (FREEPORT GRP) ATLANTIC BEACH, NEW YORK	2/3/46	12 December, 1934

☐ BUREAU OF NAVAL PERSONNEL ☒ COMMANDANT U. S. COAST GUARD ☐ COMMANDANT U. S. MARINE CORPS

NAME OF SERVICEMAN (Last)	(First)	(Middle)	SERVICE NUMBER	RATING
WILLIS	Otis	Lee	211-123	CBM

I do hereby apply for family allowances under the Servicemen's Dependents Allowance Act of 1942 (as amended) on behalf o the relatives hereinafter named, and do certify the following to be true to the best of my knowledge and belief:

DO NOT USE THIS COL'N	PAYEE SEE NOTE (1)	NAME AND ADDRESS OF DEPENDENT (INCLUDE FULL GIVEN NAMES)	RELATIONSHIP	DATE OF BIRTH SEE NOTE (2) MO.	DATE OF BIRTH SEE NOTE (2) YR.	ESTIMATED MONTHLY INCOME OF DEPENDENT DURING PAST 12 MONTHS (WITHOUT YOUR CONTRIBUTION) SEE NOTE (3)	AVERAGE MONTHLY AMOUNT CONTRIBUTED BY YOU DURING THE PAST 12 MONTHS SEE NOTES (3) (4)
1	X	ALIVIA WILLIS	WIFE				
2		EILEEN JANET WILLIS	DAUGHTER	1	46		
3							
4							
5							
6							

1. Mark "X" in appropriate square in column headed "Payee" opposite names of persons to receive check(s).
2. Enter dates of birth only for children, brothers and sisters, and grandchildren.
3. For your wife and/or children do not state estimated income or amounts contributed.
4. Do not include any amounts paid by you to your dependents for your own room and board.

If payments for any of the persons named above are to be made to a person other than a dependent, enter full name and address of the payee and indicate dependent by number shown above:

DEPENDENT NO.	NAME OF PAYEE	ADDRESS OF PAYEE

PLACE OF PRESENT MARRIAGE: HATTERAS, NORTH CAROLINA

DATE OF MARRIAGE: 14 April, 1934

IF SEPARATED, IS THERE A COURT ORDER OR WRITTEN SEPARATION AGREEMENT IN EFFECT? IF SO, ATTACH A CERTIFIED COPY. ☐ YES ☐ NO

HAVE YOU BEEN PREVIOUSLY MARRIED? ☐ YES ☐ NO

IF SO, HOW WAS MARRIAGE DISSOLVED ☐ DEATH ☐ DIVORCE ☐ ANNULMENT

IF DIVORCED, GIVE DATE OF DIVORCE DECREE

NAME OF DIVORCED WIFE (OR WIVES) IF NOT LISTED ABOVE

ADDRESS OF DIVORCED WIFE OR WIVES

If divorced, you must submit a certified copy of the court order or decree with this application.

STATE BRIEFLY ANY FURTHER FACTS YOU DESIRE TO SUBMIT TO SUPPORT OR EXPLAIN THIS APPLICATION:

ADDITIONAL ALLOTMENT FOR DAUGHTER

PAYMENTS TO DEPENDENTS (OTHER THAN WIFE, CHILD OR WIFE DIVORCED) SHALL START WITH THE MONTH OF:

CERTIFICATE OF DISBURSING OFFICER

ACTIVITY DCGO 3ND

DATE 20 February, 1946

I HAVE THIS DATE ~~NOTED~~ continued IN THE APPLICANT'S PAY ACCOUNT (211-123 Pay Number) A MONTHLY FAMILY ALLOWANCE

OF $22 ~~XXXX~~ EFFECTIVE February (Month) 1946

(Strike Out One)

FA"A" In effect since 11/43

E. L. Coleman (JR) USCG, Deputy

(Signature of Disbursing Officer) Sign Third Copy Only - (Pink)

E. L. HARRIS, JR., USCG, Deputy
for E. L. COLEMAN, SDA, USN, 552-125-1

(DISBURSING OFFICERS OF THE MARINE CORPS WILL NOT EXECUTE THIS PART OF THE FORM)

QUADRUPLICATE: To be retained and made a part of the man's service record after completion by the Disbursing Officer.

DO NOT WRITE ON REVERSE SIDE OF THIS FORM

N.C.G. No. 2668

S.V. No_____
Pay No_____

REPORT OF CHANGE IN PAY STATUS

WILLIS	Otis	L.	211-123	B.M.2c.(Pro)
(Surname)	(First Name)	(Middle Initial)	(Service No.)	(Rank or rating)

Short Beach LB Station (Jones Beach Station).	Freeport, N.Y.	24 June, 1942.
(Unit)	(Place)	(Date)

From: COMMANDING OFFICER. JONES BEACH STATION.
To: PAY OFFICER. DISTRICT COAST GUARD OFFICER, THIRD NAVAL DISTRICT.

You are hereby authorized to adjust the pay accounts of the above named for the following reason:
STATEMENT OF SERVICE
ENTERED SERVICE SERVICE TERMINATED NO ABSENCES WITHOUT LEAVE, DUE TO OWN MISCONDUCT OR N.P.D.I, UNLESS INDICATED BELOW

12-27-34	1-5-38
1-6-38	1-6-41
1-7-41	Now serving.

46 12
47-X-36
34-12-27
12-0-9

Completed 8 years service on 12-26-42

AUTHORITY:

Finance Circular
No. 74-42, 17 June, 1942.

C.O.Cray
(Commanding)

Commanding Officer.
(Title)

---

1. Receipt of this authorization is hereby acknowledged. The accounts of the above named have been adjusted.

_____
(date)

_____
(Pay Officer

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Comdr. 3rd CG District (Unit) — New York, N.Y. (Place)

7 January 1947 (Date)

FROM: WILLIS, Otis L. (211-123) Bkr

To: COMMANDANT (via Comdr. 3rd CG District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alvin L. Willis (Full name of wife, if not married, so state)	46th Park Ave., Long Beach, LINY (Address of wife)
Shirley May Willis, born August 1937 (Full name of child; if none, so state)	ditto (Address of child)
Alva Datrena Willis, born November 1938 (Full name of child; if none, so state)	ditto (Address of child)
Janet Eileen Willis, born February 1940	ditto
Otis Leo Willis, Jr., born August 1942 (Full name of child; if none, so state)	ditto (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie L. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Pulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this

7th day of January, 19 47

H. H. LANE (Signature)

Ship's Clerk, USCG (Rank or title)

By direction

Otis L. Willis (Signature)

Bkr., USCG (Rank or rating)

U. S. GOVERNMENT PRINTING OFFICE 16—25753-1

WILLIS, Otis L.	211-123	BM.1/c.
CG GROUP, FREEPORT, N.Y.	Jones Beach LB Station	Wantagh, N.Y.
		1-7-47

1800 1-7-47	O/C/3CHD assignment to duty

J.M. ODIN, Ch.Bos'n.(L)

WILLIS, Otis L. 211-123 BMlc

Comdr. 3rd CG District TRANSIENT New York, N.Y.

03-001 7 Jan. 1947

1500 CG GROUP, FREEPORT, LINY
7 Jan. 1947 resumption of regular station and duty

DoL 1/7/47 (73-701-531)

1-7-47 Reenlisted this date for a period of three (3) years in the Regular Establishment as a permanent BMlc. IS entitled to reenlistment allowance and MOP.

PAPE: New York, N.Y.

18D PB 103-44 E. H. LANE, Ship's Clerk, USCG
By direction

FILE IN SERVICE RECORD

WILLIS, Otis L. 211-123 BMle

Comdr. 3rd CG District TRANSIENT New York, N.Y.

OS-001 6 Jan. 1947

1500
6 Jan. 1947 CG GROUP, FREEPORT, LINY
discharge and reenlistment

18D Art. 710, Regs.

1-6-47 Honorably discharged this date by reason of expiration of full term of enlistment and extension thereof. Issued HD #B145177. Entitled to mileage at the rate of 5¢ per mile from (PAFE) Montauk, LINY to (POD) New York, N.Y. - 117 miles.

18D Art. 789 Regs.

E. H. LANE, Ship's Clerk, USCG
By direction

FILE IN SERVICE RECORD

WILLIS, Otis L. 211-123 BM.1/c.

CG GROUP, FREEPORT, N.Y. Jones Beach LR Station Montauk, N.Y.

08-133

Transferred from CG GROUP, BAY SHORE, to CG GROUP, FREEPORT
1 October, 1946

DC/46-95 J.N. ODIN, Ch.Boa'n.(L)

9-6

WILLIS, Otis L. 211-123 BM1c

CG GROUP BAY SHORE, N.Y. Jones Beach LB Station Wantagh, N.Y.

1, Sept. 1946

Transferred from CG GROUP FREEPORT to CG GROUP BAY SHORE
1, September, 1946.

Auth. Commander, 3rd Coast Guard District, DISTRICT CIRCULAR NO. 46-79

J. M. ODIN

WILLIS, Otis L. 211-123 B.M. 1c

CO CRF, FREEPORT, N.Y. Jones Beach LB Station Ventagh, N.Y.

03-134 03-133 10, July 1946

C.B.M. B.M.1c 1, July, 1946

Temporary rating held as of 30, June, 1946 C.B.M.

Date of original advancement to C.B.M 8, May 1943

Permanent rating as of 30, June, 1946 B.M.1c

W. T. Gray, C.B.M.

11-34

WILLIS, Otis L. 211-123 C.B.M.

CG GROUP,FREEPORT,N.Y. Atlantic Beach Lifesta. ATLANTIC BEACH,N.Y.

03-137 13 November,1945

In accordance with Alcoast 143, the above named man, under my command, is hereby certified to be fully qualified for the permanent rating indicated hereunder. Similar provisional rating was held by this man on 31 July, 1943.

PRESENT RATING	PERMANENT RATING
C.B.M.	B.M.1c.

W.T. GRAY.

CG–2888 (9–46)

TREASURY DEPARTMENT
U. S. COAST GUARD

CLAIM FOR SETTLEMENT—UNUSED LEAVE

(Armed Forces Leave Act of 1946)

Print or Type—
Do Not Use Pencil

MEMBERS ON ACTIVE DUTY ON 1 SEPTEMBER, 1946

WILLIS, Otis L.	BM.1/c.	211-123
(Name—Surname to left)	*(Rank or rating 31 Aug. 1946)*	*(Signal or Service Number)*

1(a). (Following to be completed by all members on active duty on 1 September, 1946:)

On 31 August, 1946, I had accrued leave under the Armed Forces Leave Act of 1946 in the amount of 120 days. I hereby make claim for compensation for the excess of such amount over 60 days.

(b). (Following to be answered only by those classified in the first three enlisted pay grades on 31 August, 1946:)

On 31 August, 1946, I had the following dependent:

(If none, so state)	Alivia B. Willis *(Name of dependent)*	WIFE *(Relationship)*

2(a). (Following to be completed only by those officers who make claim herein for unused leave accrued during periods of enlisted service subsequent to 7 September, 1939:)

I was last separated under honorable conditions from enlisted status on _____ *(Date of discharge or promotion to officer rank)*, then holding the rating of _____ in the following service _____ *(Army, Navy, Marine Corps, or U. S. C. G.)*. On such date of separation I had accrued, during periods of enlisted service subsequent to 7 September, 1939, _____ days unused leave, computed in accordance with the provisions of the Armed Forces Leave Act of 1946, for which unused leave I hereby make claim for compensation.

(b). (Following to be completed only by those officers who make claim herein for compensation for unused leave accrued during periods of enlisted service subsequent to 7 September, 1939, who were serving in the first three enlisted ratings on date of last separation under honorable conditions from enlisted status:)

On date of last separation under honorable conditions from enlisted status I had the following dependent:

(If none, so state)	*(Name of dependent)*	*(Relationship)*

3. (Following to be completed by all claimants:)

I do solemnly swear (or affirm) that the foregoing statements are true and correct to the best of my knowledge and belief, and that I have not previously submitted a claim for compensation under the Armed Forces Leave Act of 1946.

Otis L. Willis
(Signature of claimant) (DO NOT PRINT OR TYPE)

Subscribed and sworn to (or affirmed) before me at New York, N.Y.
this 10th day of December 1946

(SEAL)

V. PFEIFFER, Lieutenant Commander, USCG.
(Signature of Notary Public or other officer authorized to administer oaths for general purposes)

(OVER)

16—49451-1

4. (*Following to be completed by the Commanding Officer of the unit at which claimant is serving on date of claim:*)

The foregoing statements have been verified by the official records of this unit, in accordance with paragraph 4 of Commandant's Circular No. 33–46.

J.M. ODIN, Ch.Bos'n.(L) CG GROUP, FREEPORT, N.Y.
(*Signature of Commanding Officer*) (*Unit*)

5. (*Following to be completed by the authorized certifying officer having custody of claimant's pay records:*)

I certify that on 31 August, 1946, the person making claim herein was entitled, under applicable instructions, to credit of pay and, if an officer, allowances, at the following rates:

(*Monthly pay (base and longevity)*) (*Officer monthly rental allowance*) (*Officer daily subsistence allowance*)

(*Signature of authorized certifying officer*)

This form is to be completed in accordance with Commandant's Circular No. 33–46, inserting one copy in the individual's service record.

If entry in item 1 is for more than 60 days, or if any entry is made in item 2, forward original and one copy to Terminal Leave Unit, U. S. Coast Guard Headquarters, Washington 25, D. C.

Where no compensation is indicated forward original only to Commandant (PO) or (PE) as applicable.

Completion of item 5 is not required if no compensation is indicated in item 1, or if compensation is indicated only in item 2.

U. S. GOVERNMENT PRINTING OFFICE 16—49451-1

Returned. The application for extension is disapproved.

(For the Chief Personnel Officer)

Original will be filed at headquarters.
Duplicate will become first page of service record.

16—21900-1 U. S. GOVERNMENT PRINTING OFFICE

NCG 2500-A
U. S. COAST GUARD

Front Page of Service Record

VOLUNTARY AGREEMENT TO EXTEND ENLISTMENT

I further agree to the extension of this enlistment by the Secretary of the Treasury for such additional time as may be deemed necessary in the public interests in time of war or national emergency declared by the President to exist additional time not to extend beyond six months after the date of termination of war or national emergency.

U. S. C. G. FREEPORT STATION. COAST GUARD BARRACKS, Long Beach, (Unit)
Long Beach. N.Y. (Place)
6 January, 1944. (Date)

Pursuant to the Act of July 30, 1937 (50 Stat. 547) and the regulations prescribed thereunder,

I, WILLIS, Otis Lee (Name of applicant), 211-123 (Service number), CBM (Rating), having on 7 January, 1941 (Date), enlisted in the U. S. Coast Guard under a contract of enlistment for a term of three years, do hereby voluntarily agree for the consideration mentioned therein to extend said term of enlistment for a period of three years from the date of expiration thereof, subject to all the provisions of said contract of enlistment, of which this agreement shall form a part.

My reason for making this agreement is expiration of enlistment.

Otis L. Willis.
(Signature of applicant)


Tip of right forefinger

Voluntarily agreed and subscribed to before me this 7th day of January, A. D., 1944

H.V.WHITLOCK, Lieutenant USCGR
(Commanding officer or notary public)

U. S. C. G. FREEPORT STATION
(Unit)
FREEPORT, LI. N.Y.
(Place)
7 January, 1943
(Date)

This agreement is hereby accepted for and on behalf of the United States. Service hereunder shall begin on and from the date immediately following the date of expiration of said term of enlistment.

H.V.WHITLOCK. Lieutenant USCGR.
(Officer authorized to accept extension)

U.S.C.G. Headquarters, Washington, D.C.

(Date)

Returned. The application for extension is disapproved.

(For the Chief Personnel Officer)

Original will be filed at headquarters.
Duplicate will become first page of service record.

16—21990-1 U. S. GOVERNMENT PRINTING OFFICE

27 Dec 1940

Form 2500
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised August 1938

ENLISTMENT CONTRACT

~~RE~~ENLISTMENT [a] of WILLIS, Otis Lee (Full name, surname to left) 211-123 (Service number) as Surfman (Rating)

U. S. Coast Guard ~~Cutter~~ Station Ditch Plain Lifeboat, N.Y. District, Montauk, N.Y. (Location of vessel, or P. O. address of station)
(Draw line through designation not applying)

Accepted for enlistment at Montauk, N.Y. (Place)

1. I, Otis Lee Willis (Full name), this 7th day of January, 19 41, desiring to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 January, 1910 Citizenship [b] N.B.

If naturalized, place and date of naturalization - - - Certificate No. - - -

If intentions declared, place and date of declaration - - -

Occupation or trade Surfman Home address Hatteras, N.C.

Full name and address of the following: Aliva B. Willis, Montauk, N.Y. (Wife, if any)

Shirley May Willis, 3 Yrs. 5 Months. Montauk, N.Y.

Alva Katrene Willis, 2 Yrs. Montauk, N.Y. (Children under 21 years of age. Specify ages of children)

(Mother, if living) Widowed?

(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested for any crime by civil authorities; that I have never been convicted of any crime by civil authority, and that I have never been confined in any reform school, jail, or penitentiary, except as follows:

None (State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have - - - had previous service under the United States in the Coast Guard, ~~Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service~~, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me.
(If "not," so state)

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on 6 January, 1941, from ~~Cutter~~ Station Ditch Plain (Strike out one) L.B. Statio with Honorable (Kind of discharge) discharge, herewith submitted, serial No. A62851.

9. I agree to and with the United States of America, represented by Charles M. O'Neal, CBM (Name of enlisting officer), United States Coast Guard, in manner and form following, that is to say:

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to repair to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of THREE YEARS from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost through unauthorized absence or by absence on account of injury, sickness, or disease, resulting from my own intemperate use of drugs or alcoholic liquors, or other misconduct, or while in confinement under sentence, or while awaiting trial and disposition of my case if the trial results in conviction, so that such extension with the time served by me prior thereto will amount to a full term of THREE YEARS, and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability, or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by Charles M. O'Neal, CBM (Name of enlisting officer), United States Coast Guard, does hereby covenant and agree to and with the Otis Lee Willis (Name of person enlisting) who has hereunto signed his

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: "Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Puerto Rico.

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name, that he shall be paid in consideration of such services, the amount now established, or that may be established, by authority of law, as the pay of the ratings which may, from time to time, be assigned him, subject to such forfeitures, deductions, and retentions as may be ordered by competent authority in accordance with the laws of the United States and the Regulations governing the Coast Guard.

Otis Lee Willis
Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By Charles E. O'Neal
Charles E. O'Neal, C.B.M.
(Signature and rank of enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

Charles E. O'Neal
Charles E. O'Neal,
C.B.M., *U. S. C. G., Enlisting Officer.*

11. OATH OF ALLEGIANCE

I, Otis Lee Willis (Full name), do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis
Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 7th. day of January, A. D. 19 41.

H.R. Daniels
H.R. DANIELS, Bos'n.(L).
Officer in Charge,
Bellport Lifeboat Station.
(Comdg. officer, officer in charge of a unit, or notary public)

12. DESCRIPTIVE LIST

Age 30 years 11 months. Height 6 feet 1/2 inches. Weight 168 pounds. Eyes Blue

Hair Brown Complexion dark Color White Married Yes

Distinguishing marks

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian (Within the United States, in the territory or islands of the United States)

where this enlistment is made.

2—7031

Form 2500-C
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised July 1935

SERVICE RECORD

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

1. TRANSFERS

Departed from— Unit	Date	Signature	Reported to— Unit	Date	Signature
Ditch Plain L.B.Sta	10-16-41	Chas. E. O'Neal, com	~~CG Gp, Freeport, NY~~ Short Beach LBS	10/16/41	[illegible]
CGGR FREEPORT NY	1-6-47	By direction Ch.Bos'n.(L)	Comdr. 3CGD JAN 6 1947		E. H. Lane Ship Clerk USCG.

2. CHANGES IN RATING

Unit	Rated or disrated to—	Date	Signature
Ditch Plain L.B.Sta.	CR: Surfman to B.M. 2c. (Pro)	10-10-41	Chas. E. O'Neal, By direction.
Short Beach LB Sta	B.M.1c (Pro)	9-29-42	[illegible] Lieut.
Short Beach LB Sta	B.M.1c(Pro)-C.B.M(a)	Pro/5-8-43	[illegible] Lieut.(jg)
FREEPORT STATION	CBM(A) TO CBM(Pay Grade One).	6-1-44	[illegible]
CGGR FREEPORT NY	CR CBM to BM1c	7/1/46 6/30/46	[illegible] Ch.Bos'n.(L)

2—13678

RECORD OF WILLIS, Otis Lee (211-123)

(Full name, surname to the left) (Service No.)

3. EFFICIENCY MARKS

SCALE OF MARKS: 4.0, Perfect; 3.5 to 3.9, Excellent; 3.0 to 3.4, Good; 2.5 to 2.9, Satisfactory; 2.0 to 2.4, Indifferent; 1.0 to 1.9, Poor; 0.0 to 0.9, Bad

Date	Proficiency in rating	Conduct	Sobriety	Ability as leader of men	Health	Adaptability for warrant grade	Vessel or station	Signature
3-31-41	3.5	4.0	4.0	3.2	4.0	—	Ditch Plain & Bd.	Chas. E. O'Neal
6-30-41	3.5	4.0	4.0	3.4	3.0	—	Ditch Plain " " "	Chas. E. O'Neal
Rate		Seaman 2nd Class	Sobriety		Spec. Qual.	Conduct		
		C. E. O'Neal						
Average								

Upon receipt of enlistment record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature
Amagansett Sta.	1935	Charles E. O'Neal Charles E. O'Neal

U. S. GOVERNMENT PRINTING OFFICE 2—18478

6. EFFICIENCY MARKS

Date	Rate	Proficiency in rating	Seamanship	Mechanical ability	Ability as leader of men	Conduct	Signature
MAR 31 1946	CBM	3.8	3.8	-	3.8	4.0	CG Gp, Freeport, NY W. H. Gray CBM
JUNE 30, 1946	B.M.1c	3.8	3.8		3.8	4.0	CG GP. FREEPORT N.Y. W. H. Gray CBM
9-30-46	BM.1/c.	3.8	3.8		3.8	4.0	CGGR Freeport Jmadden Ch.Bos'n.(L)
12-31-46	BM.1c	3.8	3.8		3.8	4.0	CGGR FREEPORT Jmadden ChBosn(L)
1-6-47	BM. 1/c.	3.8	3.8		3.8	4.0	CGGR FREEPORT Jmadden ChBosn(L)
1-6-47	BM1c	LESS THAN ONE MONTH				4.0	Cmdr., 3CGD E. H. Lane Ship Clerk USCG.
AVERAGE	X X X X	3.7	-	-	-	4.0	Cmdr., 3CGD E. H. Lane Ship Clerk USCG

9-30-43	CBM (T)	3.7	3.5	3.0	3.5	FREEPORT STATION	4.0
12-31-43	CBM.	3.7	3.5	3.0	3.6	FREEPORT STATION	4.0
MAR 31 1944	C.B.M.	3.7	3.5	3.0	3.6	FREEPORT STATION	4.0
JUN 30 1944	C.B.M	3.7	3.7	3.0	3.7	FREEPORT STATION	4.0
SEP 30 1944	C.B.M.	3.7	3.7	3.0	3.7	FREEPORT STATION	4.0
DEC 31 1944	CBM	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0
MAR 31 1945	CBM	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0
JUN 30 1945	CBM	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0
SEP 30 1945	C.B.M.	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0
DEC 31 1945	C.B.M.	3.8	3.8	3.0	3.8	CG Gp, Freeport, NY	4.0
Average							

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature
Amagansett Station	1935	Chas.E.O'Neal, By direction.

Record of WILLIS, Otis Lee 211-123
(Full name, surname to the left) (Service No.

3. EFFICIENCY MARKS

Date	Rate	Proficiency in rating	Seamanship	Mechanical ability	Ability as Leader of men	Special Qualification or Special Detail	Conduct	Signature
9-30-41	SUKMAN	3.5	3.2	~~3.0~~	3.4		4.0	Chas. E. O'Neal - By dir
10-16-41	B.M.2c.(Pro)	3.5	32		3.4		4.0	Chas. E. O'Neal "
12/31/42	B.M.2c. (Pro).	3.5	3.2	2.2	3.4		4.0	
3/31/42	B.M.2c. (Pro)	3.5	3.2	222	3.4		4.0	Lt.(jg)
6/30/42	B.M.2c.(Prs	3.5	3.2	2.2	3.4	Short Beach LB Station.	4.0	Lieut.
9/30/42	B.M.1c.(P)	3.6	3.3	2.3	3.4	Short Beach LB Station.	4.0	Lieut.
12-30-42	BM1c.(pro)	3.7	3.5	3.0	3.5	Short Beach LB Station.	4.0	
3-31-43	BM1c(Pro)	3.7	3.5	3.0	3.5	Short Beach LB Station	4.0	Lieut.jg
6/30/43	CBM (Pro)	3.7	3.5	3.0	3.5	Short Beach LB Station	4.0	
9-30-43	CBM (T)	3.7	3.5	3.0	3.5	FREEPORT STATION	4.0	
12-31-43	CBM.	3.7	3.5	3.0	3.6	FREEPORT STATION	4.0	
MAR 31 1944	C.B.M.	3.7	3.5	3.0	3.6	FREEPORT STATION	4.0	
JUN 30 1944	C.B.M	3.7	3.7	3.0	3.7	FREEPORT STATION	4.0	
SEP 30 1944	C.B.M.	3.7	3.7	3.0	3.7	FREEPORT STATION	4.0	
DEC 31 1944	C B M	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0	
MAR 31 1945	C B M	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0	
JUN 30 1945	C B M	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0	
SEP 30 1945	C.B.M.	3.8	3.8	3.0	3.7	CG Gp, Freeport, NY	4.0	
DEC 31 1945	C.B.M.	3.8	3.8	3.0	3.8	CG Gp, Freeport, NY	4.0	
Average								

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature
Amagansett Station	1935	Chas.E.O'Neal, By direction.

Form 2500-C
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised July 1935

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

5. TRIALS BY COAST GUARD COURTS AND RESULT

Unit	Date	REMARKS: Kind of court, charge, sentence of court, and action of reviewing authority to be shown in this column	Signature

6. MERITORIOUS CONDUCT

(Award of medals, citations, Headquarters commendation, honorable discharge button, etc.)

Unit	Date	Remarks	Signature
FREEPORT STATION	7-25-44	AUTHORIZED TO WEAR RIBBON AND BRONZE STAR CONTINUOUS SERVICE(1/8/38 to 1/7/44) WITH	FOR SIX YEARS CONDUCT OF 4.0. H. T. Bain H. T. BAIN
	7-28-44	HAS SERVED OUTSIDE CONTINENTAL UNITED STATES.	J. M. Odin

2—13678

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

7. SPECIAL QUALIFICATIONS

Unit	Date	Proficient in—	Signature
Ditch Plain L.B. Station	11-8-40	Rifle Expert	Charles E O'Neal Charles E. O'Neal

8. DETAILS

(Will include inter-unit transfers)

Unit	Date From—	Date To—	Duty	Signature
Short Beach LB Station	5/15/42	6/5/42	CGR-1102	
Pt. Lookout LB Station	6/5/42	2-17-43	CGBarracks	Lieut.(jg)
CG Barracks	2-17-43	5-5-43	Short Beach LB Sta.	Lieut.(jg)
Short Beach LB Station	5-5-43	5-23-43	CGBarracks	Lieut.(jg)

U. S. GOVERNMENT PRINTING OFFICE 2—13078

RECORD OF WILLIS, Otis L. 211-123
(Full name, number to the left) (Service number)

LEAVE RECORD

ACCRUED CREDITS			LEAVE TAKEN					BAL DUE	PERIODS FOR WHICH LEAVE DOES NOT ACCRUE				CO'S SIGNATURE
REASON	DATE	NO. DAYS	FROM	TO	REASON	NO. DAYS	ADV. LV.	NO. DAYS	FROM	TO	REASON	NO. DAYS	
IC	9-1-46	60						60					Jnadin

Form 2500-C
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised July 1935

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

9. LEAVE ACCOUNT
WITH PAY

Unit	Date Departed	Date Returned	Number of days	Balance Annual	Balance Reenlist	Signature
1-7-41						Chas E. O'Neal
Ditch Plain LB STA.	- - -	- - -	- - -	30	~~10~~	Chas. E. O'Neal
Ditch Plain LB. Sta.	2-12-41	2-18-41	5	25		Chas. E. O'Neal
Ditch Plain " Sta	9-13-41	10-4-41	20	5	10	Chas. E. O'Neal
	Second Year					
Short Beach LBSta.	7-27-42	- - -	-10-	30	10	
Short Beach LB Sta.	7-27-42	8-7-42	10	20		Lieut
Short Beach LB Sta	12-31-43					
FREEPORT STA.	1-7-43	CREDIT	30	30	10	H. T. Bain
FREEPORT STA.	12-22-43	12-28-43	5	25	10	H. T. Bain
FREEPORT STATION	1-7-44	CREDIT	30	30	30	H. T. Bain
FREEPORT STATION	8-7-44	8-18-44	10	20	30	H. T. Bain
CG Gp, Freeport, NY	11-26-44	12-7-44	10	10	30	
CG Gp, Freeport, NY	1-7-45	CREDIT	30	30	30	
CG Gp, Freeport, NY	10-20-45	11-5-45	15	—	15	
CG Gp, Freeport, NY	1-7-46	CREDIT	30	30	15	

2—13678

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

10. ABSENT FROM DUTY

(On account of sickness or injury due to own misconduct. Without leave (including overleave, desertion, imprisonment under civil arrest resulting in conviction), and absence from duty (confinement) while awaiting trial by a Coast Guard court resulting in a conviction, or while serving a sentence.) (Absences less than 24 hours not to be entered.) (Show inclusive dates.)

Unit	Months	Days	From—	To—	Remarks	Signature
Ditch Plain L.B.Sta.	No	unauthorized	absence	while attached		Charles E. O'Neal, C.B.M.
	to	this unit.				By direction:
CGGR FREEPORT NY	NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT					J.M. Majin Ch.Bos'n(L)
Cmdr., 3CGD	NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT					E. H. Lane Ship Clerk USCG

11. EXTENSION OF ENLISTMENT

Unit	Period	Reason	Signature
FREEPORT STA.	3 Years.	Three (3) year Regular Enlistment expired 6 January, 1944. Executed form 2500A Voluntary Agreement to Extend Enlistment, accepted by Commanding Officer, FREEPORT STATION, to begin 7 January, 1944, for a period of three (3) years and to further extension by the Secretary of the Navy for such additional time as may be deemed necessary to the Public Interests due to war.	H. T. Bain H.T.BAIN, LIEUT.(jg)USCGR.

CODED NO. 4

12. ON DISCHARGE

Date 6 January, 1947 Place New York, N.Y. Serial No. B145177
Kind of discharge HONORABLE Authority for Article 789 Regulations
Discharged on account of expiration of full term of enlistment and extension thereof
Is - - -

Form 2500-C
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised July 1935

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

14. ON RETIREMENT

Unit	Date	Cause	Authority	Signature

15. ON DEATH

Unit	Date	Cause	Place of burial	Disposition of effects	Was death in line of duty	Signature

16. RECORD OF SERVICE

Creditable Coast Guard service during this enlistment:

6 (Years) 0 (Months) 0 (Days)

(Notations under article 10 to be considered when executing this article.)

NAV. S. AND A. FORM 550

MUSTERING OUT PAYMENT

$300.00 lump sum in accordance with ALNAV 360-45

WILLIS, Otis Lee, Mlle., USCG
(Surname) (First name) (Initial) (Rank or rating and branch of service)

(211-123) Office, Comdr. 3rd CG District, New York (60 days or more)
(File or service No.) (Activity from which discharged) (Length of service—Enter (less than 60 days) or (60 days or more))

6 January 1947
(Date discharged or released from active duty)

Does service record show service outside of continental limits of United States or in Alaska? Enter Yes or No YES

(Sign original only)

COMMANDING OFFICER'S CERTIFICATE:

I certify that the above-named person is being discharged or released from active duty, that such person is entitled to payment under the MUSTERING OUT PAYMENT ACT OF 1944, and that the above information is correct.

H. H. LAIRD, Ship's Clerk, USCG
(Name and signature of officer authorized to sign in accordance with article 2025(2) NR)

VETERAN'S CERTIFICATE:

I hereby certify that I have not made previous application for mustering-out payment under the MOP Act of 1944. I am aware of the fact that making application more than once is a criminal offense under the United States Criminal Code.

Have you served outside the continental limits of United States or in Alaska? YES (Enter Yes or No)

OTIS L. WILLIS
(Signature of applicant)

ADDRESS TO WHICH CHECK(S) ARE TO BE SENT:
(Omit address if service is LESS than 60 days)

40th Park Avenue, (Number) (Street)
Montauk (City) (Zone) LINY (State)

DISBURSING OFFICER'S PAYMENT DATA

Paid $100.00 on 403-5072 (Public voucher) 31,043 (Check number) 1/7/47 (Date)

$300.00 in lump sum in accordance with ALNAV 360-45

E. J. BRENNAN, SYM. 18-403
(Type name and symbol No. of disbursing officer making initial payment)

MUSTERING OUT PAYMENT DIVISION DATA

TRIPLICATE

16—39039-1

RECORD OF WILLIS, Otis Lee (211-123)
(Full name, surname to the left) (Service No.)

14. ON RETIREMENT

Unit	Date	Cause	Authority	Signature

15. ON DEATH

Unit	Date	Cause	Place of burial	Disposition of effects	Was death in line of duty	Signature

16. RECORD OF SERVICE

Creditable Coast Guard service during this enlistment:

6 (Years) 0 (Months) 0 (Days)

(Notations under article 10 to be considered when executing this article.)

17. CERTIFICATE UPON TERMINATION OF SERVICE

Monthly rate of pay when discharged, $ 162.00

The within-named man has been furnished travel allowance amounting to $ 5.85 at the rate of 5¢ cents per mile from NEW YORK, N.Y. (POD) to MONTAUK, N.Y. (PAFE) and paid $ 5.85 in full to date of discharge. Name of pay officer W. G. SCHAEFER, LT. (JG), USCG.

Address subsequent to discharge will be:

46th Park Avenue Street,

Long Beach City, LINY State.

INTENTION {To / ~~Not to~~} REENLIST NEXT DAY.

correct upon termination of service 6 January 1947, 19

E. H. LANE, Ship's Clerk, USCG
By direction *Commanding Officer—Officer in Charge.*

(13) TOP ROW: MAIN OCCUPATION - D. O. T. CODE
(14) BOTTOM ROW: SECONDARY OCCUPATION - D. O. T. CODE

(1)-Ⓑ NAME (PRINT CLEARLY)	(LAST)	(FIRST)	(MIDDLE)	SERVICE NUMBER	FT.	IN.	LBS.	RACE
	WILLIS	OTIS	LEE	211-123	6	2	168	W

(2) HOME ADDRESS: 57 Long Beach Road. Long Beach, L.I. N.Y.

(3) BIRTHPLACE (GIVE CITY AND STATE OF U.S. OR NAME OF FOREIGN COUNTRY): Hatteras, N.C.

(4)-Ⓡ DATE OF BIRTH: 31 January, 1910 HOW LONG IN U.S.: 34 YEARS

(5) CITIZEN [X] L-29 NON-CITIZEN [ ] L-28 TAKEN OUT FIRST PAPERS [ ]

(6)-Ⓣ MARITAL STATUS: M (7)-Ⓣ NUMBER OF DEPENDENTS: Four

(8) EDUCATION NON-E. [ ] R-3 ILLITERATE [ ] R-2

SCHOOL	Number of Years	GRADUATED YES	GRADUATED NO	NAME AND LOCATIONS OF INSTITUTIONS ATTENDED	MAJOR SUBJECT OR SPECIALIZATION	DEGREE AND DATE RECEIVED
GRAMMAR SCHOOL	8	x		Hatteras, N.C.		
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
POST GRADUATE						
TRADE, NIGHT OR BUSINESS SCHOOL						
(9)-Ⓡ TOTAL SCHOOL YEARS	8	X X X X X X X X X X X X				

(10)-Ⓛ LANGUAGES (CHECK APPROPRIATE SPACES) S—SPEAKS R—READS W—WRITES

PUNCH ONLY FOR S	SPANISH (L-23) S	SPANISH R	SPANISH W	FRENCH (L-24) S	FRENCH R	FRENCH W	GERMAN (L-25) S	GERMAN R	GERMAN W	OTHER LANGUAGES (L-26) S	OTHER LANGUAGES R	OTHER LANGUAGES W	S	R	W
FAIRLY WELL			None												
FLUENTLY (L-27)															

(11) DISTRICT OF CURRENT ENLISTMENT OR INDUCTION: N.Y. Amagansett L.I. DATE: 12-27-34

(12)-Ⓑ BRANCH OF SERVICE

REGULAR	RESERVE G	RESERVE S	RESERVE T	RESERVE W
x				

(13)-Ⓣ MAIN OCCUPATION: COAST GUARDSMAN — YEARS AT IT: 9 — WKLY. WAGE: $

D. O. T. CODE: 2-68.40

JUST WHAT DID YOU DO? Surfman to C.B.M.

LAST DATE OF EMPLOYMENT

EMPLOYER (FIRM NAME)

ADDRESS OF EMPLOYER

DEPT., SHOP OR BRANCH — KIND OF BUSINESS

(14)-Ⓣ SECOND BEST OCCUPATION — YEARS AT IT — WKLY. WAGE: $

D. O. T. CODE

JUST WHAT DID YOU DO?

TEST	SOCIAL STUDIES (15)-Ⓑ	ARITHMETIC (16)-Ⓑ	MECHANICAL APTITUDE (17)-Ⓑ	Rea d	E	K	M	K
GRADE —SCORE	35	21	35	35		38		40

(18)-Ⓛ SERVICE SCHOOLS QUALIFIED FOR
1. None
2.
3.

(19)-Ⓛ SERVICE SCHOOLS DESIRED
1. None
2.
3.

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS VERY CAREFULLY.

U. S. COAST GUARD
ENLISTED PERSONNEL QUALIFICATION CARD

(20) PREVIOUS MILITARY EXPERIENCE

BRANCH OF SERVICE	YEARS IN EACH	HIGHEST GRADE	LAST DISCHARGE (YEAR)	SPECIAL TRAINING RECEIVED: SPECIFIC NATURE	YEARS	MO'S.	LAST DATE (YEAR)
USCG	9	CBM		-			

(21) C. G. SERVICE SCHOOLS ATTENDED	NUMBER OF WEEKS	COURSE	DATE GRADUATED AND SCHOOL RATING
1. None			
2.			
3.			
4.			

(22) REMARKS: Additional occupation Comm.Fisherman
15mo small boat experience BM1c. Off-in-charge
30-80-45 Target Practice USCG. Gas mask instruction at Long River Barracks.

(23) NEXT OF KIN Wife

NAME Oliva Willis
ADDRESS 57 Long Beach Rd.
CITY Long Beach L.I. STATE N.Y.

(24)-(R) RECORD OF CURRENT SERVICE

DATE	UNIT	RATING	PRINCIPAL DUTY
1-5-44	Short Beach LBSTa.	CBM	PO in charge
1-7-44	Atlantic Beach	"	Off-in-charge

(25)

DATE OF INTERVIEW 4-5-44 UNIT Atlantic Beach

SIGNATURES

INTERVIEWER L. Bograd Sp.2c.(C)

ENLISTED PERSON

MM

N. C. G. FORM NO. 2719
JANUARY 1943

IMPORTANT -- UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED OR CREASED.

MCBEE KEYSORT U. S. PAT. NO. 2,213,607 24840

File in record

WILLIS Otis L. (211-123) C.D.M.

Coast Guard Barracks
(PRESENT STATION) Long Beach, N.Y. 7 January, 1944
"DOC" 5-23-14

STATEMENT OF SERVICE

ENTERED SERVICE	SERVICE TERMINATED
12-27-34	1-5-38
1-6-38	1-6-41
1-7-41	1-7-44
1-7-44	Now serving

NO ABSENCES WITHOUT LEAVE DUE TO OWN MISCONDUCT OR N.P.D.I., UNLESS INDICATED BELOW.

44-1-3
34-12-27
9-0-10
11

Completed Nine years service on 1-7-44.

Finance Circular No. 74-42,
17 June, 1942.

N.T. BAIN
By direction.

N. C. G.-2511A
Form approved by
Comptroller General, U. S.
January 31, 1941

File in vault

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

FREEPORT STATION (Unit)

WILLIS, Otis Lee (Name in full—surname to the left) 6 January, 1944 (Date)

211-123 (Service number) C.B.M. (Rating on discharge)

	Year	Month	Day	NUMBER OF— Years	Months	Days
Date of last enlistment (for Three years)	1941	1	7			
Enlistment extended (for Three years from)	1944	1	7			
Date of discharge (Expiration of Enlistment) (Character of discharge)						
Total time of last enlistment period				3	0	0

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
NONE			NONE			NONE		

Total Absence (0 days)

Creditable time served during last enlistment period	3	0	0

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

H.V. WHITLOCK

Date 7 January, 1944 (Rank) LIEUTENANT, U. S. C. G. R.
Commanding officer.

~~REENLISTMENT~~ OR EXTENSION OF ENLISTMENT

Date 7 January, 1944 FREEPORT STATION (Unit and place)

I CERTIFY that the above-named man EXTENDED HIS ENLISTMENT (Reenlisted or voluntarily extended his enlistment) for a period of Three years from this date.

H.V. WHITLOCK

(Rank) LIEUTENANT, U. S. C. G. R.
Commanding officer.

16—20903-1

Filed in record

WILLIS Otis L. (211-123) S.2.M.

Coast Guard Barracks
(FREEPORT STATION) Long Beach, N.Y. 7 January, 1944
"DOC" 5-03-14

Three (3) year Regular Enlistment expired 6 January, 1944. Executed Form 2500A Voluntary Agreement to Extend Enlistment, accepted by Commanding Officer, FREEPORT STATION, to begin 7 January, 1944, for a period of three (3) years and to further extension by the Secretary of the Navy for such additional time as may be deemed necessary to the Public Interests due to war.

Entitled to enlistment allowance of $150.00

PAYE: Ditch Plains Lifeboat Station, Montauk, N.Y.

Entitled to mileage allowance at the rate of $.05 per mile.

(29)

Art. 541 Reg.: as amended by Change No. 22, Art. 541 (1). Art. 271 (5), Pay and Supply Inst. as amended by Amendment #49.

N.T. HALL

By direction.

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Coast Guard Barracks, Long Beach. (FREEPORT STATION)
(Unit)

Long Beach, N.Y.
(Place)

1 April, 1943.
(Date)

FROM: WILLIS, Otis L. (211-125) B.M.1c(Pro)

TO: COMMANDANT (via Commanding Officer, FREEPORT STATION.

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alivin B. Willis (Full name of wife; if not married, so state)		46th Park Ave. Long Beach, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	Aug 1937	do (Address of child)
Alva Datrene Willis (Full name of child; if none, so state)	Nov 1938	do (Address of child)
Otis Lee Willis Jr. (Full name of child; if none, so state)	Aug 1942	do (Address of child)
Jarod Eileen (Full name of child; if none, so state)	Feb 1946	(Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential.
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential.
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 1st. day of April, 1943

H.V. Whitlock. Lieut.(jg) USCGR.
(Signature)

Commanding Officer.
(Rank or title)

Otis L Willis.
(Signature)

B.M.1c(Pro)
(Rank or rating)

16—25758-1

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Coast Guard Barracks, Long Beach, (FREEPORT STATION) (Unit) — Long Beach, N.Y. (Place)

1 April, 1943. (Date)

FROM: WILLIS, Otis L. (211-123) B.M.1c(Pro)

To: COMMANDANT (via Commanding Officer, FREEPORT STATION.

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Long Beach, L. Isy

Alivin B. Willis (Full name of wife; if not married, so state)	East Hampton, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	do (Address of child)
Alva Datrene Willis (Full name of child: if none, so state)	do (Address of child)
Otis Lee Willis Jr. (Full name of child; if none, so state)	do (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential. (State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Peele (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential. (State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 1st. day of April, 1943

H.V. Whitlock. Lieut.(jg) USCGR (Signature)
Commanding Officer. (Rank or title)

Otis L. Willis. (Signature)
B.M.1c(Pro) (Rank or rating)

16—25758-1

Form 2529
TREASURY DEPARTMENT
U. S. Coast Guard
April 1938

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Pay

Short Beach LB Station. (FREEPORT STATION) (Unit) — Freeport, N.Y. (Place)

1 October, 1942. (Date)

FROM: WILLIS, Otis L. (211-123) B.M.2c.(Pro).

TO: COMMANDANT (via Commanding Officer, FREEPORT STATION).

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alivin B. Willis (Full name of wife; if not married, so state)	East Hampton, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	do (Address of child)
Alva Datrene Willis (Full name of child; if none, so state)	do. (Address of child)
Otis Lee Willis Jr. (Full name of child; if none, so state)	do (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

Potential.
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential.
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to be fore me

WITNESSED BY: this 1 day of October, 1942. SIGNED: Otis L. Willis

C.O. Gray, Lieutenant. — Otis L. Willis.

Rank Commanding Officer. — *Rank or Rating* B.M.2c.(Pro).

2—10348 U. S. GOVERNMENT PRINTING OFFICE

Form 2529
TREASURY DEPARTMENT
U.S. Coast Guard
April, 1938

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Short Beach LB Station (Jones Beach Station). (Unit) — Freeport, N.Y. (Place)

1 April, 1942. (Date)

From: WILLIS, Otis L. (211-123) B.M.2c.(Pro).

To: Commandant (via Commanding Officer, Jones Beach Station).

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4,1920, as amended by the Act of May 22, 1928, as follows:

Aliva B. Willis (Full name of wife; if not married, so state)	East Hampton, N.Y. (Address of wife)
Shirley May Willis (Full name of Child; if none so state)	East Hampton, N.Y. (Address of child)
Alva Katrene Willis (Full name of child; if none so state)	East Hampton, N.Y. (Address of Child)
(Full name of child; if none so state)	(Address of Child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative;

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras, N.C. (Address of relative)

- -Potential
((State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, N.C. (Address of relative)

Potential
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 1st day of April 19 42.

C.O. Coast Guard
(Signature)

Lieutenant (jg)
(Rank or title)

Otis L. Willis
(Signature)

B.M.2c.(Pro)
(Rank or rating)

Form 2521
Treasury Department
U.S. Coast Guard
Revised Sept. 2, 1941

United States Coast Guard

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

DITCH PLAIN LIFEBOAT STATION (Napeague Station) — Montauk, N.Y.
(Unit) (Place)

1 October, 1941.
(Date)

From: WILLIS, Otis L. (211-123) Surfman.
To: Commandant (via.. Commander, New York District..)

1. In the event of my death I hereby designate beneficary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alva P. Willis	Montauk, N.Y.
(Full name of wife; if not married so state)	(Address of wife)
Shirley May Willis	Montauk, N.Y.
(Full name of child; if none, so state)	(Address of child)
Alva Ketrone Willis	Montauk, N.Y.

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative;

Willie P. Willis	Father	Hatteras, N.C.
(Full name of relative)	(Relationship)	(Address of relative)

POTENTIAL
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Poole	Sister	Hatteras, N.C.
(Full name of relative)	(Relationship)	(Address of relative)

POTENTIAL
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Otis L. Willis
Otis L. Willis
(Signature)

Subscribed and sworn to before me this 1st. day of October, 1941.

J. M. ODIN
(Signature)

Ch. Boatn. (L).
(Rank or title)

Surfman
(Rank or rating)

Form 2529
TREASURY DEPARTMENT
U. S. COAST GUARD
April 1938

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

DITCH PLAIN LIFEBOAT STATION (Amagansett Station) (Unit) — Montauk, N.Y. (Place) — 7 January, 1941 ~~30 August, 1941~~ C.E.D. (Date)

FROM: Otis Lee Willis (211-123) Surfman.

TO: COMMANDANT (via Commander, New York District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

(Full name of wife; if not married, so state)	(Address of wife)
Aliva B. Willis	Buxton, N.C.
Shirley May Willis (Full name of child; if none, so state)	Buxton, N.C. (Address of child)
Alva Katrene Willis (Full name of child; if none, so state)	Buxton, N.C. (Address of child)
(Full name of child; if none, so state)	(Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

(Full name of relative)	(Relationship)	(Address of relative)
Willie P. Willis	Father	Hatteras, N.C.

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

(Full name of relative)	(Relationship)	(Address of relative)
Mrs. Fulford Peele	Sister	Hatteras, N.C.

Potential
(State briefly wherein dependency exists)

WITNESSED BY: Charles E. O'Neal
Charles E. O'Neal

SIGNED: Otis L. Willis
Otis L. Willis

Rank C.B2M. *Rank or Rating* Surfman

2—10348 U. S. GOVERNMENT PRINTING OFFICE

FOR INFORMATION OF PAY OFFICER FA2-522

27, March, 1942.

Treasurer of the United States,

Washington, D. C.

Subject: Allotment: WILLIS, Otis L. (211-123), B.M.2c., (Pro), Jones Beach Station, 3nd. Nav. Dist; payment of National Service Life Insurance premiums.

Sir:

1. You are informed that the above-named person has authorized a monthly allotment from his pay, in your favor, in the amount of $ 3.65 , first payment for the month of March, 1942 . Check in this amount will be mailed to you on the last day of each month without action on your part.

2. Any change in your address should be promptly reported to the Audit and Payroll Section, Division of Finance, Coast Guard Headquarters, Washington, D. C.

3. In communicating with this office in regard to this allotment, be sure to state in your communication the name of the person making the allotment.

By direction of the Commandant.

Very truly yours,

W. H. WEBB,
Chief, Audit and Payroll Section

ACKNOWLEDGEMENT

THIS SIGNIFIES THAT FORM 2528, REGISTERED BY THE ABOVE NAMED HAS BEEN RECEIVED AND ALLOTMENT STARTED. GB

AUDIT AND PAYROLL SECTION,
DIVISION OF FINANCE.

NCG 2528-A
Form approved by Comptroller General, U. S.
July 26, 1926
Revised May 10, 1940

ALLOTMENT STOPPAGE

(Do not fold—Mail flat)

Stop allotment after payment for December, 1945. Amount, $ 75.00,

for which checkage has been made from compensation of Otis L. Willis (111-183)
(Name)

Payable to Alvie Bell Willis

Otis L Willis
Allotter's signature Otis L. Willis.

Rank or rating B.M.2c.(Pro)., *U. S. C. G.*

STOPPAGE APPROVED:

H.V.Whitlock.
Commanding, Officer, [illegible], *or*

Commander, [illegible] *District.*

Stoppage registered this _____ day of _____, 19____

Reason for stoppage: Wife incapable in handling allotment.

_____, *Pay Officer.*

(SEE INSTRUCTIONS ON BACK)

16—12689-1

COAST GUARD BARRACKS LONG BEACH, L.I.N.Y.

1 OCTOBER, 1943.

WILLIS, Otis L. (211-123) CBM. (temp).

Commanding Officer, WESTPORT STATION.

Olivia B. Willis	Commodore Apartments. Cor. Long Beach Blvd & Front St., Long Beach, N.Y.
Shirley May Willis	Same as above
Alva Katerene Willis	Same as above
Otis L. Willis, Jr.	Same as above

Mrs. Pulford Poole	Sister	Hatteras, North Carolina.
	Potential	
Willie P. Willis	Father	Hatteras, North Carolina.
	Potential	

1st October 43

H.V. WHITLOCK, Lieut. USCGR

Commanding Officer, WESTPORT STATION

Otis L. Willis

CBM. (temp)

NCG 2500-A
U. S. COAST GUARD

Nc4

VOLUNTARY AGREEMENT TO EXTEND ENLISTMENT

CODED
NO. 5

I further agree to the extension of this enlistment by the Secretary of the Treasury for such additional time as may be deemed necessary in the public interests in time of war or national emergency declared by the President to exist additional time not to extend beyond six months after the date of termination of war or national emergency.

U. S. C. G. FREEPORT STATION. COAST GUARD BARRACKS, Long Beach, (Unit)
Long Beach. N.Y. (Place)
6 January, 1944. (Date)

Pursuant to the Act of July 30, 1937 (50 Stat. 547) and the regulations prescribed thereunder,

I, WILLIS, Otis Lee (Name of applicant), 211-123 (Service number), CBM (Rating), having on 7 January, 1941 (Date), enlisted in the U. S. Coast Guard under a contract of enlistment for a term of three years, do hereby voluntarily agree for the consideration mentioned therein to extend said term of enlistment for a period of three years from the date of expiration thereof, subject to all the provisions of said contract of enlistment, of which this agreement shall form a part.

My reason for making this agreement is expiration of enlistment.

Otis L. Willis.
(Signature of applicant)


Tip of right forefinger

Voluntarily agreed and subscribed to before me this 7th day of January, A. D., 19 44

H.V.WHITLOCK, Lieutenant USCGR
(Commanding officer or notary public)

U. S. C. G. FREEPORT STATION (Unit)
FREEPORT, LI. N.Y. (Place)
7 January, 1943 (Date)

This agreement is hereby accepted for and on behalf of the United States. Service hereunder shall begin on and from the date immediately following the date of expiration of said term of enlistment.

H.V.WHITLOCK. Lieutenant USCGR.
(Officer authorized to accept extension)

U.S.C.G. Headquarters, Washington, D.C.

(Date)

Returned. The application for extension is disapproved.

(For the Chief Personnel Officer)

Original will be filed at headquarters.
Duplicate will become first page of service record.

16—21990-1 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)
WILLIS	Otis	L.	(211-123)	C.B.M.

(Unit)	(Place)	(Date)
Coast Guard Barracks (FREEPORT STATION) "DOG" 5-03-14	Long Beach, N.Y.	7 January, 1944

~~Three (3) year Regular Enlistment expired 6 January, 1944. Executed form~~ 2500A Voluntary Agreement to Extend Enlistment, accepted by Commanding Officer, FREEPORT STATION, to begin 7 January, 1944, for a period of three (3) years and to further extension by the Secretary of the Navy for such additional time as may be deemed necessary to the Public Interests due to war.

Entitled to enlistment allowances of $150.00

PAFE: Ditch Plains Lifeboat Station, Montauk, N.Y.

Entitled to mileage allowance at the rate of $.05 per mile.

(29)

AUTHORITY: Art. 541 Reg.: as amended by Change No. 22, Art. 541 (1). Art. 271 (5), Pay and Supply Inst. as amended by Ammendment #49.

H.T. Bain
H.T. BAIN
(Commanding)

By direction.
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16—29504-1

H/9

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

FREEPORT STATION (Unit)

MILLS, Otis Lee (Name in full—surname to the left) 6 January, 1944 (Date)

211-123 (Service number) C.B.M. (Rating on discharge)

	Year	Month	Day	NUMBER OF— Years	Months	Days
Date of last enlistment (for Three years)	1941	1	7			
Enlistment extended (for Three years from)	1944	1	7			
Date of discharge (Expiration of Enlistment) (Character of discharge)				3	0	0
Total time of last enlistment period						

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
NONE			NONE			NONE		

Total Absence (0 days)

Creditable time served during last enlistment period	3	0	0

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

H.V. WHITLOCK

Date 7 January, 1944 (Rank) LIEUTENANT, U. S. C. G. R.

Commanding officer.

~~REENLISTMENT~~ OR EXTENSION OF ENLISTMENT

Date 7 January, 1944 FREEPORT STATION (Unit and place)

I CERTIFY that the above-named man EXTENDED HIS ENLISTMENT (Reenlisted or voluntarily extended his enlistment) for a period of Three years from this date.

H.V. WHITLOCK

(Rank) LIEUTENANT, U. S. C. G. R.

Commanding officer.

16—20008-1

REMARKS: ---

CERTIFICATE

We / I } certify that { we / I } have personally made this physical examination and find that Willis, Otis L.

He is physically qualified for Enlistment
(Enlistment, appointment, promotion)

He is physically qualified to perform the duties of Seaman
(Use in case of promotion of commissioned officer or annual examination) (Rank)

He is not physically qualified for ---

on account of ---

George H. Debusk
a.a. Surgeon, U.S. Public Health Service.

1st INDORSEMENT

26 December, 1940.
(Date)

Place New York, N.Y.

From: Commander, New York District.

To: Commandant.

1. Forwarded for action. Present status:
duty; applicance for Regular Establish.

P. E. SHAW,
Commander—Dist. Comdr. Off. in Chg.
By direction.

2d INDORSEMENT

HEADQUARTERS MEDICAL OFFICE.

U.S. COAST GUARD, Washington,

DEC 28 1940
(Date)

The findings of the certificate are not approved

By direction of the Surgeon General:

Paul Wilcox
Medical Director, U.S. Public Health Service.

3d INDORSEMENT

HEADQUARTERS, WASHINGTON.

DEC 30 1940
(Date)

From: Commandant.

To: Commander, New York District.

1.

REENLISTMENT AUTHORIZED; REGULAR ESTAB.

Insert this copy in health record.

By direction,

Fallson
ASSISTANT CHIEF, DETAIL STAFF, Personnel Section.

OR-Regular

Jan

DEC 30 1940

U.S. GOVERNMENT PRINTING OFFICE 2—16141

WILLIS, OTIS L.

1-21-41
#5

Form 2500
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised August 1938

ENLISTMENT CONTRACT

RE ENLISTMENT[a] of WILLIS, Otis Lee (Full name, surname to left) 211-123 (Service number) as Surfman (Rating)

U. S. Coast Guard ~~Cutter~~ Station Ditch Plain Lifeboat, N.Y. District, Montauk, N.Y. (Location of vessel, or P. O. address of station)
(Draw line through designation not applying)

Accepted for enlistment at Montauk, N.Y. (Place)

1. I, Otis Lee Willis (Full name), this 7th day of January, 1941, desiring to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 January, 1910 Citizenship[b] N.B.

If naturalized, place and date of naturalization - - - Certificate No. - - -

If intentions declared, place and date of declaration - - -

Occupation or trade Surfman Home address Hatteras, N.C.

Full name and address of the following: Aliva B. Willis, Montauk, N.Y. (Wife, if any)

Shirley May Willis, 3 Yrs. 5 Months. Montauk, N.Y. (Children under 21 years of age. Specify ages of children)

Alva Katrene Willis, 2 Yrs. Montauk, N.Y.

(Mother, if living) Widowed?

(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested for any crime by civil authorities; that I have never been convicted of any crime by civil authority, and that I have never been confined in any reform school, jail, or penitentiary, except as follows:

None (State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have - - - had previous service under the United States in the Coast Guard, ~~Army, Navy, Marine Corps, Revenue Cutter Service, or Life-Saving Service~~, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me. (If "not," so state)

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on 6 January, 1941, from ~~Cutter~~ Station (Strike out one) Ditch Plain L.B. Station with Honorable (Kind of discharge) discharge, herewith submitted, serial No. A62857/2 H.

9. I agree to and with the United States of America, represented by Charles E. O'Neal, CBM (Name of enlisting officer), United States Coast Guard, in manner and form following, that is to say:

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to repair to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of THREE YEARS from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost through unauthorized absence or by absence on account of injury, sickness, or disease, resulting from my own intemperate use of drugs or alcoholic liquors, or other misconduct, or while in confinement under sentence, or while awaiting trial and disposition of my case if the trial results in conviction, so that such extension with the time served by me prior thereto will amount to a full term of THREE YEARS, and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability, or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by Charles E. O'Neal, CBM (Name of enlisting officer), United States Coast Guard, does hereby covenant and agree to and with the Otis Lee Willis (Name of person enlisting) who has hereunto signed his

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: "Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Puerto Rico.

2—7931 U. S. GOVERNMENT PRINTING OFFICE

2529
DEPARTMENT
OAST GUARD
pril 1938

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Ditch Plain Lifeboat Station (Unit) — Montauk, New York (Place)

7 January, 1941. (Date)

FROM: WILLIS, Otis L. (211-123) Surfman.

TO: COMMANDANT (via Commander, New York District).

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Aliva B. Willis (Full name of wife; if not married, so state)	Montauk, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	Montauk, N.Y. (Address of child)
Alva Katrene Willis (Full name of child; if none, so state)	Montauk, N.Y. (Address of child)
(Full name of child; if none, so state)	(Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras, North Carolina (Address of relative)

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Fulford Peele (Full name of relative)	Sister (Relationship)	Hatteras, North Carolina (Address of relative)

Not dependent
(State briefly wherein dependency exists)

WITNESSED BY: Charles E. O'Neal
Charles E. O'Neal,
Rank C.B.M.

SIGNED: Otis L. Willis
Otis L. Willis,
Rank or Rating Surfman

2—10348 U. S. GOVERNMENT PRINTING OFFICE

name, that he shall be paid in consideration of such services, the amount now established, or that may be established, by authority of law, as the pay of the ratings which may, from time to time, be assigned him, subject to such forfeitures, deductions, and retentions as may be ordered by competent authority in accordance with the laws of the United States and the Regulations governing the Coast Guard.

Otis Lee Willis

Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By Charles E. O'Neal
Charles E. O'Neal, C.B.M.
(Signature and rank of enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

Charles E. O'Neal
Charles E. O'Neal,
C.B.M., *U. S. C. G., Enlisting Officer.*

11. OATH OF ALLEGIANCE

I, Otis Lee Willis (Full name), do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis
Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 7th. day of January, A. D. 1941.

H.R. Daniels
H.R. DANIELS, Bos'n.(L).
Officer in Charge,
Bellport Lifeboat Station.
(Comdg. officer, officer in charge of a unit, or notary public)

12. DESCRIPTIVE LIST

Age 30 years 11 months. Height 6 feet 1/2 inches. Weight 168 pounds. Eyes Blue

Hair Brown Complexion dark Color White Married Yes

Distinguishing marks

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian
(Within the United States, in the territory or islands of the United States)

, where this enlistment is made.

2—7031

Form 2500 B
TREASURY DEPARTMENT
U. S. Coast Guard
Revised Nov., 1929

SPECIAL TEMPORARY ENLISTMENT CONTRACT

The Act approved April 21, 1924, provides:

"Under such regulations as he may prescribe, the Secretary of the Treasury is authorized to appoint temporary warrant officers, and to make special temporary enlistments, in the Coast Guard. No person shall be entitled to retirement because of his temporary appointment or enlistment under this section."

RE ENLISTMENT[a] of WILLIS, Otis Lee (211-123 as Surfman
(Full name, surname to left) (Rating)

U. S. Coast Guard ~~Cutter~~ Station Ditch Plain Fourth District, Montauk, N.Y.
(Draw line through designation not applying) (Location of vessel, or P. O. address of station)

Accepted for enlistment at Montauk, N.Y.
(Place)

1. I, Otis Lee Willis, this 6th day of January, 19 38, desiring
(Full name)
to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 January, 1910 Citizenship[b] N.B.

If naturalized, place and date of naturalization ..... Certificate number .....

If intentions declared, place and date of declaration .....

Occupation or trade Surfman. Home address Montauk, N.Y.

Full name and address of the following: Aliva B. Willis Montauk, N.Y.
(Wife, if any)

Shirley May Willis 5 Months.
(Children under 16 years of age. Specify ages of children)

.....
(Mother, if living) Widowed? No

.....
(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested by civil authorities and have never been in a reform school, jail, or penitentiary, and have never been convicted or confined other than indicated herein None
(State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have Had had previous service under the United States in the Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me.
(If "not," so state)

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on 5 January, 19 37, from ~~Cutter~~ Station Ditch Plain with Honorable discharge, herewith submitted, serial No. A 52323
(Kind of discharge) (Strike out one)

9. I agree to and with the United States of America, represented by J.M.Odin, United States Coast Guard, in manner and form following, that is to say:
(Name of enlisting officer)

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to repair to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of Three YEAR from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost by absence on account of disease resulting from my own intemperate use of drugs or alcoholic liquors or other misconduct, so that such extension with the time served by me prior thereto will amount to a full term of Three YEAR, and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by J.M.Odin, United States Coast Guard, does
(Name of enlisting officer)
hereby covenant and agree to and with the Otis Lee Willis who has hereunto signed his
(Name of person enlisting)

---

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Porto Rico.

...e amount now established, or that may be established, by authority of ...s which ... be assigned him, subject to such forfeitures, deductions, and retentions ...mpetent authority in accordance with the laws of the United States and the Regulations governing the Coast ...ALL NOT BE ENTITLED TO RETIREMENT BECAUSE OF THIS SPECIAL TEMPORARY ENLIST-

Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By J.M.Odin Boatswain (L)
(Signature and rank of enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

J.M.Odin

Boatswain (L), U. S. C. G., *Enlisting Officer.*

11. OATH OF ALLEGIANCE

I, Otis Lee Willis (Full name), do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 6th day of January A. D. 19 38

J.M. Odin

Boatswain (L)
(Comdg. ~~officer~~ officer in charge of a unit, or notary public)

12. DESCRIPTIVE LIST

Age 27 years 11 months. Height 6 feet 1 inches. Weight 168 pounds. Eyes Blue

Hair Brown Complexion dark Color white Married Yes

Distinguishing marks

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian (Within the United States, in the territory or islands of the United States) where this enlistment is made.

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service No.)

3. EFFICIENCY MARKS

SCALE OF MARKS: 4.0, Perfect; 3.5 to 3.9, Excellent; 3.0 to 3.4, Good; 2.5 to 2.9, Satisfactory; 2.0 to 2.4, Indifferent; 1.0 to 1.9, Poor; 0.0 to 0.9, Bad

Date	Proficiency in rating	Conduct	Sobriety	Ability as leader of men	Health	Vessel or station	Signature of commanding officer or officer in charge of a unit
12-31-37	3.3	4.0	4.0	3.0	3.4	Ditch Plain station	J. M. Robinson BM1c
3-31-38	3.4	4.0	4.0	2.8	4.0	Ditch Plain station	Lewis Gibbons BM1c
6-30-38	3.4	4.0	4.0	2.8	4.0	Ditch Plain station	Lewis Gibbons BM1c
9-30-38	3.4	3.4	4.0	3.0	4.0	Ditch Plain station	Lewis Gibbons BM1c
12-31-38	3.4	4.0	4.0	3.0	4.0	Ditch Plain station	Lewis Gibbons BM1c
3-31-39	3.4	4.0	4.0	3.0	4.0	Ditch Plain Station	Chas. E. O'Neal
6-30-39	3.4	4.0	4.0	3.0	4.0	Ditch Plain Station	Chas. E. O'Neal
9-30-39	3.4	4.0	4.0	3.0	4.0	" " "	Chas. E. O'Neal
12-31-39	3.4	4.0	4.0	3.1	4.0	Ditch Plain Sta.	Chas. E. O'Neal
3-31-40	3.4	4.0	4.0	3.1	4.0	Ditch Plain Sta.	Chas. E. O'Neal
6-30-40	3.4	4.0	4.0	3.1	4.0	Ditch Plain Sta.	L Gibbons
9-30-40	3.4	4.0	4.0	3.1	4.0	Ditch Plain L.B. Sta.	Chas. E. O'Neal
12-31-40	3.4	4.0	4.0	3.1	4.0	Ditch Plain L.B. Sta.	Chas. E. O'Neal
1-6-41	3.4	4.0	4.0	3.1	4.0	Ditch Plain L.B. Sta.	Chas. E. O'Neal
AVERAGES	3.39	3.95	4.0	3.028	3.95	Ditch Plain L.B. Sta.	Chas. E. O'Neal

ADAPTABILITY FOR WARRANT GRADE
(Chief petty officers only)

Mark	Remarks	Signature

On receipt of an enlistment contract by transfer it shall be the duty of the receiving unit to see that all previous marks have been duly inserted, and the last unit on or at which service is rendered prior to discharge will be held responsible for the completeness of the marks.

4. QUALIFIED AS GOOD SWIMMER

Qualified as a good swimmer at Amagansett Station 1935
(Date and place)

RECORD OF ~~WILLIS, Otis Lee~~
(Full name, surname to the left)

~~211-123~~
(Service No.)

9. LEAVE ACCOUNT
WITH PAY

Ship or station	Date Departed	Date Returned	Number of days	Balance Annual	Balance Reenlist	Signature of executive officer or officer in charge
~~Ditch Plain Sta~~ 1-6-38						
Ditch Plain Sta	6-22-38	7-13-38	20	30	10	Lewis Cobleu (Actg.)
Ditch Plain Sta	11-11-38	12-2-38	20	10	10	Lewis Cobleu (Actg.)
Ditch Plain Sta 1-6-39	—	—	—	0	0	Lewis Cobleu (Acting)
Ditch Plain Sta	6-5-39	6-26-39	20	30	0	Lewis Cobleu (Acting)
Ditch Plain Sta	8-6-39	6-12-39	5	10	0	Chas. E. O'neal
Ditch Plain Sta	12-5-39	12-11-39	5	5	—	Chas. E. O'neal
1-6-40 Ditch Plain Sta	—	—	—	0	0	Chas. E. O'neal
Ditch Plain Sta	6-18-40	7-9-40	20	30	0	Chas. E. O'neal
Ditch Plain Station	12-2-40	12-13-40	10	10	0	Chas. E. O'neal
				0	0	Chas. E. O'neal

2—13678

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service No.)

10. ABSENT FROM DUTY

(On account of sickness or injury due to own misconduct. Without leave (including overleave, desertion, imprisonment under civil arrest resulting in conviction), and absence from duty (confinement) while awaiting trial by a Coast Guard court resulting in a sentence of imprisonment, and while serving said sentence.)

Ship or station	Number of days	From—	To—	Remarks	Signature of executive officer or District Commander
Ditch Plain L.B. Sta.	No	unauthorized absence while attached to this unit.			Chas. E. O'Neal

11. EXTENSION OF ENLISTMENT AND REASON THEREFOR

5 January 1941 Enlistment extended for period of one (1) day due to Administrative Officer being Hostile, Art. 4835 (b) Personnel Instructions.

12. ON DISCHARGE

Date 6 January 1941, 193- Place Montauk, N. Y. Serial No. A62852

Kind of discharge Honorable Authority for Art. 461 Personnel Instructions

Discharged on account of Expiration full term of enlistment & extension thereof.

Is ____ recommended for reenlistment. Rating best qualified to fill Surfman

(If "not", so state)

13. ON DESERTION

_____, 193 _____ _____

(Date) (Unit) (Place)

2—13678

RECORD OF WILLIS, Otis Lee
(Full name, surname to the left) 211-123 (Service No.)

14. ON RETIREMENT

(Date), 193 (Cause) (Authority)

15. ON DEATH

(Date), 193 (Place) (Cause) (Place of burial or disposition of remains) (Disposition of effects)

Was death incident to service?

16. RECORD OF SERVICE

Creditable Coast Guard service during this enlistment:

3 (Yrs.) 0 (Mos.) 1 (Days)

(Notations under article 10 to be considered when executing this article. *Days* under article 10 to be reduced to *months* and *days* for longevity purposes, as set forth in Pay and Supply Instructions.)

17. CERTIFICATE ON DESERTION

Certified to be correct date of desertion , 193

Charles E. O'Neal, C. B. M
acting Commanding Officer—~~District Commander~~.

2—13678

RECORD OF WILLIS, Otis L. (211-123)

(Full name, surname to the left) (Service No.)

18. CERTIFICATE UPON TERMINATION OF SERVICE

Monthly rate of pay when discharged, $ 66.00

The within-named man has been furnished travel allowance amounting to $ ———

at the rate of ——— cents per mile from ——— to ———

——— and paid $ 13.20 in full to date of discharge. Name of

pay officer ———

Address subsequent to discharge will be:

Ditch Plain Lifeboat Station Street,

Montauk, City, New York State.

Certified to be correct upon termination of service 6 January, 1941.

Charles E. O'Neal, C. B. M
Acting, Commanding Officer ~~Officer in Charge.~~

U. S. GOVERNMENT PRINTING OFFICE 2—13673

TREASURY DEPARTMENT
U. S. COAST GUARD
April 1937

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Ditch Plain Station (Unit) — Montauk, N.Y. (Place)

19 May, 1939. (Date)

FROM: WILLIS, Otis L. (211-125) Surfman.

TO: COMMANDANT (via Commander, Fourth District.)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Alice B. Willis (Full name of wife; if not married, so state)	Montauk, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	Montauk, N.Y. (Address of child)
Alva Ketrone Willis (Full name of child; if none, so state)	Montauk, N.Y. (Address of child)
None (Full name of child; if none, so state)	(Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie F. Willis (Full name of relative)	Father (Relationship)	Hatteras, North Carolina. (Address of relative)

Potential (State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

Mrs. Pulford Poole (Full name of relative)	Sister (Relationship)	Hatteras, North Carolina. (Address of relative)

Not dependent. (State briefly wherein dependency exists)

WITNESSED BY: Charles E. O'Neal
Charles E. O'Neal,
Rank: C.G.S.S. (1).

SIGNED: Otis L. Willis
Otis L. Willis,
Rank or Rating: Surfman.

2-1939

Ditch Plain

Montauk, N.Y.

19 May, 39.

Fourth

From: Officer in Charge, Ditch Plain Station.
To: Commander, Fourth District.

Subject: WILLIS, Otis L. (211-123) Surfman; request for change in beneficiaries for death gratuity.

Inclosure: (1) Form 2529 noting change as requested.

1. Inclosure (1) is forwarded at the request of subject man, a child having been recently born in his family.

Charles E. O'Neal,
Acting.

REMARKS:

CERTIFICATE

We / I } certify that { we / I } have personally made this physical examination and find that C. Willis - Ostm.

He is physically qualified for Special & Enlistment
(Enlistment, appointment, promotion)

He is physically qualified to perform the duties of Surfman
(Use in case of promotion of commissioned officer or annual examination) (Rating)

~~He is not physically qualified for~~

on account of

George H. Belamack
Surgeon, U.S. Public Health Service
a.g.

1st INDORSEMENT

29 December, 1937.
(Date)

Place Fourth District Office, Bay Shore, NY.

From: Commander, Fourth District.

To: Commandant.

1. Forwarded for action. Present status: Surfman.
Applicant for reenlistment. STE.

W.M. WOLFF,
Executive Asst. to Dist. Comdr. 4th C.G.D.

2d INDORSEMENT

HEADQUARTERS MEDICAL OFFICE.
U.S. COAST GUARD, Washington.

DEC 31 1937
(Date)

The findings of the certificate are [redacted] approved

By direction of the Surgeon General:

Medical Director, U.S. Public Health Service.

3d INDORSEMENT

HEADQUARTERS, WASHINGTON.
3 January, 1938
(Date)

From: Commandant.
To: Commander, Fourth District.

I.
REENLISTMENT AUTHORIZED STE.

Insert this copy in health record.

By direction,
E. T. OSBORN,
Chief, Enlisted Personnel Section.

U.S. GOVERNMENT PRINTING OFFICE: 1934 2—10141

Ste
Copy mailed
1-4-37

Will is Ostm 2c.

Form No. 2525 B
TREASURY DEPARTMENT
U.S. COAST GUARD

U. S. COAST GUARD (3)
RECD DEC 30 1937 By
ARSD

PHYSICAL EXAMINATION RECORD

(To be completely made up by medical officer, in duplicate)

Name WILLIS, Otis L. (Surname first) Service Number 211-123

Age: Years 27 Months 10 Color White

For: Special Temporary Reenlistment
(Special temporary or regular enlistment, appointment or promotion)

Rank or Rating Surfman

Place Southampton Date Dec 13/37

Personal Medical History
Negative All Except
Colds Usual

Vision: R.E. 20/ 20 L.E. 20/ 20 Corrected: R.E. 20/ ____ L.E. 20/ ____

Color blind? No Test used Holmgren

Hearing: Conversational speech R.E. 30/ 30 L.E. 30/ 30

Eyes, eyelids, and reflexes Normal

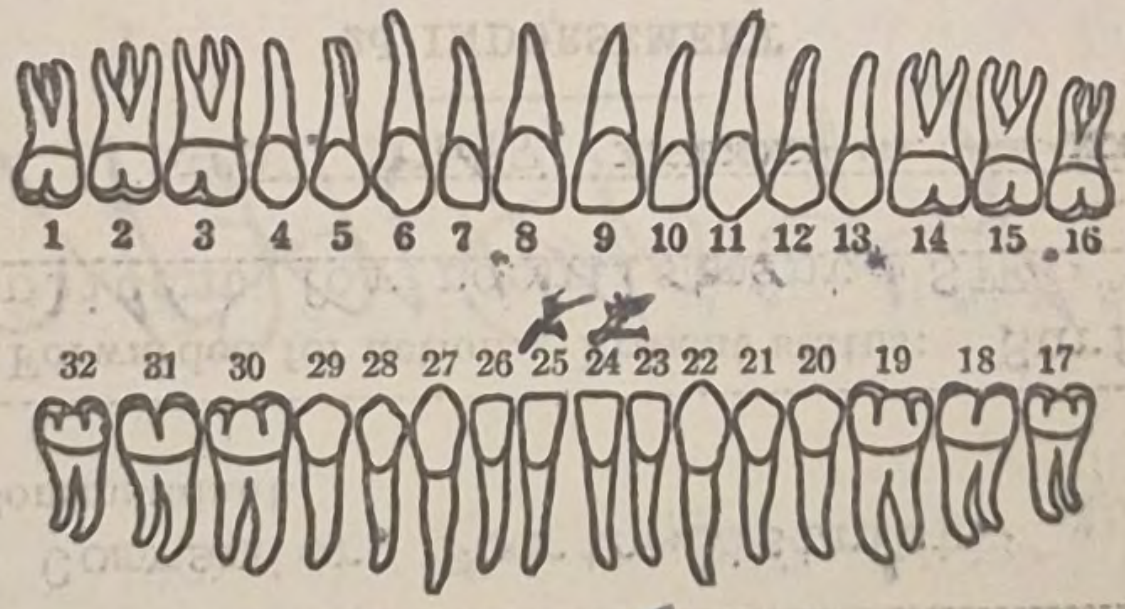
Ears: Right Normal Left Normal
(Condition of drum, discharge, etc.)

Head, face, and neck Normal

Mouth, nose, and throat Normal

Teeth (indicate on diagram: Missing, "z"; replaced, "x"; carions, "I".)

(Right Side)



Gums Normal Temperature 98.4

Height 72 inches. Weight (stripped) 175 lbs. Obesity None

Skin Clear

Lymph. glands Normal

Chest: Inspiration 37 Expiration 32

Heart and blood vessels Normal

Blood pressure: Systolic 122 Diastolic 70

Pulse before exercise 80, after exercise 84, after 2 min. 84

Lungs Normal

Abdomen and pelvis Normal

Genito-urinary organs Normal

Spine and extremities Normal

Nervous and mental conditions Normal

Urine: Albumin 0 Sugar 0 Shreds 0

Microscopical exam. (if indicated) epithelia ____ Sp. Gr. ____

Blood cells ____ Pus cells ____ Casts ____

Blood (if indicated) Hb ____ % Reds ____ Whites ____

Form 2500B
TREASURY DEPARTMENT
U. S. COAST GUARD
Revised Nov., 1929

SPECIAL TEMPORARY ENLISTMENT CONTRACT

1-11-38

The Act approved April 21, 1924, provides:

"Under such regulations as he may prescribe, the Secretary of the Treasury is authorized to appoint temporary warrant officers, and to make special temporary enlistments, in the Coast Guard. No person shall be entitled to retirement because of his temporary appointment or enlistment under this section."

REENLISTMENT [a] of WILLIS, Otis Lee (211-123 as Surfman
(Full name, surname to left) (Rating)

U. S. Coast Guard ~~Cutter~~ Station Ditch Plain, Fourth District, Montauk, N.Y.
(Draw line through designation not applying) (Location of vessel, or P. O. address of station)

Accepted for enlistment at Montauk, N.Y.
(Place)

1. I, Otis Lee Willis, this 6th day of January, 19 38, desiring
(Full name)
to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 January, 1910 Citizenship [b] N.B.

If naturalized, place and date of naturalization ..... Certificate number .....

If intentions declared, place and date of declaration .....

Occupation or trade Surfman. Home address Montauk, N.Y.

Full name and address of the following: Aliva B. Willis Montauk, N.Y.
(Wife, if any)

Shirley May Willis 5 Months. Montauk, New York.
(Children under 16 years of age. Specify ages of children)

.....
(Mother, if living) Widowed? No

.....
(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested by civil authorities and have never been in a reform school, jail, or penitentiary, and have never been convicted or confined other than indicated herein None
(State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have Had had previous service under the United States in the Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me.
(If "not," so state)

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on 5 January, 19 38 (N.C.), from ~~Cutter~~ Station Ditch Plain with Honorable discharge, herewith submitted, serial No. A 52323.
(Strike out one) (Kind of discharge)

9. I agree to and with the United States of America, represented by J.M.Odin, United States Coast Guard, in manner and form following, that is to say:
(Name of enlisting officer)

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to repair to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of Three YEAR from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost by absence on account of disease resulting from my own intemperate use of drugs or alcoholic liquors or other misconduct, so that such extension with the time served by me prior thereto will amount to a full term of Three YEAR, and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by J.M.Odin, United States Coast Guard, does
(Name of enlisting officer)
hereby covenant and agree to and with the Otis Lee Willis who has hereunto signed his
(Name of person enlisting)

---

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Porto Rico.

2—3476

name, that he shall be paid in consideration of such services, the amount now established, or that may be established, by authority of law, as the pay of the ratings which may, from time to time, be assigned him, subject to such forfeitures, deductions, and retentions as may be ordered by competent authority in accordance with the laws of the United States and the Regulations governing the Coast Guard, BUT HE SHALL NOT BE ENTITLED TO RETIREMENT BECAUSE OF THIS SPECIAL TEMPORARY ENLISTMENT.

Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By J.M.Odin Boatswain (L)
(Signature and rank of enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

J.M.Odin

Boatswain (L), U. S. C. G., *Enlisting Officer.*

11. OATH OF ALLEGIANCE

I, Otis Lee Willis (Full name), do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 6th day of January, A. D. 19 38

J.M. Odin

Boatswain (L)
(Comdg. officer, ~~officer~~ officer in charge of a unit, ~~or notary public~~)

12. DESCRIPTIVE LIST

Age 27 years 11 months. Height 6 feet 1 inches. Weight 168 pounds. Eyes Blue

Hair Brown Complexion dark Color white Married Yes

Distinguishing marks

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian
(Within the United States, in the territory or islands of the United States)
where this enlistment is made.

2—3476 U. S. GOVERNMENT PRINTING OFFICE 1938

m 2511-A
SURY DEPARTMENT
U. S. Coast Guard
Form approved by
Comptroller General U. S.
September 13, 1933

STATEMENT OF CREDITABLE SERVICE

DITCH PLAIN STATION, FOURTH DISTRICT.
(Unit)

WILLIS, Otis Lee
(Name in full--surname to the left)

5 January, 1938.
(Date)

211-123
(Service number)

Surfman
(Rating on Discharge)

Date of last enlistment (for three years) 1934 (Year) 12 (Month) 27 (Day)

Date of discharge (5 January, 1938. - Honorable) 1938 (Year) 1 (Month) 5 (Day)

Total time of last enlistment period — Years 3 Months 0 Days 10

ABSENT TIME DURING PERIOD (inclusive dates to be shown)

ABSENT WITHOUT LEAVE			ABSENT DUE TO OWN MISCONDUCT			ABSENT DUE TO CONFINEMENT		
From-	To-	Days	From-	To-	Days	From-	To-	Days
NONE			NONE			NONE		
TOTAL.....			TOTAL.....			TOTAL.....		

TOTAL ABSENCE (..... days) .....

Creditable time served during last enlistment period — 3 — 0 — 10

I certify that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

H. L. Carter
H. L. CARTER,
(Rank) Chief Boatswain (L), U.S.C.G.
Commanding officer.

FORM 2529
TREASURY DEPARTMENT
U. S. COAST GUARD

JAN 8 1938

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Ditch Plain Station (Unit) — Montauk, N.Y. (Place)

6 January, 1938 (Date)

FROM: WILLIS, Otis Lee (211-123) Surfman

TO: COMMANDANT (via Commander Fourth District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

Aliva B. Willis (Full name of wife; if not married, so state)	Montauk, N.Y. (Address of wife)
Shirley May Willis (Full name of child; if none, so state)	Montauk, N.Y. (Address of child)
(Full name of child; if none, so state)	(Address of child)
(Full name of child; if none, so state)	(Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative)	Father (Relationship)	Hatteras North Carolina (Address of relative)

(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

(Full name of relative)	(Relationship)	(Address of relative)

(State briefly wherein dependency exists)

WITNESSED BY:

J.M. Odin
J.M.Odin
Rank Boatswain (L)

SIGNED:

Otis Lee Willis
Otis Lee Willis
Rank or Rating Surfman

2—10348 U. S. GOVERNMENT PRINTING OFFICE: 1935

Form 2500 B
TREASURY DEPARTMENT
U. S. Coast Guard
Revised Nov., 1929

SPECIAL TEMPORARY ENLISTMENT CONTRACT

The Act approved April 21, 1924, provides:

"Under such regulations as he may prescribe, the Secretary of the Treasury is authorized to appoint temporary warrant officers, and to make special temporary enlistments, in the Coast Guard. No person shall be entitled to retirement because of his temporary appointment or enlistment under this section."

ENLISTMENT [a] of WILLIS, Otis Lee (211-123) as Surfman
(Full name, surname to left) (Rating)

U. S. Coast Guard Cutter Station Amagansett Fourth District, Amagansett, N.Y.
(Draw line through designation not applying) (Location of vessel, or P. O. address of station)

Accepted for enlistment at Amagansett, N.Y.
(Place)

1. I, Otis Lee Willis (Full name), this 27 day of December, 19 34, desiring to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 Jamary, 1910 Citizenship [b] NB

If naturalized, place and date of naturalization ..... Certificate number .....

If intentions declared, place and date of declaration .....

Occupation or trade Fisherman Home address Hatteras, N.C.

Full name and address of the following: Aliva B. Willis, Hatteras, N.C.
(Wife, if any)

NONE
(Children under 16 years of age. Specify ages of children)

None
(Mother, if living) Widowed? ---

(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested by civil authorities and have never been in a reform school, jail, or penitentiary, and have never been convicted or confined other than indicated herein ---
(State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have not (If "not," so state) had previous service under the United States in the Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me.

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on ---, 19....., from Cutter Station ---
(Strike out one)
with --- discharge, herewith submitted, serial No. ---
(Kind of discharge)

9. I agree to and with the United States of America, represented by Warren Barnes (Name of enlisting officer), United States Coast Guard, in manner and form following, that is to say:

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to repair to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of Three YEAR s from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost by absence on account of disease resulting from my own intemperate use of drugs or alcoholic liquors or other misconduct, so that such extension with the time served by me prior thereto will amount to a full term of Three YEAR s, and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by Warren Barnes (Name of enlisting officer), United States Coast Guard, does hereby covenant and agree to and with the Otis Lee Willis (Name of person enlisting) who has hereunto signed his

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Porto Rico.

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that he shall be paid in consideration of such services, the amount now established, or that may be established, by authority , as the pay of the ratings which may, from time to time, be assigned him, subject to such forfeitures, deductions, and retentio s may be ordered by competent authority in accordance with the laws of the United States and the Regulations governing the Coa Guard, BUT HE SHALL NOT BE ENTITLED TO RETIREMENT BECAUSE OF THIS SPECIAL TEMPORARY ENLIST MENT.

Otis Lee Willis

Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By Warren Barnes CBM(L)
(Signature and rank or enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

Warren Barnes

Warren Barnes CBM(L)

Officer in charge. U. S. C. G., Enlisting Officer.

---

11. OATH OF ALLEGIANCE

I, Otis Lee Willis, do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.
(Full name)

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 27 day of December, A. D. 19 34.

Warren Barnes

Warren Barnes CBM(L)

Officer in charge.
(Comdg. officer, officer in charge of a unit, or notary public)

12. DESCRIPTIVE LIST

Age 24 years 10 months. Height 5 feet 11 inches. Weight 148 pounds. Eyes blue

Hair brown Complexion dark ######## Color white Married yes.

Distinguishing marks NONE.

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian (Within the United States, in the territory or islands of the United States) where this enlistment is made.

RECORD OF WILLIS, Otis Lee (211-123) Surfman,
(Full name, surname to the left)

Date

1. WAIVERS
(To permit enlistment)

Nature of waiver

Authority

2. VACCINATION AND INOCULATION
(To be filled out upon enlistment, but any subsequent change shall be noted)

1-14-35
(Date last vaccinated against smallpox)

1-2-35
(Date last inoculated against typhoid fever)

3. TRANSFERS

Departed from—		Reported to—	
Vessel or station	Date	Vessel or station	Date
Annapolis	5-11-37	Ditch Plain Sta.	5-11-37

4. CHANGES IN RATING

Vessel or station	Rated or disrated to—	Date

2—13678

2—3476

8 1935

RECORD OF WILLIS, Otis Lee.
(Full name, surname to the left)

5. EFFICIENCY MARKS

SCALE OF MARKS: Excellent, 4.0 to 3.5; Very Good, 3.5 to 3.0; Good, 3.0 to 2.5; Indifferent, 2.5 to 2.0; Poor, 2.0 to 1.0; Bad, 1.0 to 0.0

Date	Proficiency in rating	Conduct	Sobriety*	Ability as leader of men	Health	Vessel or station	Signature of commanding officer or officer in charge of a unit
3-31-35	1.9	4.0	4.0	2.0	4.0	Annagansett	Warren Barnes
6-30-35	2.5	4.0	4.0	3.0	4.0	"	Warren Barnes.
9-30-35	2.5	3.5	4.0	2.0	4.0	"	Warren Barnes.
12-31-35	2.5	3.5	4.0	2.0	4.0	"	Warren Barnes.
3-31-36	2.7	4.0	4.0	2.0	4.0	"	Warren Barnes.
6-30-36	2.7	4.0	4.0	2.0	4.0	"	Warren Barnes.
9-30-36	2.7	4.0	4.0	2.0	4.0	"	Warren Barnes.
12-31-36	2.7	4.0	4.0	2.3	4.0	"	Warren Barnes.
3-31-36	3.9	4.0	4.0	2.3	4.0	"	Warren Barnes.
6-30-37	3.1	4.0	4.0	2.6	4.0	Ditch Plain	J. M. Odin
9-30-37	3.3	4.0	4.0	3.0	4.0	"	J. M. Odin
12-31-37	3.3	4.0	4.0	3.1	4.0	Ditch Plain	J. M. Odin
1-5-37	3.3	4.0	4.0	3.1	4.0	Ditch Plain	J. M. Odin
Averages	2.78	3.92	4.0	2.35	3.95	Ditch Plain	

* See Circular Letter 83, August 29, 1928

On receipt of an enlistment contract by transfer it shall be the duty of the receiving unit to see that all previous marks have been duly inserted, and the last unit on or at which service is rendered prior to discharge will be held responsible for the completeness of the marks.

6. QUALIFIED AS GOOD SWIMMER

Qualified as a good swimmer at Annagansett CG Station, 4th. District, 7/22/35.
(Date and place)

2—13678

RD OF WILLIS, Otis Lee (211-123) Surfmen.
(Full name, surname to the left)

7. TRIALS BY COAST GUARD COURTS AND RESULT

Ship or station	Date	REMARKS: Kind of court, charge, sentence of court, and action of reviewing authority to be shown in this column

8. MERITORIOUS CONDUCT

(Award of medals, citations, Headquarters commendation, honorable discharge button, etc.)

Ship or station	Date	Remarks
Ditch Plain Sta	1-5-38	Issued Honorable Discharge Button

2—13678

8 1935

RECORD OF WILLIS, Otis Lee (211-123) Surfman.
(Full name, surname to the left)

II. LEAVE ACCOUNT
WITH PAY

Ship or station	Date	Number of days	Balance	Signature of executive officer or District Commander
Annisquam Station	12/27/34	~~304~~	-30-	Warren Barnes.
Annisquam Sta	5-26-35 6-9-35	13	17	Warren Barnes.
Annisquam Station	11-29-35 12-17-35	17	0	Warren Barnes.
Annisquam Sta	12-27-36		30	Warren Barnes.
Annisquam Sta	8-7-36 8-30-36	20	10	Warren Barnes.
Annisquam Station	11-24-36 12-5-36	10	0	Warren Barnes.
Annisquam Station	12-27-36		30	Warren Barnes.
Ditch Plain St	6-3-37 6-24-37	20	10	J. M. Odin
" "	11-23-37 12-4-37	10	-	J. M. Odin

2—13674

2—3476

1935

RECORD OF WILLIS, Otis Lee (211-123) Surfman.
(Full name, surname to the left)

9. SPECIAL QUALIFICATIONS

Ship or station	Date	Proficient in—	Signature of executive officer or District Commander
Amagansett Station	10-24-35	Rifle Rifle Marksmanship	H L Baxter

10. DETAILS

Ship or station	Date		Duty	Signature of executive officer or District Commander
	From—	To—		

RECORD OF WILLIS, Otis Lee (211-123) Surfman,
(Full name, surname to the left)

12. ABSENT FROM DUTY

(On account of sickness or injury due to own misconduct. Without leave (including overleave, desertion, imprisonment under civil arrest resulting in conviction), and absence from duty (confinement) while awaiting trial by a Coast Guard court resulting in a sentence of imprisonment, where the place of imprisonment is designated as a naval prison, and while serving said sentence).

Ship or station	Number of days	From—	To—	Remarks	Signature of executive officer or District Commander
Assigned & Attached no unauthorized absence while serving at this unit					Wm Bane
Ditch Plain Station		No unauthorized absence while attcahed to this Unite			J. M. Achin Officer in Charge

13. EXTENSION OF ENLISTMENT AND REASON THEREFOR

12-26-37 Enlistement extented this date awaiting Headquarters action on Physical examination.

H.L. Carter
H.L. Carter, Chief Boatswain (L)
Personnel Officer Fourth District.

14. ON DISCHARGE

Date 5 January, 193 8 Place Montauk, N.Y. Serial No. A52323

Kind of discharge Honorable Authority for Headquarters 3rd Indorsement 3 Jan.1938

Discharged on account of expiration of full term enlistment and extention thereof.

Is — recommended for reenlistment. Rating best qualified to fill Surfman
(If "not," so state)

15. ON DESERTION

, 193 (Unit) (Place)

2—13678

RECORD OF WILLIS, Otis Lee (211-123) Surfman.
(Full name, surname to the left)

16. ON RETIREMENT

(Date), 193 (Cause) (Authority)

17. ON DEATH

(Date), 193 (Place) (Cause) (Place of burial or disposition of remains) (Disposition of effects)

Was death incident to service?

18. RECORD OF SERVICE.

Creditable Coast Guard service during this enlistment:

3 (Yrs.) 0 (Mos.) 10 (Days)

(Notations under Article 12 to be considered when executing this article. *Days* under Article 12 to be reduced to *months* and *days* for longevity purposes, as set forth in Circular No. 3, Pay and Supply Instructions, dated May 6, 1929.)

19. CERTIFICATE ON DESERTION

Certified to be correct date of desertion , 193

Commanding Officer—District Commander.

20. CERTIFICATE UPON TERMINATION OF SERVICE

Certified to be correct upon termination of service 5 January, 1938

H. L. CARTER, by direction

Commanding Officer—District Commander.

RECORD OF WILLIS, Otis Lee
(Full name, surname to the left) 211-123 (Service No.)

18. CERTIFICATE UPON TERMINATION OF SERVICE

Monthly rate of pay when discharged, $60.00

The within-named man has been furnished travel allowanne amounting to $0.65 at the rate of .05 cents per mile from Amagansett Station to Ditch Plain Station and paid $15.65. in full to date of discharge. Name of pay officer C. E. PECKHAM, Chief Boatswain (L) U.S.C.G.

Address subsequent to discha rge will be:

Ditch Plain Coast Guard Station Street,
Montauk City, New York State.

Certified to be correct upon termination of service 5 January, 1938.

H. D. Carter

H. D. CARTER, Chief Boatswain (L). U.S.C.G.
Personnel Officer, Fourth District.

Genitourinary organs ....
Spine and extremities ....

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Amagansett Station
(Unit.)

Amagansett, N. Y.
(Place.)

FROM: Otis Lee Willis (211-123) Surfman.

27 December, 1934.
(Date.)

TO: COMMANDANT (via Commander 4th. District.)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as follows:

Alva B. Willis — Hatteras, N.C.
(Full name of wife; if not married, so state.) (Address of wife.)

None — ---
(Full name of child; if none, so state.) (Address of child.)

(Full name of child; if none, so state.) (Address of child.)

(Full name of child; if none, so state.) (Address of child.)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis — Father — Hatteras, N.C.
(Full name of relative.) (Relationship.) (Address of relative.)

(State briefly wherein dependency exists.)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

(Full name of relative.) (Relationship.) (Address of relative.)

(State briefly wherein dependency exists.)

WITNESSED BY:

Warren Barnes CBM(T)

Rank, Officer in charge

SIGNED: Otis Lee Willis

Otis Lee Willis

Rank or rating, Surfman.

9—10345

Gums: Norm
Height 71
Skin Light
Lymph. gland
Chest: Inspir
Heart and bloo
Blood pressur
Pulse before e
Lungs
Abdomen and
Genito-urinary
Spine and extr
Nervous and m

Urine: Albumin Neg. Sugar 0 neg. Shreds None
Microscopical exam. (if indicated) epithelia
Blood cells Pus cells Sp. Gr. 1020
Blood (if indicated) Hb % Reds Casts
Wassermann or Kahn test: Date 12/4/34 Result Neg. to date test.

9—10141

Form No. 2525 B
TREASURY DEPARTMENT
U.S. COAST GUARD

U. S. COAST GUARD
DEC 21 1934
RECD

ANS.

PHYSICAL EXAMINATION RECORD

(To be completely made up by medical officer, in duplicate)

Name OTIS-WILLIS (Surname first) Service Number 211123

Age: Years 24 Months 10 Color Caucasian

For: Spec. Temp. Enlist
(Special temporary or regular enlistment, appointment or promotion)

Rank or Rating Seaman

Place Halls as. NC Date Dec 14th 1934

Personal Medical History Measles at 22;
Whooping-cough in childhood.
Healing otherwise negative.

Vision: R.E. 20/20 L.E. 20/20 Corrected: R.E. 20/— L.E. 20/—

Color blind? no. Test used Cards.

Hearing: Conversational speech R.E. 30/30 L.E. 30/30

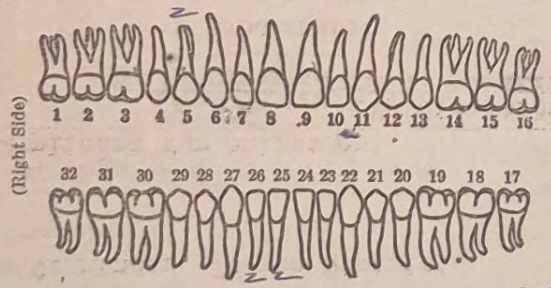
Eyes, eyelids, and reflexes negative for all.

Ears: Right neg. Left neg.
(Condition of drum, discharge, etc.)

Head, face, and neck negative.

Mouth, nose, and throat negative.

Teeth (indicate on diagram: Missing, "z"; replaced, "x"; carious, "I".)



Gums Mild pyorrhoea Temperature 98.6

Height 71 inches. Weight (stripped) 148 Lbs. Obesity none

Skin Negative except for brown pigmented spot 2-in. in diam. on L & R flank.

Lymph. glands not enlarged.

Chest: Inspiration 36 in. Expiration 33 in.

Heart and blood vessels negative

Blood pressure: Systolic 120 Diastolic 80

Pulse before exercise 74, after exercise 88, after 2 min. 78

Lungs negative

Abdomen and pelvis negative

Genito-urinary organs negative

Spine and extremities negative

Nervous and mental conditions negative

Urine: Albumin neg. Sugar neg. Shreds none

Microscopical exam. (if indicated) epithelia — Sp. Gr. 1020

Blood cells — Pus cells — Casts —

Blood (if indicated) Hb —%. Reds — Whites —

Wassermann or Kahn test: Date 12/14/34 Result Neg. to all tests.

2—10141

WILLIS, Otis E.

Form 2500 B
TREASURY DEPARTMENT
U. S. Coast Guard
Revised Nov., 1929

U. S. COAST GUARD
REC'D JAN 4 - 1935

1/8/36 RC

SPECIAL TEMPORARY ENLISTMENT CONTRACT

The Act approved April 21, 1924, provides:

"Under such regulations as he may prescribe, the Secretary of the Treasury is authorized to appoint temporary warrant officers, and to make special temporary enlistments, in the Coast Guard. No person shall be entitled to retirement because of his temporary appointment or enlistment under this section."

ENLISTMENT [a] of WILLIS, Otis Lee (211-123) as Surfman
(Full name, surname to left) (Rating)

U. S. Coast Guard Cutter/Station ~~Cutter~~ Amagansett Fourth District, Amagansett, N.Y.
(Draw line through designation not applying) (Location of vessel, or P. O. address of station)

Accepted for enlistment at Amagansett, N.Y.
(Place)

1. I, Otis Lee Willis, this 27 day of December, 19 34, desiring
(Full name)

to enlist in the United States Coast Guard, do declare that I am of legal age (or have legal consent) to enlist; that I am of good habits and character; that I have never deserted nor received a dishonorable discharge from the United States Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service; that I have never been discharged from the United States service, nor any other service, through sentence of either a civil or a military court; and that I have never been discharged from any service, civil or military, except with good character, and for the reasons given by me to the enlisting officer prior to enlistment.

2. I was born in Hatteras, N.C., on 31 January, 1910 Citizenship [b] NB

If naturalized, place and date of naturalization ..... Certificate number .....

If intentions declared, place and date of declaration .....

Occupation or trade Fisherman Home address Hatteras, N.C.

Full name and address of the following: Aliva B. Willis, Hatteras, N.C.
(Wife, if any)

NONE
(Children under 16 years of age. Specify ages of children)

None
(Mother, if living) Widowed? ---

(Next of kin, or person interested, if there are none of the above)

3. I certify that I am prepared to support my dependents on pay received for service under this enlistment and that there do not now exist, nor can I foresee, any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which would cause me to seek a discharge on account of dependency or the need for my presence at home, prior to the expiration of this enlistment.

4. I certify that the contract of enlistment has been read by me and fully explained by the enlisting officer and that no promises of any kind have been made to me concerning assignment to duty or promotion during my enlistment.

5. I further certify that I have never been arrested by civil authorities and have never been in a reform school, jail, or penitentiary, and have never been convicted or confined other than indicated herein ---
(State fully nature of offense, if any, and nature of institution in which incarcerated)

6. I have not had previous service under the United States in the Coast Guard, Army, Navy, Marine Corps, Revenue-Cutter Service, or Life-Saving Service, and I certify that the discharge or discharges therefrom which I have produced to the enlisting officer is or are the latest received by me.
(If "not," so state)

7. I do not now belong to any branch, either active or reserve, of the military or naval service of the United States, or of any of the several States.

8. I was last discharged from the U. S. Coast Guard on ---, 19....., from Cutter Station ---
(Strike out one)
with --- discharge, herewith submitted, serial No. ---
(Kind of discharge)

9. I agree to and with the United States of America, represented by Warren Barnes, United States Coast Guard, in manner and form following, that is to say:
(Name of enlisting officer)

In the first place, I agree for the considerations hereinafter mentioned to enter the service of the United States Coast Guard, and in due and seasonable time to report to such vessel or station as I may be ordered to join, and to the utmost of my power and ability discharge my several services or duties, and be in everything conformable and obedient to the lawful commands of the officers who may from time to time be placed over me.

Secondly, I oblige and subject myself, and for that purpose covenant and agree, to serve during the term of Three YEAR s from the date first above written, unless sooner discharged by proper authority; and also to the condition that said period may be temporarily extended by reason of duty away from my usual station, or during an emergency, to subserve the interests of the Government; and to the further condition that the said period shall be extended to make good any time in excess of one day lost by absence on account of disease resulting from my own intemperate use of drugs or alcoholic liquors or other misconduct, so that such extension with the time served by me prior thereto will amount to a full term of Three YEAR s and I also oblige myself during such service to comply with and be subject to such laws, regulations, and discipline as are, or may be, established for the government of the United States Coast Guard, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and such other preventive measures as may be considered necessary by Coast Guard authorities. If discharged by sentence of a Coast Guard court, or by reason of bad conduct, undesirability or inaptitude, I agree to surrender my uniforms for a suit of civilian clothes.

Thirdly, the United States of America, represented by Warren Barnes, United States Coast Guard, does
(Name of enlisting officer)

hereby covenant and agree to and with the Otis Lee Willis who has hereunto signed his
(Name of person enlisting)

---

[a] In cases of reenlistment prefix "Re."
[b] Citizenship: Use expressions "NB" for native born; "NZ" for naturalized; "AD" for alien, intentions declared; "A" for alien; "NPI" for native of Philippine Islands; "NPR" for native of Porto Rico.

2—3476

JAN 8 1935

name, that he shall be paid in consideration of such services, the amount now established, or that may be established, by authority of law, as the pay of the ratings which may, from time to time, be assigned him, subject to such forfeitures, deductions, and retentions as may be ordered by competent authority in accordance with the laws of the United States and the Regulations governing the Coast Guard, BUT HE SHALL NOT BE ENTITLED TO RETIREMENT BECAUSE OF THIS SPECIAL TEMPORARY ENLISTMENT.

Otis Lee Willis

Otis Lee Willis
(Signature of enlisted person)

UNITED STATES OF AMERICA,

By Warren Barnes
Warren Barnes CBM(L)
(Signature and rank of enlisting officer)

10. I CERTIFY to the signature of the above person enlisted, and that I have strictly complied in his case with the Regulations of the United States Coast Guard governing enlistments, and that no promise of any kind concerning assignment to duty or promotion during this enlistment has been made.

Warren Barnes

Warren Barnes CBM(L)

Officer in charge. *U. S. C. G., Enlisting Officer.*

11. OATH OF ALLEGIANCE

I, Otis Lee Willis, (Full name) do solemnly swear (or affirm) that I will bear true faith and allegiance to the UNITED STATES OF AMERICA, and that I will serve them honestly against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the laws and Regulations for the government of the United States Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

Otis Lee Willis
(Signature of enlisted person)

Subscribed and sworn to before me this 27 day of December, A. D. 19 34.

Warren Barnes

Warren Barnes CBM(L)

Officer in charge.
(Comdg. officer, officer in charge of a unit, or notary public)

12. DESCRIPTIVE LIST

Age 24 years 10 months. Height 5 feet 11 inches. Weight 148 pounds. Eyes blue

Hair brown Complexion dark ~~white~~ Color white Married yes.

Distinguishing marks NONE.

13. CERTIFICATE AS TO PARENT OR GUARDIAN

(To be used only in the enlistment of a minor who states that he has no parent or guardian residing in the United States or in the insular possessions of the United States)

I CERTIFY that I have neither a parent nor guardian (Within the United States, in the territory or islands of the United States)

where this enlistment is made.

QUALIFIED IN ALL SWIMMING TESTS

Inaugurated Sta

July 22, 1935

plf

2—3476 U. S. GOVERNMENT PRINTING OFFICE 1933



UARY)
1935 BV

Hatteras, North Carolina.
12 December, 1934.

Willis, of the state of North Carolina and County of Dare, do solemnly swear that Iam the father of Otis L. Willis, and that he was born on the 31 day of January, 1910 at Hatteras, North Carolina and that at that date no birth certificates were furnished to children.

Willie P. Willis

Willie P. Willis, BMlc (L). U.S.C.G.

Hatteras, North Carolina
12 December, 1934.

I Litchfield Gaskill, a Notary Public, of Hatteras, N. C. do hereby certify that Willie P. Willis, of Hatteras, North Carolina, personally appeared before me this date and made the above statement.

L. C. Gaskill, N. P.

GASKILL NOTARY PUBLIC DARE COUNTY, N.C.

U. S. COAST GUARD
JAN 4 - 1935 BY

HATTERAS, North Carolina.
14 December, 1934.

I ALIVIA B. WILLIS, do hereby certify that Iam the Lawful wife of Otis L. Willis, of Hatteras, North Carolina. and I hereby give my consent to the enlistment of Otis L. Willis, in the United States Coast Guard Service, in the rating of surfman.

Alivia B Willis
Alivia B. Willis,

Witnessed; Thomas Barnett
Thomas Barnett.

Form 2520
TREASURY DEPARTMENT
U. S. Coast Guard
Revised Mar., 1930

U. S. COAST GUARD
JAN 4 - 1935

This application blank will be forwarded with enlistment contract in cases of men accepted for enlistment.

APPLICATION FOR ENLISTMENT

Position desired Surfman

WARNING

If you have ever been in the Coast Guard, Army, Navy, or Marine Corps and deny such service, your fingerprints will establish your identity and summary punishment will be forthcoming for fraudulent enlistment.

If statements made herein are found to be false disciplinary action will result.

Hatteras N.C.
(Place)
14th December, 1934
(Date)

I respectfully request permission to enlist in the United States Coast Guard, and to that end do declare that I am 24 years 10 months old, and believe myself to be physically qualified to perform the duties of the rating in which I may be enlisted; that I am of good habits and character in all respects; that I have never deserted from the U. S. Coast Guard, Navy, Marine Corps, Army, or Naval Reserve; and I certify that the following statements are correct:

Name in full Otis L. Willis

Date of birth 31 January 1910 Height 71 inches Weight 148 pounds Stripped

Place of birth Hatteras N.C. Citizenship Native Born

Home address Hatteras N.C.

Are you married? yes Number and relationship of persons dependent on you for support? One Wife

Are you prepared to support your dependents on service pay? yes

Are your parents living? yes Are your parents dependent on you for support? No

Name and address of next of kin Alvia B Willis Hatteras N.C.

The following must be filled out to cover the last year for those under 21 and the last 2 years for those over 21. In case of nonemployment, substitute school history.

Employer's Name	His Address	His Business	Length of Employment From—	Length of Employment To—	You were Employed as—
D. L. Ballance	Hatteras N.C.	Dispensator Gasoline Oil Groceries	23-34	9-10-34	Postman

Do you drink intoxicating liquors? If so, to what extent? No

Have you ever been arrested? If so, for what? No

Have you ever been in a reform school, jail, or penitentiary, or have you ever been convicted of any crime? No

(OVER)

2—13412

I have had the following education (state grammar schools, high schools, business colleges, or schools and colleges attended, stating whether or not you graduated and the number of years you attended each):

I finished the tenth grade at Hatteras High school.

Have you ever served in the U. S. Coast Guard, Navy, Marine Corps, Army, or Naval Reserve? no

If so, state which None

Are you now or have you been a member of the National Guard? no

Produce your discharges from the U. S. Coast Guard, Navy, Marine Corps, Army, Naval Reserve, or National Guard.

Have you ever applied for enlistment in the Coast Guard? yes

When did you apply? September 1934 Where? commander 4th Dist

Were you accepted or rejected? accepted If rejected, state why —

I further certify that there do not exist any circumstances connected with the support of my dependents nor any conditions in my domestic affairs which, in the event I am accepted for enlistment, would cause me to seek a discharge prior to the expiration of my period of enlistment on account of dependency or the need for my presence at home.

(Sign your full name here) Otis L. Willis

Accepted or rejected _____ Cause of rejection _____

Date _____

I certify that the statements of the applicant, contained herein have been verified and that the same are true to the best of my knowledge and belief.

_____

U. S. C. G.

U. S. GOVERNMENT PRINTING OFFICE: 1935 2—13412

D. L. BALLANCE
DISTRIBUTOR STANDARD OIL PRODUCTS
HATTERAS, N. C.

Dec 10/34

This is to Say that I have known Otis L Willis all his life have had him to work for me in my business. And have found him sober and industious and in my opinion he is sutable for the position he is asking for.

Respt.
D. L. Ballance

E

2/34

is all his life
lways found him
d well liked
in my opinion.
a very substan-
he may be located.

ncerely,
P. S. Austin
S. Austin

U.S. COAST GUARD
JAN 4 - 1935 BY

A. S. AUSTIN

GENERAL MERCHANDISE

HATTERAS, N. C.

12/12/34

To whom it may concern;

I have known Otis L. Willis all his life and can truthfully say that I have always found him to be honest, sober, industrious, and well liked young man in his community, thatiis in my opinion. I honestly believe that he will make a very substantial and dutiful citizen where-ever he may be located.

Sincerely,

A. S. Austin

A. S. Austin

U. S. COAST GUARD
REC'D
JAN 4 - 1935
ANS.

Hatteras, N. C.

December 14, 1934.

To Whom It May Concern:

This is to certify that I have known Mr. Otis L. Willis for the past fifteen years and have always found him to be an honest, straightforward genteel young man, and believe he will make good in the Coast Guard or wherever he may find employment in his capacity.

Respectfully,

R. B. Dailey

R. B. Dailey,
In Charge Local Office
U. S. Weather Bureau.

Form 2529
TREASURY DEPARTMENT
U. S. COAST GUARD

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

Amagansett Station (Unit.) — Amagansett, N.Y. (Place.)

27 December, 1934. (Date.)

FROM: Otis Lee Willis (211-123) Surfman.

TO: COMMANDANT (via Commander 4th. District.)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as follows:

Aliva B. Willis (Full name of wife; if not married, so state.)	Hatteras, N.C. (Address of wife.)
None (Full name of child; if none, so state.)	— (Address of child.)
(Full name of child; if none, so state.)	(Address of child.)
(Full name of child; if none, so state.)	(Address of child.)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

Willie P. Willis (Full name of relative.)	Father (Relationship.)	Hatteras, N.C. (Address of relative.)

(State briefly wherein dependency exists.)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

(Full name of relative.)	(Relationship.)	(Address of relative.)

(State briefly wherein dependency exists.)

WITNESSED BY: Warren Barnes. Warren Barnes CBM(L)

SIGNED: Otis Lee Willis. Otis Lee Willis

Rank, Officer in charge *Rank or rating,* Surfman.

2—10348 GOVERNMENT PRINTING OFFICE

'26 MAR 10 PM12:03:54

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

Date: 03/06/2026

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
Willis, Otis, L.	211-123	1910 NC

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: 1963 NC

State of Residence (upon entry into service):

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

Researcher Signature: A-B

CIVILIAN SERVICE

(Agency & Location)

From: To:

(Agency & Location)

From: To:

(Agency & Location)

From: To:

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

This Space Intentionally Left Blank

Hold

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0007126362

CMRS Search Request Number(s): ~~CGS-00282745059~~

Attendant Signature:

Remarks:

'26 MAR 27 AM10:06:14
'26 MAR 26 PM 1:04:56
'26 MAR 26 AM10:24:05
'26 MAR 26 PM12:02:02
'26 MAR 26 AM11:00:54

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:

15 January 1963

My dear Mrs. Willis:

It is with deep regret that I learned of the death of your husband, Otis Lee Willis, Chief Boatswain's Mate (L), United States Coast Guard, Retired.

During his years of service with the United States Coast Guard he performed his assigned duties in a manner which always brought credit to himself and the Coast Guard. He shall always be remembered for the honorable service he gave to his country.

I trust that the knowledge of the esteem in which he was held by all who knew him will comfort you at this time. Please accept my personal sympathy in your loss.

Sincerely yours,

E. J. ROLAND
Admiral, U. S. Coast Guard
Commandant

Mrs. Otis Lee Willis
Buxton, North Carolina

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-3584 (10-54)

DIRECTIVE CLEARANCE SHEET
Date of death: 13 January 1963
CG Hq notified of Death: 15 January 1963
BFgardner:BFG 28 January 1963

(Fill in blocks as initialled - do not use for routing)

OFFICE OR DIVISION DESIGNATORS	PS	CA	C										
INITIALS OF RESPONSIBLE OFFICERS													
INTRA-OFFICE OR DIVISION INITIALS			HDM										

GPO 920

PS-1
P4-2
211-123
28 January 1963

Mrs. Alivia Barnett Willis
Buxton, North Carolina

My dear Mrs. Willis:

Information has been received at Coast Guard Headquarters of the death of your husband, Otis Lee Willis, Chief Boatswain's Mate (L), United States Coast Guard, Retired. I wish to extend to you and your family my sincere sympathy in your loss.

It is realized that you will be faced with many problems as a result of your recent bereavement. However, experience indicates it is best to handle these matters as expeditiously as possible. Be assured that we at Coast Guard Headquarters will help you in every way possible to facilitate applying for Federal benefits that may be available to you.

The enclosed benefit guide briefly explains the assistance and survivor benefits furnished by the Coast Guard as well as the other governmental agencies. Also enclosed are the forms on which to file application for survivor benefits to which there may be entitlement. These forms are being sent to you in order that you may file claims as soon as possible.

Sincere sympathy is again extended to you in your great loss.

Sincerely yours,

J. F. HILLS
Captain, U. S. Coast Guard
Chief, Special Services Division
By direction of the Commandant

Encl: (1) Form No. SF-1175
(2) Form No. DD-1172
(3) Form No. 21-530
(4) Form No. DD-1330
(5) VA Fact Sheet IS-1
(6) Envelope

Copy to Commander, 5th Coast Guard District (P)
BFGardner:bfg 28 January 1963

Marriage Certificate

STATE OF NORTH CAROLINA, } Greeting:
DARE COUNTY

I, MELVIN R. DANIELS, Register of Deeds for the above named State and County, do hereby certify that OTIS L. WILLIS . and ALIVIA BARNETT . were married by ALLEN C. LEE (JUSTICE OF THE PEACE OR MINISTER OF THE GOSPEL) on the 14th day of APRIL 19 34, as appears of record in the office of the Register of Deeds for said County and State.

Witness my hand and official seal, this 21st day of FEBRUARY 19 39

Melvin R. Daniels.
REGISTER OF DEEDS

BY _____
DEPUTY

JUL 18 1956

WILLIS, Otis L. (211-123) BMC

6-7-56-6000-M

STATE OF NEW YORK
DEPARTMENT OF HEALTH

HERMAN E. HILLEBOE, M. D.
COMMISSIONER

EXECUTIVE DIVISION
ALBANY 1

OFFICE OF VITAL STATISTICS

JOSEPH V. DEPORTE, PH.D.
DIRECTOR

Certificate No. 4261

THIS IS TO CERTIFY

that Eileen Janet Willis

sex Female was born on January 20, 1946

in City of Long Beach, Nassau County, New York as shown

by the duly registered original certificate of birth of said person filed in the local registration district on January 25, 1946

and in this Department on February 11, 1946

J. V. DePorte
Director

[SEAL]

Dated at Albany, N. Y.

July 11, 19 56

JUL 18 1956

Pers. Jacket

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3883 (4-59)

U. S. COAST GUARD

RAPIDRAFT LETTER

PREPARE BY HAND OR TYPEWRITER

(Do not use for matters classified Confidential or higher)

ORIGINATOR - Use for routine correspondence not requiring action, review, or comment by officers in the chain of command. Send original and blue copy to addressee. Retain yellow copy for file.

ADDRESSEE - Reply hereon, returning original to originator. Retain blue copy for file.

(One box must be checked)

- [X] REGULAR MAIL
- [ ] AIR MAIL
- [ ] CERTIFIED MAIL
- [ ] SPECIAL DELIVERY
- [ ] REGISTERED MAIL

Commander, Cape Hatteras Group
c/o Cape Hatteras Lifeboat Station
U. S. Coast Guard
Buxton, North Carolina

(Fold)

STAFF SYMBOL AND FILE NO.
PS-1
P6-2

DATE
17 January 1963

NOTE - Send in window envelope (size 8⅞" x 3⅞").

Subj: WILLIS, Otis L. (211-123), BMLC, USCG, Retired, deceased.

1. A dispatch received from you 14 January 1963, indicates that subject man died 13 January 1963 at Buxton, North Carolina. It will be appreciated if you will assist us by forwarding us the cause of death as well as the name, relationship, and address of his legal next of kin.

J. F. BILLS
By direction

Reply (if required)

Commandant (PS-1)
U. S. Coast Guard
1300 "E" Street, N. W.
Washington 25, D. C.

BJM

← SENDER'S MAILING ADDRESS

Reply hereon and return in window envelope (size 8⅞" x 3⅞").

C. G.-2655 (Rev. 10-51)

Personnel Jacket

U. S. COAST GUARD

OUTGOING OFFICIAL MESSAGE

PS-1 Sta 2-4 Jan 1963

UNIT DATE SECURITY CLASSIFICATION

FROM Commandant

TO (FOR ACTION)
GRUCOM CAPE HATTERAS

1963 JAN 14 11 52

MESSAGE CENTER

TO (FOR INFORMATION)
CCGD FIVE

	"p"	EMERGENCY "O"
		OPERATIONAL IMMEDIATE "OP"
		PRIORITY "P"
		ROUTINE "R"
		DEFERRED "NM"
		EMERGENCY "O"
	"p"	OPERATIONAL IMMEDIATE "OP"
		PRIORITY "P"
		ROUTINE "R"
		DEFERRED "NM"

REFERS TO MESSAGE:

IDENTIFICATION	CLASSIFICATION

MAIL TO

TELEPHONE TO

MESSENGER TO

CRYPTOPRECAUTION: YES ☐ NO ☐

OUTGOING HEADING

PRIORITY

142052Z

TEXT

A. YOUR 141620Z

1. PRESENT ADDRESS OF WILLIS, MAEHUGH (201-864) BMC USCG RETIRED IS SEAMAN'S HOUSE, 287 HANOVER STREET BOSTON 13 MASS

ACTION COPY

RECEIVED
JAN 14 1963
SURVIVORS BENEFITS BRANCH
U. S. COAST GUARD

OPERATOR'S RECORD DRAFTED BY RELEASED BY

M.J.Mayer Ext 5269

J.F.BILLS, Captain, USCG
Chief, Special Services Division

SECURITY CLASSIFICATION

16—20710-6 U. S. GOVERNMENT PRINTING OFFICE

CG HEADQUARTERS

SERVICES DIV.

JAN 14 12

1963 JAN 14 11 52 07 PM '63

MESSAGE CENTER

ACTION: P ✓

INFO: PS PE PM FP E-1 C CP1

JDA079MCC113
PP RUECJD
DE RUCKDW 026
ZNR
P 141620Z
FM GRUCOM CAPE HATTERAS
TO COMDT COGARD
INFO CCGD FIVE
BT
UNCLAS
TO P
1. WILLIS OTIS L 211-123 BMC RET. USCG DIED AT 1720 13 JAN 63 AT BUXTON NC
2. NEXT OF KIN REQUEST ADDRESS OF WILLIS, MAEHUGH BMC, BROTHER OF DECEASED, LAST KNOWN ADDRESS, 118 VORMUN ST ARLINGTON MASS
BT
14/1637Z
BM

PRIORITY

NNNN

ACTION COPY

RECEIVED
JAN 14 1963
SURVIVORS BENEFITS BRANCH
U. S. COAST GUARD

Pers. Jacket

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-9964 (Rev. 3-55)

REPORT OF DEATH

OF PERSONS OTHER THAN THOSE CARRIED AS MISSING

To: Chief, Payment and Claims Division.

DATE 14 January 1963 19—

NAME	SERVICE NO.	GRADE OR RATING
WILLIS, OTIS L.	211-123	BMC, Retired
DATE OF RECEIPT OF EVIDENCE OF DEATH	ESTABLISHED DATE OF DEATH	
14 January 1963	13 January 1963	

PAY GRADE | YEARS OF SERVICE | EXISTING ALLOTMENTS | ANNUITY ELECTION

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

M. J. MAYER
Chief, Special Services Division
Chief, Survivor Benefits Branch

61-A2
Bof 684

Ret. 58
2-13
file

RECD
7 962

849 Orion St.
Metairie, La.

U.S. Coast Guard T.T.
Disbursing Office
Washington 25, D.C.

Please change my pension check from
Otis L. Willis (211-133)
C/o Alivia B. Willis
8240 Simone Dr.
Norfolk 5, Va.

To. Otis L. Willis (211-133)
C/o Shirley M. Pattison
849 Orion St.
Metairie, La.

Thank You.
Otis L. Willis

61-A 2
Box 684 Ref 36

File
3-13

September 7, 1961
Buxton, N.C.
Box 281.

U.S. Coast Guard
Disbursing Office
Washington 25, D.C.

Please change my pension check from.

Otis L. Willis (211-123)
8240 Simons Ln.
C/o ALIVIA B. WILLIS
Norfolk 5, Va.

To.

Otis L. Willis (211-123)
Box 281
C/o ALIVIA B. WILLIS
BUXTON, N C.

Thank You.

Otis L. Willis

FILE 3-13

PS-1
P6-2
211-123
18 April 1962

From: Commandant
To: WILLIS, Otis Lee (211-123) BMC(L) USCG, Retired
8240 Simons Drive, Norfolk 5, Virginia

Subj: Gratuitous social security wage credits based on military service

Ref: (a) Your letter dtd 7 April 1962

1. In answer to reference (a) you are advised that active service performed during the period 16 September 1940 through 24 July 1947 and from 25 July 1947 through 31 December 1956 is available for free social security wage credits provided no part of this service is used to establish entitlement to retirement or in the computation of retired pay. According to Coast Guard records, service in both periods was used to establish entitlement to retirement and in the computation of your retired pay. Therefore, this service is not available for free social security benefits.

2. However, the final determination as to your eligibility for free social security wage credits is made by the Social Security Administration. If subsequent to retirement you were employed in work covered by social security benefits, it is suggested that you contact their local office for information as to your entitlement.

3. A Social Security pamphlet OASI-35 is enclosed for your information. As requested, the copy of your Report of Separation is returned herewith.

J. F. BILLS
By direction

Encl: (1) Pamphlet OASI-35
(2) DD Form 214 (Report of Separation)

MJMAYER:crd 18 April 1962

CRD

8240 Simons Dr.
Norfolk 5, Va.
April 7, 1962

U.S. Coast Guard
Commandant (Retired Personnel Dept)
Washington 25, D.C.

I am inquiring as to whether I am entitled to Social Security Disabelety benfits.

Since July 10th of 1961 I have been disable to work due to Congestive Heart Failure.

I am enclosing my seperation paper from the U.S. Coast Guard.

I have my wife, and two dependent Children, Ages 8 yrs. and 16 yrs.

Kindly let me know, and what other information you need.

Thank You.

Otis L. Willis
8240 Simons Dr.
Norfolk 5, Va.

Please return the seperation paper.

4041 Gulonia Ave.
New Orleans, La.

MAR 12 1958

File in jacket

3-13

PE-16

Commandant.
U.S. Coast Guard
Disbursing Office
Washington 25. D.C.

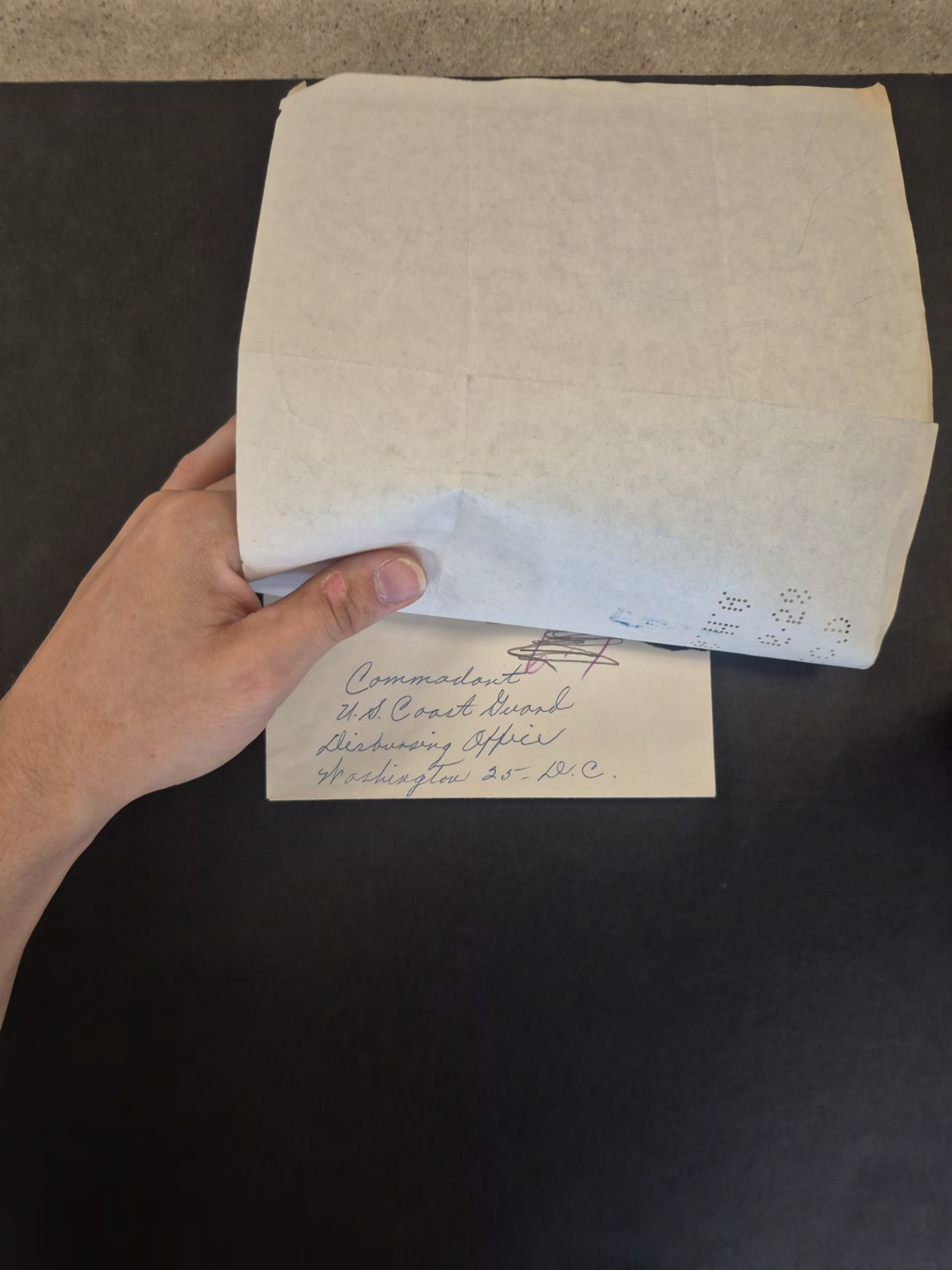
Sir:

Please change my check from.
Otis L. ~~Wilbur~~ WILLIS BMC L. (retired) 211-123
4041 Gulonia Ave. C/o Shirley Willis
New Orleans, La.

Please send to -
Otis L. ~~Wilbur~~ WILLIS BMC L- (retired) 211-123-
8240 Simon Drive.
C/o Avis M. Anderson
Norfolk. Virginia

Thank You.
Otis L. Willis

O.K. net. pay
add. changed
3/13/58.


Commadant
U.S. Coast Guard
Disbursing Office
Washington 25 - D.C.

APPLICATION FOR DEPENDENTS AUTHORIZATION FOR MEDICAL CARE CARD BY ACTIVE DUTY OR RETIRED MEMBER

(This form may also be utilized by dependents of active duty or retired members in making application for medical care authorization cards)

Form Approved
Budget Bureau No. 22-R175

I. IDENTIFICATION OF ACTIVE DUTY OR RETIRED MEMBER

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. STATUS	3. GRADE - RATE - RANK	4. BRANCH OF SERVICE	5. SERVICE NUMBER	6. DATE OF EXPIRATION OF CURRENT TERM OF SERVICE (When member is on active duty)
WILLIS OTIS L.	☐ ACTIVE DUTY ☒ RETIRED	BMLC	USCG	211-123	31 January 1956.

II. DEPENDENTS FOR WHOM AUTHORIZATION IS REQUESTED

7. NAME	8. RELATIONSHIP	9. DATE OF BIRTH	10. ADDRESS

III. CERTIFICATION BY ACTIVE DUTY OR RETIRED MEMBER

I CERTIFY THAT ALL DEPENDENTS FOR WHOM AUTHORIZATION FOR MEDICAL CARE IS REQUESTED ARE RELATED TO ME AS STATED HEREIN, THAT I WILL BE RESPONSIBLE FOR PROPER USE BY MY DEPENDENTS OF THE AUTHORIZATION FOR MEDICAL CARE GRANTED ON THE BASIS OF THIS APPLICATION. THAT I WILL SURRENDER THE AUTHORIZATION IMMEDIATELY WHEN CALLED UPON TO DO SO OR WHEN APPROPRIATE UNDER APPLICABLE REGULATIONS, AND THAT I WILL IMMEDIATELY NOTIFY THE INDIVIDUAL OR AGENCY DESIGNATED TO GRANT AUTHORIZATIONS FOR MEDICAL CARE OF MY DEPENDENTS IN THE EVENT OF ANY CHANGE IN DEPENDENCY STATUS HEREIN OR IN MY STATUS AS A MEMBER OR RETIRED MEMBER OF THE UNIFORMED SERVICE. FURTHER, I AGREE TO REPAY THE GOVERNMENT FOR ANY PAYMENTS MADE BY THE GOVERNMENT FOR MEDICAL CARE IN OTHER THAN UNIFORM SERVICE FACILITIES FOR MY DEPENDENTS IN THE EVENT THAT IT IS LATER DETERMINED THAT MY DEPENDENTS ARE NOT ENTITLED THERETO.

I FURTHER CERTIFY THAT *(Check appropriate box or boxes and complete entries as applicable)*

☐ LAWFUL MARRIAGE TO THE SPOUSE NAMED TOOK PLACE AT *(Place)*_____

ON *(Date)*_____.

☐ THE LAWFUL HUSBAND NAMED IS IN FACT DEPENDENT UPON ME FOR OVER ONE HALF OF HIS SUPPORT.

☐ ALL CHILDREN NAMED ARE MY LEGITIMATE, LEGALLY ADOPTED OR STEP CHILDREN; THAT ALL CHILDREN ARE UNMARRIED; THAT ALL CHILDREN NAMED WHO ARE OVER 21 YEARS OF AGE ARE (1) INCAPABLE OF SELF-SUPPORT BECAUSE OF A MENTAL OR PHYSICAL INCAPACITY THAT EXISTED PRIOR TO THEIR REACHING THE AGE OF 21 AND ARE IN FACT DEPENDENT UPON ME FOR OVER ONE-HALF OF THEIR SUPPORT OR (2) HAVE NOT PASSED THEIR TWENTY-THIRD BIRTHDAY AND ARE ENROLLED IN A FULL-TIME COURSE OF STUDY IN AN EDUCATIONAL INSTITUTION ABOVE HIGH SCHOOL LEVEL WHICH NORMALLY MAINTAINS A REGULAR FACULTY AND CURRICULUM AND NORMALLY HAS A REGULARLY ORGANIZED BODY OF STUDENTS IN ATTENDANCE AT THE PLACE WHERE THE EDUCATIONAL ACTIVITIES ARE CARRIED ON AND ARE IN FACT DEPENDENT UPON ME FOR OVER ONE-HALF OF THEIR SUPPORT. *(Part II, Item 9 - In those special circumstances which permit children over 21 entitlement to medical care indicate after date of birth (INC) for incompetency, or (SCH) for attendance at approved school. Enter under REMARKS the name of the institution of higher learning.)*

☐ ALL PARENTS OR PARENTS-IN-LAW NAMED ARE IN FACT DEPENDENT UPON ME FOR OVER ONE-HALF OF THEIR SUPPORT AND ACTUALLY RESIDE IN MY HOUSEHOLD.

☐ I AM ENTITLED TO RETIRED, RETIREMENT, OR RETAINER PAY OR EQUIVALENT PAY AS A RESULT OF SERVICE IN A UNIFORMED SERVICE, OTHER THAN BY RETIREMENT UNDER TITLE III OF THE ARMY AND AIR FORCE VITALIZATION AND RETIREMENT EQUALIZATION ACT OF 1948.

DD FORM 1 SEP 56 1171

35-74

☐ I AM ENTITLED TO RETIRED OR RETIREMENT PAY UNDER TITLE III OF THE ARMY AND AIR FORCE VITALIZATION AND RETIREMENT EQUALIZATION ACT OF 1948 (62 Stat. 1087, 10 U.S.C. 1036-1036i, 34 U.S.C. 440-440E) AND I HAVE COMPLETED EIGHT OR MORE YEARS OF ACTIVE DUTY AS DEFINED IN SUBSECTION 101(B) OF THE ARMED FORCES RESERVE ACT OF 1952, 66 STAT. 481, 50 U.S.C. 901, PERIODS OF ACTIVE DUTY WERE AS FOLLOWS:

11. REMARKS

DESCRIPTION:

LAST NAME	FIRST	INITIAL	SERVICE NUMBER	RANK/RATE
WILLIS	OTIS	L.	211-123	BMLC

HEIGHT 6"2 WEIGHT 170 HAIR BROWN EYES BLUE

DATE OF BIRTH 31 JAN-1910

12. ORGANIZATION OF APPLICANT	13. PERMANENT HOME ADDRESS OF RETIRED MEMBER
USCG.	524 S. Solomon St NOLA
14. DATE OF APPLICATION	15. SIGNATURE OF APPLICANT
7 Dec, 1957	Otis L. Willis

NOTE: *Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than $10,000 or imprisonment for not more than five years, or both. Act 25 June 1948, 18 U.S.C 287, 1001.*

IV. AUTHENTICATION BY ISSUING AGENCY

ELIGIBILITY OF DEPENDENTS FOR MEDICAL CARE UNDER THE PROVISIONS OF THE DEPENDENTS MEDICAL CARE ACT OF 1956 HAS BEEN VERIFIED, EXCEPT AS INDICATED IN REMARKS.

16. CARD NUMBER ISSUED	17. DATE ISSUED	18. EXPIRATION DATE OF CARD (See instructions of Uniformed Service concerned)
CG 047, 234	26 DEC 57	IND

20. ORGANIZATION OF ISSUING OFFICER
Commander, Eighth CG District

20. NAME AND GRADE OF ISSUING OFFICER (Typed or printed)	21. SIGNATURE OF ISSUING OFFICER
S.T.WATSON,SCLK,USCG	S. T. Watson

File in jacket

3-13

4041 Tulane ave.
New Orleans, La.

U. S. Coast Guard
Disbursing Office
Washington 25. D.C.
Commandant:
Sir:

On December, I Otis L. Willis Bmc (t) retired, 2-1-123. requested my pension check be changed from Box 112, Buxton N.C. to 4041 Tulane ave. C/o Shirley Willis it is still being sent to Buxton N.C. please give this your attention.

Thank You

Otis L. Willis

OK not pay
add changed
3/12/57

PE-71

December 10, 1956

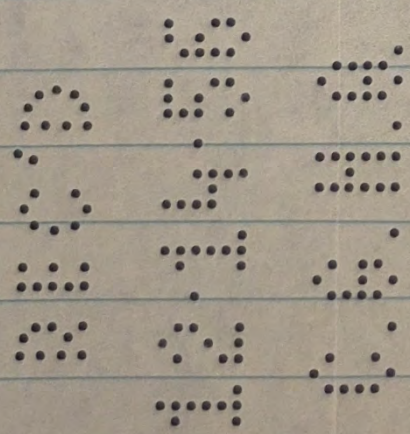
Commandant
Disbursing Office
Washington 25 D.C.

Please change the address of Otis L. Miller (211-123) as retired from Buxton N.C. Box 112 to Russell 4041 Tulane Ave. C/o Shirley Miller

Thank you.

Otis L. Miller

what city



PE-71

VETERANS ADMINISTRATION

APPLICATION FOR WAIVER OF PREMIUMS

NATIONAL SERVICE LIFE INSURANCE AND/OR UNITED STATES GOVERNMENT LIFE INSURANCE UNDER SEC. 622 OF THE NSLI ACT, AS AMENDED

(Read the Important Information and Instructions on the reverse before completing this form)

FOR VA USE ONLY

1. FIRST NAME — MIDDLE NAME — LAST NAME OF INSURED (Type or print)	2. RANK OR RATING	3. SERVICE NO.
Otis Lee Willis	BMC.(L)(P)	211-123

4. MAILING ADDRESS FOR INSURANCE PURPOSES—INCLUDING DIVIDEND CHECKS (No., Street or rural route, city, P.O. zone number and State) (See paragraph 3 of Instructions)

Buxton, North Carolina

5. BRANCH OF SERVICE (Check one)	6. DATE OF BIRTH			7. DATE OF ENTRY ON PRESENT TOUR OF ACTIVE DUTY
☐ NAVY ☐ MARINE CORPS ☒ COAST GUARD ☐ OTHER (Specify)	MONTH	DAY	YEAR	
	1	31	10	1/16/50

I do hereby apply for waiver under the provisions of Sec. 622 of the N.S.L.I. Act, as amended, of premiums falling due on the following life insurance policies. (Note: If waiver is desired on all policies enter the word "All" in the "Policy No." item.)

8. POLICY NO(S) (N, V, H or K)	9. AMOUNT OF INSURANCE	10. PLAN OF INSURANCE	11. AMOUNT OF PREMIUM
1 753 604	$ 5,000.00	NSLI	$ 4.25

I understand that the period of waiver will expire 120 days after the date of my separation from active service and that all premiums falling due more than 120 days after that date must be timely paid to the Veterans Administration in order to continue the insurance in force.

12. ALLOTMENT ACTION REQUESTED (Check one) (See paragraphs 9 and 10 of Instructions)

☐ I DO NOT DESIRE TO DISCONTINUE MY ALLOTMENT

☒ I AUTHORIZE THE DISCONTINUANCE OF MY ALLOTMENT DESCRIBED IN ITEMS 13, 14, AND 15 BELOW AFTER DEDUCTION FOR THE MONTH STATED IN ITEM 16.

ALLOT DISC	13. CLASS	14. AMOUNT	15. MONTH OF FIRST PAYMENT	16. FINAL DEDUCTION TO BE MADE (Month and year)
	NSLI	$ 4.25	September	August, 1951

17. DATE OF APPLICATION	18. SIGNATURE OF APPLICANT (Do not print)
23 August, 1951	Otis Willis

I witnessed the signature of the applicant on the date shown in item 17. I certify that the service information shown in items 2, 3, 5 and 7 is correct and that the applicant is in active service and has been in continuous active service for a period of 31 days or more.

FOR USE OF ALLOTMENT OFFICER

19. DATE	20. SIGNATURE OF PERSON WITNESSING AND CERTIFYING (Do not print)
23 August, 1951	Alonzo O. Burrus

21. NAME, RANK, RATING AND ORGANIZATION OF PERSON WITNESSING AND CERTIFYING (Type or print)

Alonzo O. Burrus, BMC. (L) (P), USCG

22. END. 1

FROM: O'Comdr. 5th CG Dist, Disbursing Officer

TO: ☐ NAVY FIELD BRANCH BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☒ COAST GUARD HEADQUARTERS ☐ OTHER (Specify)

1. Forwarded. Allotment stopped as requested.

D.O. SYMBOL: 1376

SIGNATURE OF DISBURSING OFFICER: S.P. ROZEAR, PCLK, USCG

23. END. 2

FROM: ☐ NAVY FIELD BRANCH, BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☐ COAST GUARD HEAD. QUARTERS ☐ OTHER (Specify)

TO: Veterans Administration, Washington 25, D.C.

2. Payment of the allotment described above has been discontinued after payment for the month shown in item 16.

FOR USE OF ALLOTMENT OFFICE

24. FOR VA USE ONLY

POLICY NUMBER	AMOUNT OF INSURANCE	PLAN OF INSURANCE	REMARKS

PE-71

V A FORM MAY 1951 9-4351

VA-DC-120490

File

UNITED STATES COAST GUARD
Washington 25, D. C.

AUG 9 1956

From: Commandant
To: BMLC Otis L. Willis (211-123) USCG, Retired, Hatteras, North Carolina
Subj: Retired Identification Card; completion of

1. There is inclosed herewith Armed Forces Identification Card No. 144476 that will be issued to you.

2. Place your signature in the space provided on the face of the card and the fingerprints of both index fingers in the spaces provided on the back of the card. (NOTE: If an index finger is missing, use the next finger on the same hand and indicate on the card the finger actually used.) PUT NO OTHER DATA ON THE CARD ITSELF.

B. A. Shaw,
B. A. SHAW,
By direction

Inclosures: (1) Identification Card
(2) Franked envelope

IND-1

From: BMLC Otis L. Willis (211-123) USCG, Retired, Hatteras, N. C.
To: Commandant

Card returned for validating and completion.

Otis L. Willis
Signature

IND-2

From: Commandant
To: BMLC Otis L. Willis, USCG, Retired

Your completed Identification Card bearing the number indicated in Paragraph 1 of basic letter is inclosed. Acknowledge receipt thereof by signing IND-3 and returning this letter to the Commandant ~~together with the Retired Identification Card previously issued you. (NOTE: In the event the old card is not returned a satisfactory written explanation must be furnished as to why it cannot be returned.)~~

R. E. MORELL
By direction

Inclosures: (1) Identification Card
(2) Franked envelope

PE-71

IND-3

From: Otis L. Willis BMLC (Ret)
To: Commandant

Receipt is acknowledged of the Armed Forces Identification Card referred to in basic correspondence. ~~My old Retired Identification Card is returned herewith /or/ See explanation attached. (STRIKE ONE).~~

Otis L. Willis
Signature

GPO DSO 3-258

144476

File J

TREASURY DEPARTMENT U. S. COAST GUARD CGHQ-3505 *(1-54)*	**APPLICATION FOR RETIRED ARMED FORCES IDENTIFICATION CARD**

TO:

COMMANDANT, U. S. COAST GUARD, WASHINGTON 25, D. C.

DATE: 2-13-56

IDENTIFICATION DATA

INSTRUCTIONS

The following identification data must be provided to form the basis for issuance of an Armed Forces Identification Card endorsed "RETIRED." In this connection a suitable photograph (35MM or not larger than 1" x 1-5/16") will be enclosed.

NAME *(Last, First, Middle)*	SERVICE NO.	GRADE OR RATE
WILLIS, Otis L.	211-123	BMLC

DATE OF BIRTH *(Month, Day, and Year)*	WEIGHT	HEIGHT	
		FEET	INCHES
January 31 1910	146	6'	2"

COLOR HAIR	COLOR EYES	BLOOD TYPE
Brown	Blue	O Neg.

ADDRESS	SIGNATURE
Hatteras, N. C.	Otis L. Willis

4947 Treasury CGHQ Wash., D.C.

PE-71

File in jacket

Buxton N.C.
June 7, 1956

U.S Coast Guard
Disbursing Office
Washington 25 D.C.

Gentlemen:

Correction on change of address for Otis L. Willis retired BM1C 211 123
check from Hatteras N.C to

Otis L. Willis BM1C Retired
Box 112
Buxton, N.C.

Thank You.
Otis L. Willis

OK ret Jan
add changed
6/12/56

MAY 1 4 1956

3-13 file

~~2~~ 4

File ed

CF-67

Buxton, N.C.
May 10, 1956

U. S Coast Guard
Disbursing Office
Washington 25. D.C.

Dear Sir:

Please change my check from Hatteras, N.C. to Buxton, N.C Box 122. Their is a more convient post Office to my home.

211-123 Otis L. Willis BM1C Retired.

Thank You.
Otis L. Willis

O K mcl. Jacy
add changed
5/14/56
"n" allot $4.95

Retired Clay File
Box 684
gv26
61A-2
8240 Simons Dr.
Norfolk 5, Va.

U. S. Coast Guard
Disbursing Office
Washington 25, D. C.
Sir

Please change my check, from
Otis L. Willis Ret. Serial no. 211-123
103 Cromwell Pkwy.
Apt. C.
C/o ALIVIA B Willis

To. Otis L. Willis Ret. Serial no. 211-123
8240 Simons Dr.
C/o ALIVIA B. Willis
Norfolk 5, Va.

Thank You.
Otis L. Willis

Noted Ret Pay
6-5-6

Feb 3-13

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PS-1
L-13
11 February 1960

From: Commandant
To: WILLIS, Otis L. (211-123)BMLC, USCG, Retired
c/o Mrs. George J. Pattison, 849 Orion Street, Metaire, Louisiana

Subj: National Service Life Insurance, Expiration of Term Period, Policy Number V 1432 08 71

Ref: (a) VA Form 9-452b

1. The Veterans Administration has notified this office that the term period of your $5,000 National Service Life Insurance issued under policy number V 1432 08 71 will expire on 31 March 1960.

2. Since Public Law 148, 83rd Congress, approved 23 July 1953 provides for the automatic renewal of term insurance, the only action required on your part to maintain the insurance in force is to authorize the following allotment adjustment:

$ 4.95 allotment discontinued with month of last payment February 1960
$ 6.35 allotment established with month of first payment March 1960

3. NAV S&A Form 545, Allotment Authorization, enclosed herewith when signed and returned by you will accomplish the required allotment change. It is requested that this form be signed where indicated and returned to Commandant (PS) immediately in the enclosed pre-addressed envelope. The enclosed VA Form should be retained for your personal file.

M. J. MAYER
By direction

Encl:
(1) VA Form 9-452b
(2) NAV S&A Form 545
(3) Envelope

LCPauls:lcp: 11 Feb 1960
LCPauls:lcp: 11 Feb 1960

20467 TREAS., USCG, WASH., D. C.

File 73
Sta 3.13

849 Orion St.
Metairie, La.

U.S. Coast Guard
Disbursing Office
Washington, 25, D.C.

Please Change pension Check
for Otis L. Willis (BMC) 211-123)
from 548 Dixie Dr. Norfolk, Va.
to 849 ORION St.
METAIRE, LA.
C/o Shirley Patterson.

Thank you.

Otis L. Willis (BMC)
211-123.

Ret Pay
noted 12/8/59 of

UNITED STATES COAST GUARD

DATE: 31 January 1956

UNIT: OC8CGD

LOCATION: NEW ORLEANS, IA.

From: WILLIS, Otis L. (211-123) BMC(L) USCG
To: Commandant (PS)
Via: (1) Commanding Officer
(2) Authorized Certifying Officer, 8th CG District

Subj: Notification of Change in Dependency Status for Basic Allowance For Quarters.

1. You are hereby notified of the following change in dependency status which reduces or terminates entitlement to basic allowance for quarters for my dependents:

NAME & ADDRESS OF DEPENDENT (S)	RELATIONSHIP	DATE & NATURE OF CHANGE
ALIVIA B. WILLIS Hatteras, Dare, North Carolina	Wife	RETIREMENT EFF. 2/1/56 DETACHED 1/31/56

Note: If divorced, attach two (2) copies of divorce decree (certified by clerk of court).

2. The following allotment stoppage action is requested:

ALLOTTEE	MONTH OF LAST PAYMENT	AMOUNT
ALIVIA B. WILLIS	JANUARY 1956	225.00

- - - -

PS-2
22 June 1956
P7

North Carolina [illegible]-123) BMC(L), USCG (Ret), Hatteras, Dare,

Subj: FA and BAQ, substantiating documents, request for

Ref: (a) COMDT(PS-2) ltr P7 dated 16 February 1956

1. It is again requested you furnish the Commandant (PS-2), a certified copy of your Marriage Certificate and a certified copy of the PUBLIC RECORD OF BIRTH of all your children showing the full name of both parents.

2. The requested documents are necessary to substantiate credit of FA and BAQ while on active duty.

3. If the above-requested documents are not received in this office within fifteen (15) days from date, steps may be taken to recover all previous payments of allowance.

F. S. TURNER
By direction

Special pending file:HLT/hgd

ALLOTMENT AUTHORIZATION
NAVS. AND A. 545 (4M) (REV. 2-54)
ALL OTHER (08-925099)
D.O. WILL NOT FILL IN
DATE AND BLOCK NO.
CEIVED
1 22

ALLOTMENT AUTHORIZATION

NAV S. AND A. 545 (4M) (REV. 2-54)

ALL OTHER (08-925090)

D.O. WILL NOT FILL IN

CEIVED

DATE AND BLOCK NO. 1 23

FILE/SERVICE NO.	NAME OF GRANTOR (Last) (First) (Initial)	RANK/RATE	COMPUTED BY	REVIEWED BY
211-123	WILLIS, OTIS L.	BMC(L)		

NEW ALLOTMENTS

No.	PURPOSE	MONTH FIRST PAY	MOS.	EXPIRES	AMOUNT	NAME (First, Middle Initial, Last) AND ADDRESS OF ALLOTTEE	BPC CC	B P	ACT. CODE	FT	P #	NO. MOS.	RETRO AMOUNT
1.													
2.													
3.													
4.	B B					NAME OF OWNER							

BOND

- ☐ CO-OWNER
- ☐ BENEFICIARY — NAME
- ☐ SAFEKEEPING — NAME AND
- ☐ FORWARD TO → ADDRESS

PAPER CHECK INFORMATION

NOTE: If serviceman is to be discharged or released to inactive duty indicate date.

DATE

DISCONTINUANCES

No.	PURPOSE	STOP AFTER	MONTH FIRST PAY	AMOUNT	NAME OF ALLOTTEE	REAS. CODE	HOLD CARD INFORMATION	BPC. CC	BP	ACT. CODE	DATE LAST PAYMENT	P #	F T	MOS. OVPD.
1.	Q	1/56	10/50	225.00	ALIVIA B. WILLIS (FIVE)	4								
2.														
3.														
4.														

Enter all existing allotments by type and amounts after all changes recorded hereon have been entered on pay record.

NONE

I certify that the prescribed entry (*entries*), including charge entry (*entries*) for the month (*months*) of first payment and/or stoppage, have been entered on the pay record of the individual concerned. I understand that I am responsible for any errors or omissions thereof.

REASON FOR STOP

1. GRANTOR'S REQUEST	7. GCM PRISONER
2. NEW ALLOT. REG.	8. CHANGE TO NSI OR GI
3. DISC., R.I.D.	10. WAIVER OF PREMIUM
4. TRAN. F. R., RET.	12. CHANGE IN INS. PLAN
5. ABSENTEE, DESERTER	
6. DEATH OF GRANTOR	

AT WHICH PREPARED

CGD-1 NEW ORLEANS, LA.

POWER OF ATTORNEY (TO REGISTER ALLOTMENTS)

I do allot the sum(s) stated, per month of my pay as shown in the space captioned "New Allotments;" do appoint the person(s) named, therein, my attorney(s) to receive the sum(s) so allotted and do certify to the correctness of amounts shown in the space captioned "Existing."

OF DISBURSING OFFICER	SYMBOL NO.	DATE	SIGNATURE OF SERVICE MEMBER	FILE/SERV. NO. (Write in)
S, CHPCLK. USCG	1378	1/31/56	Para. 2B02010(2(c)	211-123

- ☒ AMOUNTS ON 545 AGREE WITH REQUEST AND PAY RECORD ENTRIES
- ☒ ADDRESS CORRECT WHERE CHECKS ARE TO BE SENT
- ☒ VERIFY MONTH FIRST PAY DATE
- ☒ VERIFY STOP AFTER DATE
- ☒ VERIFY SERVICE NUMBER
- ☒ DISBURSING OFFICER'S SIGNATURE

UNITED STATES COAST GUARD

PS-2
16 February 1956
P7

From: Commandant
To: WILLIS, Otis L. (211-123) BMC(L), USCG (Ret), Hatteras, Dare, North Carolina

Subj: FA and BAQ, substantiating documents for

1. It is requested you furnish the Commandant (PS-2), a certified copy of your Marriage Certificate and a certified copy of the PUBLIC RECORD OF BIRTH of all your children showing the full name of both parents.

B. V. BALL
By direction

Retired

Pending file:HLT/hcd

UNITED STATES COAST GUARD

ANT
ST GUARD
QUARTERS
WASHINGTON 25, D. C.

PS-2
11 October 1955
P7

Mrs. Alivia Bell Willis
c/o Otis L. Willis
USCG Base
Galveston, Texas

Re: WILLIS, Otis L. (211-123) EMLC

Dear Madam:

The above named enlisted member of the United States Coast Guard has registered a Class Q allotment under the provisions of the Dependents Assistance Act of 1950. This allotment has been processed and if you are not currently receiving payment of this allotment, you may expect to receive payment in the very near future. However, for the payment of this allotment to continue, it will be necessary for you to forward the items checked below to the Chief, Dependents Allowance Section, United States Coast Guard Headquarters, Washington 25, D.C., with a minimum of delay:

☒ A certified copy of your certificate of marriage.

☐ A copy of your decree of divorce from each of your former marriages, certified by the clerk of court where issued. (Note: If a former marriage was dissolved by death, a certified copy of the certificate of death must be forwarded.)

☒ A certified copy of the PUBLIC RECORD OF BIRTH of, Shirley M., Alva K. and Otis L. Willis, Jr. indicating the full name of both parents. (Note: This must be a copy of the public record of birth as issued by the Bureau of Vital Statistics of the State where the child was born. Notifications of Birth Registration, Baptismal Certificates, Hospital Certificates, etc., are not acceptable.)

☐

Sincerely yours,

F. S. TURNER
Lieutenant, U. S. Coast Guard
Chief, Dependents Allowance Section
By direction of the Commandant

4965 Treas. CGHQ Wash.DC

pEND: HLT:cl

2-5

U.S. COAST GUARD

OUTGOING OFFICIAL MESSAGE

DATE

SECURITY CLASSIFICATION

TO (FOR ACTION)

CCGD 8

TO (FOR INFORMATION)

MAIL TO

TELEPHONE TO

MESSENGER TO

EMERGENCY	"O"
X OPERATIONAL IMMEDIATE	"OP"
PRIORITY	"P"
ROUTINE	"R"
DEFERRED	"NM"
EMERGENCY	"O"
OPERATIONAL IMMEDIATE	"OP"
PRIORITY	"P"
ROUTINE	"R"
DEFERRED	"NM"

REFERS TO MESSAGE:

IDENTIFICATION | CLASSIFICATION

CRYPTOPRECAUTION: YES ☐ NO ☐

OUTGOING HEADING

102058Z

TEXT

PS TO DL X YOUR MSG P101940Z X WILLIS OTIS L (211-123) BMLC X NO BIRTH CERT ON FILE AT HQ FOR ALVA KATRENE WILLIS X APPL FOR FA FILED 5 NOV 1943 AND APPL FOR BAQ FILED 6 OCT 1950 WILLIS STATED BIRTH DATE OF ALVA KATRENE AS 7 NOV 1938 X

OPERATOR'S RECORD

102058Z NTX75 HVDN

DRAFTED BY

F. S. TURNER, LT, USCGR
Chief,
Dependents Allowance Sec.

RELEASED BY

D. R. SMEDER, CDR, USCG
Acting Chief,
Special Services Div.

SECURITY CLASSIFICATION

FST: cl Room 2102 RETURN TO: Sta 2-5

16—20710-6 U. S. GOVERNMENT PRINTING OFFICE

UNITED STATES COAST GUARD
COMMANDER, FIFTH COAST GUARD DISTRICT
POST OFFICE AND COURT HOUSE BUILDING
NORFOLK, VIRGINIA

From: WILLIS, Otis L. (211-123) BM1(L) — 6 October, 1950
To: Commandant (PMM) — Tangier Sound LSta.
Via: (1) Commander, 5th CG District (p) — Tangier, Virginia
(2) Authorized Certifying Officer, 5th CG District

Subj: Application for payment of basic allowances for quarters

1. I do hereby apply for basic allowance for quarters under the Dependents Assistance Act of 1950, on behalf of the relatives hereinafter named, and do certify the following to be true to the best of my knowledge and belief:

Name and address of dependent (Include full given name)	Relationship	Remarks-Such as date & Place of marriage;divorce,etc;date birth o children,custodianship;other dat
Alivia Bell Willis 831 Fairfax Ave., Norfolk, Va.	Wife	14 April, 1934
Shirley Mae Willis Same address as above	Daughter	10 August, 1937
Alva Katrene Willis Same address as above	Daughter	7 November, 1938
Otis Lee Willis, Jr. Same address as above	Don	4 August, 1942
Eileen Janet Willias Same address as above	Daughter	20 January, 1946

2. I hereby consent to checkage against my pay for any basic allowances for quarters paid on account of any relative later determined to be a dependent as defined in existing laws and regul tions.

3. I futher certify that my dependents are not (insert "are" or "are not") in occupanc of public quarters (except for brief visits in quarters assigned to another member and that the above-named dependents are not members of the armed forces on active duty.

4. Following are full names and addresses of each allottee, amount to be allotted to each, and month of first payment:

Allottees:

	Month, 1st payment	Amount
Alivia Bell Willis 831 Fairfax Ave Norfolk, Va.	October, 1950	$225.00

Date on or after 1 Aug. from which Basic Allowance for Quarters Claimed for each Dependent 8-1-50

Total Allotments $225.00

Otis L. Willis
(Name of Member)

Ind-1

From: Commander, 5th Coast Guard District (p)
To: Commandant (PMM)
Via: Authorized Certifying Officer, 5th CG District

Subj: WILLIS, Otis L. (211-123) BM1(L), USCG
Application for Basic Allowance for Quarters; forwarding

Forwarded, approved.

L. G. COLEMAN,
By direction

OCT 9 1950

Ind-2

From: Authorized Certifying Officer, 5th CG District
To: Commandant (PMM)

1. Notation placed on space 35 of form CG-3100, U. S. Coast Guard Pay Record noting "Application for BAQ for Dependents registered".

2. Allotment(s) totaling $225.00 registered effective 1st payment OCT 1950.

L. D. YOUNG

PAYMENT AUTHORIZED
for 5 dependents from 8/50
D. C. Goodwin
Chief, Family Allowance Sect.

OCT 11 1950

Encl:
(1) Information relative to retirement

HISTOCK:me Return to 3-11

3 39

...ATES COAST GUARD
POST OFFICE BOX 540
NORFOLK 1, VA.
...OFFICER

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

p
10 January 1951
GD5/P21

From: WILLIS, Otis L. (211-123) BM1(L), USCG
To: Commandant (PMM)
Via: Commander, 5th CG District (p)

Subj: Change of address for allotment; request for

It is requested that the address of my wife's allotment be changed as follows:

Alivia B. Willia
831 Fairfax Ave.,
Portsmouth, Va.

to Buxton, N. C.

6-7 has been notified DCD

Otis L. Willis

Ind-1

p
10 January 1951
GD5/P21

From: Commander, 5th CG Distridt
To: Commandant (PMM)

Forwardéd, approved.

W. B. MILLINGTON
By direction

JAN 15 1951

...AST GUARD

PS

...NT

...DT COGARD

PRIORITY

MD OCT 19 14 R6

ON INFORM

TEXT

BT

DL TO PS X REQ ADVISE BIRTH DATE OF KATRENE WILLIS DAUGHTER OF WILLIS OTIS L 211-123 BMLC AS SHOWN BY HQS RECORDS X MSG REPLY TODAY NEEDED TO ESTABLISH JURISDICTION OF JUVENILE AUTHORITIS IN LIEU CRIMINAL AUTHORITIES IN CURRENT DIFFICULTIES KETRENE WILLIS WITH CIVIL AUTHORITIES

BT

TOR 1950Z 18 OCT 55**

OPERATOR'S RECORD AND DATE

FAEM MR R 1955. **TUX-1***

OFFICIAL INITIALS

PS-2
26 July 1956
P7

From: Commandant
To: WILLIS, Otis L. (211-123) BMC(L), USCG (Ret), Box 112, Buxton, North Carolina

Subj: FA and BAQ, substanting documents for, return of

1. The enclosed documents are returned herewith in accordance with the request contained in your letter of recent date.

B. V. BALL
By direction

Encl:
(1) Marriage Certificate
(2) Birth Certificates (4)
(3) Copy of a ltr from the Dept. of Health, New Orleans, Louisiana

Buxton, N. C.
July 16, 1956.

Commandant (PS-2-Y)
U. S. Coast Guard
Washington, 25, D. C.

Enclosed are the certificates, and marriage certificate. Further information as to me being the parents of -

Shirley Mae Willis
Otis Lee Willis Jr.
Eileen Grant Willis

can be obtained from the State of New York, Department of Health.

We requested and paid for a copy of the original birth certificates but it appears they do not put the parents names.

Kindly ~~~~ return these after you have finished with them.

Yours truly.

Alicia B. Willis
Otis L. Willis

JUL 18 19

WILLIS, Otis L. (211-123) BMC

State Board of Health
BUREAU OF VITAL STATISTICS

STANDARD CERTIFICATE OF BIRTH

83

Registration District No. 2803 Certificate No. 36

Hatteras
Buxton No. or Village
If birth occurred in a hospital or institution, give its name instead of street and number) St. Ward
If child is not yet named, make supplemental report, as directed

1. Sex: Female
2. Full name of child: Alva Katrene Willis
3. If plural births: 4. Twin, triplet, or other 5. Number, in order of birth 1
6. Premature / Full term ✓
7. Are parents married? Yes
8. Date of birth 11-7- (Month, day, year) 1938

FATHER

9. Full name: Otis Lee Willis
10. Residence (usual place of abode) (If non-resident, give place and State): Buxton, N.C. 420
11. Color or race: White
12. Age at last birthday: 28 (years)
13. Birthplace (city or place) (State or country): Hatteras NC
14. Trade, profession, or particular kind of work done, as spinner, sawyer, bookkeeper, etc.: Surfman in Coast Guard
15. Industry or business in which work was done, as silk mill, sawmill, bank, etc.: 99 93
16. Date (month and year) last engaged in this work: 11-14 1938
17. Total time (years) spent in this work
18. Number of children of this mother (at time of this birth and including this child): (a) Born alive and now living 2 (b) Born alive but now dead 1 (c) Stillborn 0

MOTHER

19. Full maiden name: Olivia Barnett Willis
20. Residence (usual place of abode) (If non-resident, give place and State): Buxton NC
21. Color or race: White
22. Age at last birthday: 23 (Years)
23. Birthplace (city or place) (State or country): Buxton, NC

OCCUPATION

24. Trade, profession, or particular kind of work done, as housekeeper, typist, nurse, clerk, etc.: Housewife
25. Industry or business in which work was done, as own home, lawyer's office, silk mill, etc.
26. Date (month and year) last engaged in this work: 11-14 1938
27. Total time (years) spent in this work

CERTIFICATE OF ATTENDING PHYSICIAN OR MIDWIFE

I hereby certify that I attended the birth of this child, who was born alive (Born alive or stillborn) at 6 45 a.m. on the date above stated.

WHEN THERE WAS NO ATTENDING PHYSICIAN OR MIDWIFE, THEN THE FATHER, HOUSEHOLDER, ETC., SHOULD MAKE THIS RETURN.

(Signed)
or Mrs Cynthia Rollinson Midwife
Address Buxton N C
Filed Nov 15 1938 Mrs W H Rollinson

Name added from supplemental report
(Date of)

4211 FILE
5546 F.B.

I HEREBY CERTIFY THE FOREGOING TO BE A CORRECT COPY OF ORIGINAL ON FILE WITH OFFICE OF VITAL STATISTICS, N. C. STATE BOARD OF HEALTH
ISSUED 7-11-56
J.W.R. Norton
STATE REGISTRAR

Request for the birth certificate of Child Alva Katrene Willis has been delayed due to the Parish which he was born in due to the fact no allowances was received from him. So you still want the certificate if so please advise.

(211-123) BMC

STATE OF NEW YORK
DEPARTMENT OF HEALTH
EXECUTIVE DIVISION
ALBANY 1

6-7-56-6000-M

OFFICE OF VITAL STATISTICS
JOSEPH V. DEPORTE, PH.D.
DIRECTOR

Certificate No. 70323

THIS IS TO CERTIFY

that Otis Lee Willis, Jr.
sex Male was born on August 4, 1942
in Village of East Hampton, Suffolk County, New York as shown
by the duly registered original certificate of birth of said person filed in the
local registration district on August 10, 1942
and in this Department on September 14, 1942

J. V. DePorte
Director

[SEAL]
Dated at Albany, N. Y.
July 11, 1956

JUL - 3 1956

For:

Anthony Ciaccio, Director
Division of Public Health Statistics

Request for the birth certificate of this
client Otis Wayne Willis has been delayed
due to the Parish, which he was born in
due to the fact no allowance was received
from him. Do you still want the certificate
if so please advise.

(211-123) BMC

STATE OF NEW YORK
DEPARTMENT OF HEALTH

EXECUTIVE DIVISION
ALBANY 1

6-7-56-6000-M

OFFICE OF VITAL STATISTICS
JOSEPH V. DEPORTE, PH.D.
DIRECTOR

Certificate No. 55759

THIS IS TO CERTIFY

that Shirley Mae Willis

sex Female was born on August 10, 1937

in Montauk, Town of East Hampton, Suffolk County, New York as shown by the duly registered original certificate of birth of said person filed in the local registration district on August 14, 1937 and in this Department on September 11, 1937

J. V. DePorte
Director

[SEAL]
Dated at Albany, N. Y.
July 11, 19 56

JUL 18 1956

For:

Anthony Ciaccio, Director
Division of Public Health Statistics

Request for the birth certificate of this client to Vicki Wayne Willis has been delayed due to the Parish which he was born is due to the fact no allowances was received from them. Do you still want the certificate if so please advise.

WILLIS, Otis L. (211-123) BMC

State of Louisiana

DEPARTMENT OF HEALTH
CIVIL COURTS BUILDING
New Orleans 7

J. PHILLIPS, M. D., M. P. H.
STATE HEALTH OFFICER

July 11, 1956

Re: Philip Wayne Willis

Mrs. Otis L. Willis
Box 112
Buxton, North Carolina

Dear Madam:

This is to acknowledge yours of 7-5-56.

Inasmuch as this event occurred in the Parish of Orleans, it will be necessary for you to forward your request to the New Orleans Health Department, Bureau of Vital Records, 610 Poydras Street, New Orleans, Louisiana, ~~XXXXXXXXXXXXXXX~~ for each copy desired.

We are herewith returning your original request.

At the direction of the State Health Officer.

Yours truly,

Dorothy S Austin

(Mrs.)Dorothy S. Austin, Supervisor
Records and Registration

For:

Anthony Ciaccio, Director
Division of Public Health Statistics

Request for the birth certificate of this child Philip Wayne Willis has been delayed due to the Parish which he was born in due to the fact no allowance was received for him. So you still want the certificate. If so please advise.

JUL 18 1956

...ington, D. C.
June 27, 1956.

Commandant (PS-2)
U. S. Coast Guard
Washington, 25, D C.

Reference to your letter dated June the 22 requesting a certified copy of the births of our children, also a certified Copy of our Marriage Certificate.

In 1943 the records of three of the children were sent to Headquarters. It is impossible to obtain the certificates within the request time. However you'll receive them as soon as they can be obtained from the different States of their births.

Otis L. Willis

JUN 29 1956

(Eileen Janet Willis)

CNL

		ANNUAL REDET. (LC-4)	DATE CANCELLED	REASON
			9/49	
			MC	4/14/34 (Alivia Barnett) Dare Co., N.C.
(W)(LC-4)	8/1/50		BC	8/10/37 (Shirley Mae Willis)
			BC	11/1/38 (Alva Katrena Willis)
			BC	8/4/42 (Otis Lee Willis, Jr.)
			BC	12/0/46 (Eileen Janet Willis)
(W)(LC-4)				
			1/30/56	EM Retired eff 1/1/56

KGG

FAMILY ALLOWANCES AUTHORIZATION

TO PAY OR DISCONTINUE
NAV. S. and A. Form 546

NAVY DEPARTMENT

1.534.228

F.C.C. NEW | F.C.C. PREVIOUS | DATE RECEIVED | ☐ START ☒ STOP ☐ SUPERSEDING ☐ | BLOCK NO. | SUPERSEDES NO. | DISCONTINUES NO. 1,534,228 | NO. 843781

SERVICE NO. 211-123 | SERVICEMAN'S NAME (Last, first, middle) WILLIS, Otis L. | RATE BM1(L) | PREVIOUS SERV. NO. | (Number ↑)

DEBIT AMOUNT	CREDIT AMOUNT	ACTION CODE	PAYEE	BEGINNING OR STOP AFTER DATE	NAME AND ADDRESS OF PAYEE	RELATIONSHIP	BIRTH DATE / REASON DISCONTINUED	CHECKAGE / DATE LAST PAYMENT	CLASS	CODE	PT	P#	MOS. RET. / OVP.	TOTAL AMOUNT RETROACTIVE
	x x x	88	P	1-46	Alivia B. Willis Commodore Apartments Corner, Front & Long Beach Road, Long Beach, New York	Wife			A					
x x x				12-49										x x x
	x x x				Shirley M. Willis	Dau	8-37		A					
x x														x x x
	x x x				Alva K. Willis	Dau	11-38		A					
x														x x x
	x x x				Otis L. Willis, Jr.	Son	8-42		A					
x														x x x
	x x x				Eileen J. Willis	Dau	1-46		A					
														x x x
	TOTALS ←													x x x

DISCONTINUANCE

DATE OF APPLICATION | DATE REPORTING FOR ACTIVE DUTY | DATE INITIAL PAYMENT AUTHORIZED | TOTAL RETROACTIVE AMOUNT

A Amount $140. Lump sum checkage FA 10-49 thru 12-49 $420

itlement ceased 9-49

mber, 1949

Chief, FA Section

BY AUTHORITY OF THE SECRETARY OF THE NAVY

ITEM SUSPENDED

CHECKAGE (LL)

LAST MONTH CHECKAGE

COMPUTED BY

EDITED BY

REVIEWED BY

BUPERS COPY

RECEIVED

NAVY DEPARTMENT

AUTHORIZATION FOR FAMILY ALLOWANCES

AUTH. NUMBER 1,534,228

SUPERSEDES AUTH. NO. 970,967

SERVICE NO. ON PREVIOUS AUTH. Same

☒ SUPERSEDING
☐ SUPPLEMENTAL
☐

WILLIS, Otis L. (211-123) C.B.M.

SERVICEMAN'S NAME - LAST, FIRST AND MIDDLE — SERVICE NUMBER — RATING

CLASS	PAYEE	PAYEE NO.	NAME AND ADDRESS	RELATIONSHIP	DATE OF BIRTH MO.	DATE OF BIRTH YR.
A	P	1	Alivia B. Willis, Commodore Apartments, Corner, Front & Long Beach Road, Long Beach, Long Island, New York.	Wife		
A		1	Shirley M. Willis,	Daughter	8	37
A		1	Alva K. Willis,	Daughter	11	38
A		1	Otis L. Willis, Jr.,	Son	8	42
A		1	Eileen J. Willis,	Daughter	1	46

COMPUTED BY	REVIEWED BY
DATE OF APPLICATION	
DATE REPORTING FOR ACTIVE DUTY	
DATE OF FIRST REGULAR PAYMENT CLASS A	
DATE OF FIRST REGULAR PAYMENT CLASS B OR B-1	
PAYMENT AUTHORIZED MONTH OF	
VOUCHER NUMBER	

CHECKAGE (LEGAL LIMITATION)

TOTAL AMOUNTS OF CHECKS

REMARKS: (EXPLAIN LEGAL LIMITATION, EXCEPTIONS TO AGE LIMITATIONS, ETC.)

Effective month: January 1946.

DATE 5 March 1946.

THE DEPENDENT(S) NAMED ABOVE ARE HEREBY CERTIFIED TO THE PAYMASTER GENERAL OF THE NAVY AS ENTITLED TO PAYMENT OF THE MONTHLY FAMILY ALLOWANCES AUTHORIZED BY PUBLIC LAW 625 (77TH CONGRESS - 2ND SESSION), AS AMENDED.

BY AUTHORITY OF THE SECRETARY OF THE NAVY.

G. A. Rorick
Lt Chief, FA Section

BUREAU OF PERSONNEL COPY

RECEIVED

NAVY DEPARTMENT

AUTHORIZATION FOR FAMILY ALLOWANCES

SUPERSEDES AUTH. NO. _____

SERVICE NO. ON PREVIOUS AUTH. _____

AUTH. NUMBER 970,967

☐ SUPERSEDING

☐ SUPPLEMENTAL

☐

WILLIS, Otis L.
SERVICEMAN'S NAME - LAST, FIRST AND MIDDLE

(211-123)
SERVICE NUMBER

C.B.M.(a)
RATING

INITIAL	PAYEE NO.	NAME AND ADDRESS	RELATIONSHIP	DATE OF BIRTH MO.	DATE OF BIRTH YR.
P	1	Alivia B. Willis, Commodore Apartments, Corner, Front & Long Beach Road, Long Beach, Long Island, New York.	Wife		
	1	Shirley M. Willis, Same.	Daughter	8	37
	1	Alva K. Willis, Same.	Daughter	11	38
	1	Otis L. Willis, Jr., Same.	Son	8	42

BUREAU OF PERSONNEL COPY

REVIEWED BY

ICATION	
NG TY	
T REGULAR S A	Nov., 1943
T REGULAR B OR B-1	
T AUTHOR- OF	None

CHECKAGE (LEGAL LIMITATION)

TOTAL AMOUNTS OF CHECKS

REMARKS: (EXPLAIN LEGAL LIMITATION. EXCEPTIONS TO AGE LIMITATIONS, ETC.)

DATE 10 December, 1943

THE DEPENDENT(S) NAMED ABOVE ARE HEREBY CERTIFIED TO THE PAYMASTER GENERAL OF THE NAVY AS ENTITLED TO PAYMENT OF THE MONTHLY FAMILY ALLOWANCES AUTHORIZED BY PUBLIC LAW 625 (77TH CONGRESS - 2ND SESSION), AS AMENDED.

BY AUTHORITY OF THE SECRETARY OF THE NAVY.

Chief, Military Morale Section

WDP

2/3/46 | 12 December, 1934

☐ BUREAU OF NAVAL PERSONNEL ☒ COMMANDANT U. S. COAST GUARD ☐ COMMANDANT U. S. MARINE CORPS

NAME OF SERVICEMAN (Last)	(First)	(Middle)	SERVICE NUMBER	RATING
WILLIS	Otis	Lee	211-123	CBM

I do hereby apply for family allowances under the Servicemen's Dependents Allowance Act of 1942 (as amended) on behalf of the relatives hereinafter named, and do certify the following to be true to the best of my knowledge and belief:

DO NOT USE THIS COL'N	PAYEE SEE NOTE (1)	NAME AND ADDRESS OF DEPENDENT (INCLUDE FULL GIVEN NAMES)	RELATIONSHIP	DATE OF BIRTH SEE NOTE (2) MO.	DATE OF BIRTH SEE NOTE (2) YR.	ESTIMATED MONTHLY INCOME OF DEPENDENT DURING PAST 12 MONTHS (WITHOUT YOUR CONTRIBUTION) SEE NOTE (3)	AVERAGE MONTHLY AMOUNT CONTRIBUTED BY YOU DURING THE PAST 12 MONTHS SEE NOTES (3) (4)
1	X	ALIVIA WILLIS	WIFE				
2		EILEEN JANET WILLIS	DAUGHTER	1	46	OK ch.	
3						SA Jan '46	
4						Add Daughter	
5							
6							

16—29368-1

I. I, WILLIS, (Last name) Otis (First name) L. (Middle name) CBM, (a) (Rate or rank)

U.S. Coast Guard (Organization) (211-123) (Service or serial number)

do hereby apply for the family allowance authorized by Servicemen's Dependents Allowance Act of 1942, for the following-named relatives and/or dependents who are related to me in the manner stated below and those named under Class B are each dependent upon me for a substantial portion of their support. I understand that a monthly deduction will be made from my pay in the amount as required by law ($22 for Class A *or* B dependents or $27 for Class A *and* B dependents).

II.

CLASS A

List: Wife, children (including legally adopted child, stepchild, acknowledged illegitimate child), former wife divorced (to whom alimony is still payable). If you have no dependents in Class A, write "None."

1. Willis, (Last name) Alivia (First name) B. (Middle name) Wife (Relationship) 4 (Date of birth if minor)
Commodore Apartments, Corner, Front & Long Beach Road. (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

2. Willis, (Last name) Shirley (First name) May (Middle name) Daughter (Relationship) 10 Aug., 1937. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road. (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

3. Willis, (Last name) Alva (First name) Ketrene (Middle name) Daughter (Relationship) 7 Nov., 1938 (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

4. Willis, (Last name) Otis (First name) L. Jr. (Middle name) Son (Relationship) 4 Aug., 1942. (Date of birth if minor)
Commodore Apartments, Corner, Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

Alivia B. Willis, (Name) Commodore Apartments, Corner Front St., & Long Beach Road (Number and street or R. F. D.) Long Beach, (City or post office) L.I.N.Y. (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

(Name) (Number and street or R. F. D.) (City or post office) (State)

Date and place of marriage to present wife 14 April 1934, Hatteras, North Carolina.

Date and place of marriage to divorced wife _____

Amount of monthly alimony or support payment decreed by court order or legal agreement for former wife divorced, or wife and/or child living separate and apart, $_____

Date alimony or support payment ceases _____

Name and location of court _____

Name and designate any child included above who is legally adopted or has been acknowledged as illegitimate

_____

10—29368-1

person in loco parentis ...
brother, adopted sister, grandchildren).

Give following information as to each Class B dependent claimed:

1. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

*Estimated monthly income this dependent, $*_____ *My total contribution last year, $*_____

2. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

*Estimated monthly income this dependent, $*_____ *My total contribution last year, $*_____

3. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

*Estimated monthly income this dependent, $*_____ *My total contribution last year, $*_____

4. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

*Estimated monthly income this dependent, $*_____ *My total contribution last year, $*_____

5. _____ (Full name) _____ (Relationship) _____ (Date of birth if minor)

_____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

*Estimated monthly income this dependent, $*_____ *My total contribution last year, $*_____

(State name and address of the adult person to whom check is to be sent for each minor or incompetent dependent named above)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

_____ (Full name) _____ (Number and street or R. F. D.) _____ (City or post office) _____ (State)

State any other facts pertinent to this claim or in explanation thereof:

_____

_____

Otis L. Willis
_____ (Signature)

Subscribed and sworn to before me, this 1st day of November, 19 43

(Oath may be executed by any commissioned officer, notary public, or person legally authorized to administer oaths.)

H. V. WHITLOCK, Lieut. USCGR
_____ (Signature)

COMMANDING OFFICER, FREEPORT STATION.
_____ (Title)

16—29368-1

ALBANY

CERTIFICATE OF BIRTH REGISTRATION

This is to certify that a birth certificate has been filed for

EILEEN JANET WILLIS

Born on January 20, 1946 *, at* Long Beach, N. Y.

~~Son~~
Daughter of Otis L. Willis *and*
(*name of father*)

Alivia Barnette
(*maiden name of mother*)

Date filed January 25, 1946

Mary A Lynch
Asst LOCAL REGISTRAR

THIS CERTIFICATE IS EVIDENCE OF AGE, PARENTAGE AND PLACE OF BIRTH AND SHOULD BE CAREFULLY PRESERVED.

When the child is vaccinated against smallpox and inoculated against diphtheria or any other disease, ask the physician or clinic to fill in the spaces below.

	Date	Physician or Clinic
Vaccinated against smallpox		
Inoculated against diphtheria		
Inoculated against		

CC: TANGIER SOUND LS

CG HEADQUARTERS WASHINGTON 25, D.C.

20 December, 1949
DATE

Receipt of the above notification is hereby acknowledged. Family Allowance payments will be terminated after payment fo the month of December, 1949.

Enter lump sum checkage $140 for December, 1949, also. Ref. Aldist. 97 lis

Chief, Military Morale Division

Military Morale Division

WILLIS, Otis L. (211-123) BM1(L) 5th CGD
Name Rating Unit

Class A $22. Began: Nov.,1943
Term. Sept.,1949

Disbursing Officer Monthly Checkage Month of First Entitlement

88 Lump sum checkage FA 10-49 thru 12-49 $420

lis

B 4987

S. K. FRICK
Chief,FA Section

FA amount $ 140.00
Name of payee(s): Alivia A. [redacted] Willis

Lump sum checkage FA - Oct - Nov 1949 $280.00
Entitlement ceased - SEPTEMBER 1949

L. D. YOUNG, CPCLK, USCG
Authorized Certifying Officer
C50GD, Box 540, Norfolk, 1, Va.

CC: TANGIER SOUND LS

CG HEADQUARTERS WASHINGTON 25, D.C.

20 December,1949
DATE

Receipt of the above notification is hereby acknowledged. Family Allowance payments will be terminated after payment fo the month of December,1949.

Enter lump sum checkage $140 for December,1949,also. Ref.Aldist.97
lis

Chief, Military Morale Division

(NAME) (SERVICE NO) (RATING)

To: Chief, Military Morale Division, CG HQ, Washington, 25, D.C.

You are hereby notified of change in status as indicated below in the case of the person named above.

(X)* Checkage is being discontinued as provided in regulations after checkage for the month of SEPTEMBER 1949.

( )* Checkage is being continued as required by regulations pending notification to stop.

10-1-49
DATE OF CHANGE IN STATUS

"88-Career Compensation Act of 1949"
NATURE OF CHANGE IN STATUS

* Mark applicable status of checkage with "X" inserting month of last checkage if discontinued.

Govt. contribution - $ 118.00
FA- A Mo. first payment - 11-43
FA amount $ 140.00
Name of payee(s): Alivia A. [redacted] Willis

Lump sum checkage FA - Oct - Nov 1949 $280.00
Entitlement ceased - SEPTEMBER 1949

L. D. YOUNG, CPCLK, USCG
Authorized Certifying Officer
C5CCD, Box 540, Norfolk, 1, Va.

CC: TANGIER SOUND LS

CG HEADQUARTERS WASHINGTON 25, D.C.

20 December, 1949
DATE

Receipt of the above notification is hereby acknowledged. Family Allowance payments will be terminated after payment fo the month of December, 1949.

Enter lump sum checkage $140 for December, 1949, also. Ref. Aldist. 97 lis

Chief, Military Morale Division

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
10 November 1955
AUTH: 514061

From: Commandant
To: WILLIS, Otis Lee (211-123)USCG, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 January 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

2. You will immediately notify the COMMANDANT (FP-4) of your mailing address and you will thereafter notify the COMMANDANT (FP-4) of any change in that address.

3. Travel expenses incident to the execution of this order are chargeable to Headquarters travel allotment symbol No. 99-20, under the authorization number indicated above. Transportation of dependents and shipment of household goods to your home of selection will be provided at government expense only if completed within one year from date of retirement.

4. Your commanding officer will deliver this order without delay. You will then make an endorsement hereon showing place, time and date of receipt. Upon actual detachment, your commanding officer will further endorse this order to indicate time and date of your departure and your last permanent duty station. You will then retain the order until arrival at your home of selection, at which time a final endorsement must be made by you indicating place, time and date of arrival, and mode of travel utilized. When this final endorsement has been completed, this order should be forwarded to the COMMANDANT (FP-5) for settlement of travel expenses.

R. E. MORELL
By direction

1955 NOV 10 13 39

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

H.H.S.
HHILSTOCK:ME:lis Return 3-11

CG 3300 (4-52)

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

1956 JAN 16 AM 9 29

PE-1
6 January
AUTH: 51

PEA-A

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 February 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

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W. B. ELLIS
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

HHISTOCK:me

Return to 3-11

H.2.

CG 3300 (4-52)

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D.C.

PE-1
25 January 1955

AUTH:

From: Commandant
To: Commanding Officer, CG Base, Galveston, Texas
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123)BMLC, USCG ; request for retirement; acknowledgement of

Ref: (a) WILLIS' ltr of 13 January 1955, file GB/P19-2/MM with endorsements thereon

Advise the above-named man that his request for retirement by reason of completion of twenty or more years of service has been received at Headquarters and that his application will be considered in any future selection of men for retirement under Title 14, United States Code, Section 355.

W. B. ELLIS
By direction

1955 JAN 25 13 48
PEA-A

WRCLABORN:ME:lis Return to 3-11

TREASURY DEPARTMENT — U. S. COAST GUARD C G 3300 (4-52)

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
Commanding Officer
Coast Guard Base
Box 358
Galveston, Texas

8TH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA

1955 JAN 14 AM 8 08

1955 JAN 19 12 01

13 January 1955
GB/P19-2/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG PEA-A
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th CG District (p)

Subj: Retirement; request for

Ref: (a) Title 14 U. S. Code

1. It is requested that I be considered for retirement and placed on the inactive retired list. I have completed 20 years of service as of 26 December 1954 in the U. S. Coast Guard.

Otis L. Willis

OTIS L. WILLIS

---

13 January 1955
GB/P19-2/MM

FIRST ENDORSEMENT to WILLIS's ltr of 1/13/55, file GB/P19-2/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

Forwarded approved.

T. F. KNOLL

---

p
17 January 1955
GD8/P19-2/MM

SECOND ENDORSEMENT on WILLIS's ltr of 1/13/55, file GB/P19-2/MM

From: Commander, EIGHTH Coast Guard District
To: Commandant (PE)

1. Forwarded approved.

S. L. BROWN
By direction

Service as of
3-31-54

19 yrs. 3 mos. 4 days

CG 9619 (REV. 12-47)

TREASURY DEPT.

U. S. COAST GUARD

HEADING: BEP BEP 157. PE
RBESFJ $7

FROM: R 211448Z
CCGD EIGHT

ACTION: COMDT COGARD

INFORM:

ROUTINE

1955 DEC 21 12 57

MESSAGE CENTER

CG HEADQUARTERS

TEXT

P TO PE X REQ RETIREMENT ORDERS EFF 1 JAN 56 HQ LTR DATED 10 NOV 55 AUTH NR 514061 CASE OF WILLIS OTIS LEE 211-123 BMLC BE CANCELLED X WILLIS NOW UNDERGOING INDEFINITE INPATIENT TRMT PHS HOSP NRLNS FOR EVALUATION CARDIAC CONDITION X BD MEDICAL SURVEY

BT

No 26 on Jan 1 1956 Retirements

21 yrs. 0 mos. 4 days

PEA-A

1955 DEC 21 14 18

CFN 1 56 10 55 514061 211-123

21/1653Z DEC RBESFJ

OPERATOR'S RECORD AND DATE

DNCR 55...

OFFICIAL INITIALS

From: Commander, EIGHTH Coast Guard District
To: Commandant (PE)

1. Forwarded approved.

Service as of 3-31-54

19 yrs. 3 mos. 4 days

S. L. BROWN
By direction

DEPT.

U. S. COAST GUARD

3-11

PE
PM

J 24

P 271708Z
CCGDEIGHT 27 12 23
1955 DEC

CG HEADQUARTERS
1955 DEC 27 12 49
MESSAGE CENTER

PRIORITY

Dcancel
Per request
approved
Cancellation
WR

ACTION
INFORM

TO COMDT COGARD PERA

TEXT

P TO PE X MY 211448Z AND YOUR 221926Z X MEDICAL OFFICER PHS HOSP NRLNS FINDS WILLIS OTIS LEE 211-123 BMLC FIT FOR RETIREMENT X REQ WILLIS BE REINSTATED ON LIST OF 1 JAN 56 AND RETIRED IN ACCORDANCE COMDTS LTR DATED 10 NOV 55 AUTH NR 514061

BT

REF/211448Z
P TO PE X REQ RETIREMENT ORDERS EFF 1 JAN 56 BQ LTR DATED 10 NOV AUTH NR 514061 CASE OF WILLIS OTIS EEE 211-123 BMLC BE CANCELE ...ETC...

REF/221926Z
PE TO P X REF YOUR 211448Z X WILLIS OTIS L 211-123 BMLC X WILL BE DELETED FROM LIST OF 1 JANUARY 56 RETIREMENTS X CANCEL COMDTS LTR DATED 10 NOV 55 AUTH NR 514061.
(PE/REM)

CFN 211448Z 221926Z 211-123 1 56 10 55 514061
27/1714Z DEC RBESFJ

OPERATOR'S RECORD AND DATE
CRAA 55.

OFFICIAL INITIALS

TREASURY DEPARTMENT — U. S. COAST GUARD CG 3300 (4-52)

RBESFJ 24

U.S. COAST GUARD

PE

PM

FROM: P 2717Ø8Z
CCGDEIGHT

ACTION TO: COMDT COGARD

INFORM:

PRIORITY

DEC 27 12 49

MESSAGE CENTER

TEXT

P TO PE X MY 2114487 AND YOUR 2219267 X MEDICAL OFFICER PHS HOSP NRLNS FINDS WILLIS OTIS LEE 211-123 BMLC FIT FOR RETIREMENT X REQ WILLIS BE REINSTATED ON LIST OF 1 JAN 56 AND RETIRED IN ACCORDANCE COMDTS LTR DATED 1Ø NOV 55 AUTH NR 514Ø61

BT

REF/2114487

P TO PE X REQ RETIREMENT ORDERS EFF 1 JAN 56 BQ LTR DATED 1Ø NOV AUTH NR 514Ø61 CASE OF WILLIS OTIS EEE 211-123 BMLC BE CANCELE ...ETC...

REF/2219267

PE TO P X REF YOUR 2114487 X WILLIS OTIS L 211-123 BMLC X WILL BE DELETED FROM LIST OF 1 JANUARY 56 RETIREMENTS X CANCEL COMDTS LTR DATED 1Ø NOV 55 AUTH NR 514Ø61. (PE/REM)

CFN 2114487 2219267 211-123 1 56 1Ø 55 514Ø61
27/1714Z DEC RBESFJ

OPERATOR'S RECORD AND DATE

CRAL 55.

OFFICIAL INITIALS

NCG 9626
UNITED STATES COAST GUARD

U. S. COAST GUARD

OFFICIAL DISPATCH

3-11

DATE 28 Dec 1955

FROM COMMANDANT PE

TO (FOR ACTION) 1955 DEC 29 07 39

CCGD EIGHT PEA-A

TO (FOR INFORMATION)

MAIL TO

TELEPHONE TO

MESSENGER TO

1955 DEC 28 14 25 PEA-A

OUTGOING HEADING

281552Z

TEXT

PE TO P X YOUR 271708Z X NEGATIVE X WILLIS RETIREMENT CONTEMPLATED 1 FEB 56 X NEW ORDERS WILL BE ISSUED

ref....271708Z... p to pe x my 211448Z and your 221926Z x medical officer phs hosp nrlns finds willis otis lee 211-123 bmlc fit for retirement x req willis be reinstated on list of 1 jan 56 and retired in accordance comdts ltr dated 10 nov 55 auth nr 514061

ref....211448Z... p to pe x req retirement orders eff 1 jan 56 hq ltr dated 10 nov auth 514061 case willis otis 211-123 bmcl be canc.....etc

ref...221926Z... pe to p x your 211448Z x willis otis l 211-123 bmcl x will be deleted from list of 1 jan 56 ret x canc comct ltr dtd 10 nov 55 auth nr 514061

W. E. ELLIS, Commander, USCG
Asst. Chief, Enlisted Personnel Div.

R. E. MORELL, Captain, USCG
Chief, Enlisted Personnel Division

TOD 281552Z NTX#34 RP

OPERATOR'S RECORD

OFFICE OF ORIGIN: H.H.

H.H. IST CK: hhi PE-1 3-11

INITIALS OF RELEASING OFFICER:

TIME RELEASED:

16—23739-1

19 yrs. 3 mos. 1

PE-1

27 DEC 1955

From: Commandant
To: Chief, Office of Personnel

Subj: Requests for retirement from enlisted men of the Regular Coast Guard with 20 or more years of service

1. In view of the physical condition of the below named man, as indicated in the dispatch from the Commander, Eighth Coast Guard District 211448Z December 1955, his retirement on 1 January 1956 under the provisions of Title 14, United States Code, Section 355, is hereby cancelled and his name deleted from my letter of 8 November 1955.

WILLIS, Otis Lee	211-123	BMLC	21 - 0 - 4

2. No additional man will be retired on 1 January 1956 as a substitute for the above-named man.

J. A. HIRSHFIELD
Acting

From: Commandant
To: Chief, Office of Personnel

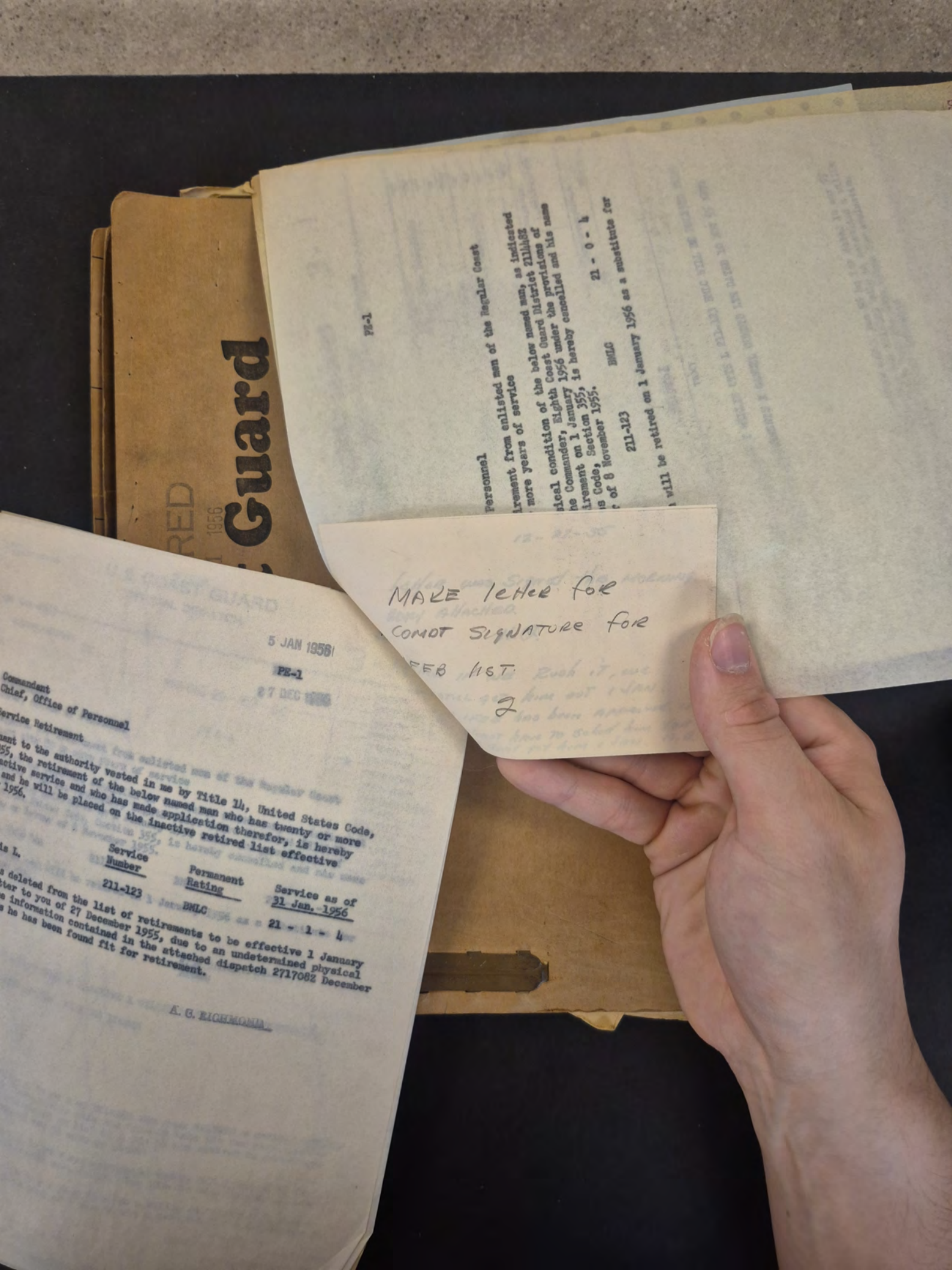
Subj: Service Retirement

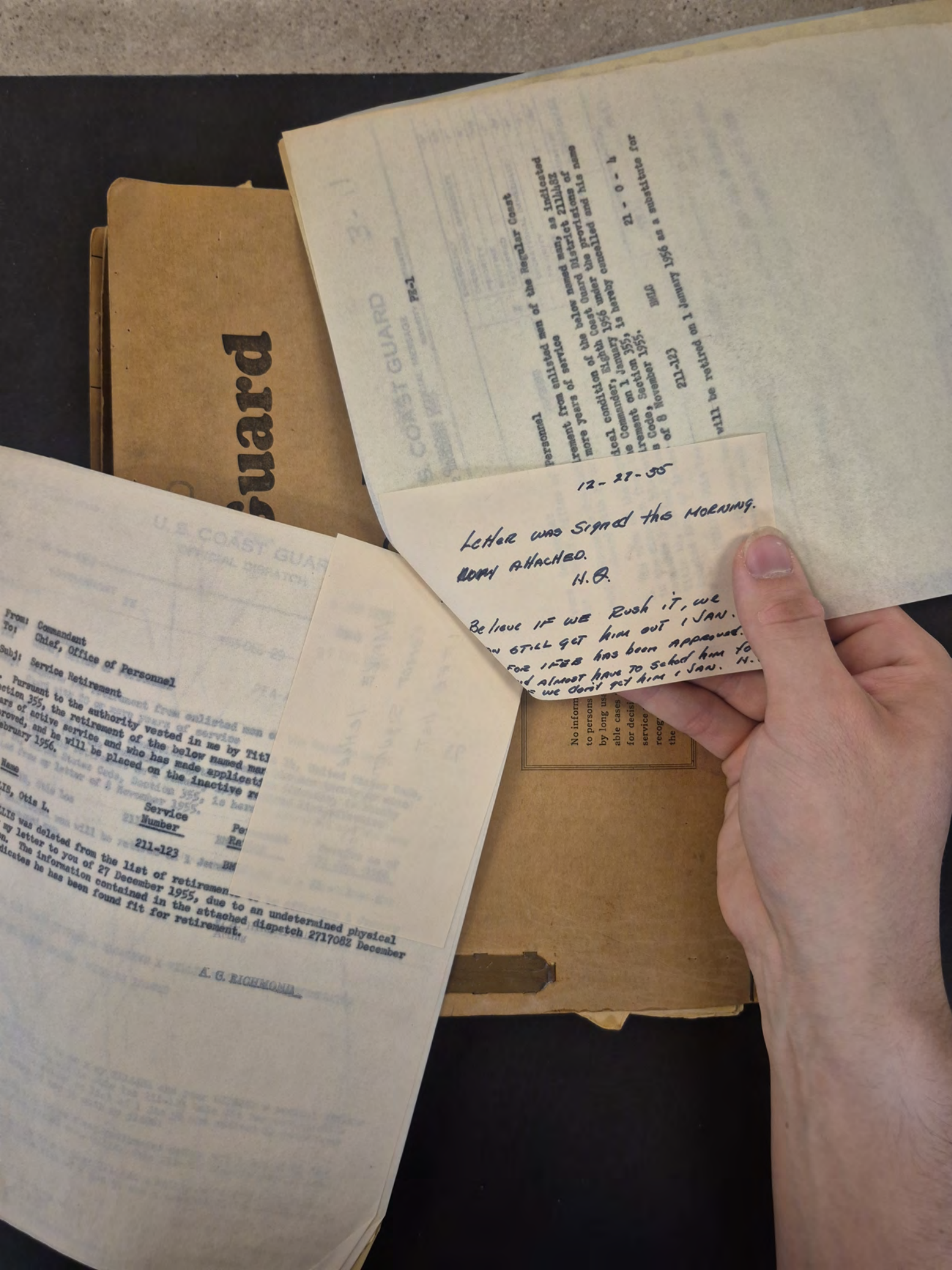
1. Pursuant to the authority vested in me by Titl
Section 355, the retirement of the below named man
years of active service and who has made applicati
approved, and he will be placed on the inactive re
1 February 1956.

Name	Service Number	Per Rat
WILLIS, Otis L.	211-123	BML

2. WILLIS was deleted from the list of retirement
1956 by my letter to you of 27 December 1955, due to an undetermined physical condition. The information contained in the attached dispatch 271708Z December 1956, indicates he has been found fit for retirement.

A. G. RICHMOND


Guard
RED
1956
PE-1
Personnel
irement from enlisted man of the Regular Coast
more years of service
ical condition of the below named man, as initiated
he Commander, Eighth Coast Guard District 211hh53
irement on 1 January 1956 is hereby cancelled and his name
s Code, Section 355,
21 - 0 - 4
of 8 November 1955.
BMLC
211-123
will be retired on 1 January 1956 as a substitute for
MAKE LETTER FOR
COMDT SIGNATURE FOR
FEB LIST
2
5 JAN 1956
PE-1
27 DEC 1955
Commandant
Chief, Office of Personnel
Service Retirement
ant to the authority vested in me by Title 14, United States Code,
55, the retirement of the below named man who has twenty or more
ctive service and who has made application therefor, is hereby
and he will be placed on the inactive retired list effective
1956.
Service Number
Permanent Rating
Service as of 31 Jan. 1956
is L.
211-123
BMLC
21 - 1 - 4
s deleted from the list of retirements to be effective 1 January
tter to you of 27 December 1955, due to an undetermined physical
e information contained in the attached dispatch 2717082 December
s he has been found fit for retirement.
A. G. RICHMOND



Guard

U.S. COAST GUARD

PTA-1

Personnel

...tirement from enlisted man of the Regular Coast
...tirement from enlisted man, as initiated
...more years of service 211-123
...ideal condition of the below named man, as initiated
...e Commander, Eighth District 21 Jan 56
...irement on 1 January 1956, in accordance with the provisions of
...s Code, Section 355, as amended by Public Law 775, 84th Congress,
...of 8 November 1955. 21 - 0 - h

...will be retired on 1 January 1956 as a substitute for

12-27-55

Letter was signed this morning.
Copy attached.
H.B.

Believe if we rush it, we
can still get him out 1 JAN.
for ...has been approved.
...almost have to select him for
...we don't get him 1 JAN. H.B.

No inform...
to persons...
by long us...
able cases...
for decis...
service...
recogn...
the...

U.S. COAST GUARD

From: Commandant
To: Chief, Office of Personnel

Subj: Service Retirement

1. Pursuant to the authority vested in me by Titl...
...ection 355, the retirement of the below named mar...
...ars of active service and who has made applicati...
...proved, and he will be placed on the inactive r...
...ebruary 1956.

Name	Service Number	Pe... Ra...
...LIS, Otis L.	211-123	BM...

2. ...LIS was deleted from the list of retiremen...
...my letter to you of 27 December 1955, due to an undetermined physical
...n. The information contained in the attached dispatch 2717082 December
...dicates he has been found fit for retirement.

A. G. RICHMOND

PE-1

From: Commandant
To: Chief, Office of Personnel

Subj: Requests for retirement from enlisted men of the Regular Coast Guard with 20 or more years of service

1. In view of the physical condition of the below named man, as indicated in the dispatch from the Commander, Eighth Coast Guard District 211448Z December 1955, his retirement on 1 January 1956 under the provisions of Title 14, United States Code, Section 355, is hereby cancelled and his name deleted from my letter of 8 November 1955.

WILLIS, Otis Lee 211-123 BMLC 21 - 0 - 4

2. No additional man will be retired on 1 January 1956 as a substitute for the above-named man.

U. S. COAST GUARD

PE-1

OUTGOING OFFICIAL MESSAGE

3-11

DATE 22 DECEMBER 1955

COMMANDANT

SECURITY CLASSIFICATION

TO (FOR ACTION)

CCGD EIGHT

TO (FOR INFORMATION)

DEFERRED X

19

MAIL TO 08

TELEPHONE TO 23 PE-A

MESSENGER TO 1955 DEC

EMERGENCY	"O"	
OPERATIONAL IMMEDIATE	"OP"	
PRIORITY	"P"	
ROUTINE	"R"	
DEFERRED	"NM"	
EMERGENCY	"O"	
OPERATIONAL IMMEDIATE	"OP"	
PRIORITY	"P"	
ROUTINE	"R"	
DEFERRED	"NM"	

REFERS TO MESSAGE:

IDENTIFICATION | CLASSIFICATION

CRYPTOPRECAUTION: YES ☐ NO ☐

OUTGOING HEADING

221926Z

TEXT

PE TO P X REF YOUR 211448Z X WILLIS OTIS L 211-123 BMLC WILL BE DELETED FROM LIST OF 1 JANUARY 56 RETIREMENTS X CANCEL COMDTS LTR DATED 10 NOV 55 AUTH NR 514061

Reference:

..... request retirement orders eff 1 jan 56 hq ltr dated 10 nov 55 auth nr 514061 case of willis otis lee 211-123 bmlc be cancelled x willis now undergoing indefinite inpatient trmt phs hosp nrlns for evaluation cardiac condition x bd medical survey indicated

OPERATOR'S RECORD

221926Z NTX76 ALCR

DRAFTED BY

3-11

HHISTOCK:me

RELEASED BY

W. B. ELLIS, Commander, USCG
Asst. Chief, Enlisted Personnel Division

N.H.R

R. E. MORELL, Captain, USCG
Chief, Enlisted Personnel Division

SECURITY CLASSIFICATION

16—20710-6 U. S. GOVERNMENT PRINTING OFFICE

CG 9619 (REV. 12-47)

TREASURY DEPT.

U. S. COAST GUARD

3-11

BEP157.
HEADING

RBESFJ37.

PE
PM

FROM: R 211548Z
CCGD EIGHT

CG HEADQUARTERS

1955 DEC 21 16 06

ACTION TO: COMDT COGARD

MESSAGE CENTER

INFORM:

--CORRECTED COPY-- ROUTINE

TEXT

P TO PE X REQ RETIREMENT ORDERS EFF 1 JAN 56 HQ LTR DATED 10 NOV 55 AUTH NR 514061 CASE OF WILLIS OTIS LEE 211-123 BMLC BE CANCELLED X WILLIS NOW UNDERGOING INDEFINITE INPATIENT TRMT PHS HOSP NRLSN FOR EVALUATION CARDIAC CONDITION X BD MEDICAL SURVEY INDICATED

OK
WHZ

CFN 1 56 10 55 514061 211-123

PEA-A

21/1653Z DEC RBESFJ

1955 DEC 22 08 11

---CORRECTED COPY---

OPERATOR'S RECORD AND DATE

CRJ 55 SEE BEP207.

OFFICIAL INITIALS

RETIRED
FEB 1 1956

U. S. Coast Guard

SERVICE RECORD

TION

...may be divulged from this record except to persons properly and directly concerned; this policy, by long usage, has acquired the effect of law. Questionable cases will be referred to the Commanding Officer for decision. The inviolability of the enlisted personnel service record and information therefrom has long been recognized by the United States Coast Guard in view of the confidential nature of such records.

TREASURY DEPARTMENT — U. S. COAST GUARD CG 3300 (4-52)

From compensation of

WILLIS, Otis L. (211-123) BM1

APPLICATION FOR ALLOTMENT

PAYABLE TO

Monthly allotment in the amount of

FIFTY and no/100 (Words) ($ 50.00 (Figures)) Dollars.

Name Alivia B. Willis (Wife)

Street and No. 831 Fairfax Avenue

Post office Norfolk State Va.

If payable to a bank, business institution, or individual, for credit of*—

Name

Reason for allotment Support

First payment: Month June, 19 49

I hereby request and authorize allotment, chargeable to my pay, as above.

Rank or rating BM1 U. S. C. G.

16 May, 1949

Approved, allotment granted.

L. R. CHENOWETH, SCLK, USCG

Commanding By direction

Commander, 5th CGD District.

Witnessed and registered 23 May, 1949

L D YOUNG, CPCLK, ACO, C5CGD

Pay officer,

16—12642—1

N. A. V. C. G. - 2528
(Revised January 1942)
Form approved by Comptroller General, U. S.
(April 14, 1934)

DO NOT FOLD — MAIL FLAT

RECORD OF PAYMENTS

Mo./Yr.	19	19	19	19	19
Jan.					
Feb.					
Mar.					
Apr.					
May					
June					
July					
Aug.					
Sept.					
Oct.					
Nov.					
Dec.					

* Allotter or member immediate family

VETERANS ADMINISTRATION
Insurance Form 350

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

UNDER SECTION 602 (a) NATIONAL SERVICE LIFE INSURANCE ACT OF 1940 AND REGULATIONS OF THE VETERANS ADMINISTRATION WITHOUT REPORT OF PHYSICAL EXAMINATION

(For use by persons who enter the active service in the land or naval forces of the United States after October 8, 1940. Application must be made to the Veterans Administration while in the active service and within 120 days after entrance into such service. NOTE.—Persons in the active service on October 8, 1940, and persons who thereafter reenlist or reenter the active service immediately following discharge from previous enlistments or who thereafter are discharged to immediately accept commissions and whose services are continuous, must make application on Insurance Form 350a, which requires a complete report of physical examination.) USE INK OR TYPE.

1. NAME IN FULL: (Please print or type)	First	Middle	Last name
	Otis	Lee	Willis

2. HOME ADDRESS: Number | Street or rural route | County, city, town, or post office | State

Amagansett, L.I. New York.

3. I WAS BORN AT	City, town, or post office	State	Day of month	Month	Year	Age nearest birthday
	Hatteras,	New York	21	January	1910	32

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY	5. PRESENT ORGANIZATION Rank, grade, or rating.	Organization, regiment, station, ship, etc.	6. SERIAL NUMBER
7 January, 1941	B.M.2c. (Pro)	U.S. Coast Guard	211-123

7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY. (If no previous active duty, state "none.") 6 January, 1941

8. ARE YOU NOW DISABLED ON ACCOUNT OF INJURY OR DISEASE? IF SO, STATE DETAILS No.

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN IN THE AMOUNT OF $

10. I WILL PAY PREMIUMS AS INDICATED BELOW:

BY DEDUCTION MONTHLY	BY ALLOTMENT MONTHLY	PAYMENTS TO BE MADE DIRECT TO VETERANS ADMINISTRATION AS FOLLOWS: Monthly	Quarterly	Semiannual	Annual
$	$ 3.65	$	$	$	$

11. ARE YOU NOW CARRYING GOVERNMENT LIFE INSURANCE? (ANSWER "YES" or "NO") No IF "YES" GIVE AMOUNT OF INSURANCE AND POLICY NUMBER IF AVAILABLE. AMOUNT, $ -- POLICY NO. --

(No person may carry a combined amount of National Service Life Insurance and U. S. Government Life Insurance in excess of $10,000 at any one time)

BE COMPLETELY ANSWERED

12.	FULL NAME OF BENEFICIARY (If married woman, her own first and middle name and husband's last name must be stated)	Relationship	Amount for each beneficiary	Post-office address (Number and street, city, town, or post office)
PRINCIPAL	Alva Bell Willis	Wife	5,000.00	Amagansett, L.Is. N.Y.
	Shirley May Willis	Daughter	2,500.00	Amagansett, L.Is. N.Y.

APPLICATION FOR ALLOTMENT

From compensation of— [illegible] (211-123)

PAYABLE TO—

Monthly allotment in the amount of— [illegible] ($ [illegible]) Dollars.
(Words) (Figures)

If payable to a Bank, Business Institution, or Individual, for credit of*—

Name [illegible]

Street and Number [illegible]

Post Office [illegible] *State* [illegible]

Reason for allotment [illegible]

First payment: Month March, 19[illegible]

I hereby request and authorize allotment, chargeable to my pay, as above.

Otis Lee Willis

Rank or rating B.M.2c. (Pro), U. S. C. G.

[illegible], 19[illegible]

Approved. Allotment granted.

[illegible]

Commanding [illegible]

Dist. Comdr. [illegible] *District.*

Witnessed and registered [illegible], 19[illegible]

[illegible]

Pay Officer, Officer in charge, [illegible] *Station.*

Form 2528.—Revised July 1934 2—8272
TREASURY DEPARTMENT
U.S. COAST GUARD
Form approved by Comptroller General U.S.
April 14, 1934

(OVER) DO NOT FOLD—MAIL FLAT

RECORD OF PAYMENTS

Mo./Yr.	19	19	19	19	19
Jan.					
Feb.					
Mar.					
Apr.					
May					
June					
July					
Aug.					
Sept.					
Oct.					
Nov.					
Dec.					

* Allotter or member immediate family

U.S. GOVERNMENT PRINTING OFFICE

VETERANS ADMINISTRATION
Insurance Form 350

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

UNDER SECTION 602 (a) NATIONAL SERVICE LIFE INSURANCE ACT OF 1940 AND REGULATIONS OF THE VETERANS ADMINISTRATION WITHOUT REPORT OF PHYSICAL EXAMINATION

(For use by persons who enter the active service in the land or naval forces of the United States after October 8, 1940. Application must be made to the Veterans Administration while in the active service and within 120 days after entrance into such service. NOTE.—Persons in the active service on October 8, 1940, and persons who thereafter reenlist or reenter the active service immediately following discharge from previous enlistments or who thereafter are discharged to immediately accept commissions and whose services are continuous, must make application on Insurance Form 350a, which requires a complete report of physical examination.) USE INK OR TYPE.

1. NAME IN FULL: (Please print or type)	First	Middle	Last name
	Otis	Lee	Willis

2. HOME ADDRESS: Number | Street or rural route | County, city, town, or post office | State
Amagansett, L.I. New York.

3. I WAS BORN AT	City, town, or post office	State	Day of month	Month	Year	Age nearest birthday
	Hatteras,	New York	31	January	1910	32

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY	5. PRESENT ORGANIZATION Rank, grade, or rating.	Organization, regiment, station, ship, etc.	6. SERIAL NUMBER
7 January, 1941	B.M.2c. (Pro)	U.S. Coast Guard	211-123

7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY. (If no previous active duty, state "none.") 6 January, 1941

8. ARE YOU NOW DISABLED ON ACCOUNT OF INJURY OR DISEASE? IF SO, STATE DETAILS No.

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN IN THE AMOUNT OF $

10. I WILL PAY PREMIUMS AS INDICATED BELOW:

BY DEDUCTION MONTHLY	BY ALLOTMENT MONTHLY	PAYMENTS TO BE MADE DIRECT TO VETERANS ADMINISTRATION AS FOLLOWS: Monthly	Quarterly	Semiannual	Annual
$	$ 3.65	$	$	$	$

11. ARE YOU NOW CARRYING GOVERNMENT LIFE INSURANCE? (ANSWER "YES" or "NO") No. IF "YES" GIVE AMOUNT OF INSURANCE AND POLICY NUMBER IF AVAILABLE. AMOUNT, $ -- POLICY NO. --
(No person may carry a combined amount of National Service Life Insurance and U. S. Government Life Insurance in excess of $10,000 at any one time)

12.	FULL NAME OF BENEFICIARY (If married woman, her own first and middle name and husband's last name must be stated)	Relationship	Amount for each beneficiary	Post-office address (Number and street, city, town, or post office)
PRINCIPAL	Alva Bell Willis	Wife	5,000.00	Amagansett, L.Is. N.Y.
CONTINGENT	Shirley May Willis	Daughter	2,500.00	Amagansett, L.Is. N.Y.
CONTINGENT	Alva Katrene Willis	Daughter	2,500.00	Amagansett, L.Is. N.Y.

Permitted class of beneficiaries: Husband or wife, child, parent, brother or sister of the insured. (See reverse side, Paragraph 4.)

BE COMPLETELY ANSWERED

UNTIL S
QUARTE

REQUEST THAT THE EFFECTIVE DATE of this policy be made the 1 day of April, 19 42. If no date is specified the insurance herein applied for shall become effective as follows:
a. If the first premium is to be paid by allotment or deduction, the insurance will become effective on the first day of the month following the month in which the application and allotment or authorization for deduction are executed, provided the amount of the premium is deducted from the applicant's active service pay in accordance with the allotment or authorization, or
b. If the first premium is paid by direct remittance, the insurance will become effective as of the day on which the application and tender of premiums are made and forwarded to the Veterans Administration.
(See reverse side, Paragraph 1, for further information as to effective dates of insurance)

THE UNITED STATES IS NOT LIABLE FOR DEATH OCCURRING PRIOR TO THE EFFECTIVE DATE OF THE POLICY

I REQUEST THE POLICY BE MAILED TO—
Mrs. Ottis Willis, Amagansett L.Is. N.Y.
(Name) (Please print or type) (Address)

(A) I WILL AUTHORIZE AN {Allotment of Pay / Authorization for Deduction from Pay} effective March, to cover the monthly premium of $ 3.65 on the amount of insurance applied for. (This authorization may be effective during periods of active service only.)

(B) I enclose herewith remittance payable to the TREASURER OF THE UNITED STATES by {Draft / Money order / Check} in the amount of $ to cover the first premium of $ on the amount of insurance applied for.
(Write above whether monthly, quarterly, semiannual, or annual)

SIGNED AT Short Beach Lifeboat Station ON THE 25th DAY OF February, 19 42.

WITNESSED BY: [signature] Lieutenant (jg)

INFORMATION AS TO SERVICE CERTIFIED BY: [signature]
Commanding Officer.
(Rank and organization. See reverse side, Paragraph 6)

Otis Lee Willis
Otis Lee Willis.
(Applicant sign here. Do not print signature)

NOTE.—Penalties for fraud in securing for self or another the issue or payment of insurance: $1,000 to $5,000 fine and imprisonment. Insurance will be forfeited for mutiny, treason, spying or other specified offenses. (Sections 613, 615, and 612, National Service Life Insurance Act of 1940.)

DO NOT USE THIS SPACE

Effective Date _____ Age _____ Amt., $ _____ Premium: Mo. $ _____ Qr. $ _____ S. A. $ _____ A. $ _____

Beneficiary _____

Action taken _____ Reviewer _____

Examiner _____ Policy issued _____

Certificate issued _____

16—18411

NAVCG 2511 (Revised)
Form approved by Comptroller General, U. S.
February 25, 1938

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. (PE-PR-6)
CG-73

STATEMENT OF CREDITABLE SERVICE

UNITED STATES COAST GUARD HEADQUARTERS

WASHINGTON 21 January, 1947

From: Commandant.

To: Commanding Officer, CG Group, Freeport, N.Y.

SUBJECT: WILLIS, Otis Lee (211-123)BM1c

Statement of service of.

1. The following is a statement of the service of the above-named man for the purpose of computing pay:

Entered Service	Service Terminated	Absent Without Leave (Inclusive dates)		Sickness Due to Own Misconduct (Inclusive dates)		Nonperformance of Duty Because of (Inclusive dates)	
		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41		None		None		None	
Enl.Ext.3yrs.from							
1-7-44	1-6-47 HD	None		None		None	
1-7-47							
Now serving							

M. K. HUTCHINSON
By direction

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

NAVCG 2511 (Revised)
Form approved by Comptroller General, U. S.
February 25, 1938

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. (PE-PR-6)
CG-73

STATEMENT OF CREDITABLE SERVICE

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WASHINGTON 21 January, 1947

From: Commandant.

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SUBJECT: WILLIS, Otis Lee (211-123)BM1c

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		FROM—	TO—	FROM—	TO—	FROM—	TO—
12-27-34	1-5-38 HD	None		None		None	
1-6-38	1-6-41 HD	None		None		None	
1-7-41		None		None		None	
Enl.Ext.3yrs.from							
1-7-44	1-6-47 HD	None		None		None	
1-7-47							
Now serving							

M. K. HUTCHINSON
By direction

U. S. GOVERNMENT PRINTING OFFICE 16—32658-2

N. C. G.-2529
(Rev. 9-2-41)

UNITED STATES COAST GUARD

DESIGNATION OF BENEFICIARIES FOR DEATH GRATUITY

O, Comdr. 5th CG District (Unit) — Norfolk, Virginia (Place)

16 January, 1950 (Date)

FROM: WILLIS, Otis Lee (211-123) BM1(L), USCG - PRESENT

TO: COMMANDANT (via Comdr. 5th CG District)

1. In the event of my death I hereby designate beneficiary or beneficiaries for payment of six months' pay, as provided in the Act of June 4, 1920, as amended by the Act of May 22, 1928, as follows:

(Full name of wife; if not married, so state)	(Address of wife)
Alivia Bell Willis	831 Fairfax Avenue, Norfolk, Virginia
Shirley May Willis (daughter)	Same as above.
Alva Katrene Willis (daughter)	Same as above.
Janet Eileen Willis (daughter)	Same as above.
Otis Lee Willis, Jr. (son)	Same as above.

(Full name of child; if none, so state) — (Address of child)

2. In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative:

(Full name of relative)	(Relationship)	(Address of relative)
Willie Prigam Willis	father	Hatteras, North Carolina

Potential
(State briefly wherein dependency exists)

3. In the event of the death of the above-named dependent relative before payment is made, I then designate as my beneficiary under said act the following dependent relative:

(Full name of relative)	(Relationship)	(Address of relative)
Mrs. Fulford Peele	sister	Hatteras, North Carolina

Potential
(State briefly wherein dependency exists)

I hereby swear (or affirm) that the statements made herein regarding dependency and relationship of the persons named above are true.

Subscribed and sworn to before me this 16th day of JANUARY, 1950

Otis Lee Willis
(Signature)

BM1(L), USCG
(Rank or rating)

[signature]
(Signature)

CSCLK, USCG
(Rank or title)

16—25758-1

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
O, Comdr.,5th CG District	Norfolk, Virginia	16 January, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	O,Comdr.,5th CGD (pmp)	--

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
13		16 January, 1950	Reenlisted 1/16/50		15 January, 1955

REASON FOR REQUEST:

REENLISTMENT LEAVE

My address on leave will be: 831 Fairfax Avenue, Norfolk, Virginia

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis

Otis L. Willis, BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950

Leave record indicates balance of 90 days' annual and ---------- days' Reenlistment Leave due.

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☒ GRANTED ☐ NOT GRANTED (because)

A N Ward

A. N. WARD, LTJG, USCG
By direction
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-2 Unit: Date:

Forwarded ☐ APPROVED ☐ NOT APPROVED (because)

Returned ☐ GRANTED ☐ NOT GRANTED (because)

DCGO-FORCE COMDR.-COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:

Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: O, Comdr., 5th CG District (pmp) Date: 16 January, 1950

Departed at 1630 this date. This leave of absence will expire before 0900, 30 January, 1950, at this office and is subject to the special instructions indicated on reverse hereof.

A N Ward

A. N. WARD, LTJG, USCG
By direction
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-5 Unit: Date:

Granted ---------- days extension of leave to expire before noon, ----------

Authority:

Signature and rank Title

Ind.-6 Unit: O, Comdr., 5th CG District (pmp) Date: 30 January, 1950

Reported at 0845 0845 this date, having taken 13 days' leave and ---------- days' TT.

A N Ward

A. N. WARD, LTJG, USCG
By direction
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

16-40220-1

[OVER]

WILLIS, Otis L. 211-123 BM1(L)

DISTRICT OFFICE, 5CGD Norfolk, Virginia

05-001 1 February, 1950

0930
1/30/50 CG Base, Portsmouth, Virginia
TAD and further transfer to Tangier Sound Light Station for assignment to duty.

Art. 710, Regs.

A. N. WARD, LTJG, USCG
By direction df

WILLIS, Otis L. 211-123 BM1(L)

TANGIER SOUND LIGHT STATION Tangier, Virginia

05-083 3 February, 1950

0940
2/2/50 xxx via: CG Base, Portsmouth, Virginia
CGC BARBERRY for assignment to duty.

Art. 710, Regs.

A. N. WARD, LTJG, USCG
Chief, Military Personnel Section
By direction df

UNITED STATES COAST GUARD

ADDRESS REPLY TO
THE COMMANDANT (PMM) WASHINGTON 25, D. C.
REFER TO FILE 73

24 January, 1950

From: Commandant
To: Commander, 5th CG District (pmp)
Via:

Subj: WILLIS, Otis L. (211-123) BM1(L); good conduct awards, information relative to.

1. In reply to your 18 January, 1950, file pmp 73, 783, you are informed that the subject man's record indicates his eligibility for good conduct awards for his active service from 27 December, 1934, is as follows:

THROUGH	UNIT	ENTITLED TO
9-30-38		(b)
9-30-41	Ditch Plain Lifesta	Medal
9-30-44	Freeport Station	Bar
1-7-47		(a)

(a) Creditable toward a good conduct award.
(b) Not creditable, low conduct marks.
(c) Not creditable, did not reenlist within three months.
(d) Not creditable until he reverts to his enlisted status.
(e) Not creditable, out of the service.
(f)

2. His marks in proficiency in rating and conduct from to the end of his enlistment, are:

DATE	PROFICIENCY	CONDUCT	DATE	PROFICIENCY	CONDUCT

3. The above awards have not been issued to WILLIS.

N. W. SPROW
By direction

B 1784

Budget Bureau No. 76-R157.1.
Approval expires 11-30-51.

APPLICATION FOR RENEWAL OF INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN

NATIONAL SERVICE LIFE INSURANCE

DO NOT WRITE IN THIS SPACE
INSURANCE NUMBER ASSIGNED

NOTE.—Please read Instructions on reverse before filling out form. Complete every item. Type or use ink. Use separate form for EACH POLICY on which renewal is requested.

1. FIRST NAME - MIDDLE NAME - LAST NAME OF INSURED (*Print or type*)

Otis Lee Willis

2. INSURANCE FILE NO.

FN -

FH -

3. MAILING ADDRESS FOR INSURANCE PURPOSES (*Number and street or rural route, city or post office, zone number, and State*)

831 Fairfax Avenue, Norfolk, Virginia

4. BRANCH OF SERVICE

☐ ARMY ☐ NAVY ☐ AIR FORCE ☐ MARINE CORPS ☒ COAST GUARD

5. SERVICE SERIAL NO.

211-123

6. Application is hereby made for renewal of National Service Life Insurance on the Five-Year Level Premium Term Plan, granted under Certificate No. 1 753 604 in the amount of $5,000, for an additional period of five years at the premium rate for my attained age on the effective date of the renewed insurance. It is understood that the renewed insurance, if granted, will become effective on the day immediately following the expiration of the current term period. (*See Instr. 2.*)

7. AMOUNT OF INSURANCE TO BE RENEWED (*See Instruction 1*)

$ 5,000

8. AMOUNT REMITTED WITH THIS APPLICATION

INSURANCE PREMIUM	$
TOTAL DISABILITY INCOME PROVISION PREMIUM (*If any*)	$
TOTAL	$

9. IF TOTAL DISABILITY IS TO BE ADDED OR CONTINUED, CHECK ONE (*See Instruction 3*)

☐ ADDED ☐ CONTINUED

10. METHOD OF PAYMENT OF PREMIUMS (*Complete one*) (*See Instruction 4*)

A. ☐ DIRECT REMITTANCE TO VETERANS ADMINISTRATION

REMITTANCE BY (*Check, draft, money order, postal note, etc., PAYABLE TO THE TREASURER OF THE UNITED STATES*)

PERIOD (*Monthly, quarterly, semiannually, or annually*)

B. *Check one*

☒ ALLOTMENT FROM ACTIVE SERVICE PAY, OR

☐ ALLOTMENT FROM RETIREMENT PAY ADMINISTERED BY THE SERVICE DEPARTMENT

MONTH ALLOTMENT EFFECTIVE: March, 1950

AMOUNT OF ALLOTMENT: $ 4.25

ALLOTMENT MUST BE REGISTERED SEPARATELY WITH SERVICE DEPARTMENT

C. ☐ MONTHLY DEDUCTION FROM VA COMPENSATION, PENSION, OR RETIREMENT PAY

VA FORM 9-887, "AUTHORIZATION FOR DEDUCTION FROM BENEFIT PAYMENTS," SHOULD BE ATTACHED HERETO.

11. BENEFICIARY DESIGNATION (INDICATE WHETHER PRINCIPAL OR CONTINGENT) AND SELECTION OF OPTIONAL SETTLEMENT (*See Instructions 5 and 6*)

COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY (*If married woman, her own first and middle names and husband's last name must be given*)	RELATIONSHIP	AMOUNT	OPTION
Alivia Bell Willis (Principal) 831 Fairfax Ave., Norfolk, Va.	Wife	5,000	#1
Shirley Mae Willis (Cont.) Same as above	Daughter	1,250	#1
Alva Katrene Willis (Cont.) Same as above	Daughter	1,250	#1
Janet Eileen Willis (Cont.) Same as above	Daughter	1,250	#1
Otis Lee Willis, Jr. (Cont.) Same as above	Son	1,250	#1

12. MAIL POLICY TO (*Name and address*)

Otis L. Willis, 831 Fairfax Ave., Norfolk, Virginia

13. WITNESSED BY (*See Instruction 7*)

L. G. COLEMAN, SCLK, USCG

14. SIGNED AT (*Address*) O,C,SCGD Norfolk, Virginia

15. DATE: 4-27-50

16. ADDRESS OF WITNESS

O,C,SCGD, P.O.Box 510, Norfolk, Va.

17. SIGNATURE OF APPLICANT (*Do not print*)

Otis Willis

PENALTY.—The law provides that whoever makes any statement of a material fact, knowing it to be false, shall be punished by a fine of not more than $1,000 or by imprisonment for not more than one year or both.

VA FORM 9-1658 OCT 1948 EXISTING STOCKS OF VA FORM 9-1658, AUG 1948, WILL BE USED.

16—56860-2

N. C. G.-2511 A
Form approved by
Comptroller General, U. S.
January 31, 1941

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment Allowance)

O, Comdr. 5th CG District, Norfolk, Virginia
(Unit)

WILLIS, Otis Lee — 15 January, 1950
(Name in full—surname to the left) (Date)

211-123 — BM1(L)
(Service number) (Rating on discharge)

	Year	Month	Day	NUMBER OF— Years	Months	Days
Date of last enlistment (for 3 years)	1947	1	7			
Enlistment extended (for ____ years from)						
Date of discharge (HONORABLE) (Character of discharge)	1950	1	15			
Total time of last enlistment period				3	0	9

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
None			None			None		

LAST PAID REENLISTMENT ALLOWANCE ON 1-7-47.

Total Absence (-0- days)	0	0	0
Creditable time served during last enlistment period	3	0	9

I CERTIFY that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

/s/ L. R. CHENOWETH
Commanding officer.

Date 15 January, 1950 — (Rank) CSCLK, U. S. C. G.

REENLISTMENT OR EXTENSION OF ENLISTMENT

Date 16 January, 1950 — O, Comdr. 5th CG District, Norfolk, Virginia
(Unit and place)

I CERTIFY that the above-named man REENLISTED for
(Reenlisted or voluntarily extended his enlistment)

a period of SIX (6) years from this date.

Paid reenlistment bonus in amount of $360.00 on 16 January 1950
By PAUL D. BANNING, Chief Disbursing Officer
/s/ L. D. YOUNG, Ch. Pay Clerk, USCG
Certifying Officer, OC5CGD

/s/ L. R. CHENOWETH
Commanding officer.

(Rank) CSCLK, U. S. C. G.

Certified to be a true copy:
L. R. CHENOWETH, CSCLK, USC

16—20908-1

N. G. Circular
Form approved by
Comptroller General, U. S.
January 25, 1921

UNITED STATES COAST GUARD

STATEMENT OF CREDITABLE SERVICE

(For Enlistment of Reenlistment)

Of Comdr. 5th CG District, Norfolk, Virginia
(Unit)

WILLIS, Otis Lee
(Surname in full—Surnames to the last)

15 January 1950
(Date)

711-120
(Service number)

BM1(L)
(Rating on discharge)

	Year	Month	Day	Amounts of— Years	Months	Days
Date of last enlistment (for 2 years)	1947	1	7			
Enlistment extended (for ____ years from)						
Date of discharge (HONORABLE) (Character of discharge)	1950	1	15			
Total time of last enlistment period				2	0	9

ABSENT TIME DURING PERIOD (Inclusive dates to be shown)

Absent Without Leave			Absent Due to Own Misconduct			Absent Due to Confinement		
From—	To—	Days	From—	To—	Days	From—	To—	Days
None			None			None		

LAST PAID REENLISTMENT ALLOWANCE ON 1-7-47.

Total Absence (-0- days)	0	0	0
Creditable time served during last enlistment period	2	0	9

I certify that the above is a full, true, and correct statement of creditable service of the above-mentioned man during the period of his last enlistment.

/s/ L. R. CHENOWETH

Date 15 January, 1950 (Rank) CSCIL, U. S. C. G.
Commanding officer

REENLISTMENT OR EXTENSION OF ENLISTMENT

Date 16 January, 1950. O. Comdr. 5th CG District, Norfolk, Virginia
(Unit and Base)

I CERTIFY that the above-named man REENLISTED for
(Reenlisted or voluntarily extended his enlistment)

a period of SIX (6) years from this date.
Paid reenlistment bonus in amount of $360.00 on 16 January 1950
By PAUL D. BANNING, Chief Disbursing Officer
/s/ L. D. YOUNG, Cp. Pay Clerk, USCG
Certifying officer, USCGC

/s/ L. R. CHENOWETH

(Rank) CSCIL, U.S.C.G.
Certified [illegible] to be a true copy:

[illegible], USC

NAVCG 2702-A
U. S. COAST GUARD
Form approved by
Comptroller General, U. S.
August 7, 1943

QUARTERS VOUCHER FOR ~~INCREASED~~ ALLOWANCES

1 July, 1950
*(Date)

WILLIS, (Surname) Otis (First name) L. (Initial)

BM1(L) (Rank) Tangier Sound Light Station (Ship or station)

1. I CERTIFY that I am entitled to the ~~increased rental and subsistence~~ quarters allowances provided for ~~an officer~~ a member with dependents by reason of the dependency of the below-named person. (Show data for one dependent only.)

Lawful wife Alivia (First name) Ball (Middle name) Willis (Surname) ✓ 14 APRIL, 1934. (Date of marriage)

831 FAIRFAX AVE, NORFOLK, VIRGINIA. (Address)

Legitimate child (under 21) ..... (First name) (Initial) (Surname)

..... (Address) (Date of birth)

Certificate required by chapter II, P. & S. I., attached hereto.

Adopted child (under 21) ..... (First name) (Initial) (Surname)

..... (Address) (Date of birth)

Mother Father ..... (First name) (Initial) (Surname)

..... (Address)

"SERVICE RECORD COPY"

..... (Effective date Comptroller General determination of dependency) (Number and date Comptroller General decision)

I CERTIFY that I have contributed to the support of my (mother) (father) during the period since ..... (date of last voucher) an average of $..... per month in cash or its equivalent, without any consideration in return, which contribution represents (her) (his) chief source of support, and each and every statement set forth in the affidavit ~~(Std. Form 1037)~~ dated ..... attached hereto, is true and correct and so remains at this time except as noted on the reverse hereof.

2. I FURTHER CERTIFY that my dependents are not (Insert are or are not) in occupancy of public quarters without charge (except for brief visits in quarters assigned to another ~~officer~~ member.

3. There has been no change in the above-stated dependency since 16 January, 1950 (Date of last voucher), except

..... (Material change, e. g., divorce, death, child becoming of age, etc.)

..... (Date)

4. I will immediately notify my disbursing officer of any changes in the above-stated dependency.

Otis L. Willis

Otis L. Willis, BM1(L)

..... (Signature and rank)

..... (D. O. symbol number)

*—1/1 or 7/1 except for first or change voucher.

U. S. GOVERNMENT PRINTING OFFICE 16—37013-2

APPLICATION FOR LEAVE OF ABSEN
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 5-45)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
TANGIER SOUND LIGHT STA.	Tangier, Virginia	18 September, 1950

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BM1(L)	Commander, 5th CG District	Keeper

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
20		9 October, 1950			

REASON FOR REQUEST:
ANNUAL LEAVE (IN CONJUNCTION WITH COMPENSATORY LIBERTY COMMENCING 3 OCTOBER, 1950)

My address on leave will be: Hatteras, N. C.
I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis BM1(L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Tangier Sound Light Station Date: 18 September, 1950
Leave record indicates balance of 1 days' annual and ____ days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

E. B. King
E. B. KING, KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-2 Unit: O, Comdr., 5th CG District (p) Date: 20 September, 1950
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

J. W. Bolding
J. W. BOLDING, LTJG, USCG
By direction
DCGO-FORCE COMDR.-COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Tangier Sound Light Station Date: 9 October, 1950
Departed at 0900 this date. This leave of absence will expire before 0900, 30 October, 1950, at this Light Station and is subject to the special instructions indicated on reverse hereof.

E. B. King
E. B. KING KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: Tangier Sound Light Station Date: 11 October, 1950
Reported at 1330 this date, having taken 2 days' leave and ____ days' TT.

E. B. King
E. B. KING KEEPER
COMMANDING-EXECUTIVE-PERSONNEL OFFICER.

16—40220-3

[OVER]

6 October, 1950

Ind-1

From: Commander, 5th Coast Guard District (p)
To: Commandant (PMM)
Via: Authorized Certifying Officer, 5th CG District

WELLS, Otis L. (211-123) BMI(L), USCG

Subj:
Application for Basic Allowance for Quarters; forwarding of

Forwarded, approved.

L. G. COLEMAN,
By direction

Ind-2

From: Authorized Certifying Officer, 5th CG District
To: Commandant (PMM)

1. Notation placed on space 35 of form CG-3100, U. S. Coast Guard Pay Record noting "Application for BAQ for Dependents registered".

2. Allotment(s) totaling $_____ registered effective 1st payment _____.

L. D. YOUNG

UNITED STATES COAST GUARD
OFFICE OF THE COMMANDER, FIFTH COAST GUARD DISTRICT
U. S. POST OFFICE AND COURT HOUSE BUILDING
NORFOLK, VIRGINIA

SERVICE RECORD COPY

6 October, 1950
Portsmouth, Virginia

From: WILLIS, Otis L. (211-123) BM1(L)
To: Commandant (PMM)
Via: (1) Commander, 5th CG District (p)
(2) Authorized Certifying Officer, 5th CG District

Subj: Application for payment of basic allowances for quarters

1. I do hereby apply for basic allowance for quarters under the Dependents Assistance Act of 1950, on behalf of the relatives hereinafter named, and do certify the following to be true to the best of my knowledge and belief:

Name and address of dependent (Include full given name)	Relationship	Remarks-Such as date & Place of marriage;divorce,etc;date birth o children,custodianship;other dat
Alivia Bell Willis 831 Fairfax Ave.,	Wife	14 April, 1934
Shirley Mae Willis Same address as above	Daughter	10 August, 1937
Alva Katrene Willis Same address as above	Daughter	7 November, 1938
Otis Lee Willis, Jr. Same address as above	Son	4 August, 1942
Eileen Janet Willias Same address as above	Daughter	20 January, 1946

2. I hereby consent to checkage against my pay for any basic allowances for quarters paid on account of any relative later determined to be a dependent as defined in existing laws and regul tions.

3. I futher certify that my dependents not are not in occupancy
insert "are" or "are not"
of public quarters (except for brief visits in quarters assigned to another member and that the above-named dependents are not members of the armed forces on active duty.

4. Following are full names and addresses of each allottee, amount to be allotted to each, and month of first payment:

Allottees:	Month, 1st payment	Amount
Alivia Bell Willis	October, 1950	$225.00

Total Allotments . $225.00

Date on or after 1 Aug. from which Basic Allowance for Quarters Claimed for each Dependent 8-1-50

Otis L. Willis
(Name of Member)

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 102

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	STATION
TANGIER SOUND LIGHT STATION		Tangier, Virginia

MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM No.	DATE
05-300340		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)
0900, 11 December, 1950: Records picked up by the 5th Coast Guard District Office, Norfolk, Virginia, for administrative purposes while temporary additional duty at the CG Base, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO. Art. 710, Regs. AUTH:

J. W. BOLDING, LTJG, USCG
Chief, Military Personnel Section
By direction
(Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL
UNITED STATES COAST GUARD
NAVCG-2599 (REV. 6-45)

No. 104

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**LOCATION**
5TH CG DISTRICT OFFICE		Norfolk, Virginia
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
05-510000		12 December, 1950

TIME
DATE
REPORTED FROM:
FOR

DUTY CODE NO.
AUTH:

TIME
DATE
TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

DUTY CODE NO.
AUTH:

OTHER CHANGES (SPECIFY)

0900, 11 December, 1950: Records picked up by this office from Tangier Sound Light Station, Tangier, Virginia, for administrative purposes while TAD at the CGBase, Portsmouth, Virginia, while pending disciplinary action.

DUTY CODE NO.
AUTH: Art. 710, Regs.

J. W. BOLDING, LTJG, USCG
Executive Officer, By dir.
(Commanding)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched _____
Verified _____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

REPORT OF CHANGE IN PERSONNEL

UNITED STATES COAST GUARD

NAVCG-2599 (REV. 6-45)

143

No._____

SURNAME, FIRST NAME, INITIAL	SERVICE NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	EM1(L)
MAJOR UNIT NAME	**MINOR UNIT NAME**	**STATION**
5TH CG DISTRICT OFFICE		Norfolk, Virginia
MAJOR UNIT ITEM No. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM No.**	**DATE**
05-510000		13 December, 1950

TIME
DATE

REPORTED FROM:
FOR

DUTY CODE NO.

AUTH:

TIME 1345
DATE 12/6/50

TRANSFERRED TO CG Base, Portsmouth, Virginia
FOR TAD, pending disciplinary action.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM_____ TO_____ EFFECTIVE_____

DUTY CODE NO.

AUTH:

OTHER CHANGES (SPECIFY)

DUTY CODE NO.

AUTH: W. B. MILLINGTON, CDR, USCG

(Commanding)

dr

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

Enlisted Personnel				
Rate	Pay Grade	District	Foreign Domestic	Duty

Officer Personnel			
District	Sea Shore	Foreign Domestic	Duty

Records	
Posting	Coding

Machine Accounting
Punched_____
Verified_____

☆ U. S. GOVERNMENT PRINTING OFFICE 16—40355-2

NAV. S. and A. Form 510
Form prescribed by Comptroller General, U. S.
November 3, 1943

Commanding Officer's

PAY RECORD ORDER

ENLISTED PERSONNEL, FIFTH CG DISTRICT, NORFOLK, VIRGINIA
(Name and type and number of activity (or unit))

C. O. Order No. 668

Coast Guard Personnel

To DISBURSING OFFICER:

You are hereby authorized and directed to open, adjust or close, as indicated, the pay records of the individuals listed below:

FILE OR SERVICE No.	SURNAME FIRST NAME INITIAL	REASON FOR CHANGE *	1950 (YEAR) From—	To—
211-123	WILLIS, Otis L. (ADM)	Completed (12) - - - - - - - - -	12/26/46	
		Deductible time- - - - - - - - -	NONE	
		Disch (H)- - - - - - - - - - - -	1/6/47	
		Reenlisted - - - - - - - - - - -	1/7/47	
		Deductible time- - - - - - - - -	NONE	
		Completed (14) - - - - - - - - -	12/26/48	
		Deductible time- - - - - - - - -	None	
		Disch (H)- - - - - - - - - - - -	1/15/50	
		Reenlisted - - - - - - - - - - -	1/16/50	
		Deductible time- - - - - - - - -	NONE	
		Completed (16) - - - - - - - - -	12/26/50	
		NOW SERVING		
	CC: Service Record Headquarters (PE)			

(D. O. Symbol number)

J. W. BOLDING
By direction
hp 12/26
(Name and signature)

OFFICER (See Art. 2025 (2) N. R.)

* Enter descriptive data of reason for commencement or stoppage of credit in the individual's pay record, date of qualification and monthly or daily rate of credit whenever necessary, i. e., "Subs. @ $1.80 per day, Qtrs. @ $1.25 per day, GRFO—Pract 7/2/43, MstrDvr Qual 3/2/39, Messman, Com. Rats."

16—40145-1

...RT OF CHANGE IN PERSONNEL

...EASURY DEPARTMENT
...nited States Coast Guard
CG-2599 (REV. 3-48)

No. 81

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	BM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia

MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	MINOR UNIT ITEM NO.	DATE
05-510000		4 January, 1951

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME 1230
DATE 1/4/51

TRANSFERRED TO: Cape Hatteras Lifeboat Station, Buxton, N. C.
FOR assignment to duty. EDA 1-5-51.

AUTH: Art. 710, Regs.

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY)

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
XO, By direction (Commanding.)

df

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL

RATE	DIST.	FOR. DOM.		UNIT		RATE LOSS

RECORDS

EXAMINED	POSTED	CODED

OFFICER PERSONNEL

GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

REPORT OF CHANGE IN PERSONNEL

TREASURY DEPARTMENT
United States Coast Guard
CG-2599 (REV. 3-48)

No. 105

SURNAME, FIRST NAME, INITIAL	SERVICE OR SIGNAL NO.	PRESENT RANK OR RATING
WILLIS, Otis L.	211-123	EM1(L)

MAJOR UNIT NAME	MINOR UNIT NAME	LOCATION
5TH CG DISTRICT OFFICE		Norfolk, Virginia
MAJOR UNIT ITEM NO. OR VESSEL'S ASSIGNED DISTRICT	**MINOR UNIT ITEM NO.**	**DATE**
05-510000		18 December, 1950

TIME
DATE

REPORTED FROM:
FOR

AUTH:

TIME
DATE

TRANSFERRED TO:
FOR

AUTH:

CHANGED IN {RANK / RATING} FROM _____ TO _____ EFFECTIVE _____

AUTH:

OTHER CHANGES (SPECIFY) This Form 2599 corrects Form 2599 No. 105, dated 12/12/50 to read: 11 December, 1950: Brought before a Captain's Mast at this office, this date, for the following offense: (1) Indebtedness. Awarded: Warned.

Art. #3, Manual for Courts-Martial, USCG, 1949.

EXTRA COMPENSATION

FAMILY ALLOWANCES		MAQ/D	S & Q	FLIGHT PAY	SEA DUTY	ARMS QUAL.	AWARDS MEDALS	
CLASS A NO. DEP.	CLASS B NO. DEP.							

J. W. BOLDING, LTJG, USCG
Executive Officer
By direction (Commanding.)

hp

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

ENLISTED PERSONNEL					
RATE	DIST.	FOR. DOM.		UNIT	RATE LOSS

RECORDS		
EXAMINED	POSTED	CODED

OFFICER PERSONNEL							
GRADE	CHAR. APPT.	STATE	DIST.	SEA, SHORE	DUTY		DATE

16—40355-3 U. S. GOVERNMENT PRINTING OFFICE

Standard Form No. 1012a (Revised)
Form prescribed by
Comptroller General, U. S.
October 20, 1944
General Regulations No. 88—Revised
Amended December 16, 1946
ATTACH SUBVOUCHERS HERE

VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL

D. O. Vou. No. 408 1929

Bu. Vou. No. 6157

U. S. TREASURY, COAST GUARD
(Department, bureau, or establishment) 5CGD Norfolk, Va.

PAID BY
C. 5 C. G. D.
NORFOLK, VA.
FEB 12 1951
PAID BY
PAUL D. BANNING
Ch. Disb. Offr.
Symbol 1376
(For use of paying office)

THE UNITED STATES, DR.,

To Otis L. Willis
Address Cape Hatteras LB Station,
Buxton, North Carolina

(Official duty station) (Residence (For use of Postal Service only))

FOR PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from 4 January 19 51, to 5 January, 19 51 as per itemized statement within, under authority No. 051691-51 dated 4 January, 19 51 copy of which is attached,* or has been previously furnished with Voucher No. ____, paid ____, 19____, by ____
(Name of disbursing officer)

AMOUNT CLAIMED		
FOR—	DOLLARS	CENTS
Subsistence	1	00
Other		
Travel	4	56
TOTAL	5	56

(Payee must not use this space)

Differences		
Amount verified; correct for	5	56
(Signature or initials)	OVS	

Otis L. Willis (211-123)
BM1 USCG

1/19/51

MEMORANDUM

Payee

5.56

FEB 7 1951

L. D. YOUNG, Ch. Pay Clerk, USCG
Certifying Officer, OC5CGD

The next previous voucher paid under the same travel authority was: D. O. Vou. No. ____, paid ____ (Date)

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

APPROPRIATION, LIMITATION, OR PROJECT SYMBOL	APPROPRIATION TITLE	LIMIT'N OR PROJ'T (Amount)	APPROPRIATION (Amount)
20X1201.001	Operating Expenses, Coast Guard, 1951	5.56	5.56

ALLOTMENT SYMBOL	AMOUNT	OBLIGATIONS LIQUIDATED	COST ACCOUNT SYMBOL	COST ACCOUNT AMOUNT	OBJECTIVE CLASSIFICATION SYMBOL	OBJECTIVE CLASSIFICATION AMOUNT
05-20 FY 1951	5.00	051691-51	925040	5.56	0211	5.56
		F.				

Paid by Check No. ____, dated ____, 19____, for $ 5.56 {on Treasurer of the United States in favor of payee named above.

MEMORANDUM

*If there was no prior authority, state circumstances which rendered securing prior authority impracticable. If the ability to certify and authority to approve are combined in one person, one ... only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for $____" and over his official title.

16—42615-8

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER*

USE SINGLE SPACE IF ITEMS ARE NUMEROUS

1. Date and hour of departure from official headquarters _____ (Date) _____ (Hour)
2. Give duty status on first day of voucher period:
   Arrived at _____ on _____, 19____, for temporary duty for approximate period _____
   Approximate date of return to official headquarters _____, 19____

DATE 19__	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB.** VOU. No.	AMOUNT CLAIMED — SUBSISTENCE†		AMOUNT CLAIMED — OTHER	
	Reimbursement for travel at own expense, enlisted man.					
1/4	Lv. Norfolk,Va., 1230					
1/5	Ar. Buxton, N.C., 1000					
	One meal @1.00 for travel time		1	00		
	I hereby certify that I have performed the above travel under orders, copies attached, that notransport tion of any kind was furnished by the government, and that no cash for subsistence was advanced.					
	Totals (to be carried forward to continuation sheet, if necessary)					

*If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.
**When subvouchers required by regulations were not obtained, state fully the circumstances showing reasons for omission.
†If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

STATEMENT OF TRAVEL

TRANSPORTATION REQUEST NO.	AGENT'S VALUATION OF TICKET OBTAINED BY T/R NOT TO BE CLAIMED	MODE OF TRAVEL†† (If by public carrier show abbreviated name thereof and class of service used)	DATE OF TRAVEL	POINTS OF TRAVEL — FROM— (Also show meter readings when travel was by automobile)	POINTS OF TRAVEL — TO— (Also show meter readings when travel was by automobile)	FOR REIMBURSABLE ITEMS ONLY — MILES TRAVELED BY AUTO.	RATE PER MILE (Cents)	AMOUNT CLAIMED — Include cash paid public carrier	
				Norfolk,Va.	Buxton, N.C.	152	.03	4	56

N. A. V. C. G. -2528-A

ALLOTMENT STOPPAGE

From compensation of

WILLIS, Otis L. (211-123) BMC. (L)(P)

Amount $ 4.25

PAYABLE TO

Name Treasurer of the United States

Street and No.

Post office Washington 25, State D. C.

Stop allotment after payment

for the month of August 19 51
for which checkage has been made.

REASON FOR STOPPAGE: Waiver - Sec. 622 NSLI Act.

Otis L. Willis
(Signature of Allotter)

Rank or rating BMC. (L)(P)

APPROVED:

C. H. Hosking, CDRUSN.

Commanding CO Group Cape Hatteras or
Commander District

STOPPAGE REGISTERED, Date 5 September, 1951

S.P. ROZEAN, PCLK, USCG - A.C.O. CGCGD
P. O. Box 540 Norfolk, Va.
U. S. C. G.

Pay Officer

DO NOT

WRITE IN THIS

SPACE

OCT 5

plc

©

LICA

APP[illegible]ON FOR LEAVE OF A[illegible]NCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS: NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CG-GROUP CAPE HATTERAS CHICAMACOMICO LB STATION	RODANTHE, N. C.	23 April, 1951

FROM (REQUESTER):	TO	VIA:
Willis Otis L. (211-123)BM1(L)	Commanding Officer CG-Group Cape Hatteras	Officer in Charge, Chicamacomico LB Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
5		23 April, 1951		10	15 January 1952

REASON FOR REQUEST:

Annual Leave

My address on leave will be: _____

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis, BM1 (L)
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Chicamacomico LB Station Date: 23 April, 1951
Leave record indicates balance of 16 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Orviss T. O'Neal, ENC (L)
Acting COMMANDING EXECUTIVE PERSONNEL OFFICER

Ind.-2 Unit: CG Group, Cape Hatteras, Date: 23 April 1951
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☒ GRANTED ☐ NOT GRANTED (because)

CH Bosn
G. H. Meekins COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Chicamacomico LB Station Date: 23 April 1951
Departed at 1300 - 23 April 1951 this date. This leave of absence will expire before 0900/ 29 April 1951, at Chicamacomico LB Station and is subject to the special instructions indicated on reverse hereof.

Orviss T. O'Neal, ENC (L)
COMMANDING EXECUTIVE PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted _____ days extension of leave to expire before noon, _____
Authority:

Signature and rank Title

Ind.-6 Unit: Chicamacomico LB Station Date: 29 APRIL, 1951.
Reported at 0830/ 29 APRIL, 1951 this date, having taken 5 days' leave and 0 days' TT.

LEVENE W. MIDGETT, BMC (L)
COMMANDING EXECUTIVE PERSONNEL OFFICER.

16—40220-2

[OVER]

P
11 July, 1951
CD5/MM/P17-2

From: Commander, 5th Coast Guard District
To: Commander, CG Group Cape Hatteras

Subj: Personnel; advancement in rating

1. Under authority of Article 561 (1), CG Regulations, the below-named men are advanced to the ratings indicated, effective 16 July, 1951, to rank as such from the dates indicated, provided that for one year they have had no mark of less than 3.0 and an average of not less than 3.5 in proficiency in rating and for two years no mark of less than 3.0 and an average of not less than 3.5 in conduct. If advancements are not justified, this office and Commandant (PE) will be immediately advised.

BURRUS, Alonzo O. (101-569) BM1(L) to BMC(L)(P) 5-4-43
WILLIS, Otis L. (211-123) BM1(L) to BMC(L)(P) 5-8-43

2. Forward Forms 2599, show changes on Daily Diary and make necessary entries in service records showing advancement, citing H/L, dated 6 July, 1951, file PE-1 MM and Article 561 (1), Regulations, as the authority therefor.

W. B. MILLINGTON,
By direction

VETERANS ADMINISTRATION

APPLICATION FOR WAIVER OF PREMIUMS

NATIONAL SERVICE LIFE INSURANCE AND/OR UNITED STATES GOVERNMENT LIFE INSURANCE UNDER SEC. 622 OF THE NSLI ACT, AS AMENDED

(Read the Important Information and Instructions on the reverse before completing this form)

FOR VA USE ONLY

1. FIRST NAME — MIDDLE NAME — LAST NAME OF INSURED (Type or print)	2. RANK OR RATING	3. SERVICE NO.
Otis Lee Willis	BMC.(L)(P)	211-123

4. MAILING ADDRESS FOR INSURANCE PURPOSES — INCLUDING DIVIDEND CHECKS (No., Street or rural route, city, P.O. zone number and State) (See paragraph 3 of Instructions)

Burton, North Carolina

5. BRANCH OF SERVICE (Check one)	6. DATE OF BIRTH			7. DATE OF ENTRY ON PRESENT TOUR OF ACTIVE DUTY
☐ NAVY ☒ MARINE CORPS ☐ COAST GUARD ☐ OTHER (Specify)	MONTH	DAY	YEAR	
XX	1	31	16	1/16/50

I do hereby apply for waiver under the provisions of Sec. 622 of the N.S.L.I. Act, as amended, of premiums falling due on the following life insurance policies. (Note: If waiver is desired on all policies enter the word "All" in the "Policy No." item.)

8. POLICY NO(S) (N, V, H or K)	9. AMOUNT OF INSURANCE	10. PLAN OF INSURANCE	11. AMOUNT OF PREMIUM
1 753 604	$ 5,000.00	NSLI	$ 4.25

I understand that the period of waiver will expire 120 days after the date of my separation from active service and that all premiums falling due more than 120 days after that date must be timely paid to the Veterans Administration in order to continue the insurance in force.

12. ALLOTMENT ACTION REQUESTED (Check one) (See paragraphs 9 and 10 of Instructions)

X ☐ I DO NOT DESIRE TO DISCONTINUE MY ALLOTMENT

☐ I AUTHORIZE THE DISCONTINUANCE OF MY ALLOTMENT DESCRIBED IN ITEMS 13, 14, AND 15 BELOW AFTER DEDUCTION FOR THE MONTH STATED IN ITEM 16

ALLOT DISC.	13. CLASS	14. AMOUNT	15. MONTH OF FIRST PAYMENT	16. FINAL DEDUCTION TO BE MADE (Month and year).
	NSLI	$ 4.25	September	

17. DATE OF APPLICATION	18. SIGNATURE OF APPLICANT (Do not print)
23 August, 1951	

I witnessed the signature of the applicant on the date shown in item 17. I certify that the service information shown in items 2, 3, 5 and 7 is correct and that the applicant is in active service and has been in continuous active service for a period of 31 days or more.

FOR USE OF ALLOTMENT OFFICER

19. DATE	20. SIGNATURE OF PERSON WITNESSING AND CERTIFYING (Do not print)
23 August, 1951	Alonzo O. Burrus

21. NAME, RANK, RATING AND ORGANIZATION OF PERSON WITNESSING AND CERTIFYING (Type or print)

Alonzo O. Burrus, BMC. (L) (P), USCG

22. END. 1

FROM: Disbursing Officer

TO: ☐ NAVY FIELD BRANCH BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☐ COAST GUARD HEADQUARTERS ☐ OTHER (Specify)

1. Forwarded. Allotment stopped as requested.

D.O. SYMBOL

SIGNATURE OF DISBURSING OFFICER

23. END. 2

FROM: ☐ NAVY FIELD BRANCH, BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☐ COAST GUARD HEAD-QUARTERS ☐ OTHER (Specify)

TO: Veterans Administration Washington 25, D.C.

2. Payment of the allotment described above has been discontinued after payment for the month shown in item 16.

FOR USE OF ALLOTMENT OFFICE

24. FOR VA USE ONLY

POLICY NUMBER	AMOUNT OF INSURANCE	PLAN OF INSURANCE	REMARKS

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
CHICAMACOMICO, LB STATION	RODANTHE, N.C.	1 SEPTEMBER, 1951.

FROM (REQUESTER):	TO	VIA:
WILLIS OTIS L.(211-123)BMC(L)(P)	COMMANDING OFFICER, CG-GROUP CAPE HATTERAS.	OFFICER IN CHARGE CHICAMACOMICO, LB STATION

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	TO DEPART	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
10	00	6 September, 1951	0	0	16 January, 1957.

REASON FOR REQUEST:

My address on leave will be: Buxton, N.C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
OTIS L. WILLIS.
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: CHICAMACOMICO, LB STATION. Date: 1 September, 1951.
Leave record indicates balance of 21 days' annual and 00 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Otis L. Willis
OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
~~COMMANDING~~ EXECUTIVE PERSONNEL OFFICER.

Ind.-2 Unit: CG- GROUP CAPE HATTERAS Date: 1 September, 1951.
Forwarded ☐ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

G. H. MERKINS, CH BOS'N.
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: CHICAMACOMICO LB STATION Date: 1 SEPTEMBER, 1951
Departed at 1300/ 6 SEPTEMBER, 1951 this date. This leave of absence will expire before 0830 17 SEPTEMBER, 1951, at CHICAMACOMICO, LB STATION and is subject to the special instructions indicated on reverse hereof.

Otis L. Willis
OTIS L. WILLIS, BMC(L)(P) OIC (ACTING)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Ind.-5 Unit: Date:
Granted ____ days extension of leave to expire before noon, ____
Authority:

Signature and rank Title

Ind.-6 Unit: CHICAMACOMICO LB STATION Date: 17 SEPTEMBER, 1951.
Reported at 0830/ 17 SEPTEMBER, 1951 this date, having taken 10 days' leave and 00 days' TT.

Levene W. Midgett
LEVENE W. MIDGETT, BMC(L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.
XXXXXXXXXXXXXXX

16—40220-2

[OVER]

Chicamacomico
LRS

VETERANS ADMINISTRATION

APPLICATION FOR WAIVER OF PREMIUMS

NATIONAL SERVICE LIFE INSURANCE AND/OR UNITED STATES GOVERNMENT LIFE INSURANCE UNDER SEC. 622 OF THE NSLI ACT, AS AMENDED

(Read the Important Information and Instructions on the reverse before completing this form)

FOR VA USE ONLY

1. FIRST NAME — MIDDLE NAME — LAST NAME OF INSURED (Type or print)	2. RANK OR RATING	3. SERVICE NO.
Otis Lee Willis	BMC.(L)(P)	211-123

4. MAILING ADDRESS FOR INSURANCE PURPOSES — INCLUDING DIVIDEND CHECKS (No., Street or rural route, city, P.O. zone number and State) (See paragraph 3 of Instructions)

Buxton, North Carolina

5. BRANCH OF SERVICE (Check one)	6. DATE OF BIRTH			7. DATE OF ENTRY ON PRESENT TOUR OF ACTIVE DUTY
☐ NAVY ☐ MARINE CORPS ☒ COAST GUARD ☐ OTHER (Specify)	MONTH	DAY	YEAR	
	1	31	10	1/16/50

I do hereby apply for waiver under the provisions of Sec. 622 of the N.S.L.I. Act, as amended, of premiums falling due on the following life insurance policies. (Note: If waiver is desired on all policies enter the word "All" in the "Policy No." item.)

8. POLICY NO(S) (N, V, H or K)	9. AMOUNT OF INSURANCE	10. PLAN OF INSURANCE	11. AMOUNT OF PREMIUM
1 753 604	$ 5,000.00	NSLI	$ 4.25

I understand that the period of waiver will expire 120 days after the date of my separation from active service and that all premiums falling due more than 120 days after that date must be timely paid to the Veterans Administration in order to continue the insurance in force.

12. ALLOTMENT ACTION REQUESTED (Check one) (See paragraphs 9 and 10 of Instructions)

☐ I DO NOT DESIRE TO DISCONTINUE MY ALLOTMENT

☒ I AUTHORIZE THE DISCONTINUANCE OF MY ALLOTMENT DESCRIBED IN ITEMS 13, 14, AND 15 BELOW AFTER DEDUCTION FOR THE MONTH STATED IN ITEM 16.

ALLOT DISC	13. CLASS	14. AMOUNT	15. MONTH OF FIRST PAYMENT	16. FINAL DEDUCTION TO BE MADE (Month and year)
	NSLI	$ 4.25	September	August, 1951

17. DATE OF APPLICATION	18. SIGNATURE OF APPLICANT (Do not print)
23 August, 1951	× Otis Lee Willis

I witnessed the signature of the applicant on the date shown in item 17. I certify that the service information shown in items 2, 3, 5 and 7 is correct and that the applicant is in active service and has been in continuous active service for a period of 31 days or more.

FOR USE OF ALLOTMENT OFFICER

19. DATE	20. SIGNATURE OF PERSON WITNESSING AND CERTIFYING (Do not print)
23 August, 1951	Alonzo O. Burrus

21. NAME, RANK, RATING AND ORGANIZATION OF PERSON WITNESSING AND CERTIFYING (Type or print)

Alonzo O. Burrus, BMC. (L) (P), USCG

22. END. 1

FROM: O'Comdr. 5th CG Dist, Disbursing Officer

TO: ☐ NAVY FIELD BRANCH BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☒ COAST GUARD HEADQUARTERS ☐ OTHER (Specify)

1. Forwarded, Allotment stopped as requested.

D.O. SYMBOL: 1376

SIGNATURE OF DISBURSING OFFICER: S.P. ROZEAR, PCLK, USCG

23. END. 2

FROM: ☐ NAVY FIELD BRANCH, BUSANDA ☐ MARINE CORPS ALLOTMENT OFFICE ☐ COAST GUARD HEAD. QUARTERS ☐ OTHER (Specify)

TO: Veterans Administration, Washington 25, D.C.

2. Payment of the allotment described above has been discontinued after payment for the month shown in item 16.

FOR USE OF ALLOTMENT OFFICE

24. FOR VA USE ONLY

POLICY NUMBER	AMOUNT OF INSURANCE	PLAN OF INSURANCE	REMARKS

V A FORM MAY 1951 9-4351

VA-DC-120490

P
20 December, 1951
GD5/MM/P16-4/2

ORDER NO. 3055-51

From: Commander, FIFTH Coast Guard District
To: WILLIS, Otis L. (211-123) BMLC(P), USCG
Via: Commander, CG Group Cape Hatteras

Subj: Officer-in-Charge, Oregon Inlet Lifeboat Station; designation as

1. Effective upon the detachment of CBOSN Cyrus Gray (25674), USCG, you will assume the duties as Officer-in-Charge, Oregon Inlet Lifeboat Station.

2. As Officer-in-Charge, Oregon Inlet Lifeboat Station, you will be guided by the instructions as outlined in Chapter 7, Coast Guard Regulations and Manual for Lifeboat Station, CG 212 (Revised June, 1949) for the operation of that unit.

2. By copy hereof the Commander, CG Group Cape Hatteras is directed to issue authorization to handle and be custodian of Classified Material in accordance with Commandant's Circular No. 26-50 and Operations Circular No. 6-50, if found qualified.

L. H. BAKER

CC: CCGD-5 (f - pay)
CCGD-5 (o)
CCGD-5 (oan)
CCGD-5 (oc)
CCGD-5 (e)
CCGD-5 (Intel and Law)

26 December, 1951

Encl. 1
CG Group Cape Hatteras

Forwarded.

G. H. MEHRING, CDR(W), USCG
COMDR. GROUP CAPE HATTERAS

26 December, 1951
GL5/MM/P16-4/2

From: Commander,CG Group Cape Hatteras
To: WILLIS, Otis L. (211-123) BMC (L) (P) USCG
Via: Commander,Oregon Inlet LB Station

Subj: Officer-in-Charge,Oregon Inlet Lifeboat Station;designation of

Ref: (a) Commander,Fifth CG District,Letter dated 20 December,1951, GD5/MM/P16-4/2 ORDER NO. 3055-51.

1. In addition to the subject designation you are authorized to handle and be custodian of Classified Material in accordance with Cammandant's Circular No.26-50 and Operations Circular No.6-50.

G. H. MEEKINS, CBOSN

WILLIS, Otis L.
xxxxxxxxxx REPORTING UNIT
CG GROUP CAPE HATTERAS
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
ATTACHED: Oregon Inlet LB Sta.

211-123
xxxxxxxxxx LOCATION
Buxton, N. C.
xxxxxxxxxxx LOCATION
Redanthe, N. C.

BMLC(p)
xxxxx Date
29 April, 1952
xxx OPFAC No.
05-200630

0700
4/24/52

CG Depot Elizabeth City, Elizabeth City, N. C.
TAD that unit.

CCGD5 Order No. 053039-52

S. P. copy

CYRUS GRAY, CBOSN
COMDR. GROUP CAPE HATTERAS

WILLIS, Otis L.	211-123	BMLC(p)
xxxxxxxxxx REPORTING UNIT	xxxxxxxxxx LOCATION	xxxxxx DATE
CG GROUP CAPE HATTERAS	Buxton, N. C.	29 April, 1952
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxx LOCATION	xxx OPFAC No.
ATTACHED: Oregon Inlet LB Sta.	Redanthe, N. C.	05-200630

1615
4/24/52

TAD, CG Depot Elizabeth City, N. C.
Resumption regular duty.

CCGD5 Order No. 053039-52

S. P. Copy

CYRUS GRAY, CDOSN
COMDR. GROUP CAPE HATTERAS

WILLIS, Otis L.	211-123	BMLC(P)
REPORTING UNIT	LOCATION	
CG GROUP CAPE HATTERAS	Buxton, N. C.	13 May, 1952
ATTACHED: Oregon Inlet LB Sta.	Rodanthe, N. C.	OPTAC NO. 05-200630

1700
5/12/52

TAD, CG Depot Elizabeth City, N. C.
resumption regular duty.

CCGD5 Order No. 053132-52

S. R. Corey

Edison W. Midgett, BM1
By direction

WILLIS, Otis L. | 211-123 | BMLC(P)
REPORTING UNIT | LOCATION | DATE
CG GROUP CAPE HATTERAS | Buxton, N. C. | 12 May, 1952
LOCATION | OPFAC NO.
ATTACHED: Oregon Inlet LB Station | Rodanthe, N. C. | 05-200630

0145
5/12/52 TAD CG Depot Elizabeth City, N. C.

CGGD5 Order No. 053132-52

S. R. Corey

Edison W. Midgett, BM1
By direction

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	25 August, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-123)BMC(L)	Commander CG Group Cape Hatteras	Officer-in-Charge Oregon Inlet LB. Station

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
15	29 August, 1952	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Buxton, N. C.

To Be Checked By Officers Only

☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Oregon Inlet Lb. Station Date 25 August, 1952

Date current leave accounting period began 1 July, 1952	Balance brought forward beginning of present accounting period 36 Days
Number days' leave used during current accounting period 0	Date of expiration of current enlistment 15 January, 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

Otis L. Willis, BMC. (L)
Officer-in-Charge
(Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

Cape Hatteras Lb. Station
(Signature, rank, and title)

Ind.-3 Unit: CG Group Cape Hatteras Date 29 August, 1952

☒ Returned, GRANTED 15 days.

☐ Returned, NOT GRANTED, because

☐ ADVANCE
☒ ACCRUED ---------- Leave.
(Reason for leave)

Cyrus Gray, CBOSN
Group Commander
(Signature, rank, and title)

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date 29 August, 1952

Departed at 1300, this date. This leave expires before 14 September, 1952

at Oregon Inlet Lifeboat Station and is subject to the instructions on the reverse hereof.

Fred W. Gray, BM1. (L)
By direction
(Signature, rank, and title)

Ind.-5 Unit: Date 9 September, 1952

Reported at ~~1100~~ 0900, this date, having used 10 days' leave.

Otis L. Willis, BMC. (L)
Officer in Charge
(Signature, rank, and title)

16—40220-3

(Over)

APPLICATION FOR LEAVE OF ABSENCE
UNITED STATES COAST GUARD
NAVCG 2519 (REV. 6-44)

WARNING: YOU ARE WARNED NOT TO DISCUSS ANY ACTIVITIES OR THE MOVEMENTS OR LOCATIONS OF VESSELS; NOR TO PARTICIPATE IN A PRESS CONFERENCE OR TALK TO REPORTERS OR OVER THE RADIO EXCEPT AFTER CONSULTATION WITH AND CLEARANCE OF SUBJECT MATTER BY A PUBLIC RELATIONS OFFICER OF THE NAVY OR COAST GUARD.

UNIT	ADDRESS	DATE
Oregon Inlet Lifeboat Station	Rodanthe, N. C.	11 September, 1952

FROM (REQUESTER):	TO	VIA:
Willis, Otis L. (211-1230) BMC. (L)	Commander CG Group Cape Hatteras	Officer in Charge Oregon Inlet Lb. Station

THE FOLLOWING LEAVE IS REQUESTED:

NO. OF DAYS LEAVE	NO. OF DAYS TRAVEL	COMMENCING	No. OF DAYS LEAVE DURING FISCAL YEAR	No. OF DAYS LEAVE CURRENT ENLISTMENT YEAR	DATE OF EXPIRATION CURRENT ENLISTMENT YEAR
6		12 September, 1952	10	10	15 January, 1956

REASON FOR REQUEST:

annual leave

My address on leave will be: Buxton, N. C.

I will immediately inform my commanding officer of any change in address while on leave.

Otis L. Willis
(Signature of applicant)

INDORSEMENTS

Ind.-1 Unit: Oregon Inlet Lifeboat Station Date: 11 September, 1952
Leave record indicates balance of 36 days' annual and 0 days' Reenlistment Leave due.
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.

Cape Hatteras Lb. Station

Ind.-2 Unit: CG Group Cape Hatteras Date: 11 September, 1952
Forwarded ☒ APPROVED ☐ NOT APPROVED (because)
Returned ☐ GRANTED ☐ NOT GRANTED (because)

Cyrus Gray, CBOSN
Group Commander
DCGO—FORCE COMDR.—COMMANDING OFFICER.

Ind.-3 COAST GUARD HEADQUARTERS, Washington, D. C. Date:
Returned ☐ GRANTED ☐ NOT GRANTED.

COMMANDANT.

Ind.-4 Unit: Oregon Inlet Lifeboat Station Date: 12 September, 1952
Departed at 1300 this date. This leave of absence will expire before 0900 19 September, 1952, at Oregon Inlet Lb. Station, and is subject to the special instructions indicated on reverse hereof.

Fred W. Gray, BM1. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER.
By direction

Ind.-5 Unit: Date:
Granted ..... days extension of leave to expire before noon, ...
Authority:

Signature and rank Title

Ind.-6 Unit: Oregon Inlet Lifeboat Station Date: 19 September, 1952
Reported at 0830 this date, having taken 6 days' leave and 0 days' TT.

Otis L. Willis, BMC. (L)
COMMANDING—EXECUTIVE—PERSONNEL OFFICER. in Chg

16—40220-1

[OVER]

-PSU-

RATED ENLISTED MEN'S QUESTIONNAIRE

HAS CAR (XXX) (NO)

NAME: WILLIS, Otis L. SERVICE NO. 211-123 RATE: BMC(L)

LEGAL ADDRESS: 3528 Banks St., New Orleans, La.

HOME OF RECORD: Same.

NO. OF DEPENDENTS: (5) W & 4 children LOCATION 3528 Banks St., New Orleans, La.

COAST GUARD HISTORY:
ORIGINAL ENLISTMENT IN COAST GUARD 12-27-34 RATE: Surfman.

LAST ENLISTMENT IN COAST GUARD: 1-16-50(6) RATE: BM1(L)
FOR A PERIOD OF 6 YEARS
DO YOU INTEND TO MAKE THE COAST GUARD YOUR CAREER: Yes.
TOTAL COAST GUARD SERVICE: 17 YEARS 11 MONTHS 1 DAYS
TOTAL SERVICE FOR PAY PURPOSES: 17 YEARS 11 MONTHS 1 DAYS

TOTAL SEA DUTY IN COAST GUARD (APPROXIMATELY) None. Served Lifeboat Sta.

WHAT TYPE OF FLOATING UNIT DO YOU PREFER: Small Bt.
(CUTTER, BUOY TENDER, SMALL BOAT)

I.D.CARD # 16756 ISSUED AT 5th CG Dist. DO YOU HAVE DOG TAGS Yes.

LANGUAGE QUALIFICATIONS: None.

SPECIAL SKILLS, LICENSES, ETC. None.

EDUCATION: 9th COLLEGE - DO YOU HAVE A DEGREE

_____ ANY VOCATIONAL, TECHNICAL OR TRADE SCHOOLS None. YEARS ____

SERVICE TRAINING SCHOOLS: Ft. Story, Va.
TRAINING SCHOOLS ATTENDED Amph. Dusk, GRATUATED XX Yes. RATED BM1(L)

PRIOR HISTORY: MILITARY ( ) CIVILIAN ( ) (PRIOR TO ENTRY INTO COAST GUARD)
IF ANY MILITARY OR NAVAL AT ALL, CHECK MILITARY(ABOVE) AND ANSWER FOLLOWING:
ORGANIZATION: _____ DATE OF ENLISTMENT _____ DATE OF
DISCHARGE _____ TYPE OF DISCHARGE _____ RATING AT TIME OF
DISCHARGE _____ ANY SPECIAL TRAINING WHILE IN ABOVE ORGANIZATION:

UNK.
TEST SCORES: GCT ____ AR ____ MAT ____ READ ____ MK-M ____ MK-D ____ CLER ____
SP ____

REPORTED TO THIS DISTRICT 10-25-52 FROM: Norfolk, Va.(OregonLBS.

WERE YOU EVER OFFICER IN CHARGE OF A UNIT OR VESSEL: Yes.
IF YES, STATE HERE, WHEN, AND WHAT TYPE OF UNIT OR VESSEL:
Oregon LBS, Oregon, Rodanthe N. C., Atlantic beach, Long Island, N.Y.
HAVE YOU EVER GROUNDED OR GROUNDED A SHIP OR VESSEL: No. IF YES STATE
CIRCUMSTANCES INVOLVED _____

DATE OF BIRTH: 1-31-10 DATE QUESTIONAIRRE COMPLETED, 10-27-52

SIGNATURE: Otis L. Willis

SR.

Ind-1 3 October, 1952
From: Commander, CG Group Cape Hatteras
To: [redacted], Cbis L. (211-123) [redacted], USCG

1. In accordance with basic orders, you have been properly relieved. You are hereby granted fifteen (15) days delay enroute, such delay to count as leave, four (4) days proceed time, and two (2) days travel time to expire prior 2400 25 October, 1952.

2. Basic orders are amended, in that your Service and Health Records are handed you herewith for delivery to proper authority at your destination. Your Pay Records will be forwarded via mail.

3. Issued TR TC211,807 drawn on the Manteo-Hatteras Bus Line for one (1) one-way fare from Manteo, N.C. to Manteo, N.C.; TR TC211,808 drawn on the Va. Dare Trans. Co. for one (1) one-way regular service fare from Manteo, N.C. to Raleigh, N.C.; TR TC211,809 drawn on the Seaboard Airline RR for one (1) one-way first class fare from Raleigh, N.C. to New Orleans, La.; TR TC211,810 drawn on the Pullman Co. for one (1) lower berth from Raleigh, N.C. to New Orleans, La.([illegible] destination).

4. Relieved and departed 1600 this date.

Cyrus Gray, [redacted] USCG

OCT 25 1952

Ind-2
OCCGD-8(p), NOLa.
Reported at 1430 this date and place in compliance with basic orders. Used 16 da lv, 4 da pt and 2 da tt enr. Travel performed via Own Expense

R. ZAVALETA
By direction

P
23 September 1952
GD5/MM/P16-4/1

ORDER NO. 2538-52

From: Commander, 5th Coast Guard District
To: WILLIS, Otis L. (211-123) EMIC, USCG
Via: Commander, CG Group Cape Hatteras

Subj: Orders; transfer, travel.

1. In accordance with H/L, dated 19 September 1952, file PE-2 MM/P16-3/5, and when properly relieved by TILLETT, Pennel J. (222-607) BMC(P)(ESG), you are directed to proceed and report to the Commander, 8th Coast Guard District, New Orleans, Louisiana, for assignment to duty.

2. Travel necessary to the execution hereof is required by the public interests.

3. Expense incident to the travel herein authorized is chargeable against HQ travel allotment symbol 99-20, authorization No. 513941.

4. Service, health and pay records will be carried on transfer.

5. This order constitutes a permanent change of station, for you, from Rodanthe, North Carolina to such station as may be assigned by the Commander, 8th CG District.

6. You should depart your present unit on or before 16 October 1952. If your leave account warrants, the Commander, CG Group Cape Hatteras is authorized to grant you fifteen (15) days' leave enroute.

J. W. BOLDING,
By direction.

Copy to:
CCGD-5 (f - pay)
COMEIGHTCGD(p)

THIRD ENDORSEMENT to C5CGD/L of 9-23-52, GD5/MM/P16-4/1, Auth No. 513941

p
27 October 1952

From: Commander, 8th CG District
To: WILLIS, Otis L. (211-123) BMC(L), USCG

Subj: Orders; transfer; travel

1. Upon receipt hereof, proceed and report to the Commanding Officer, Santa Rosa Lifeboat Station, Pensacola, Florida for assignment to duty.

2. Your permanent station will be Pensacola, Florida.

3. Santa Rosa LBS will be the next accountable reporting unit.

4. Your service and health records will be carried.

5. No delay enroute, other than necessary travel time, authorized.

6. Delivered and departed this office at 0830, 28 October 1952, EDA, 2400, 29 October 1952.

R. ZAVALETA
By direction

CC: CO, Santa, Rosa LBS
Pay
File

FOURTH ENDORSEMENT TO C5CGD/L of 9-23-52, GD5/MM/P16-4/1, Auth No. 513941
Santa Rosa Lifeboat Station

29 October 1952

Reported aboard this unit at 1630-S 28 October 1952 for assignment to duty. Health and service records delivered.

G. W. ODLE, CHBOSN, USCG

23 JANUARY, 1953
P21

FROM: WILLIS, OTIS L.(211-123) BMC(L)
TO: REPRESENATIVE, CG WELFARE, MOBLE, ALA
VIA: COMMANDING OFFICER, SANTA ROSA, LBS

SUBJ: WELFARE LOAN REQUEST FOR

1. 1 have been stationed at this unit, since 25 October, 1952 1 was transferred from the 5th to the 8th, since 1 have been stationed at this unit 1 have been unable to find a house or a apartment for my wife and to small children they have been living in hotels, which has cost me quite a lot we have a house now that we can move in as soon as 1 can get the nessary things which we need to live on 1 would like to borrow $150.00 from the CG welfare to buy the furnisher which we need as the house is unfurnished.

2. 1 enlisted in the Coast Guard, 27 December, 1934, my current enlistent is up 16 January, 1956, enclosed is an allotment request for repayment of the loan at the rate of $25.00 per month for (6) six months.

OTIS L. WILLIS

23 JANUARY, 1953
P21

1nd-1
SANTA ROSA LBS.
% NAS PENSACOLA, FLA

Frowarded approved. This man also has two other minor children in N.C. that he desired to bring down to Pensacola, Fla. where he is permenantly stationed. Favorable consideration and action will be appreciated.

G.W. COLE, CHBOSN. USCG.
Commanding Officer.

File — Jacket.

31 August 1953

From: WILLIS, Otis L. (211-123)BMLC, USCG
To: Commander, Eighth Coast Guard District (p)
Via: (1) Commanding Officer, Santa Rosa Lifeboat Station

Subj: Transfer; request for

1. It is requested that I be transferred some place in the vicinity of New Orleans where I can obtain medical treatment for my wife as she is expecting within the next few months. Two Navy Doctors advises she needs medical care which cannot be obtained at the Naval Hospital here.

2. If no vacancies exist in the vicinity of New Orleans my second choice would be to a lifeboat station in the vicinity of Galveston, Texas as the desired medical treatment could be obtained there.

OTIS L. WILLIS

IND-1
SANTA ROSA LIFEBOAT STATION
% NAS. Pensacola, Florida

1 Sept.,1953
P1

1. Forwarded approved. Replacement requested when available. Highly recommended that favorable action be taken immediatly. This man has been stationed at this unit almost one year. Should any choice be had , and the man willing, for replacement for WILLIS; BLAYLOCK, Wm.H. BMC or, WALL, Arthur J. BMC(P) would be very satisfactory. If no replacment is available. at this time, none is required presently. However, when a suitable man is available one is requested to fill this vacancy.

G.W. COLE, CHBOSN. USCG.

From compensation of

APPLICATION FOR ALLOTMENT

WILLIS, Otis L. (211-1[redacted] BMC(L)

PAYABLE TO

Monthly allotment in the amount o[redacted]

Twenty Five and No/00 - - - - - ($ 25.00) Dollars.
(Words) (Figures)

If payable to a bank, business institution, or individual, for credit of*—

Name CG Welfare,

Street and No. P.O. Box 270,

Post office Mobile 2, *State* Ala

Reason for allotment To repay a welfare loan.

First payment: Month February, 1953

I hereby request and authorize allotment, chargeable to my pay, as above.

OTIS L. WILLIS,

Rank or rating BMC(L). U. S. C. G.

24 January, 1953, 19

Approved, allotment granted.

G.W. COLE, CHBOSN. USCG.

Commanding Officer. Santa Rosa LBS.

Commander, *District.*

Witnessed and registered 3 Feb. , 1953

M. C. REDFORD, CPCLK, USCG

Paymaster, ACO 8TH CG DISTRICT

16—12642—1

SERVICE RECORD COPY

NOTICE TO PAYEE

This allotment has been placed in effect with first payment to be made for the month of FEB 1953

Checks will be mailed you on the last day of each month without further action on your part. Keep this office advised of any change of your address.

All inquiries regarding this allotment should show the name of the allotter and be addressed to the Allotment Disbursing Officer, U. S. Coast Guard, Washington, D. C.

H. W. MEANS, CPCLK, USCG
Authorized Certifying Officer
Allotment Disbursing Officer.

LBH

DO NOT FOLD — MAIL FLAT

* Allotter or member immediate family

From compensation of

APPLICATION FOR ALLOTMENT

WILLIS, Otis L. ([redacted]-123) BMC(L)

PAYABLE TO

Monthly allotment in the amount of

Twenty Five and No/00 - - - - - ($ 25.00) Dollars.
(Words) (Figures)

Name CG Welfare,

Street and No. P.O. Box 270,

Post office Mobile 2, State Ala

If payable to a bank, business institution, or individual, for credit of*—

Name

Reason for allotment To repay a welfare loan.

First payment: Month February, 1953

I hereby request and authorize allotment, chargeable to my pay, as above.

OTIS L. WILLIS,

Rank or rating BMC(L). U. S. C. G.

24 January, 1953, 19

Approved, allotment granted.

G.W. COLE, CHBOSN. USCG,

Commanding Officer. Santa Rosa LBS.

Commander, District.

Witnessed and registered 3 Feb., 1953

M. C. REDFORD, CPCLK, USCG

Pay Officer, ACO 8TH CG DISTRICT

16—12642—1

SERVICE RECORD COPY

ACKNOWLEDGMENT

FOR INFORMATION OF PAY OFFICER:

This allotment has been placed in effect.

H. W. MEANS, CPCLK, USCG
Authorized Certifying Officer
Allotment Disbursing Officer.

LBH

* Allotter or member immediate family

DO NOT FOLD — MAIL FLAT

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSE[illegible]

UNIT	ADDRESS	DATE
SANTA ROSA LIFEBOAT STATION	, % NAS, Pensacola, Fla.	14 September 1953

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	CO, SANTA ROSA LBS	

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON: ☒ REGULAR	☐ REENLISTMENT
(15)	(1300) 14 September 1953	☐ EMERGENCY	☐ RECRUIT

ADDRESS ON LEAVE WILL BE Pilot Station, % NAS, Pensacola, Fla.

To Be Checked By Officers Only

☐ I am not a member of any court or board.

☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Date current leave accounting period began	Balance brought forward beginning of present accounting period
7/1/53	34
Number days' leave used during current accounting period	**Date of expiration of current enlistment**
00	15 January 1956

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

(Signature, rank, and title)

Ind.-2 Unit: SANTA ROSA LBS Date 14 September 1953

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

☒ Returned, GRANTED (15) days. ☐ ADVANCE Regular Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because ☒ ACCRUED

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-4 Unit: Santa Rosa Lifeboat Station Date 14 September 1953

Departed at 1300, this date. This leave expires before 0900-S ~~30~~ 2 Oct. ~~September~~ 1953

at Wet Slip, NAS, Pensacola, Fla. and is subject to the instructions on the reverse hereof.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

Ind.-5 Unit: SANTA ROSA LIFEBOAT STATION Date 2 October 1953

Reported at 0800-S, this date, having used fifteen (15) ALREG days' leave.

G. W. Cole
G. W. COLE, CHBOSN, USCG, CO
(Signature, rank, and title)

16—40220-3

(Over)

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

21 October 1953
P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC(P), USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CGC IRIS (WAGL-395)
(2) Commander, Eighth CG District (p)

Subj: Mutual transfer; request for

Ref: (a) Personnel Circular No. 11-51
(b) Personnel Circular No. 25-52

1. In accordance with the provisions of reference (a), I request a transfer in mutual exchange of duties with POLZER, Joseph H. (222-122) BMC, USCG, attached to the Sabine Lifeboat Station, Sabine, Texas.

2. The reason for this request is that I desire a duty station in which I am best qualified to perform the duties of my rate. I have served over 18 years aboard various lifeboat stations. This is my first duty aboard a buoy tender.

3. In the best interests of the service, and in view of the facts stated in paragraph 2, it is requested that the length of service on station requirements set forth in paragraph 1 of reference (b), be waived in this particular case.

4. It is understood that this transfer, if approved, will be affected at no cost to the government.

Otis L. Willis

21 October 1953
P16-3/MM

FIRST ENDORSEMENT to WILLIS's ltr of 10-21-53, file P16-3/MM

From: Commanding Officer, CGC IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

1. Forwarded. It is strongly recommended that this request be approved.

2. Average proficiency and conduct marks during the current enlistment are as follows: PIR: 3.54; COND: 3.97. Efficiency marks during the last six months are as follows:

Date	PIR	ALOM	CONDUCT	
6-30-53	3.5	3.5	4.0	SANTA ROSA LBS
9-30-53	3.5	3.5	4.0	SANTA ROSA LBS

FIRST ENDORSEMENT to WILLIS's ltr of 10-21-53, file P16-3/MM (Cont'd)

4. No disciplinary action is pending.

B. R. RYAN

CC: Sabine Lifeboat Station, Sabine, Texas

p
1 October 1953
GDB/P16-4/MM

ORDER NO. 080807

From: Commander, 8th CG District
To: WILLIS, Otis L. (211-123) BMLC, USCG
Via: Commanding Officer, Santa Rosa Lifeboat Station

Subj: Orders; transfer; travel

1. Effective upon receipt, proceed and report to the Commanding Officer, CGC IRIS (WAGL-395) at Galveston, Texas, for assignment to duty.

2. Travel authorized. Travel is required by the public interests, chargeable against the 8th CG District travel allotment symbol 08-20, 08-925040, 0211. Reimbursement will be in accordance with paragraphs 4150 - 4154, JTR. Estimated cost of travel: $40.00.

3. This order constitutes a permanent change of station for you from Pensacola, Florida to Galveston, Texas.

4. ~~Santa Rosa LBS~~ CGC-IRIS will be the next accountable reporting unit.

5. Your service and health records will be carried.

6. You are authorized five (5) days' delay enroute, such delay to count as leave, provided no excess leave is involved, plus four (4) days' proceed time and necessary travel time in the execution of this orders.

7. Comply with instructions contained in article 12-1- 16B, Coast Guard Regulations which was promulgated by Commandant's Circular No. 2-53.

8. By indorsement hereon, CO will indicate time and date of departure, address on leave and EDA, forwarding copies to this office and your destination.

R. ZAVALETA
By direction

CC: CO, CGC IRIS (WAGL-395)
Accounting (2)
Pay
oan
File

FIRST ENDORSEMENT to C8CGD/L of 10/1/53, GD8/P16-4/MM, Order No. 080807
Santa Rosa LBS
% NAS, Pensacola, Fla. 5 October 1953

From: Commanding Officer, Santa Rosa LBS
To: WILLIS, Otis L. (211-123) BMC(L), USCG

1. In accordance with basic orders, you will proceed and report to Commanding Officer, CGC IRIS(WAGL-395), Galveston, Texas, for assignment to duty.

2. You are hereby granted five (5) days delay enroute, such delay to count as leave, four (4) days proceed time, and two (2) days travel time to expire prior 2400 17 October 1953. Address on leave: Pilot Station, % NAS, Pensacola, Florida.

3. Your Service and Health records are herewith handed you for safe delivery to your ultimate destination. All travel performed at own expense.

4. Delivered and departed 1300 this date. EDA, Prior 2400 17 October 1953.

G. W. COLE, CHBOSN, USCG

SECOND ENDORSEMENT to C8CGD/L of 10/1/53, GD8/P16-4/MM, Order No. 080807
Santa Rosa LBS
% NAS, Pensacola, Fla. 5 October 1953

Orders received this date and place. I have read and understand these orders.

OTIS L. WILLIS

S/R

17 October 1953
P16-4/MM

THIRD ENDORSEMENT to CGCGD/L of 10-1-53, GDS/P16-4/MM, Order No. 080807

USCGC IRIS (WAGL-395), Galveston, Texas

Reported aboard at 1410 this date and place, having used six (6) days' leave, four (4) days' proceed time, and two (2) days' travel time enroute. Travel performed via privately owned conveyance.

CERTIFIED TO BE A TRUE COPY

W. H. DUNN, ENS, USCGR

B. R. RYAN
Commanding Officer

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

28 October 1953
FILE: P16-3/MM

From: Commanding Officer, CGC IRIS (WAGL-395)
To: WILLIS, Otis L. (211-123) BMLC(P), USCG

Subj: Watch Officer; certification as

Ref: (a) CG Regs., Art. 1905
(b) CG Regs., Chapter 8, Part 8

1. You have performed duties as Officer-of-the-Deck in port under the supervision of the Commanding Officer and the Executive Officer. Your manner of performance has been excellent, and your ability to perform these duties is established.

2. In accordance with reference (a) you are hereby certified to be qualified to stand In-Port watches as Officer-of-the-Deck.

3. In performing these duties you shall become conversant with, and be governed by, reference (b).

4. This letter has been made a part of your record. A copy of this letter has been forwarded to Commander, 8th CG District, and a copy has been forwarded for inclusion in your Service Record at Headquarters.

B. R. RYAN

Copy to:
CCGD8(p)
COMD't (PE)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2534 (10-37)

APPLICATION TO U. S. PUBLIC HEALTH SERVICE FOR TREATMENT OF COAST GUARD DEPENDENTS

CGC IRIS (WAGL-395)
(Unit)

Galveston, Texas
(Place)

13 November, , 19 53

To: MEDICAL OFFICER IN CHARGE:

USPHS Hospital

Quarantine New Orleans, La.

SIR: You are requested to examine and furnish such treatment as may be required to

Mrs. Alivia B. Willis (wife) dependents of
(State name and relationship, such as mother, wife, son, etc.)

WILLIS, Otis L. BMCL(P) USCG under authority of the Act
(Name and rank or rate)

of Congress approved July 30, 1937.

I HEREBY accept full responsibility for all charges incurred should hospitalization become necessary. The person named above is wholly dependent upon me for support.

Donald H. Smith HM3
(Witness to signature)

Otis L. Willis BMCL(P)
(Signature of man)

Present enlistment expires * 16 January, 1956

Very truly yours,

B. R. RYAN, LCDR.
(Name)

LCDR. USCG
(Rank)

Commanding Officer
(Commanding officer, etc.)

* To be used only in cases of enlisted personnel.

FOLLOW INSTRUCTIONS ON REVERSE CAREFULLY

16—29638-2

21 October 1953
P16-3/MM

FIRST ENDORSEMENT to WILLIS's ltr of 10-21-53, file P16-3/MM (Cont'd)

4. No disciplinary action is pending.

B. R. RYAN

CGC IRIS (WAGL-395)
RECEIVED
OCT 31 1953
RECEIVED
U. S. COAST GUARD

CC: Sabine Lifeboat Station, Sabine, Texas

- -

p
28 October 1953

SECOND ENDORSEMENT to WILLIS, Otis L. (211-123)BMLC(P), USCG letter dated 21 October 1953 file P16-3/MM

From: Commander, 8th CG District
To: WILLIS, Otis L. (211-123) BMLC(P), USCG
Via: Commanding Officer, CGC IRIS (WAGL-395)

1. Returned, disapproved. Inasmuch as you have had little or no sea duty during your entire service career, it is believed that a period of sea duty on board the Buoy Tender IRIS is desirable in your case. Consideration will be given to assigning you to a lifeboat station of your choice in this district upon completion of a reasonable period of sea duty. Advise this office of your choices for shore duty in this district.

2. Your request was not forwarded to Headquarters since Art. 4-B-38(d), Personnel Manual indicates that when a mutual transfer is requested from one unit in a district to another unit in the same district, the District Commander will be the action officer.

E. P. CHESTER, JR.
By direction

CC: OinC, Sabine LBS

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

EIGHTH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA

1953 OCT 23 AM 8 08

21 October 1953
FILE: P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC(P), USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CGC IRIS (WAGL-395)
(2) Commander, Eighth CG District (p)

Subj: Mutual transfer; request for

Ref: (a) Personnel Circular No. 11-51
(b) Personnel Circular No. 25-52

1. In accordance with the provisions of reference (a), I request a transfer in mutual exchange of duties with POLZER, Joseph H. (222-122) BMC, USCG, attached to the Sabine Lifeboat Station, Sabine, Texas.

2. The reason for this request is that I desire a duty station in which I am best qualified to perform the duties of my rate. I have served over 18 years aboard various lifeboat stations. This is my first duty aboard a buoy tender.

3. In the best interests of the service, and in view of the facts stated in paragraph 2, it is requested that the length of service on station requirements set forth in paragraph 1 of reference (b), be waived in this particular case.

4. It is understood that this transfer, if approved, will be affected at no cost to the government.

Otis L. Willis

21 October 1953
P16-3/MM

FIRST ENDORSEMENT to WILLIS's ltr of 10-21-53, file P16-3/MM

From: Commanding Officer, CGC IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

1. Forwarded. It is strongly recommended that this request be approved.

2. Average proficiency and conduct marks during the current enlistment are as follows: PIR: 3.54; COND: 3.97. Efficiency marks during the last six months are as follows:

Date	PIR	ALOM	CONDUCT	
6-30-53	3.5	3.5	4.0	SANTA ROSA LBS
9-30-53	3.5	3.5	4.0	SANTA ROSA LBS

USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

19 November 1953
P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: Commandant (PE)
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC(P); permanent appointment; recommendation for

Ref: (a) CCGD8/L of 6 November, 1953, GD8/P17-2/MM

1. As requested by reference (a) and in accordance with Article 5-C-31(b), Personnel Manual, it is recommended that the subject named man be permanently appointed Chief Boatswain's Mate Lifeboat Station.

2. As outlined in Article 5-C-30(b) (1) to (6) inclusive, the following recommendations are given:

(a) WILLIS is a leading person of strong character.

(b) WILLIS is capable of directing the work of a force under him and planning details for its best employment.

(c) WILLIS is capable of performing the required duties of his rate both ashore and afloat.

(d) WILLIS is capable of maintaining discipline.

(e) WILLIS has had no mark below 3.5 in proficiency in rate or below 4.0 in conduct during the year immediately preceding.

(f) WILLIS is recommended for permanent appointment.

B. R. RYAN

CC: Willis' S/R
File

UNITED STATES COAST GUARD

Address Reply to:
COMMANDER
Eighth CG District
Custom House
New Orleans, La.

CGC IRIS (WAGL-395)
6 November, 1953
G D8/P17-2/MM

RECEIVED
NOV 8 1953
U. S. COAST GUARD

From: Commander, 8th Coast Guard District
To: Commanding Offucer, CGC IRIS

Subj: Personnel; request for recommendation for permanent appointment

Ref: (a) H/L PE-1 of 3 November, 1953, P17-2/MM

As requested by reference (a), copy attached, and in accordance with Article 5-C-31(b), personnel Manual, it is requested that you submit a recommendation on the below named enlisted man to the Commandant (PE) as outlined in Article 5-C-30(b) (1) to (6) inclusive. As indicated by reference (a) and upon receipt of this recommendation at Headquarters, the Commandant will issue permanent appointments to the below-named man, provided such action is indicated by the recommendation.

WILLIS, Otis L. (211-123) BMLC(P)

R. ZAVALETA
By direction

Encl: (1) Copy of reference (a)

UNITED STATES COAST GUARD

ADDRESS REPLY TO:

COMMANDER
8th CG District
Custom House
New Orleans, Louisiana

dl
CGC IRIS (WAGL-395)
10 December 1953
FILE: P13-6

RECEIVED
DEC 14 1953
U. S. COAST GUARD

From: Commander, Eighth CG District
To : CO, USCGC IRIS

Subj: WILLIS, Otis L. (211113) EN, USCG; alleged indebtedness of

1. Enclosure, which is considered self-explanatory, is forwarded for your information and action. It is requested that you bring this matter to subject man's attention and have him make arrangements to settle this matter.

2. Advise this office of action taken.

ROBERT C. SMITH
By direction

Encl: 1) Robinson, Roark, & Hopkins
Ltr dtd 9 Dec 1953

Copy to: dcs
p

COMMANDER
8th CG District
Custom House
New Orleans, Louisiana

dl
10 December 1953
P13-6

From: Commander, Eighth CG District
To : CO, USCGC IRIS

Subj: WILLIS, Otis L. (211113) EN, USCG; alleged indebtedness of

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2. Advise this office of action taken.

ROBERT C. SMITH
By direction

Encl: 1) Robinson, Roark, & Hopkins
Ltr dtd 9 Dec 1953

Copy to: dcs
p

ROBINSON, ROARK & HOPKINS

ATTORNEYS AND COUNSELLORS AT LAW

GROVER C. ROBINSON, JR.
GEORGE J. ROARK, JR.
J. B. HOPKINS

PHONE 3-5645
KENNEDY BUILDING
PENSACOLA, FLORIDA

December 9,1953

Commanding Officer
c/o Lt. Cmdr. Robert C. Smith,
Legal Officer, 8th CG District
Custom House
New Orleans, Louisiana

In Re: OTIS L. WILLIS, EN
Obligation due Rex Robblee,
$111.81

Dear Sir:

Since I wrote you about Mr. Willis' unpaid obligation, he, through his wife, paid Captain Robblee $10.00, making a total due at this time of $101.81.

When Mr. Willis did not carry out his promise to pay this sum monthly, I found that he had been transferred to New Orleans.

I would appreciate it, therefore, if you would give me an assist in the collection of this just debt of Mr. Willis.

Very truly yours

ROBINSON, ROARK & HOPKINS

George J. Roark, Jr.

GJRj/rf

Address Reply to
COMMANDANT
U.S. Coast Guard
Headquarters
Washington 25, D. C.

PE-1
21 December 1953
MM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: Personnel; permanent appointment

1. The provisional ratings of the below named men are hereby made permanent, effective 1 January 1954, with seniority in rating from the dates indicated, provided their conduct and performance of duty since date of recommendation have been satisfactory. Certificates of Appointment are enclosed for delivery to below named men. If permanent appointments are not justified, the enclosed certificates will be returned to the Commandant (PE) for cancellation.

BROWN, Joseph (222-207) BMC(P) - 1-16-46
ROWLAND, William H. (227-002) BMC(P) - 4-16-45
WILLIS, Otis L. (211-123) BMLC(P) - 5-8-43

2. Make necessary entries in service records and on personnel diaries showing issuance of permanent appointments, citing this letter as the authority therefor.

/s/ K. O. A. ZITTEL
K. O. A. ZITTEL
By direction

Encl: (1) 3-Certificates of Appointment

CERTIFIED TO BE A TRUE COPY

R. Zavaleta

R. ZAVALETA., SCLK, USCG

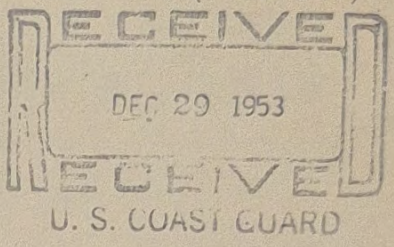
UNITED STATES COAST GUARD

30460
114

Address reply to:
Commander, 8th CG District
Custom House
New Orleans, La.

p
28 December, 1953
GD8/P17-2/MM

CGC IRIS (WAGL-395)



From: Commander, 8th Coast Guard District
To: Commanding Officer, CGC IRIS

Subj: Personnel; permanent appointments

Ref: (a) Comdt's ltr (PE-1) of 21 Dec., 1953, MM

1. Under the authority of reference (a), the provisional rate of the below-named man is hereby made permanent, effective 1 January, 1954, with seniority in rate from the date indicated, provided his/their conduct and performance of duty since date of advancement has/have been satisfactory. If advancement is not justified, the Commander, 8th CG District (p) will be notified immediately.

WILLIS, Otis L. (211-123) BMLC(P) - 5-8-43

2. Make necessary entries in service records and on personnel reports showing permanent appointments, citing this letter and reference (a) as the authority therefor.

3. Enclosed herewith is a Certificate of Appointment in the case of the above named man/men. The Certificate for any man not considered qualified for permanent appointment will be returned to the Commander, 8th CG District (p).

R. ZAVALETA.
By direction

Encls:
1. Certificate of Appointment
2. Certified copy of reference (a)

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
USCGC IRIS (WAGL-395)
General Delivery
Galveston, Texas

1 January 1954
FILE: P17-2/MM

From: Commanding Officer, IRIS (WAGL-395)
To: WILLIS, Otis L. (211-123) BMLC, USCG

Subj: Chief Boatswain's Mate L; permanent appointment of

Ref: (a) Comdt's ltr (PE-1) of 21 December 1953, MM

1. Under the authority of reference (a), your provisional rate is hereby made permanent, effective this date, with seniority in rate to date from 8 May 1943.

2. You are congratulated on this well-deserved recognition of your exemplary and efficient service in the United States Coast Guard. The permanent appointment certificate of CHIEF BOATSWAIN'S MATE L, together with this letter of congratulations will be made a part your permanent record.

J. L. SMITH
Acting

Encl: (1) Certificate of Appointment
(2) Certified copy of reference (a)

MILITARY PAY ORDER

MILITARY PAY ORDER NO. 81-54

ORGANIZATION AND STATION: USCGC IRIS (WAGL-395), GALVESTON, TEXAS

DATE: 19 JANUARY 1954

TO DISBURSING OFFICER: 08-076395

ENLISTED PERSONNEL

YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NO.	LAST NAME—FIRST NAME—MIDDLE INITIAL	REASON FOR CHANGE	YEAR 1954 FROM—	TO—
211-123	WILLIS, Otis L.	ENTITLED TO LVRATS FM 0845, 1-6-54 to 2215, 1-18-54. NOT AOL (12 days) AIREG NOT ENTITLED TO S&FSD PAY	1/7	1/18
211-123	WILLIS, Otis L.	CR fm BMLC(P) to BMLC eff 1 January 1954. Auth: HQ/L (PE-1) of 12-21-53,MM; CCGD8/ L dtd 12-28-53, GD8/P17-2/MM.	1/1	XXX

SYMBOL NO. (*Entered by D. O.*)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
	B. R. RYAN, LCDR, USCG	

DD FORM 1 NOV 49 114

Replaces NME Form 114, 1 Dec 48, which may be used.

U. S. GOVERNMENT PRINTING OFFICE : 1949—O-863080

FORM PRESCRIBED BY COMPTROLLER GENERAL, U. S. FEBRUARY 8, 1949

CG-2519

APPLICATION FOR LEAVE OF ABSE

117
3305
Bowl.

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	6 JANUARY 1954

FROM:	TO:	VIA:
WILLIS, Otis L.(211-123) BMLC	COMMANDING OFFICER	EXECUTIVE OFFICER

The Following Leave is Requested:

Number of Days	To Depart	Reason:
TWELVE (12)	6 January 1954	[X] REGULAR [ ] REENLISTMENT [ ] EMERGENCY [ ] RECRUIT

Address On Leave Will Be 536 Cortez St., New Orleans, La.

[ ] I am not a member of any court or board.
[ ] I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Signature Of Applicant Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 6 January 1954

Date current leave accounting period began 7-1-53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 21	Date of expiration of current enlistment 15 January 1956

[X] FORWARDED, approved [ ] FORWARDED, disapproved, because

J. L. SMITH, LTJG, USCG
Executive Officer

Ind.-2 Unit:
[ ] FORWARDED, approved [ ] FORWARDED, disapproved because

Ind.-3 Unit: CGC IRIS Date 6 January 1954
[X] Returned, GRANTED 12 days.
[ ] Returned, NOT GRANTED, because
[ ] ADVANCE REGULAR Leave.
[X] ACCRUED

E. R. RYAN, LCDR, USCG
Commanding Officer

Ind.-4 Unit: CGC IRIS Date 6 January 1954
Departed at 0845, this date. This leave expires before 0750, 19 Jan. 1954
at THIS UNIT and is subject to the instructions on the reverse hereof.

J. L. SMITH, LTJG, USCG
Executive Officer

Ind.-5 Unit CGC IRIS Date 18 January 1954
Reported at 2215, this date, having used 12 days' leave.

J. L. SMITH, LTJG, USCG
Executive Officer

(Over)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

Rptd 114
0800-3305
4/15/54 3040

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	2 APRIL 1954

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMIC	COMMANDING OFFICER	EXECUTIVE OFFICER

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
TEN (10)	4 April 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE 536 Cortez St., New Orleans, La.

To Be Checked By Officers Only
☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: CGC IRIS Date 2 April 1954

Date current leave accounting period began	Balance brought forward beginning of present accounting period
7-1-53	34
Number days' leave used during current accounting period	Date of expiration of current enlistment
33	15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

J. J. ARMAND, LTJG, USCG
Executive Officer (Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CGC IRIS Date 2 April 1954

☒ Returned, GRANTED 10 days.
☒ ADVANCE ☒ ACCRUED REGULAR Leave. (Reason for leave)

☐ Returned, NOT GRANTED, because

B. P. RYAN, LCDR, USCG
(Signature, rank, and title)

Ind.-4 Unit: CGC IRIS Date 4 April 1954

Departed at 0001, this date. This leave expires before 0750, 15 April 1954

at THIS UNIT and is subject to the instructions on the reverse hereof.

J. J. ARMAND, LTJG, USCG
Executive Officer (Signature, rank, and title)

Ind.-5 Unit: CGC IRIS Date 15 April 1954

Reported at 0750, this date, having used 10 days' leave.

0750

J. J. ARMAND, LTJG, USCG
Executive Officer (Signature, rank, and title)

16—40220-3

(Over)

STATEMENT OF PAY ACCOUNT

MEMBER WILLIS, OTIS L. (211-123) BMLC

PAY ACCOUNT OPENED 1 Jan. 1954

CREDITS:		
	BP&L (18) 12/26/52	$275.18
	BAQ (W)(LC-4)	96.90
	BAS	
	BMA	
	SMA	7.20
	S&FSD	22.50
	COMRATS	
	AVIA	
DEBITS:		
	ALLOTMENTS	
	"Q"	225.00

WITHHOLDING TAX (WITH 7 EXEMPTIONS) NONE

D. SPRATLING
Chief Pay Clerk, USCG
Authorized Certifying Officer

UNITED STATES COAST GUARD

Address reply to:
Commander, 8th CG District
Custom House
New Orleans 16, La.

CGC IRIS (WAGL-395)

RECEIVED
MAY 6 1954
U.S. COAST GUARD

From: Commander, 8th CG District
To: Commanding Officer, CGC IRIS (WAGL-395)

Subj: Election of option under the Uniformed Services Contingency Option Act of 1953; submission of

Ref: (a) AICOAST FIVE dtd 4-29-54

1. Reference (a) has extended the deadline date to 1 November 1954 for active duty members for submission of election under the Uniformed Services Contingency act of 1953, including members retiring after 30 April 1954 and prior to 2 November 1954. The original deadline date 30 April 1954 will remain effective for members retired prior to 1 May 1954.

2. To date, this office has no record of submission of election for the below listed personnel:

WILLIS, Otis L. (211-123) BMLC

3. It is therefore requested that these men submit their election at the earliest possible date.

S. L. BROWN
By direction

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
USCGC IRIS (WAGL-395)	GALVESTON, TEXAS	13 MAY 1954

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123)BMIC	COMMANDING OFFICER	EXECUTIVE OFFICER

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
FIFTEEN (15)	14 MAY 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE 536 S. Cortez St., New Orleans, La.

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis

Ind.-1 Unit: CGC IRIS (WAGL-395) Date 13 May 1954

Date current leave accounting period began 7-1-53	Balance brought forward beginning of present accounting period 34
Number days' leave used during current accounting period 43	Date of expiration of current enlistment 15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

W. H. DUNN, ENS, USCGR
(Signature, rank and title)
Executive Officer - Acting

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CGC IRIS (WAGL-395) Date 13 May 1954

☒ Returned, GRANTED 15 days.

☒ ADVANCE ☐ ACCRUED REGULAR (Reason for leave) Leave.

☐ Returned, NOT GRANTED, because

L. A. WARDLAW, Jr., LT, USCG
(Signature, rank, and title)
Commanding Officer

Ind.-4 Unit: CGC IRIS (WAGL-395) Date 14 May 1954

Departed at 1145, this date. This leave expires before 1000, 30 May 1954

at THIS UNIT and is subject to the instructions on the reverse hereof.

W. H. DUNN, ENS, USCGR
(Signature, rank, and title)
Executive Officer - Acting

Ind.-5 Unit: 30 May 1954 USCGC IRIS Date 30 May 1954

Reported at 1000, this date, having used 15 days' leave.

J. J. ARMAND, LTJG, USCG
(Signature, rank, and title)
Executive Officer

16—40220-3

(Over)

CGC IRIS (WAGL-395)

RECEIVED
APR 29 1954
U. S. COAST GUARD

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDER
8TH COAST GUARD DISTRICT
P. O. BOX 382
NEW ORLEANS 9, LA.

p
27 April 1954
GD8/P16-4/MM

From: Commander, 8th CG District
To: WILLIS, Otis L. (211-123) BMLC, USCG
Via: Commanding Officer, CGC IRIS (WAGL-395)
Subj: Orders; transfer

1. On or about 1 June 1954, proceed and report to the Commanding Officer, CG Base, Galveston, Texas, for assignment to duty with the Lifeboat Station.

2. No travel necessary, none authorized.

3. Your permanent station remains Galveston, Texas.

4. CG Base, Galveston will be the next accountable reporting unit.

5. Your service and health records will be carried.

6. No proceed time is allowed.

7. By indorsement hereon, CO will indicate time and date of departure, forwarding copies to this office and your destination.

S. L. BROWN.
By direction

CC: CO, CG Base, Galveston
Disbursing
Pay
oan
File

1 June 1954
P16-4/MM

1055

FIRST ENDORSEMENT to CCGD8/L of 4-27-54, file GD8/P16-4/MM

From: Commanding Officer, IRIS (WAGL-395)
To: WILLIS, Otis L. (211-123) BMIC, USCG

Subj: Orders; transfer

1. Effective upon receipt hereof, proceed and comply with basic orders.

2. Your service and health records will be carried.

3. No travel time or proceed time necessary, none authorized.

4. Delivered and departed at 2000, this date and place.

L. A. WARDLAW, Jr.

CC: CO, CG Base, Galv.
CCGD8-(p)
CCGD8-(f)
File

1 June 1954
Galveston, Texas

SECOND ENDORSEMENT to CCGD8/L of 4-27-54, file GD8/P16-4/MM

Orders received this date and place. I have read and understand these orders.

Otis L. Willis

THIRD ENDORSEMENT to CCGD8/L GD8/P16-4/MM of 1 June 1954
27 April 1954.
Coast Guard Base
Galveston, Texas

Reported 1055 this date and place for assignment to duty in compliance with basic orders. No travel performed in connection with this order. Assigned to subunit LBS.

F. H. SCHONEWOLF
Personnel Officer

ENT AUTHORIZATION
TART OR STOP ALLOTMENTS
STOP FAMILY ALLOWANCES
NAV. S. AND A. FORM 545 (4M)(REVISED 9-48)

SERVICE RECORD COPY

LBS Galveston, Texas

211-123 (File or Service No.) | WILLIS, Otis L. (Name of Grantor: Last, First, Middle) | BMLC (Rank or Rate) | 08-200680 (Appropriation)

(D.O. will not fill in)
RECEIVED
BLOCK NO.

NEW ALLOTMENTS

	PURPOSE	MONTHS	MONTH FIRST PAY	EXPIRES	AMOUNT		CODES: ALLOT CUST CODE	BP OR CL	CODE	F T	P #	NO. MOS.	RETRO. AMT. AMOUNT
1	L	Ind.	7/54		$15.00	A. de ZEEUW, CDR, USCG							
2						Alternate Representative CG Welfare							
NAME OF ALLOTTEE:						Representative CG Welfare							
ADDRESS OF ALLOTTEE:						Box 358, Galveston, Texas							
3													
NAME OF ALLOTTEE:						XX Representative XX							
ADDRESS OF ALLOTTEE:													
4													
NAME OF ALLOTTEE:													
ADDRESS OF ALLOTTEE:													
5	BOND												

NAME AND ADDRESS OF OWNER:

BOND ☐ CO-OWNER ☐ BENEFIC: NAME
☐ HOLD ☐ FWD TO: NAME AND ADDRESS

DISCONTINUANCE

(D.O. will not fill in)

	PURPOSE	STOP AFTER	MONTH FIRST PAY	AMOUNT	Do not fill in: FCC	Do not fill in: F.A. AMOUNT	NAME OF ALLOTTEE	REAS * CODE	BP CL	DATE LAST PAYMENT MADE	CODE	FILE TYPE	P #	NO. MOS
1														
2														
3														
4														
5														
6	F													
7	F													
8	F													
9	F													

*REASON FOR STOP

1. GRANTOR'S REQUEST	6. DEATH OF GRANTOR	13. PAID UP POLICY
2. NEW ALLOT. REG.	7. GCM PRISONER	14. INS. NOT DESIRED
3. DISC., R.I.D.	8. CHANGE TO NSI OR GI	15. POL. MAT. SURR. OF POL.
4. TRAN. F.R., RET.	10. WAIVER OF PREMIUM	16. EXT. TERM INS.
5. STRAGGLER, DESERTER	12. CHANGE IN INS. PLAN	18. CHANGE TO MAQ OR FA

FORMS SHOWING OMISSIONS, ALTERATIONS OR ERASURES WILL BE REJECTED

POWER OF ATTORNEY (TO REGISTER ALLOTMENTS)

I do allot the sum(s) stated, per month of my pay as shown in the space captioned "New Allotments"; do appoint the person(s) named, therein, my attorney(s) to receive the sum(s) so alloted and do certify to the correctness of amounts shown in the space captioned "Existing."

SIGNATURE OF GRANTOR:
First Name, Initial, Last Name)
OTIS L. WILLIS

EXISTING

STATEMENT OF EXISTING ALLOTMENTS AND FAMILY ALLOWANCES

Enter Family Allowance and All Individual Existing Allotments by types and amounts after all changes recorded hereon have been entered on Pay Record.

NSI	Q 225.00			
F	L 15.00			

I certify that the prescribed entry (entries), including charge entry (entries) for the month (months) of first payment and/or stoppage, have been entered on the pay record of the individual concerned. I understand that I am responsible for any errors or omissions thereof.

SHIP OR STATION AT WHICH PREPARED: 0CCGD8 - New Orleans, Louisiana
DATE: 6/14/54

WITNESSED AND REGISTERED,
SYMBOL NO. AND SIGNATURE OF DISBURSING OFFICER

D. SPRATLING, CHPCLK, USCG, ACO

DISBURSING OFFICER (Retain)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1950-915530

to cause this
of going to court
anyway that we
to settle this
bill I would ap
have this bill almo



HIRE THE HA
IT'S GOOD



R. D. Robbins
120 West Liberty St.
Pensacola, Fla.

Commandant of Coast Guard
8th Naval District
New Orleans, La.

to cause this man the trouble of going to court so if there is anyway that we can get him to settle this $4.00 telephone bill I would appreciate it. They have this bill almost 2 years.

Sincerely
R. D. Robblee
120 West Liberty St
Pensacola Fla.

September 16, 1954

COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA

Commandant Coast Guard
Eighth Naval District
New Orleans La.

1954 SEP 17 AM 8 17

Dear Sir,

Am writing you in regards to a debt owed me by an enlisted Chief Petty Officer Otis Willis. This man used to rent from me when he was stationed in Pensacola Fla at Santa Rosa Coast Guard Station. Otis Willis left owing me a $84.00 telephone bill, Not to mention all the linens they took and the furniture they burnt up. They also owed 10 days rent.

I would like to collect at least the telephone bill as I am an old man and can not work on account of bad feet. I am 66 years old and have to go to the doctor and have no money with which to meet all my bills. I don't want

RECEIVED
SEP 29
CG BASE, GC

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDER
8TH COAST GUARD DISTRICT
P. O. BOX 282
NEW ORLEANS 9, LA.

dl
24 September, 1954
P13

From: Commander, EIGHTH Coast Guard District
To: WILLIS, Otis L. (211-123) BMLC, USCG - Officer in Charge, Galveston Lifeboat Station

Subj: Indebtedness; forwarding of correspondence concerning

1. Enclosure, which is considered self-explanatory, is forwarded herewith for your information and action. You are hereby directed to advise this office of action taken.

JOE L. HORNE
By direction

Encl: R. D. Robblee ltr
of 16 Sept 1954 - $84.00

SB

Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

13 October 1954
GB/P16-3/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th Coast Guard District (p)

Subj: Transfer; request for

1. It is requested I be transferred to any Lifeboat Station in either the 5th or 3rd CG District, preferably the 5th, for assignment to duty.

2. Reason for this request is my ageing father is in constant need of attention, likewise my wifes' mother is in the same condition, and I am the only one able to afford this assistance. The residence of both parents are in North Carolina.

OTIS L. WILLIS

FIRST ENDORSEMENT to WILLIS's ltr dtd 10-13-54, GB/P16-3/MM

13 October 1954
GB/P16-3/MM

From: Commanding Officer, CG Base, Galveston, Texas
To: Commandant (PE)
Via: Commander, 8th CG District (p)

1. Forwarded approved provided a competent relief is furnished.

2. WILLIS's service has been satisfactory in every respect.

3. His proficiency marks for the past year are as follows:

DATE	PIR:	AIOM:	CONDUCT:
9-30-53	3.5	3.5	4.0
12-31-53	3.5	3.5	4.0
3-31-54	3.6	3.6	4.0
6-30-54	3.6	3.6	4.0
9-30-54	3.67	3.67	4.0

A. de ZEEUW

ARTICLES FROM MANUAL FOR COURTS-MARTIAL, UNITED STATES, 1951

I have read Articles 2, 3, 7, through 15, 25, 27, 31, 37, 38, 55, 77 through 134, 137 through 139 of the Uniform Code of Military Justice as required by Article 137 of the Manual for Courts-Martial, United States, 1951, and questions concerning same have been carefully explained to me.

Date: 13 Dec, 1954 Thos L Sheets BM1C
(Signature)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV.12-49)

APPLICATION FOR LEAVE OF ABSENCE

LV RG ENTRY
DD 114
DIARY ENTRY
S/R ENTRY

UNIT	ADDRESS	DATE
CG BASE	BOX 358, GALVESTON, TEX.	21 December 1954

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
three (3)	30 December 1954	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE Orange Courts, Galveston, Texas

To Be Checked By Officers Only
- ☐ I am not a member of any court or board.
- ☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

Otis L. Willis
SIGNATURE OF APPLICANT OTIS L. WILLIS

Ind.-1 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

Date current leave accounting period began 1 July 1954	Balance brought forward beginning of present accounting period 06
Number days' leave used during current accounting period 00	Date of expiration of current enlistment 15 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

F. H. Schonewolf
F.H. SCHONEWOLF, LT., USCG
EXECUTIVE OFFICER (Signature, rank, and title)

Ind.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, rank, and title)

Ind.-3 Unit: CG BASE, GALVESTON, TEXAS Date 21 December 1954

☐ Returned, GRANTED three (3) days. Regular Leave.
(Reason for leave)

☐ Returned, NOT GRANTED, because ☐ ADVANCE ☒ ACCRUED

T. F. Knoll
T.F. KNOLL, CDR., USCG
COMMANDING OFFICER (Signature, rank, and title)

Ind.-4 Unit: CG BASE, GALVESTON, TEXAS Date 30 December 1954

Departed at 0100, this date. This leave expires before 0900, 3 January 1955

at this unit and is subject to the instructions on the reverse hereof.

OFFICER OF THE DECK
(Signature, rank, and title)

Ind.-5 Unit: CG BASE, GALVESTON, TEXAS Date 3 January 1955

Reported at 0800, this date, having used three (3) days' leave.

F. H. Schonewolf
F.H. SCHONEWOLF, LT., USCG, EXECUTIVE OFFICER
(Signature, rank, and title)

16—40220-3

(Over)

Commanding Officer
Coast Guard Base
Box 358
Galveston, Texas

13 January 1955
GB/P19-2/MM

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commandant (PE)
Via: (1) Commanding Officer, CG Base, Galveston, Texas
(2) Commander, 8th CG District (p)

Subj: Retirement; request for

Ref: (a) Title 14 U. S. Code

1. It is requested that I be considered for retirement and placed on the inactive retired list. I have completed 20 years of service as of 26 December 1954 in the U. S. Coast Guard.

OTIS L. WILLIS

- - - -

UNITED STATES COAST GUARD

Address reply to:
Commander
Group Galveston
P.O.Box 353
Galveston, Texas

A8-6/1
10 February 1955

From: Commander, Group Galveston, Galveston, Texas
To: **WILLIS, Otis L. (211-123) BMC(L), USCG**

Subj: Authorization to receive classified matter

Ref: (a) OPNAV INSTRUCTION 5510.1, as amended for Coast Guard use
(b) **Article 1506.1.c of reference (a)**

1. Reference (b) is accepted as proof of your eligibility for access to information and material classified up to and including **CONFIDENTIAL** excluding Restricted Data. Therefore, in accordance with Art. 0902 of reference (a), you are hereby authorized to receive classified matter up to and including this classification, which is held by, or in the custody of, Commander, Group Galveston, which you need to have knowledge of to perform your assigned duties as **JOOD, USCG BASE, Galveston, Texas.** This authorization is further limited as follows:

NONE

2. Having been so authorized, you shall comply with all effective regulations and other directives prescribing rules for the custody, transmission, and dissemination of classified matter. Become thoroughly familiar with Chapter 18, U.S. Coast Guard Regulations, regulations of OPNAV INSTRUCTION 5510.1 pertinent to these functions, and such other publications as may be called to your attention by the Classified Material Control Officer of this command.

3. This authorization is effective upon receipt and continues until relieved of your present duties and station or until revoked by competent authority. If it is terminated prior to your change in duties, this letter will be recalled and you will be duly advised.

T. F. Knoll

Copy to:
Classified Material Control Officer
p (for insertion in addressees personnel record)
Custodian of Registered Publications

UNITED STATES COAST GUARD

8TH COAST GUARD DISTRICT
NEW ORLEANS, LOUISIANA

RECEIVED
JAN 31 11 10 AM '55
CG BASE, GALVESTON, TEXAS

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

1955 JAN 27 PM 12 49

PE-1
25 January 1955
AUTH:

From: Commandant
To: Commanding Officer, CG Base, Galveston, Texas
Via: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123)BMLC, USCG ; request for retirement; acknowledgement of

Ref: (a) WILLIS' ltr of 13 January 1955, file GB/P19-2/MM with endorsements thereon

Advise the above-named man that his request for retirement by reason of completion of twenty or more years of service has been received at Headquarters and that his application will be considered in any future selection of men for retirement under Title 14, United States Code, Section 355.

W. B. ELLIS
By direction

---

p
28 January 1955
GD8/P19-2/MM

FIRST ENDORSEMENT on HL (PE-1) ltr dtd 1-25-55

From: Commander, 8th Coast Guard District
To: Commanding Officer, CG Base, Galveston, Texas

1. Forwarded.

S. L. BROWN
By direction

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-2519 (REV. 11-53)

LV RCD ENTRY mja
DD 114 mja
ENTRY
S/R ENTRY mja

APPLICATION FOR LEAVE OF ABSENCE

UNIT	ADDRESS	DATE
Coast Guard Base	Box 358, Galveston, Texas	2 May 1955

FROM (REQUESTER):	TO	VIA:
WILLIS, Otis L. (211-123) BMC(L)	Commanding Officer	Executive Officer

THE FOLLOWING LEAVE IS REQUESTED:

NUMBER OF DAYS	TO DEPART	REASON:
five (5)	2 May 1955	☒ REGULAR ☐ REENLISTMENT ☐ EMERGENCY ☐ RECRUIT

ADDRESS ON LEAVE WILL BE 512 S. Cortez St., New Orleans, Louisiana

To Be Checked By Officers Only
☐ I am not a member of any court or board.
☐ I am a member of the court(s) or board(s) listed below and have obtained approval of this request from the senior member of such court(s) or board(s).

SIGNATURE OF APPLICANT Otis L. Willis
OTIS L. WILLIS

End.-1 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Date current leave accounting period began 1 July 1954	Balance brought forward beginning of present accounting period 06
Number days' leave used during current accounting period 03	Date of expiration of current enlistment 16 January 1956

☒ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED, BECAUSE

James A. Alsup
JAMES A. ALSUP, LT., USCG
EXECUTIVE OFFICER (Signature, grade, and title)

End.-2 Unit: Date

☐ FORWARDED, APPROVED ☐ FORWARDED, DISAPPROVED BECAUSE

(Signature, grade, and title)

End.-3 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

☒ Returned, GRANTED five (5) days. Regular Leave.
(Reason for leave)
☒ ADVANCE
☒ ACCRUED

☐ Returned, NOT GRANTED, because

T. F. Knoll
T. F. KNOLL, CDR., USCG
(Signature, grade, and title)

End.-4 Unit: CG BASE, GALVESTON, TEXAS Date 2 May 1955

Departed at 1000, this date. This leave expires before 0900, 8 May 1955

at this unit and is subject to the instructions on the reverse hereof.

James A. Alsup
JAMES A. ALSUP, LT., USCG
EXECUTIVE OFFICER (Signature, grade, and title)

End.-5 Unit: CG BASE, GALVESTON, TEXAS Date 8 May, 1955

Reported at 0755, this date, having used (Five (5)) days' leave.

James A. Alsup
JAMES A. ALSUP, LT., USCG
Executive Officer (Signature, grade, and title)

0755, 5-8-55

16—40220-4

(Over)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

WHEN TYPED
USE SINGLE SPACE

1. Departed from official duty station _____ (Date) _____ (Hour)

2. Temporary duty station on last day of next preceding voucher period was _____;

date of arrival at such temporary duty station _____.

(Fill in 1 and 2 above only when dates are prior to period covered by this voucher)

DATE 19 55	DESCRIPTION (Include all information required by current regulations; if speedometer readings are used to compute distances, show beginning and ending readings in this column)	NUMBER OF MILES @ 5 cents per mile	AMOUNT CLAIMED Mileage	Subsistence	Other
	Reimbursement for per diem and/or travelas follows:				
	See certified copy of orders attached for itinerary of traveler:				
	PER DIEM CLAIMED				
	0730 4-3 1830 4-3 1 meal @$1.50 X 2 Payees			3 00	
	Reimbursement is claimed for travel performed from Galveston, Texas to Clear Lake Texas and return 30 miles @0.05 X 2 Payees	30	3 00		
	No govt subs or qtrs available or furnished. All travel performed via privately owned conveyance.				
	Grand total to face of voucher → (Subtotals, to be carried forward if necessary)	6.00 30	3 00	3 00	

TRANSPORTATION OBTAINED WITH GOVERNMENT TRANSPORTATION REQUESTS

(Not to be claimed by traveler)

Transportation Request Number	Agent's Valuation of Ticket	Initials of Carrier Issuing Ticket	Mode and Class of Service†	Date Issued	Points of Travel From—	Points of Travel To—

†"Pullman accommodations: MB, master [illegible]; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, [illegible] berth; UB, upper berth; LB–UB, lower and upper berth; [illegible] seat."

63078-1 U. S. GOVERNMENT PRINTING OFFICE

er General, U. S.
ember 7, 1950
Regulations No. 88

TRAVEL VOUCHER

Bu. Vou. No. 08-2081

U. S. TREASURY DEPARTMENT - COAST GUARD
(Department, bureau, or establishment)

Payee's name ~~do~~ VARIOUS PERSONS

Mailing address CG BASE, GALVESTON, TEXAS

SAME
(Official duty station)

(Residence—For use by Postal Service employees only)

PAID BY
J. F. CANNON
Chief Disbursing Officer
Treasury Department
Div. of Disbursement
Symbol No. 1378

Travel and other expenses in the discharge of official duty from 0730 4-3 (Date) to 1830 4-3 (Date) under authority No. 082170 dated 4-3-55 copy of which is attached, or has been previously furnished. I have a travel advance of $ _____ to which $ _____ of this voucher should be applied.

See reverse for signature of payee MEMORANDUM 4-21-55

	DOLLARS	Cents
AMOUNT CLAIMED →	6	00

(For Administrative Use)

Differences:

APPROVED:

Total verified correct for charge to appropriation(s) (initials) 20X0201 ShJr. 6 00

Applied to travel advance (appropriation symbol)

NET AMOUNT TO TRAVELER 6 00

The next previous voucher paid under the same travel authority was:

D. O. Vou. No. _____, paid _____ (Month—year) by _____ (Insert name and symbol of disbursing officer)

4-21-55 MEMORANDUM DER, PCLK., U.S.C.G.

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

Appropriation, Limitation, or Project Symbol	Appropriation Title (Optional)	Limitation or Project (Amount)	Appropriation (Amount)
20X0201			6.00
08-20.55	08-510900	0211	6.00

Allotment Symbol	Amount	Obligations Liquidated	COST ACCOUNT Symbol	COST ACCOUNT Amount	OBJECTIVE CLASSIFICATION Symbol	OBJECTIVE CLASSIFICATION Amount

Paid by Check No. _____

Dated _____

MEMORANDUM

16—63078-1

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
Commanding Officer
Coast Guard Base
P.O. Box 358
Galveston, Texas

3 April 1955
GB/P16-4/MM

ORDER NO. 082170

From: Commanding Officer, CG Base, Galveston, Texas
To: WILLIS, Otis L. (211-123) BMC(L), USCG

Subj: Orders; temporary additional duty; travel

1. Upon receipt hereof, you and the below listed man are hereby directed to proceed on temporary additional duty of approximately one (1) days' duration to Clear Lake, Texas on official business of the U.S. Coast Guard. Upon completion of this temporary additional duty, return to this unit and resume your regular station and duties.

FIGUEIRA, James W. (261-916) BM3, USCG.

2. Travel necessary to the execution hereof is required by the public interests chargeable to the 8th CG District travel allotment symbol 08-20, 08-510900, 0211. Reimbursement will be in accordance with JTR. Estimated Cost: $26.00.

3. No delay enroute other than necessary travel time is authorized.

4. Delivered and departed 0730 this date.

F.H.SCHONEWOLF
Executive Officer

Copy to:
Accounting (2)
Disbursing
Personnel
File

3 April 1955
GB/P16-4/MM

FIRST ENDORSEMENT on CO, CG Base, Galveston, Tex.
ltr dtd 4-3-55, GB/P16-4/MM, ORDER NO. 082170

From: Commanding Officer, CG Base, Galveston, Texas
To: WILLIS, Otis L. (211-123) BMC(L), USCG

Subj: Orders; temporary additional duty; travel

1. You and the below listed man returned at 1830 this date having completed temporary additional duty at Clear Lake, Texas.

FIGUEIRA, James W. (261-916) BM3

2. Travel was performed via privately owned conveyance. No Government Subsistence or Quarters were available or furnished.

F.H.SCHONEWOLF
Executive Officer

among two men.

APR 28 1955

BU VO #08-2081-55 $ 6.00 CERTIFIED FOR PAYMENT IN APRIL 1955

ACCOUNTS JOE J. F. CANNON SYMB 1378 (MILEAGE @ 5 ¢ PER MI FR Galveston, Texas

TO CLEAR LAKE, TEX. & RETURN 30 MILES $ 3.00 AND/OR PER DIEM @ $ 9.00

FR TO $ 3.00) ACO, 8 CGD

Meals. ONE MEAL @ 1.50 x 2 PAYEES D. G. SWIDER, PCLK, USCG

ALLOTMENT AUTHORIZATION

TO START OR STOP ALLOTMENTS
OR STOP FAMILY ALLOWANCES
NAV. S. AND A. FORM 545 (4M) (REVISED 9-48)

Base, Galv

~~LBS, Galveston, Texas~~

(D.O. will not fill in)
RECEIVED
BLOCK NO.

211-123 (File or Service No.) | WILLIS, Otis L. (Name of Grantor: Last, First, Middle) | BMC (Rank or Rate) | ~~08-200680~~ (Appropriation)

NEW ALLOTMENTS

	PURPOSE	MONTHS	MONTH FIRST PAY	EXPIRES	AMOUNT		CODES: ALLOT CUST CODE	BP OR CL	CODE	F T	P #	NO. MOS.	RETRO. AMT. AMOUNT
1						T. F. KROLL, CDR, USCG							
2						Representative CG Welfare							
	NAME OF ALLOTTEE:												
	ADDRESS OF ALLOTTEE:												
3													
	NAME OF ALLOTTEE:												
	ADDRESS OF ALLOTTEE:												
4													
	NAME OF ALLOTTEE:												
	ADDRESS OF ALLOTTEE:												
5	BOND												

NAME AND ADDRESS OF OWNER:

BOND ☐ CO-OWNER ☐ BENEFIC: NAME
☐ HOLD ☐ FWD TO: NAME AND ADDRESS

SERVICE RECORD COPY

DISCONTINUANCE

(D.O. will not fill in)

	PURPOSE	STOP AFTER	MONTH FIRST PAY	AMOUNT	Do not fill in FCC	Do not fill in F.A. AMOUNT	NAME OF ALLOTTEE	REAS* CODE	BP CL	DATE LAST PAYMENT MADE	CODE	FILE TYPE	P #	NO. MOS
1	L	4/55	7/54	$15.00			Representative CG Welfare	1						
2							Box 358, Galveston, Texas							
3							(Acct. Otis L. Willis)							
4														
5														
6	F													
7	F													
8	F													
9	F													

*REASON FOR STOP

1. GRANTOR'S REQUEST	6. DEATH OF GRANTOR	13. PAID UP POLICY
2. NEW ALLOT. REG.	7. GCM PRISONER	14. INS. NOT DESIRED
3. DISC., R.I.D.	8. CHANGE TO NSI OR GI	15. POL. MAT. SURR. OF POL.
4. TRAN. F.R., RET.	10. WAIVER OF PREMIUM	16. EXT. TERM INS.
5. STRAGGLER, DESERTER	12. CHANGE IN INS. PLAN	18. CHANGE TO MAQ OR FA

FORMS SHOWING OMISSIONS, ALTERATIONS OR ERASURES WILL BE REJECTED

POWER OF ATTORNEY (TO REGISTER ALLOTMENTS)

I do allot the sum(s) stated, per month of my pay as shown in the space captioned "New Allotments"; do appoint the person(s) named, therein, my attorney(s) to receive the sum(s) so alloted and do certify to the correctness of amounts shown in the space captioned "Existing."

SIGNATURE OF GRANTOR:
First Name, Initial, Last Name) OTIS L. WILLIS

EXISTING

STATEMENT OF EXISTING ALLOTMENTS AND FAMILY ALLOWANCES

Enter Family Allowance and All Individual Existing Allotments by types and amounts after all changes recorded hereon have been entered on Pay Record.

NSI	~~Q~~ 225.00			
F				

I certify that the prescribed entry (entries), including charge entry (entries) for the month (months) of first payment and/or stoppage, have been entered on the pay record of the individual concerned. I understand that I am responsible for any errors or omissions thereof.

SHIP OR STATION AT WHICH PREPARED: ~~OCCCDS~~ NEW ORLEANS, LOUISIANA

DATE: 21 APRIL 1955

WITNESSED AND REGISTERED,
SYMBOL NO. AND SIGNATURE OF DISBURSING OFFICER: D. G. SNIDER, PCLK, USCG, ACO (1378)

DISBURSING OFFICER (Retain)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1950-915590

13-56

08-068131-51
USCGC CAHOONE (WSC-151), Galveston, Texas 15 September, 1955

1955

211-123	WILLIS, Otis L.	Rptd 1100-13 September, 1955 fasdn, Auth: ONO 080692	9/13	XXXXXX
		CR S&FSD	9/13	XXXXXX
274-607	QUEEN, William F.	Tr 1300-15 September, 1955 to CG Base, Galveston, Texas, fasdn, Auth: ONO 080693	9/15	XXXXXX
		Terminate S&FSD	9/15	XXXXXX

W. P HARRIS. LT. USCG. CO

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDER
8TH COAST GUARD DISTRICT
ROOM 328, CUSTOMHOUSE
NEW ORLEANS 16, LA.

P
15 August 1955
GD8/P16-4/MM

ORDER NO: 080692

From: Commander, 8th Coast Guard District
To: WILLIS, Otis L. (211-123) BMC(L), USCG
Via: Commander, CG Group, Galveston, Texas (Galveston LBS)

Subj: Orders; transfer; assignment to duty

1. Effective on or about 10 September 1955, proceed and report to the Commanding Officer, CGC CAHOONE (WSC-131) Galveston, Texas for assignment to duty.

2. No travel is deemed necessary and none is authorized.

3. Your permanent duty station remains Galveston, Texas.

4. CGC CAHOONE will be the next accountable reporting unit.

5. Personnel records will be carried.

6. No proceed time is authorized.

7. By indorsement hereon, CO will indicate time and date of departure and EDA, forwarding a copy to this office and destination.

S. L. BROWN
By direction

CC: CGC CAHOONE (WSC-131)
Disbursing
Galveston LBS
Pay
SR
File

ENLISTED PERSONNEL DATA CARD

CG-3291 (3-52)

1. NAME: LAST	FIRST	INITIAL	2. SERVICE NO.	3. RATE	4. PRESENT UNIT
WILLIS	Otis	L.	211-123	BMLC	CGC CAHOONE (WSC-131)

5. DATE ENLISTED	6. TERM ENL/EXT.	7. DATE E[illegible]L/EXT.	8. ACTIVE DUTY DATE	9. TERM REQ. ACT. DUTY	[illegible]PECTED RELEASE [illegible]TE	11. DATE PREPARED
1-16-50	6	1-15-56	-	-	-	6-17-52

12. DATE OF BIRTH	13. RACE	14. NO. DEPENDENTS	15. LOCATION OF DEPENDENTS	16. HOME OF RECORD	17. PFWOAD	18. LEGAL RES.
1-31-10	Cauc.	W5DC	New Orleans, La.	-	-	N.C.

19. CIVILIAN EDUCATION	20. LANGUAGE QUALIFICATIONS	21. CIVILIAN OCCUPATION	CODING SPACE
GS8	NONE	Fishing	
		22. SPECIAL SKILLS, LICENSES, ETC.	
		Painter	

23. TEST SCORES

GCT (not av.) MA CA

AR READ MK EK SP PI

24. EXPERIENCE (*Months*)

WITHIN CLUS: ASHORE 210 AFLOAT

OUTSIDE CLUS: ASHORE AFLOAT

25. SERVICE PRIOR TO THIS ENLISTMENT

a. BRANCH USCG

b. ACTIVE SERVICE

15 YRS. 0 MOS. 19 DAYS

c. OTHER SERVICE

YRS. MOS. DAYS

d. TOTAL NET SERVICE FOR PAY

15 YRS. 0m MOS. 19 DAYS

28. OFF DUTY TRAINING

29. SERVICE SCHOOLS COMPLETED

DUKW Operator School

30. PROMOTION RECORD

RATE AND DESIG.	PERM. OR PRO.	EFF. DATE
BMLC(P)	PERM.	10-5-51
BMLC	Perm	1-1-54

31. REMARKS

26. SERVICE FOR BASIC PAY

COMP. 20 YRS. ON 12-27-[illegible]

27. SERVICE FOR RETIREMENT

COMP. 24 YRS. ON 12-27-55

32. RPTD DIST. 1-9-52

33. RPTD UNIT 9-13-55

1. NAME: LAST	FIRST	INITIAL	2. SERVICE NO.	3. RATE	4. PRESENT UNIT
WILLIS	Otis	L.	211-123	BMLC	CGC CAHOONE (WSC-131)

GPO 16—66506-1

FIRST ENDORSEMENT to CO, CAHOONE ltr 9-16-55, WSC/P16-3

From: WILLIS, Otis L.(211-123), BMLC, USCG
To: Commanding Officer, USCGC CAHOONE (WSC-131)

I have read and understand this order and hereby acknowledge receipt.

Otis L. Willis

Otis L. Willis

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
Commanding Officer
USCGC CAHOONE (WSC-131)
Galveston, Texas

16 September, 1955
WSC/P16-3

From: Commanding Officer, USCGC CAHOONE (WSC-131)
To: WILLIS, Otis L. (211-123), BMLC, USCG

Subj: Officer of the Deck; Certification for standing of

1. You are hereby certified as qualified to stand duty as Officer of the Deck (In Port) in accordance with Article 1905, CG Regulations. This certification applies only to this vessel.

2. You are directed to perform the duties of Officer of the Deck when assigned as such, in accordance with articles 8-8-1 through 8-8-4, CG Regulations.

W. E. Harris
W. E. HARRIS

---

16 September, 1955

FIRST ENDORSEMENT to CO, CAHOONE ltr 9-16-55, WSC/P16-3

From: WILLIS, Otis L.(211-123), BMLC, USCG
To: Commanding Officer, USCGC CAHOONE (WSC-131)

I have read and understand this order and hereby acknowledge receipt.

Otis L. Willis
Otis L. Willis

NCG-2522

FOLLOW INSTRUCTIONS ON BACK

WILLIS, Otis Lee	211-123	BMC	8th CGD(p)
(Name, surname first)	(Service number)	(Rank or rating)	(Unit)

*REGULAR
*SPECIAL
TEMPORARY
*RESERVE
(Enlistment status)

FINAL MEDICAL CERTIFICATE

Place USPHS Hosp. New Orleans, La., Date 27 December, 55, 19

To: Commander, 8th CG District(p)
(Coast Guard unit)
New Orleans, La.
(Address)

The above-named patient was discharged from {*inpatient / *outpatient} treatment as shown below:

DIAGNOSIS (By nomenclature name and number)	DIAGNOSIS NUMBER	PERIOD OF TREATMENT FOR EACH CONDITION	
		FROM	TO
Observation for heart Disease (Not confirmed)		12-13-55	12-27-55

He {*is / *is not} fit for duty. REMARKS (Recommendations as to sick leave, further treatment, etc.):

CONDUCT REPORT:

Did the patient cooperate in his treatment? {*Yes. / *No.} Absent without permission? {*Yes. / *No.} Guilty of insubordination? {*Yes. / *No.}

DEC 28 1955

J.A. KEMP
ASST. SURG.(R)
U. S. Public Health Service.

Chief, Medical Section
8th Coast Guard District
New Orleans, La.

16—27156-1

NOTICE OF MEDICAL TRANSFER

_____, who has been under {*inpatient / *outpatient}
(Patient's name, service number, rank or rating, and unit)

treatment at _____ {*office / *hospital} at _____ for

_____ since _____, 19 , has been
(Diagnosis)

transferred this date _____, 19 , to the U. S. Marine Hospital at _____ for further treatment.

_____
U. S. Public Health Service.

*Strike out words not applicable.

16—27156-1

RECORD OF: WILLIS, Otis Lee (211-123) S/R

TRANSCRIPT OF EFFICIENCY MARKS

p
22 December 1955
GD8/P20-2/MM

From: Commander, 8th Coast Guard District
To: Commandant (PE-3)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

Ref: (a) COMDT (PE-3) ltr dtd 16 DEC 55, MM

1. In compliance with reference (a), a transcript of marks in case of subject man for current enlistment is enclosed herewith.

Encl: (1) Transcript of marks

S. L. BROWN
By direction

DATE	RATE	PIR	S.SHIP	ALOM	COND	
2/30/50	BM1(L)	LESS THAN ONE MONTH			4.0	A. N. WARD,BYDIR.
3/31/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BYDIR.
6/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BY DIR.
9/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/11/50	BM1(L)	NO MARKS ASSIGN.DISCP ACTION PEND				Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/31/50	BM1(L)	LESS THAN ONE MONTH			3.5	5TH CGD OFF. /s/ W.B.MILLINGTON,CDR,CO
1/4/51	BM1(L)	LESS THAN ONE MONTH			4.0	5TH CGD OFF./s/W.B.MILLINGTON
3/31/51	BM1(L)	3.5	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
6/30/51	BM1(L)	3.5	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
9/30/51	BMLC	3.6	3.6	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
12/31/51	BMLC	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
3/31/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP
6/30/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP
9/30/52	EQM	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/3/52	TRAN	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/28/52	TRAN	BMLC	PIT	PIT	4.0	R.ZAVALETA,SCLK,BY DIR.
12/31/52	EQM	BMLC	3/5	3/5	4.0	G.W.COLE,CHBOSN,USCG, CO.
3/31/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
6/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
9/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
10/5/53	TRAN	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOWN,USCG,CO.
12/31/53	EQM&RQM	BMLC	3.5	3.5	4.0	B.R.RYAN,LCDR,CO.
3/31/54	EQM	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
4/7/54	DET CO	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
6-1-54	TRANS	BMLC	3.6	3.6	4.0	L.A.WARDLAW,JR.,LT,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		L.A.WARDLAW,JR.,LT,CO.
6-30-54	EQM&RQM	BMLC	3.6	3.6	4.0	A. de ZEEUW, CDR, ACTING
7-31-54	DET CO	BMLC	3.6	3.6	4.0	S. F. HEWINS, CAPT, CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		S. F. HEWINS, CAPT, CO.
9-30-54	EQM	BMLC	3.7	3.7	4.0	A. de ZEEUW, CDR, ACTING
	ADAPTABILITY FOR WARRANT GRADE			3.5		A. de ZEEUW, CDR, ACTING
12-31-54	EQM	BMLC	3.7	3.6	4.0	A. de ZEEUW, CDR, ACTING
3-31-55	EQM	BMLC	3.7	3.6	4.0	T. F. KNOLL, CDR, USCG, CO.
6-30-55	EQM	BMLC	2.0	2.4	1.5	T. F. KNOLL, CDR, USCG, CO.
9-3-55	TRANS	BMLC	3.3	3.1	4.0	T. F. KNOLL, CDR, USCG, CO.
9-3-55	ADAPTABILITY FOR WARRANT GRADE			2.5		T. F. KNOLL, CDR, USCG, CO.
9-30-55	EQM	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.
9-30-55	ADAPTABILITY FOR WARRANT GRADE			3.6		W. E. HARRIS, LT, USCG, CO.
12-2-55	TRANS	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.

RECORD OF: [redacted]LIS, Otis Lee (211-123)[redacted]

TRANSCRIPT OF EFFICIENCY MARKS

	RATE	PIR	S.SHIP	ALOM	COND	
30/50	BM1(L)	LESS THAN ONE MONTH			4.0	OC5CGD /s/A. N. WARD,BYDIR.
3/31/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BYDIR.
6/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/A. N. WARD, BY DIR
9/30/50	BM1(L)	3.5	3.5	3.5	4.0	Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/11/50	BM1(L)	NO MARKS ASSIGN.DISCP ACTION PEND				Tangier So.L.S. (OC5CGD)/s/J.W.BOLDING,BYDIR.
12/31/50	BM1(L)	LESS THAN ONE MONTH			3.5	5TH CGD OFF.
	Capt.Mast for indebtedness.Awarded:Warned					/s/ W.B.MILLINGTON,CDR,CO
1/4/51	BM1(L)	LESS THAN ONE MONTH			4.0	5TH CGD OFF./s/W.B.MILLINGTON
3/31/51	BM1(L)	3.5	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
6/30/51	BM1(L)	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
9/30/51	BMLC	3.6	3.6	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
12/31/51	BMLC	3.6	3.5	3.5	4.0	G.H.MEEKINS,CHBOSN,CO
3/31/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP
6/30/52	BMLC	3.6	3.6	3.6	4.0	CYRUS GRAY,CBOSN,CMDR GROUP

DATE	REASON	RATE	PIR	ALOM	COND	
9/30/52	EQM	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/3/52	TRAN	BMLC	3.6	3.6	4.0	CYRUS GRAY,CBOSN,COMDR GROUP
10/28/52	TRAN	BMLC	PIT	PIT	4.0	R.ZAVALETA,SCLK,BY DIR.
12/31/52	EQM	BMLC	3/5	3/5	4.0	G.W.COLE,CHBOSN,USCG, CO.
3/31/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
6/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
9/30/53	EQM	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOSN,USCG,CO.
10/5/53	TRAN	BMLC	3.5	3.5	4.0	G.W.COLE,CHBOWN,USCG,CO.
12/31/53	EQM&RQM	BMLC	3.5	3.5	4.0	B.R.RYAN,LCDR,CO.
3/31/54	EQM	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
4/7/54	DET CO	BMLC	3.6	3.6	4.0	
	ADAPTABILITY FOR WARRANT GRADE			3.5		B.R.RYAN,LCDR,CO.
6-1-54	TRANS	BMLC	3.6	3.6	4.0	L.A.WARDLAW,JR.,LT,CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		L.A.WARDLAW,JR.,LT,CO.
6-30-54	EQM&RQM	BMLC	3.6	3.6	4.0	A. de ZEEUW, CDR, ACTING
7-31-54	DET CO	BMLC	3.6	3.6	4.0	S. F. HEWINS, CAPT, CO.
	ADAPTABILITY FOR WARRANT GRADE			3.5		S. F. HEWINS, CAPT, CO.
9-30-54	EQM	BMLC	3.7	3.7	4.0	A. de ZEEUW, CDR, ACTING
	ADAPTABILITY FOR WARRANT GRADE			3.5		A. de ZEEUW, CDR, ACTING
12-31-54	EQM	BMLC	3.7	3.6	4.0	A. de ZEEUW, CDR, ACTING
3-31-55	EQM	BMLC	3.7	3.6	4.0	T. F. KNOLL, CDR, USCG, CO.
6-30-55	EQM	BMLC	2.0	2.4	1.5	T. F. KNOLL, CDR, USCG, CO.
9-3-55	TRANS	BMLC	3.3	3.1	4.0	T. F. KNOLL, CDR, USCG, CO.
9-3-55	ADAPTABILITY FOR WARRANT GRADE			2.5		T. F. KNOLL, CDR, USCG, CO.
9-30-55	EQM	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.
9-30-55	ADAPTABILITY FOR WARRANT GRADE			3.6		W. E. HARRIS, LT, USCG, CO.
12-2-55	TRANS	BMLC	3.8	3.8	4.0	W. E. HARRIS, LT, USCG, CO.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

GUARD DISTRICT
ANS, LOUISIANA

1955 DEC 21 AM 8 35

PE-3
16 December 1955
MM

From: Commandant
To: Commander, Eighth CG District (p)

Subj: WILLIS, Otis L. (211-123) BMLC; transcript of marks

1. Inasmuch as WILLIS was given a Special Court Martial on 4 August 1955, it is requested that a transcript of his marks for current enlistment be forwarded to the Commandant (PE-3) as his retirement on 1 January 1956 is pending.

W. B. ELLIS
By direction

FJ DE BES NR63

BEP 772
BEP 176
MM RBESFJ
DE RBEPJC 26
M 2219267
FM COMDT COGARD
TO CCGD EIGHT
BT
PE TO P X REF YOUR 2114487 X WILLIS OTIS L 211-123 BMLC WILL
BE DELETED FROM LIST OF 1 JANUARY 56 RETIREMENTS X CANCEL COMDTS
LTR DATED 10 NOV 55 AUTH NR 514061
BT
CFN 2114487 211-123 1 56 10 55 514061
22/1926Z DEC RBEPJC

22DEC 1955

File S/R.

NNNN

COMGEN 8CGD
ACTION INFO.
D
LGS
OCR
DCA
DC
E
F
O
ORN

DATE 7 January 1956

FIRST ENDORSEMENT on COMDT (PE-1) ltr of 1-6-56, ON 514795

From: Commander, 8th Coast Guard District
To: WILLIS, Otis L. (211-123) BMLC, USCG

Subj: Retirement; travel

1. Basic orders delivered this date and place.

S. L. BROWN
By direction

- -

P
9 January 1956

SECOND ENDORSEMENT on COMDT (PE-1) ltr of 1-6-56, ON 514795

From: WILLIS, Otis L. (211-123) BMLC, USCG
To: Commander, 8th Coast Guard District (p)

1. Basic orders received this date and place.

OTIS L. WILLIS

- -

P
31 January 1956

THIRD ENDORSEMENT on COMDT (PE-1) ltr of 1-6-56, ON 514795

From: Commander, 8th Coast Guard District
To: WILLIS, Otis L. (211-123) BMLC, USCG

1. In accordance with basic orders you are hereby relieved of all duties previously assigned, and placed on the inactive retired list of the United States Coast Guard effective 1 February 1956. Proceed and carry out basic orders.

2. Your last permanent duty station was: CGC CAHOONE, Galveston, Texas.

3. Detached and departed at 1630 this date and place.

S. L. BROWN
By direction

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
6 January 1956
AUTH: 514795

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 February 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

2. You will immediately notify the COMMANDANT (FP-4) of your mailing address and you will thereafter notify the COMMANDANT (FP-4) of any change in that address.

3. Travel expenses incident to the execution of this order are chargeable to Headquarters travel allotment symbol No. 99-20, under the authorization number indicated above. Transportation of dependents and shipment of household goods to your home of selection will be provided at government expense only if completed within one year from date of retirement.

4. Your commanding officer will deliver this order without delay. You will then make an endorsement hereon showing place, time and date of receipt. Upon actual detachment, your commanding officer will further endorse this order to indicate time and date of your departure and your last permanent duty station. You will then retain the order until arrival at your home of selection, at which time a final endorsement must be made by you indicating place, time and date of arrival, and mode of travel utilized. When this final endorsement has been completed, this order should be forwarded to the COMMANDANT (FP-5) for settlement of travel expenses.

W. B. ELLIS
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

9 January 1956

FIRST ENDORSEMENT on COMDT (PE-1) ltr of 1-6-56, ON 514795

From: Commander, 8th Coast Guard District
To: WILLIS, Otis L. (211-123) BMLC, USCG

Subj: Retirement; travel

1. Basic orders delivered this date and place.

S. L. BROWN
By direction

- - - -

UNITED STATES COAST GUARD

Address reply to:
COMMANDANT
U.S. Coast Guard
Headquarters
Washington 25, D.C.

PE-1
6 January 1956
AUTH: 514795

From: Commandant
To: WILLIS, Otis Lee (211-123) BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 February 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

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/s/ W. B. ELLIS
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

CERTIFIED TO BE A TRUE COPY:

S. L. BROWN, CHSCLK, W-3, USCG

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
6 January 1956
AUTH: 514795

From: Commandant
To: WILLIS, Otis Lee (211-123)RMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 February 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

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W. B. WILLIS
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

HHISTOCK:me Return to 3-11

-1 -15

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.

PE-1
6 January 1956
AUTH: 514795

From: Commandant
To: WILLIS, Otis Lee (211-123)BMLC, USCG
Via: Commander, Eighth CG District (p)

Subj: Retirement; travel

1. Your application for retirement has been approved by the Commandant pursuant to the provisions of Title 14, United States Code, Section 355, and he has fixed the effective date of your retirement as 1 February 1956. Therefore, on that date you are placed on the inactive retired list of the United States Coast Guard. You will be separated in accordance with Chapter 12, Personnel Manual.

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W. B. ELLIS
By direction

Encl:
(1) Information relative to retirement
(2) Form CG-2533, in duplicate

HHISTOCK:me Return to 3-11

-WILLIS-

UNITED STATES COAST GUARD

Address Reply to:
Commander, 8th CG District
Custom House, New Orleans, La.

P
2 February 1956
GD8/P19-1/MM

From: Commander, 8th Coast Guard District
To: Commantant (PE)

Subj: WILLIS, Otis Lee (211-123) BMLC, USCG
Records; forwarding of

1. Service record and health record with supporting separation papers, in case of subject named man, are forwarded herewith for Headquarters' custody.

S. L. BROWN
By direction

Encl: (1) H/R
(2) S/R
(3) Form DD-214
(4) Other supporting papers

REPORT OF SEPARATION FROM THE ARMED FORCES OF THE UNITED STATES

DEPARTMENT: U. S. COAST GUARD

SEPARATION DATA

CHARACTER OF SEPARATION: HONORABLE

1. LAST NAME—FIRST NAME—MIDDLE NAME: WILLIS, Otis Lee
2. SERVICE NUMBER: 211-123
3. GRADE, RATE OR RANK AND DATE OF APPOINTMENT: BMlC 1-1-54
4. COMPONENT AND BRANCH OR CLASS: USCG
5. QUALIFICATIONS — SPECIALTY NUMBER OR SYMBOL: —
   RELATED CIVILIAN OCCUPATION AND D. O. T. NUMBER: —
6. EFFECTIVE DATE OF SEPARATION: DAY 31 | MONTH January | YEAR 1956
7. TYPE OF SEPARATION: RETIRED
8. REASON AND AUTHORITY FOR SEPARATION: H/L (PE-1) dtd 1-6-56, ON 514795
9. PLACE OF SEPARATION: OCCGD-8, New Orleans, Louisiana
10. DATE OF BIRTH: DAY 31 | MONTH Jan | YEAR 1910
11. PLACE OF BIRTH (City and State): Hatteras, N. C.
12. DESCRIPTION: SEX Male | RACE Cau | COLOR HAIR Brown | COLOR EYES Blue | HEIGHT 6'2" | WEIGHT 168

Selective Service Data

13. REGISTERED: YES [ ] NO [X] — SELECTIVE SERVICE NUMBER: —
14. SELECTIVE SERVICE LOCAL BOARD NUMBER (City, County, State): —
15. INDUCTED: DAY — | MONTH — | YEAR —
16. ENLISTED IN OR TRANSFERRED TO A RESERVE COMPONENT: YES [ ] NO [X] — COMPONENT AND BRANCH OR CLASS: — — COGNIZANT DISTRICT OR AREA COMMAND: —

SERVICE DATA

17. MEANS OF ENTRY OTHER THAN BY INDUCTION: [ ] ENLISTED [X] REENLISTED [ ] COMMISSIONED [ ] CALLED FROM INACTIVE DUTY
18. GRADE—RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE: BMl
19. DATE AND PLACE OF ENTRY INTO ACTIVE SERVICE: DAY 16 | MONTH Jan | YEAR 1950 | PLACE (City and State): Norfolk, Virginia
20. HOME ADDRESS AT TIME OF ENTRY INTO ACTIVE SERVICE (St., R.F.D., City, County and State): Hatteras, Dare, North Carolina

STATEMENT OF SERVICE FOR PAY PURPOSES	A. YEARS	B. MONTHS	C. DAYS
21. NET (CG) SERVICE COMPLETED FOR PAY PURPOSES EXCLUDING THIS PERIOD	15	00	19
22. NET SERVICE COMPLETED FOR PAY PURPOSES THIS PERIOD	6	00	16
23. OTHER SERVICE (Act of 16 June 1942 as amended) COMPLETED FOR PAY PURPOSES	—	—	—
24. TOTAL NET SERVICE COMPLETED FOR PAY PURPOSES	21	01	05

25. ENLISTMENT ALLOWANCE PAID ON EXTENSION OF ENLISTMENT, IF ANY: DAY — | MONTH — | YEAR — | AMOUNT —

26. FOREIGN AND/OR SEA SERVICE: YEARS 00 | MONTHS 10 | DAYS 05

27. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED: CG Good Conduct Awards, National Defense Service Medal.

28. MOST SIGNIFICANT DUTY ASSIGNMENT: CG Base, Galveston, Texas

29. WOUNDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FORCES (Place and date, if known): None

30. SERVICE SCHOOLS OR COLLEGES, COLLEGE TRAINING COURSES AND/OR POST-GRAD. COURSES SUCCESSFULLY COMPLETED	DATES (From-To)	MAJOR COURSES	31. SERVICE TRAINING COURSES SUCCESSFULLY COMPLETED
None	— — — — —	— — — — —	None

INSURANCE AND PAY DATA

GOVERNMENT INSURANCE INFORMATION: (A) Permanent plan premium must continue to be paid when due, or within 31 days thereafter, or insurance will lapse. (B) Term insurance not under waiver same as (A) above. (C) Term insurance under waiver—premium payment must be resumed within 120 days after separation. Forward premiums on NSLI to Veterans Administration District Office having jurisdiction over the area shown in item 47. Forward premiums on USGLI to Veterans Administration, Washington 25, D. C. (See VA Pamphlet 9-3). When paying premiums give full name, address, Service Number, Policy Number(s), Branch of Service, date of separation. Contact nearest VA office for information concerning Government Life Insurance.

32A. KIND & AMT. OF INSURANCE & MTHLY. PREMIUM: — — —

32B. ACTIVE SERVICE PRIOR TO 26 APRIL 1951: [X] YES [ ] NO [ ] UNKNOWN

33. MONTH ALLOTMENT DISCONTINUED: — — —

34. MONTH NEXT PREMIUM DUE: — — —

35. TOTAL PAYMENT UPON SEPARATION: $669.48

36. TRAVEL OR MILEAGE ALLOWANCE INCLUDED IN TOTAL PAYMENT: NONE

37. DISBURSING OFFICER'S NAME AND SYMBOL NUMBER: A.Z. SHOWS, CHCLK, USCG

AUTHENTICATION

38. REMARKS (Continue on reverse): NOT ENTITLED TO MOP. IN ACCORDANCE WITH MOP ACT OF 7/16/52 RECOMMENDED FOR REENLISTMENT.

39. SIGNATURE OF OFFICER AUTHORIZED TO SIGN: S. L. Brown

NAME, GRADE AND TITLE (Typed): S. L. BROWN, CHSCLK, USCG

Chief Military Personnel Section, 8th CG District

PERSONAL DATA

40. V.A. BENEFITS PREVIOUSLY APPLIED FOR (Specify type) COMPENSATION, PENSION, INSURANCE BENEFITS, ETC. — CLAIM NUMBER —

41. DATES OF LAST CIVILIAN EMPLOYMENT: FROM — | TO —

42. MAIN CIVILIAN OCCUPATION: CG Enlisted Man

43. NAME AND ADDRESS OF LAST CIVILIAN EMPLOYER: —

44. UNITED STATES CITIZEN: [X] YES [ ] NO

45. MARITAL STATUS: Married

46. NON-SERVICE EDUCATION (Years successfully completed):

GRAMMAR	HIGH SCHOOL	COLLEGE	DEGREE (S)	MAJOR COURSE OR FIELD
8	—	—	None	None

47. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER SEPARATION (St., R.F.D., City, County and State): HATTERAS, NORTH CAROLINA

48. SIGNATURE OF PERSON BEING SEPARATED: Otis L. Willis

OTIS L. WILLIS

ALL ENTRIES APPLY TO CURRENT PERIOD OF SERVICE (unless otherwise indicated)

DD FORM 1 JUL 52 214 EDITION OF 1 JAN 50 IS OBSOLETE.

HEADQUARTERS COPY (ARMY & AIR FORCE: ATTACH TO SERVICE RECORD.
NAVY: TO BUREAU OF NAVAL PERSONNEL, WASHINGTON, D.C.
MARINE CORPS: DIS OR RETD AFFIX TO SRB OR OQR
TR TO INACTIVE DU FWD TO CMC (CODE DGH).
COAST GUARD: TO HQ, COAST GUARD, WASHINGTON, D.C.)

FORM APPROVED BY COMPTROLLER GENERAL, U.S. APRIL 15, 1952

RECORD OF DISCHARGE, RELEASE FROM ACTIVE DUTY, OR DEATH

DISPOSITION DATA

OCCGD-8, New Orleans, La. (Ship or station) (Location) On 31 January, 1956 (Date) the below-named individual was

☐ Discharged ☐ Released from active duty ☐ Transferred to the reserve ☒ Retired ☐ Deceased ☐ Temporarily physically retired ☐ Other (Specify in remarks)

This individual was: ☒ Released from active duty ☐ Continued on active duty Normal date of expiration of enlistment 15 (Day) January (Month) 1956 (Year)

Reason Voluntary 20 year **Type discharge certificate** None

Authority: H/L (PE-1) dtd 1-6-56, ON 514795

ENLISTMENT DATA

☒ Enlisted at ☐ Inducted at Norfolk, Virginia (Place) ON 16 January, 1950 (Date)

☒ Accepted for enlistment at ☐ Ordered to active duty from Norfolk, Virginia (Place) ON 16 January, 1950 (Date)

Home address at time of enlistment, induction, or order to active duty Hatteras, Dare, North Carolina

TRAVEL DATA

I hereby elect travel allowance to Not applicable (Location)

~~XXXXXX~~ to be paid by COMDT (GFP-5) upon selection of permanent home. (See travel instructions)

SIGNATURE Otis L. Willis
OTIS L. WILLIS

MISCELLANEOUS DATA

☐ Reenlisted on board ☒ Elected cash settlement for FORTY SIX (Words) (46) (Figures) Days unused leave ☐ Elected to carry over unused leave to new enlistment

☐ Not entitled settlement unused leave ☐ Enter creckage for ____ Days excess leave From - - - - - - - - - - To - - - - - - - - - - -

Completed 20 years service for pay purposes on 26 December, 1954 Payment of discharge gratuity ☐ Is directed ☒ Is not directed

REMARKS

NOT ENTITLED MOP
FINAL AVERAGE MARKS: PIR: 3.52 CONDUCT: 3.88
ADVISED OF RIGHTS AND BENEFITS.
MARITAL STATUS: MARRIED

ENTITLED PAY DETAINED BY SPECIAL COURT MARTIAL ON 4 AUGUST, 1955. SEE COURT MEMORANDUM, CO's ORDER No. 47-56.

The authorized certifying officer is authorized and directed to credit travel allowances and other allowances as provided by law and regulations and to close account if required in accordance with current instructions.

SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
S. L. BROWN	CHSCLK, W-3, Chief, Military Per. Sect., 8thCGD	1110-56

DISBURSING DATA

Travel allowance credited, $ NONE Cash settlement for unused accrued leave (46 days) $556.14 NAME OF A. C. O. A.Z. SHOWS, CHPCLK. USCG

Computation:

55614 AS
46 44 88.70

DUE AT DISCHARGE, $ 669.48

PERSONAL FUNDS, $ - - -

GRATUITY CREDITED, $ - - -

Ship or station Office, Commander, 8th CG District, New Orleans, Louisiana

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS,	Otis	Lee	211-123	BMLC

Edition of 4-52 may be used

16—66654-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3304 (4-52)
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
APRIL 15, 1952

13 SEP REC'D

COURT MEMORANDUM

DATE OF OFFENSE	DATE OF MAST	TYPE OF COURT	DATE OF TRIAL
1 May 1955		SPECIAL	4 August 1955

SHIP OR STATION TO WHICH ATTACHED WHEN OFFENSE WAS COMMITTED

U. S. Coast Guard BASE, Galveston, Texas

OFFENSE Charge I: Violation of the UCMJ, Art. 92 - Four Specifications
Charge II: Violation of the UCMJ, Art. 112 - One Specification
Charge III: Violation of the UCMJ, Art. 134 - Two Specifications

FINDING(S) Charge I - Specification 3 - PROVED
Charge I - Specification 4 - PROVED BY PLEA
Charge III - Specification 2 - PROVED

SENTENCE To be restricted to the limits of Coast Guard Base, Galveston, Texas, for a period of thirty (30) days and thirty-five ($35.00) dollars per month for a period of three (3) months to be detained.

DATE AND ACTION OF C. A. Special Court-Martial Order No. 3-55 - CCGD8 dated 22 August 1955 In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

DATE AND ACTION OF SUPERVISORY AUTHORITY OR BOARD OF REVIEW

DATE PUBLISHED	☒ Marks entered on page 6
26 August 1955	

In accordance with the approved sentence the authorized certifying officer is authorized and directed to adjust the pay record of the below-named individual as follows:

CHECKAGE (see reverse)	MONTHLY ~~DEDUCTIONS~~	NO. MONTHS OR DAYS	TOTAL CHECKAGE	EFFECTIVE DATE
Detention	$35.00	-3-	$105.00	1 September 1955
REDUCTION IN RATE	**FROM**	**TO**		**EFFECTIVE DATE**
- - - - - - - -	- - - - - - - - - -	- - - - - - - - - -		- - - - - - - - - - - - -

SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
T. F. KNOLL	CDR, USCG - CO	47-56
SHIP OR STATION		**NAME OF A. C. O.**
U. S. Coast Guard BASE, Galveston, Texas		D. G. SWIDER

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS	Otis	L	211-123	BMC(L)

COURT MEMORANDUM ☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 204171

FORM APPROVED BY COMPTROLLER GENERAL, U. S. APRIL 15, 1952

COURT MEMORANDUM

DATE OF OFFENSE	DATE OF MAST	TYPE OF COURT	DATE OF TRIAL
1 May 1955		SPECIAL	4 August 1955

SHIP OR STATION TO WHICH ATTACHED WHEN OFFENSE WAS COMMITTED

U. S. Coast Guard BASE, Galveston, Texas

OFFENSE Charge I: Violation of the UCMJ, Art. 92 - Four Specifications
Charge II: Violation of the UCMJ, Art. 112 - One Specification
Charge III: Violation of the UCMJ, Art. 134 - Two Specifications

FINDING(S) Charge I - Specification 3 - PROVED
Charge I - Specification 4 - PROVED BY PLEA
Charge III - Specification 2 - PROVED

SENTENCE To be restricted to the limits of Coast Guard Base, Galveston, Texas, for a period of thirty (30) days and thirty-five ($35.00) dollars per month for a period of three (3) months to be detained.

DATE AND ACTION OF C. A. Special Court-Martial Order No. 3-55 - CCGD8 dated 22 August 1955 In the foregoing case of WILLIS, Otis L. (211-123) Boatswain Mate Chief (lifeboat), U. S. Coast Guard, the sentence is approved and will be duly executed.

DATE AND ACTION OF SUPERVISORY AUTHORITY OR BOARD OF REVIEW

DATE PUBLISHED	
26 August 1955	[X] Marks entered on page 6

In accordance with the approved sentence the authorized certifying officer is authorized and directed to adjust the pay record of the below-named individual as follows:

CHECKAGE (see reverse)	MONTHLY [redacted]	NO. MONTHS OR DAYS	TOTAL CHECKAGE	EFFECTIVE DATE
Detention	$35.00	-3-	$105.00	1 September 1955
REDUCTION IN RATE	**FROM**	**TO**		**EFFECTIVE DATE**
- - - - - - - -	- - - - - - - - - -	- - - - - - - - - -		- - - - - - - - - - - -

SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
T. F. KNOLL	CDR, USCG - CO	47-56
SHIP OR STATION		**NAME OF A. C. O.**
U. S. Coast Guard BASE, Galveston, Texas		

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS	Otis	L	211-123	BMC(L)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 204171

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3305 (4-52)

LEAVE RECORD

DATE: 12-30-54 Credit brought forward from previous record 06 DAYS

AUTHENTICATED BY F.H. SCHONEWOLF, LT., USCG, XO

LEAVE TAKEN (INCLUSIVE DATES) FROM DAY—MO.—YR.	TO DAY—MO.—YR.	NO. DAYS	KIND	CREDITED DATE DAY—MO.—YR.	CREDITED DAYS	Balance DAYS	SHIP OR STATION	SIGNATURE
31 DEC.54	2 JAN.55	3	A			03	CG BASE, GALV. TEX. (LBS)	F.H.SCHONEWOLF, LT.,USCG,XO
3 May 1955	7 May 55	5	A			-2	CG BASE, GALV. TEX. (LBS)	JAMES A. ALSUP, LT., USCG, XO
				ANCR 6-30-55	30	28	CG BASE GALV.TEX.	JAMES A.ALSUP, LT., USCG, XO
				BBF 7-1-55		28	CG BASE GALV.TEX.	JAMES A.ALSUP, LT., USCG, XO
NO LEAVE TAKEN SINCE DATE OF LAST ENTRY. LEAVE RATIONS CREDITED ARE NOT IN EXCESS OF LEAVE TAKEN							CG BASE GALV., TEXAS	JAMES A. ALSUP, LT, USCG, XO
NO LEAVE TAKEN SINCE DATE OF LAST ENTRY AND LEAVE RATIONS CREDITED ARE NOT IN EXCESS OF LEAVE TAKEN							CGC CAHOONE	W. E. HARRIS, LT, CO
				RETIRED 31-1-56	18	46	OCCGD-8	S.L.BROWN, CHSCLK, W-3, ByDir
ENTITLED TO AND ELECTS TO RECEIVE CASH PAYMENT FOR BALANCE OF 46 DAYS UNUSED LEAVE.							PD $ 553.14 LSL 46 DAY FP $ 46.44 S 8.70 A.C.O. S.F. CO. FRISCO	
S. L. BROWN, CHSCLK, W-3, USCG By direction								

DEDUCTIBLE TIME (Inclusive Dates)

FROM	TO	NO. DAYS	CAUSE (SEE INSTRUCTIONS)	SHIP OR STATION	SIGNATURE
NO DEDUCTABLE TIME WHILE ATTACHED THIS UNIT				USCG BASE, GALV., TEXAS	JAMES A. ALSUP, LT, USCG, XO

NAME (Last) WILLIS (First) Otis (Middle) L SERVICE NO. (211-123)

FROM DAY—MO.—YR.	TO DAY—MO.—YR.	NO. DAYS	KIND	DATE DAY—MO.—YR.	DAYS	DAYS	SHIP OR STATION	SIGNATURE
30 8 52	8 9 52	10	ALREG			26	Oregon Inlet LB Station	CYRUS GRAY, CBOSN
13 9 52	18 9 52	6	ALREG			20	"	CYRUS GRAY, CBOSN
"No leave taken since date of last entry & leave rations credited are not in excess of leave taken"								CYRUS GRAY, CBOSN
4-10-52	25-10-52	16	A			4	OCCGD-8, NOLa.	R. ZAVALETA SCLK, By dir.
(Used 16 das lv 4 das pt & 2 das tt enroute)								
NO LEAVE TAKEN SINCE DATE OF LAST ENTRY. LEAVE RATIONS CREDITED ARE NOT IN EXCESS OF LEAVE TAKEN.							O, Cdr, 8 CG Dist	R. ZAVALETA SCLK, By dir.
				ANCR 30 JUN 53	30		SANTA ROSA LBS	G.W. COLE, CHBOSN, USCG, CO
				BBF 1 JUL 53		34	SANTA ROSA LBS	G.W. COLE, CHBOSN, USCG, CO
17/9/53	1/10/53	15	ALREG			19	SANTA ROSA LBS	G.W. COLE, CHBOSN, USCG, CO
5/10/53 "NO LEAVE TAKEN SINCE LAST DATE OF ENTRY". (Used 6 das lv, 4 das pt & 2 das tt enr.)							SANTA ROSA LBS	G.W. COLE, CHBOSN, USCG, CO
6 Oct. 1953	17 Oct 53	6	A			13	CGC IRIS	B. R. RYAN, LCDR, CO.
7 Jan 54	18 Jan 54	12	A			1	CGC IRIS	B. R. RYAN, LCDR, CO.
5 Apr 54	14 Apr 54	10	A			-9	CGC IRIS	L.A. WARDLAW, JR, LT, CO.
15 May 54	29 May 54	15	A			-24	CGC IRIS	L.A. WARDLAW, JR, LT, CO.
NO LEAVE TAKEN SINCE DATE OF LAST ENTRY. LVRATS CREDITED ARE NOT IN EXCESS OF LEAVE TAKEN.							CGC IRIS	L.A. WARDLAW, JR, LT, CO.
			ANCR	30 JUN 54	30	06	CG BASE, GALV.	F. H. SCHONEWOLF, LT, BYDIR
			BBF	1 JUL 54		06	CG BASE, GALV.	F. H. SCHONEWOLF, LT, BY DIR

DEDUCTIBLE TIME (Inclusive Dates)

FROM	TO	NO. DAYS	CAUSE (SEE INSTRUCTIONS)	SHIP OR STATION	SIGNATURE
"NO DEDUCTIBLE TIME WHILE ATTACHED THIS UNIT"				CG GROUP CAPE HATTERAS	CYRUS GRAY, CBOSN
NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT				O, Cdr, 8 CG Dist	R. ZAVALETA SCLK, By dir.
"NO DEDUCTIBLE TIME WHILE ATTACHED THIS UNIT"				SANTA ROSA LBS	G.W. COLE, CHBOSN, USCG, CO
NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT				CGC IRIS	L. A. WARDLAW, JR, LT, CO

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3306 (4-52)

MARKS

1. DATE	2. Reason	3. Rate	4. PIR	5. ALOM	6. Conduct	7. Ship or Station	8. Signature
*9-30-55	EQM	BMLC	3.8	3.8	4.0	CGC CAHOONE (WSC-131)	W. E. HARRIS, LT, USCGCO
9-30-55	AWG	BMLC	3.6	-	-	CGC CAHOONE (WSC-131)	W. E. HARRIS, LT, CO
12-2-55	TRANS	BMLC	3.8	3.8	4.0	USCGC CAHOONE (WSC-131)	W. E. HARRIS, LT, CO
12-31-55	EQM	BMLC	AH	AH	4.0	OCCGD-8	S.L.BROWN,CHSCLK,W-3,BYDIR
12-31-55	RQM	BMLC	3.8	3.8	4.0	OCCGD-8	S.L.BROWN,CHSCLK,W-3,BYDIR.
1-31-56	RET	BMLC	3.8	3.8	4.0	OCCGD-8	S.L.BROWN,CHSCLK,W-3,BYDIR.
FINAL AVERAGE			3.52		3.88		

NAME (Last) WILLIS (First) Otis (Middle) L. SERVICE NO. 211-123

MARKS PAGE 6 2

16—66652-1

1. DATE	2. Reason	3. Rate	4. PIR	5. ALOM	6. Conduct	7. Ship or Station	8. Signature
* 9-30-52	EQM	BMLC(P)	3.6	3.6	4.0	Oregon Inlet LB Sta Group Cape Hatteras	CYRUS GRAY, CBOSN
10-3-52	trans	BMLC(P)	3.6	3.6	4.0	"	CYRUS GRAY, CBOSN
10-28-52	TRANS	BMLC(P)	PIT		4.0	O. Cdr. 8 CG Dist.	F. J. LETA SCLK, By dir.
12-31-52	Qt.	BMC(L)	3.5	3.5	4.0	Santa Rosa LBS	G.W.COLE, CHBOSN, USCG, CO
3/31/53	QT.	BMC(L)	3.5	3.5	4.0	SANTA ROSA LBS	G.W.COLE, CHBOSN, USCG, CO
6/30/53	QT	BMC(L)	3.5	3.5	4.0	SANTA ROSA LBS	G.W.COLE, CHBOSN, USCG, CO
9/30/53	QT	BMC(L)	3.5	3.5	4.0	SANTA ROSA LBS	G.W.COLE, CHBOSN, USCG, CO
10/5/53	TR	BMC(L)	3.5	3.5	4.0	SANTA ROSA LBS	G.W.COLE, CHBOSN, USCG, CO
*12-31-53	EQM RQM	BMLC	3.5	3.5	4.0	CGC IRIS	B. R. RYAN, LCDR, CO.
*3-31-54	EQM RQM	BMLC	AFWG 3.6	3.5 3.6	4.0	CGC IRIS	B. R. RYAN, LCDR, CO.
4-7-54	Det of CO	BMLC	AFWG 3.6	3.5 3.6	4.0	CGC IRIS	B. R. RYAN, LCDR, CO.
6-1-54	TRANS	BMLC	AFWG 3.6	3.5 3.6	4.0	CGC IRIS	L. A. WARDLAW, JR, LT, CO
*6-30-54	EQM RQM	BMLC	3.6	3.6	4.0	CG BASE, GALV. TEX.	A. de ZEEUW, CDR, ACTING
31 JUL 54	DETCO	BMLC	3.6	3.6	4.0	CG BASE GALV TEX	S. F. HEWINS, CAPT, CO
31 JUL 54	ADAPTABILITY FOR WARRANT				3.5	CG BASE, GALV. TEX.	S. F. HEWINS, CAPT, CO
9-30-54	EQM	BMLC	3.7	3.7	4.0	CG BASE, GALV., TEX.	A. de ZEEUW, CDR., Acting CO
9-30-54	RQM	BMLC	3.67	3.67	4.0	CG BASE, GALV., TEX.	A. de ZEEUW, CDR., Acting CO
9-30-54	ADAPTABILITY FOR WARRANT			3.5		CG BASE, GALV., TEX.	A. de ZEEUW, CDR., Acting CO
12-31-54	DET. CO EQM, RQM	BMCL	3.7	3.6	4.0	CG BASE, GALV., TEX.	A. de ZEEUW, CDR., USCG, CO
* 3-31-55	EQM RQM	BMCL	3.7	3.6	4.0	CG BASE, GALV., TEX.	T.F. KNOLL, CDR., USCG, CO
3-31-55	ADAPTABILITY FOR WARRANT			3.5		CG BASE, GALV., TEX.	T.F. KNOLL, CDR., USCG, CO
*6-30-55	RQM	BMCL	2.0 OR 2.9	2.4 OR 2.7	1.5 OR 4.0	CG BASE, GALV., TEX.	T.F. KNOLL, CDR., USCG, CO
9-4-55	TRANS	BMCL	3.3	3.1	4.0	CG BASE, GALV., TEX.	T.F. KNOLL, CDR., USCG, CO
9-4-55	ADAPT FOR WARRANT GRADE: 2.5					CG BASE, GALV., TEX.	T.F. KNOLL, CDR., USCG, CO

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

MARKS

16—66652-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

INDIVIDUAL ORDER TO ADJUST PAY RECORD

S/R

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

		HOUR	DATE
☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable	☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable	DEPARTURE	
☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable	☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable	LEAVE OR LIBERTY EXPIRED	
		RETURNED TO COAST GUARD JURISDICTION	
☐ WITHOUT LEAVE, not excused as unavoidable	☐ OVER LIBERTY, not excused as unavoidable	NUMBER DAYS CHARGED TO LEAVE RECORD	

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

**Career Compensation Act of 1949. Statement of service filed in service record.*

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

12-28-55: AUTH. ADVANCE PAY THROUGH 12-31-55.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (*Number*) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN, CH$CLK, W-3, USCG	Chief, Military Personnel Section, 8CGD	1098-56

SHIP OR STATION	NAME OF A. C. O.
OCCGD-8, NOLa.	"A" "Z" SHOWS, CHPCLK, W-2, USCG

NAME (*Last*)	(*First*)	(*Middle*)	SERVICE NO.	RATE
WILLIS,	Otis	L.	211-123	BMC(L)

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3312 REVISED
FORM APPROVED BY
COMPTROLLER GENERAL, U. S.
NOVEMBER 12, 1953

INDIVIDUAL ORDER TO ADJUST PAY RECORD

SR

1. LEAVE RATIONS OR LOSS OF PAY BY REASON OF ABSENCE:

		HOUR	DATE
☐ ON ANNUAL LEAVE, AOL or AWOL period, if any, excused as unavoidable	☐ ON SICK LEAVE, AOL or AWOL period, if any, excused as unavoidable	DEPARTURE	
☐ ON ANNUAL LEAVE, AOL period, if any, not excused as unavoidable	☐ ON SICK LEAVE, AOL period, if any, not excused as unavoidable	LEAVE OR LIBERTY EXPIRED RETURNED TO COAST GUARD JURISDICTION	
☐ WITHOUT LEAVE, not excused as unavoidable	☐ OVER LIBERTY, not excused as unavoidable	NUMBER DAYS CHARGED TO LEAVE RECORD	

Credit leave rations and/or check pay in accordance with the Comptrollers Manual.

2. CHANGE RATE: TO _____ (*Rate*) FROM _____ (*Rate*)

EFFECTIVE _____ (*Date change effected*) AUTHORITY _____ AUTHORITY RECEIVED _____ (*Date*)

3. CHANGE IN SERVICE FOR PAY PURPOSES:

	YEARS	MONTHS	DAYS
OTHER SERVICE*			
COAST GUARD SERVICE			
NET SERVICE OF			

ON _____ (*Date*) COMPLETED

* *Career Compensation Act of 1949. Statement of service filed in service record.*

4. COMMUTED RATIONS: FROM _____ (*Date*) TO _____ (*Date*)

Permission to mess separately has been granted. Commutation of rations to a mess or subsistence in kind has not and will not be authorized or furnished for this period.

5. SUBSISTENCE ALLOWANCE: FROM _____ (*Hour and date*) TO _____ (*Hour and date*) AT $ _____ per day

Rations in kind not available or furnished for this period.

6. QUARTERS ALLOWANCE: _____ (*Date*) TO _____ (*Date*) AT $ _____ per mo.

No Government quarters available. AND/OR AT $ _____ per day

7. MISCONDUCT: The below-named individual has been incapacitated for duty from _____ (*Date of admission*)

to _____ (*Date of discharge*) as a result of his own: ☐ INTEMPERATE USE OF DRUGS ☐ INTEMPERATE USE OF ALCOHOLIC LIQUORS

8. MISCELLANEOUS PAY ORDERS:

Reported 1330, 2 December 1955, fm CGC CAHOONE (WSC-131) for administrative purposes pending retirement on 1 January 1956.

The Authorized Certifying Officer is authorized and directed to adjust pay record of the below-named individual for the reason and period stated above.

NOTE: VOID IF MORE THAN ONE ITEM IS COMPLETED

EFFECTIVE FOR ITEM 8 (Number) ONLY	SIGNATURE	GRADE AND TITLE	C. O. ORDER NO.
	S. L. BROWN	CHSCLK,W-3,BY DIR.	817-56

SHIP OR STATION	NAME OF A. C. O.
Office, Commander, 8th CG District, New Orleans, La.	"A" "Z" SHOWS, CHPCLK,W-2,USCG

NAME (Last)	(First)	(Middle)	SERVICE NO.	RATE
WILLIS,	Otis	L.	211-123	BMLC

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (12-53)

ADMINISTRATIVE REMARKS

SHIP OR STATION

OCCGD-8, New Orleans, La.

1 February, 1956: Placed on inactive retired list of the United States Coast Guard effective this date by reason of voluntary 20 year retirement. AUTH: H/L (PE-1) dtd 1-6-56, ON 514795.

FINAL AVERAGE MARKS: PIR: 3.52 CONDUCT: 3.88

NOT ENTITLED TO MOP

ADVISED OF RIGHTS AND BENEFITS FOR VETERANS.

S. L. BROWN, CHSCLK, W-3, USCG
By direction

RECORD OF TRANSFER

DATE TRANSFERRED		AUTHORITY	
RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS,	Otis	Lee	211-123

16—66780-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (12-53)

ADMINISTRATIVE REMARKS

SHIP OR STATION

OCCGD-8, New Orleans, La.

1 February, 1956: Placed on inactive retired list of the United States Coast Guard effective this date by reason of voluntary 20 year retirement. AUTH: H/L (PE-1) dtd 1-6-56, ON 514795.

FINAL AVERAGE MARKS: PIR: 3.52 CONDUCT: 3.88

NOT ENTITLED TO MOP

ADVISED OF RIGHTS AND BENEFITS FOR VETERANS.

S. L. BROWN, CHSCLK, W-3, USCG
By direction

RECORD OF TRANSFER

DATE TRANSFERRED		AUTHORITY	
RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS,	Otis	Lee	211-123

16—66780-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (12-53)

ADMINISTRATIVE REMARKS

SHIP OR STATION

USCGC CAHOONE (WSC-131)

20 September, 1955 - Certified as qualified to stand duty as OOD (Inport) in accordance with Article 1905 CG Regulations.

W. E. HARRIS, LT, USCG
Commanding Officer

2 December, 1955 - Served 00 years, 2 mos, 19 days sea duty aboard this unit.

W. E. HARRIS, LT, USCG
Commanding Officer

2 December, 1955 - Transferred (Administrative) to the Officer Commander, Eighth Coast Guard District, New Orleans, La.

W. E. HARRIS, LT, USCG
Commanding Officer

15 January 1956: Enlistment expired and involuntarily extended in accordance with Section 12-3-32B(5)(e), CG Regulations, retirement having been approved.

S. L. BROWN, CHSCLK, USCG
By direction

RECORD OF TRANSFER

DATE TRANSFERRED		AUTHORITY	
RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
O'CCGD8(Admin)	12-2-55	S. L. BROWN, CHSCLK,W-3,USCG, BY DIRECTION

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	L.	211-123

ADMINISTRATIVE REMARKS

16—66780-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (12-53)

ADMINISTRATIVE REMARKS

SHIP OR STATION

USCGC CAHOONE (WSC-131)

20 September, 1955 - Certified as qualified to stand duty as OOD (Inport) in accordance with Article 1905 CG Regulations.

W. E. HARRIS, LT, USCG
Commanding Officer

2 December, 1955 - Served 00 years, 2 mos, 19 days sea duty aboard this unit.

W. E. HARRIS, LT, USCG
Commanding Officer

2 December, 1955 - Transferred (Administrative) to the Office, Commander, Eighth Coast Guard District, New Orleans, La.

W. E. HARRIS, LT, USCG
Commanding Officer

15 January 1956: Enlistment expired and involuntarily extended in accordance with Section 12-3-32B(5)(e), CG Regulations, retirement having been approved.

S. L. BROWN, CHSCLK, USCG
By direction

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
O'CCGD8(Admin)	12-2-55	S. L. BROWN, CHSCLK,W-3,USCG, BY DIRECTION

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	L.	211-123

16—66780-2

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

USCG BASE, GALVESTON, TEXAS

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY
~~3~~ ~~4~~ September 1955	CCGD-8/L dtd 8-5-55, GD8/P16-4/MM as amend by CCGD8/L 8-22-55, GD8/P16-4/MM.

RATE	DATE OF RATE	SIGNATURE	GRADE AND TITLE
BMCL	7-6-51	James A. Alsup, JAMES A. ALSUP,	LT, EXECUTIVE OFFICER

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC CAHOONE (WSC-131)	9-13-55	W. E. Harris, LT, CO

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

USCGC IRIS (WAGL-395), Galveston, Texas

1 June 1954: Transferred this date to the Commanding Officer, CG Base, Galveston, Texas, having served a total of seven (7) months and fifteen (15) days sea duty while attached to this unit. Served outside CONLUS on or after 27 June 1950.

ENTITLED TO THE NATIONAL DEFENSE SERVICE MEDAL
Auth: Article 9-B-8, Personnel Manual

L. A. WARDLAW, Jr.
Commanding Officer

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
1 June 1954	CCGD8(p) ltr of 4-27-54, file GD8/P16-4/MM		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMLC	1-1-54	L. A. WARDLAW, JR.	LT, USCG, Commanding Officer

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
CGBASE, GALVE. TEXAS	6-1-54	F. H. SCHONEWOLF, LT, Personnel Officer

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS,	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

SANTA ROSA LIFEBOAT STATION

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
5 October 1953	C8OGD/L of 10/1/53, GD8/P16-4/MM, Order No. 090807		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMC(L)	7/6/51	G. W. COLE G. W. Cole	CHBOSN, Commanding Officer

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
USCGC IRIS (WAGL-395)	17 Oct 1953	B. R. RYAN, LCDR, USCG, COMMANDING OFFICER

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3307 (4-52)

ADMINISTRATIVE REMARKS

SHIP OR STATION

CG GROUP CAPE HATTERAS (Oregon Inlet LB Station)

7-1-52 4-6-52 Served beyond CLUS aboard CG-36411.

Cyrus Gray
CYRUS GRAY, CBOSN., USCG

RECORD OF TRANSFER

DATE TRANSFERRED	AUTHORITY		
	Order No. 2538-52		
RATE	**DATE OF RATE**	**SIGNATURE**	**GRADE AND TITLE**
BMLC(P)	7-16-51	Cyrus Gray CYRUS GRAY	CBOSN., CMDR GROUP CAPE HATTERAS

FOR USE OF INTERMEDIATE REPORTING STATIONS FOR REMARKS (If necessary):

OCCGD-8, NEW ORLEANS, LA. Reported this office 25 October 1952 in compliance with basic orders

R. ZAVALETA
By direction

OCCGD-8, NEW ORLEANS, LA. Departed this office 28 October 1952 enroute to Santa Rosa LBS for assignment to duty.

R. ZAVALETA
By direction

RECORD OF RECEIPT

REPORTED AT (Ultimate destination)	DATE REPORTED	SIGNATURE (Grade and title)
SANTA ROSA LBS	20-28-52	G. W. Cole G. W. COLE, CHBOSN, USCG, Commanding O.

NAME (Last)	(First)	(Middle)	SERVICE NO.
WILLIS	Otis	Lee	211-123

ADMINISTRATIVE REMARKS

16—66780-1

TREASURY DEPARTMENT
U. S. COAST GUARD
CG-3303 (4-52)

CLASSIFICATION TRAINING AND RATING SHEET

1. RATING AND JOB CLASSIFICATION RECORD

Date	Rating	Designator	Other Qualification	Authority	Signature (Grade and Title)	Unit
1-1-54	BMLC		Auth: HQ/L (PE-1) of 12-21-53 CCGD8/L (p) of 12-28-53		/s/ B. R. RYAN, LCDR, CO.	CGC IRIS

2. RECORD OF SERVICE SCHOOLS ATTENDED

NAME AND LOCATION: DUKW driver school, Fort Eustis, Va.

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION
			BM1(L)

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
12-19-47 ~~12-18-58~~	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason.
[X] YES [ ] NO*

SIGNATURE: /s/ L. R. CHENOWETH, CSCLK

NAME AND LOCATION:

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason.
[ ] YES [ ] NO*

SIGNATURE

NAME AND LOCATION:

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason.
[ ] YES [ ] NO*

SIGNATURE

3. GENERAL EDUCATIONAL DEVELOPMENT AND TESTING RECORD

Standard Tests Scores

GCT	MK	AR	MA	READ	EK	CA	SP	PI	OTHER

HIGHEST SCHOOL LEVEL ATTAINED

LANGUAGE QUALIFICATIONS: None

4. RECORD OF COAST GUARD INSTITUTE COURSES COMPLETED

Date Completed	Name of Course	Mark	Signature

5. RECORD OF OTHER OFF-DUTY STUDY (USAFI COURSES, ETC.)

Date Completed	Name of Course	Mark	Signature

NAME (Last)	(First)	(Middle)		Service Number		RATING
WILLIS	Otis	Lee		211-123		BMLC(P)

Date	Rating	Desig-nator	Other Quali-fication	Authority	Signature (Grade and Title)	
1-1-54	BMlC			Auth: HQ/L (PE-1) of 12-21-53 CCGD8/L (p) of 12-28-53	/s/ B. R. RYAN, ICDR, CO.	CGC IRIS

2. RECORD OF SERVICE SCHOOLS ATTENDED

NAME AND LOCATION: DUKW driver school, Fort Eustis, Va.

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION
			BM1(L)

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
12-19-47	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason. [X] YES [ ] NO*

SIGNATURE: /s/ L. R. CHENOWETH, CSCLK

NAME AND LOCATION

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason. [ ] YES [ ] NO*

SIGNATURE

NAME AND LOCATION

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATING ON GRADUATION

DATE COMPLETED	CLASS STANDING	FINAL MARK (Std. Score)
	IN CLASS GRADUATED ____ OF ____	

GRADUATED *If no, give reason. [ ] YES [ ] NO*

SIGNATURE

3. GENERAL EDUCATIONAL DEVELOPMENT AND TESTING RECORD

Standard Tests Scores

GCT	MK	AR	MA	READ	EK	CA	SP	PI	OTHER

HIGHEST SCHOOL LEVEL ATTAINED

LANGUAGE QUALIFICATIONS: None

4. RECORD OF COAST GUARD INSTITUTE COURSES COMPLETED

Date Completed	Name of Course	Mark	Signature

5. RECORD OF OTHER OFF-DUTY STUDY (USAFI COURSES, ETC.)

Date Completed	Name of Course	Mark	Signature

NAME (Last)	(First)	(Middle)		Service Number		RATING
WILLIS	Otis	Lee		211-123		BMlC(P)

CLASSIFICATION TRAINING AND RATING SHEET 16—66740-1 PAGE 3 1

RECORD OF EMERGENCY DATA FOR THE ARMED FORCES OF THE UNITED STATES

INFORMATION INCLUDED ON THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARIES OF LIFE INSURANCE POLICIES

(See instructions on reverse side of form prior to making entries)

1. DESIGNATOR'S LAST NAME—FIRST NAME—MIDDLE NAME	2. SERVICE NO.	3. GRADE, RANK, OR RATE	4. SERVICE
WILLIS OTIS LEE	211-123	BM1(L)	☐ USA ☐ USN ☐ USAF ☐ USMC ☒ USCG

5. FIRST NAME—MIDDLE NAME—LAST NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (*Person with permanent address is advisable*) — RELATIONSHIP (*If friend, so state*)

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE, NORFOLK, VIRGINIA.

THE PERSONS NAMED IN ITEMS 6, 8, AND 9, BELOW ALSO WILL BE NOTIFIED OF THE EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR FOR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS" ON THE REVERSE SIDE.

6. SPOUSE (*First name, middle name, last name*) (*If none, or if deceased or divorced, so state*) — ADDRESS (*Number, street, city, zone, and State*)

ALIVIA BELL WILLIS — 831 FAIRFAX AVE, NORFOLK VIRGINIA.

7. CHILDREN — FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE: MARRIED	CHECK ONE: SINGLE	SEX: M	SEX: F	AGE
SHIRLEY MAE WILLIS	831 FAIRFAX AVE NORFOLK, VA.		X		X	12
ALVA KATRENE WILLIS	" " " " "		X		X	11
OTIS LEE WILLIS JR.	" " " " "		X	X		7
EILEEN JANET WILLIS	" " " " "		X		X	5

(*Continue on reverse side*)

8. NAME OF FATHER (*or male guardian*) (*First name, middle name, last name*) — ADDRESS (*Number, street, city, zone, and State*)

WILLIE PIGRAM WILLIS — HATTERAS, N.C.

9. NAME OF MOTHER (*or female guardian*) (*First name, middle name, last name*) — ADDRESS (*Number, street, city, zone, and State*)

SUE WILLIS — HATTERAS, N. C.

IN THE EVENT THAT I AM NOT SURVIVED BY A SPOUSE OR ELIGIBLE CHILD, OR OF THEIR DECEASE OR DISQUALIFICATION BEFORE PAYMENT OF 6 MONTHS' GRATUITY IS MADE, I THEN DESIRE THAT PAYMENT BE MADE TO THE DEPENDENT RELATIVE SHOWN BELOW. (*See instruction 4 on reverse side of form*)

10. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*)

831 FAIRFAX AVE NORFOLK VIRGINIA.

IN THE EVENT OF DEATH OR DISQUALIFICATION OF THE ABOVE-NAMED DEPENDENT RELATIVE, I THEN DESIGNATE THE ALTERNATE DEPENDENT RELATIVE SHOWN BELOW. (*Other than spouse or child*)

11. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

MRS FULFORD PEELE — SISTER

ADDRESS (*Number, street, city, zone, and State*)

HATTERAS, N.C.

VOLUNTARY ENTRIES

I REQUEST THAT THE FOLLOWING COMMERCIAL LIFE INSURANCE COMPANIES BE OFFICIALLY NOTIFIED IN CASE OF MY DEATH IN ACTIVE SERVICE. (*The "Policy Number" should be entered if possible, since this information will assist in expediting action by the insurance company should a claim become payable.*)

12. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.
	(*Continue on reverse side*)	

IN THE EVENT THAT I AM LISTED AS MISSING, OR BY OTHER MILITARY CIRCUMSTANCE AM UNABLE TO TRANSMIT FUNDS TO MY DEPENDENTS, IT IS MY DESIRE THAT

13. FIRST NAME—MIDDLE NAME—LAST NAME — RELATIONSHIP

ALIVIA BELL WILLIS — WIFE

ADDRESS (*Number, street, city, zone, and State*) — RECEIVE EACH MONTH

831 FAIRFAX AVE, NORFOLK VIRGINIA. — ALL % OF MY PAY.

MILITARY ADDRESS	DATE SIGNED	SIGNATURE OF DESIGNATOR
TANGIER SOUND LIGHT STATION	1 SEPT,1950	OTIS L. WILLIS

DD FORM 1 JAN 50 93 REPLACES NME FORM 93, 1 OCT 43; NAVMC 118 (15 PD); NAVPERS 601, PAGES 7 AND 8; AND NCG 2829, WHICH MAY BE USED UNTIL 1 JANUARY 1951, WHEN THEY WILL ALL BECOME OBSOLETE.

16—61480-1

INSTRUCTIONS

1. This form will be accomplished and maintained current by all officer and enlisted personnel of the armed forces.
2. Disposition of signed copies will be as follows:

Army	Original	To The Adjutant General, Wash. 25, D. C., ATTN: AGPI.
	Duplicate	File in service record or field 201 file.
Air Force	Original	To Headquarters USAF, Air Adjutant General, Wash 25, D. C.
	Duplicate	File in service record or field personnel record (201) file.
Navy	Original	To BuPers, Wash. 25, D. C., ATTN: Casualty Section.
	Duplicate	(*Same as original.*)
	Triplicate	File in service record or officer's qualification jacket at duty station.
Marine Corps	Original	File in service record book (*page 15*) or in officer's qualification record.
	Duplicate	To CMC, Wash. 25, D. C.
Coast Guard	Original	To Commandant (P), USCG Hq., Wash. 25, D. C.
	Duplicate	Place with individual service record.

3. This form will be accomplished upon initial entry into the service, upon reenlistment, and/or when a change in status occurs which affects information contained in Items 1, 2, 5, 6, or 10 of this form. The individual may file a revised form at any other time that he desires.
4. For the purpose of Items 10 and 11 of this form, fathers, mothers, brothers, and sisters are automatically considered dependent relatives. If other relatives are listed, they must be related to the designator by blood or marriage and be able to prove dependency at time of death of designator.
5. With the exception of Item 6, only names of *LIVING* individuals will be entered on this form.

(Continuation of Item 7)

CHILDREN FIRST NAME—MIDDLE NAME—LAST NAME	ADDRESS (*Number, street, city, zone, and State*)	CHECK ONE MARRIED	 SINGLE	SEX M	 F	AGE
SAME AS REVERSE SIDE.						

(Continuation of Item 12)

FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.

REMARKS:

16—61480-1 U. S. GOVERNMENT PRINTING OFFICE: 1950—O-873269

NCG 2500
(Rev. June, 1942)

ENLISTMENT CONTRACT

UNITED STATES { COAST GUARD / ~~COAST GUARD RESERVE~~ }

RE-ENLISTMENT OF WILLIS, Otis Lee (Full name, surname to left); 211-123 (Service number); 213.15 (Pay per month)

Accepted for enlistment at Norfolk, Virginia; BM1(L) (Rating in which enlisted)

Enlisted at O, Comdr. 5th CG District, Norfolk, Virginia; 16 January, 1950 (Date of enlistment)

Transferred to - - -

In the event of war or National emergency declared by the President to exist during my term of service, I oblige and subject myself to serve until 6 months after the end of the war or National emergency if so required by the Secretary of the Navy unless I voluntarily reenlist or extend my enlistment. I understand that when so detained, I am not entitled to enlistment allowance and that in time of war the addition of one-quarter pay as specified in the Act of July 11, 1941, is not applicable.

I also oblige myself, during such service, to comply with and be subject to such laws, regulations, and discipline for the government of the Coast Guard as are or shall be established by the Congress of the United States or other competent authority, and to submit to treatment for the prevention of smallpox, typhoid (typhoid prophylaxis), and to such other preventive measures as may be considered necessary by proper authorities.

Third: I am of the legal age to enlist; I have never deserted from the United States Coast Guard, Navy, Army, or Marine Corps; I have never been discharged from the United States Service or other service on account of disability or through sentence of either civilian or military court; and I have never been discharged from any service, civil or military, except with good character and for the reasons given by me to the recruiting officer prior to enlistment. I am not a member of the Coast Guard Reserve, Naval Reserve, Naval Militia, Marine Corps Reserve, National Guard, or Army Reserve.

Fourth: I understand that upon enlistment in the Coast Guard Reserve, I may be ordered to active duty in time of war, or when in the opinion of the President a National emergency exists, and that I may be required to perform active duty throughout the war or until the National emergency ceases to exist and for 6 months thereafter.

Fifth: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, or promotion during my enlistment.

Oath of Allegiance: I, Otis Lee Willis, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the laws of the United States and the regulations governing the Coast Guard.

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

Otis Lee Willis

Otis Lee Willis

(Signature in own handwriting, surname to right)

Subscribed and sworn to before me this 16th day of January, A. D. 1950.

L. R. CHENOWETH,

(Commanding officer, notary public, or other officer qualified to administer oaths)

CSCLK, USCG

(Title)

Citizenship substantiated and contract perfected.

L. R. CHENOWETH,

CSCLK, *U. S. C. G., Enlisting Officer.*

EXTENSION OF ENLISTMENT CONTRACT

(Unit) (Place) (Date)

Enlistment extended until ..... by reason of

.....

under authority of .....

.....

.....

(Signature of man)

.....

(Signature of commanding officer)

NCG 2500-C
(Rev. June 1942)

SERVICE RECORD

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service number)

1. TRANSFERS

Departed from— Unit	Date	Signature	Reported to— Unit	Date	Signature
O, Comdr., 5th CGD	1/30/50	A. N. WARD, LTJG, USCG By Direction	Tangier So.L.S. (O, Comdr., 5CGD)	2/2/50	A. N. WARD, LTJG, USCG By Direction
Tangier Sound Lt.Sta. (O, Comdr., 5thCGD)	12/11/50	J. W. BOLDING, LTJG, USCG XO BY DIRECTION	5th CGD Office	12/11/50	J. W. BOLDING, LTJG, USCG XO BY DIRECTION
5TH CGD OFFICE	1/4/51	W. B. MILLINGTON, CDR, USCG COMMANDING	Cape Hatteras LB Station	1/5/51	G. H. Meekins CBOSN. USCG
Cape Hatteras LB Station	2/17/51	G. H. Meekins CBOSN, USCG	Chicamacomico LB Station	2/17/51	G. H. Meekins CBOSN. USCG
Chicamacomico LB Station	10/5/51		Oregon Inlet LB Station	10/5/51	G. H. Meekins. CBOSN. USCG, CO

2. CHANGES IN RATING

Unit	Rated or disrated to—	Date	Signature
Chicamacomico LB Station	CR fm BM1.(L) to BMC.(L)(P), Auth; H/L, dated 7/6/51 and Art. 561(1), CG-Regs.	7/16/51	G. H. Meekins G. H. Meekins, CBOSN. Commanding Officer.

3. DETAILS—RESERVE ACTIVE DUTY

Ship or station	Date From—	Date To—	Duty	Signature
5th CG District Office	12/6/50	1/4/51	TAD, CG Base, Portsmouth, Va.	J. W. BOLDING, LTJG, USCG XO, BY DIRECTION

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature

16—9076-2

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service number)

5. SPECIAL QUALIFICATIONS

Ship	Date	Proficient in—	Signature
O, Comdr. 5th CG Dist.	1-16-50	*(12-19-47) - Completed course in DUKW amphibious truck drivers training at Fort Eustis, Va.	L. R. CHENOWETH CSCLK By Dir
Tangier Sound Lt. Sta. (O, Comdr., 5th CGD)	APR 28 1950	Petty Officer Certificate of Appointment to Rating of BM1(L) to rank as such from 9/29/42, delivered.	A. N. WARD, LTJG, USCG By Direction

* Transcript from old service record.

6. EFFICIENCY MARKS

Date	Rate	Proficiency in rating	Seamanship	Mechanical ability	Ability as leader of men	Conduct	Signature
1/30/50	BM1(L)	LESS THAN ONE MONTH				4.0	OC5CGD A. N. WARD, LTJG, USCG By Direction
3/31/50	BM(L)	3.5	3.5	--	3.5	4.0	Tangier So.L.S. (O,Comdr5CGD) A. N. WARD, LTJG, USCG By Direction
6/30/50	BM1(L)	3.5	3.5	--	3.5	4.0	Tangier So.L.S. (O,Comdr5CGD) A. N. WARD, LTJG, USCG By Direction
9/30/50	BM1(L)	3.5	3.5	--	3.5	4.0	Tangier So.L.S. (O,C5CGD) [illegible] By Direction
12/11/50	BM1(L)	NO MARKS ASSIGNED, DISCIPLINARY ACTION PENDING					Tangier Sound L.S.(5CGD Office) [illegible] By Direction
12/31/50	BM1(L)	LESS THAN ONE MONTH Capt.Mast for indebtedness. Awarded:Warned.				3.5	5TH CGD OFFICE W. B. MILLINGTON CDR, USCG COMMANDING
1/4/51	BM1(L)	LESS	THAN	ONE	MONTH	4.0	5TH CGD OFFICE.
3/31/51	BM1.(L)	3.5	3.5	3.5	3.5	4.0	W. B. MILLINGTON.
6/30/51	BM1.(L)	3.6	3.5	3.5	3.5	4.0	CDR. USCG COMMANDING
9/30/51	BLC (L)	3.6	3.5	3.5	3.5	4.0	
12/31/51	BMLC	3.6	3.5	3.5	3.5	4.0	
AVERAGE	X X X X						

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

7. COMMENDATIONS AND AWARDS

(Award of medals, citations, headquarters commendation, honorable discharge button, etc.)

Ship or station	Date	REMARKS
O, Comdr. 5th CGD	3-23-50	Issued CG Good Conduct Medal and Good Conduct Bar for periods of creditable service ending 9-30-41 and 9-30-44. A. N. WARD, LTJG, USCG By Direction

16—9676-2

SERVICE RECORD

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service number)

1. TRANSFERS

Departed from—			Reported to—		
Unit	Date	Signature	Unit	Date	Signature
Oregon Inlet LB Station	10-3-52	Cyrus Gray CYRUS GRAY, CBOSN			

2. CHANGES IN RATING

Unit	Rated or disrated to—	Date	Signature

3. DETAILS—RESERVE ACTIVE DUTY

Ship or station	Date		Duty	Signature
	From—	To—		

4. SWIMMING QUALIFICATIONS

Unit	Date of qualification	Signature

RECORD OF WILLIS, Otis Lee 211-123

(Full name, surname to the left) (Service number)

5. SPECIAL QUALIFICATIONS

Ship	Date	Proficient in—	Signature

6. EFFICIENCY MARKS

Date	Rate	Proficiency in rating	Seamanship	Mechanical ability	Ability as leader of men	Conduct	Signature
3/31/52	BMLC(P)	3.6	3.6	- -	3.6	4.0	Cyrus Gray CBOSN., USCG.
6/30/52	BMLC(P)	3.6	3.6	- -	3.6	4.0	Cyrus Gray CYRUS GRAY, CBOSN., CMDR GR CAPE HATT
AVERAGE	X X X X						

Upon receipt of Enlistment Record it shall be checked to see that previous marks have been entered. The last unit at which service is rendered will be held responsible for the completeness of the marks.

7. COMMENDATIONS AND AWARDS

(Award of medals, citations, headquarters commendation, honorable discharge button, etc.)

Ship or station	Date	REMARKS

16—9676-2

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service Number)

8. LEAVE RECORD

ACCRUED LEAVE: Reason & Date	Creditable service for leave purposes: Mos.	Days	No. of days earned	LEAVE TAKEN: Departed Hour	Departed Date	Returned Hour	Returned Date	Type and reason	No. days	Bal. due	Signature and Unit
DIS	1/15/50 C5CGD on PR#318, Jan. 1950			(fp) LSL 40 DAYS BP&L & Allow $352.40 accts of Paul D. Banning, CDO,					paid 1376.	NONE	L. D. YOUNG, CK, Pay Clerk, USCG Certifying Officer, 5thCGD
REENL (1-16-50)	-	-	0	- - - - - 0, Comdr. 5th CG District - - - - -						-0-	L. R. CHENOWETH CSCLK By Dir.
				1630	1/16/50	0845	1/30/50	ADV-REENL	13	-13	A. N. WARD, LTJG, USCG By Direction O, Comdr. 5th CGD
ANCR 6/30/50	5	14	14	- - - - - - Tangier Sound Lt. Sta. - - - - - -						1	A. N. WARD, LTJG, USCG By Direction
BBF 7/1/50	--	--	1	- - - - - - Tangier Sound Lt. Sta. - - - - - -						1	A. N. WARD, LTJG, USCG By Direction
				0900	10/9/50	1330	10/11/50	REG	2	-1	T.W. BOLDING, LTJG USCG
				1300	2/8/51	0845	2/16/51	REG	8	-9	Tangier Sound L.S.
AnCr 6/30/51	12	0	30	1300	4/28/51	0845	4/28/51	REG.	5	-14	CO GROUP CAPE HATT=
BBF.7/1/51										16	ERAS.
				1300	9/7/51	0845	9/16/51	REG	10	16 6	CO GROUP CAPE HATTERAS
ANCR 6-30-52	12	0	30							36	CYRUS GRAY, CBOSN CMDR GR CAPE HATT

9. PERIODS FOR WHICH LEAVE DOES NOT ACCRUE

(Includes AOL, AWOL, Excess Leave, and Sentence of Confinement by a Coast Guard Court)

From (Inclusive dates)	To (Inclusive dates)	Reason	Months	Days	Signature and Unit
11/30/50	12/6/50	AWOL	0	7	Tangier Sol.S. (5thCGDOffice) T.W. BOLDING, LTJG USCG By direction

RECORD OF WILLIS, Otis Lee (Full name, surname to the left) 211-123 (Service Number)

10. TRIALS BY COURTS MARTIAL

Unit	REMARKS: Date and kind of court, charges and specifications, findings and sentence, date and action of convening and reviewing authorities, and date of publication of sentence.

11. DEDUCTIBLE TIME

(Includes AOL, AWOL, AOM, Confinement awaiting trial by a Coast Guard Court resulting in conviction and Sentence of Confinement by a Coast Guard Court.) (Under TIME LOST show months and days lost for purposes of longevity credit and actual days to be retained in service beyond the normal date of expiration of enlistment to complete enlistment.)

Period From (Inclusive dates)	Period To (Inclusive dates)	Reason AOL, AOM, etc	Time Lost Longevity Mos.	Time Lost Longevity Days	Time Lost Enl. Days	Signature and Unit
NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.						
11/30/50	12/6/50	AWOL	0	7	0	Tangier Lt.Sta. (5th CGD Office) BY DIRECTION
NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.						Tangier Lt.Sta. (5TH CGD OFFICE) W. B. MILLINGTON, CDR, USCG COMMANDING
NO DEDUCTIBLE TIME WHILE ATTACHED TO THIS UNIT.						5TH CGD OFFICE W. B. MILLINGTON, CDR, USCG COMMANDING

12. ON DESERTION

Unit	Date	Remarks	Signature

13. DEATH

Unit	Date	Cause	Place of burial	Disposition of effects	Was death in line of duty?	Signature

14. RETIREMENT

Unit	Date	Cause	Authority	Signature

Chaplain: Granted liberty until 0900 12-28-55

Rept in at 1200 12-27-55

DISCHARGE ORDER
U.S. PUBLIC HEALTH SERVICE HOSPITAL
NEW ORLEANS, LOUISIANA

DATE: 12-27-55

WILLIS, Otis Lee — 211-123 — BMCL
(Surname) (First) (Middle) — (Service Number) — (Rank/Rate)

This is to certify that the above named man received INPATIENT TREATMENT, at this hospital.

ADMITTED: 12-13-55 DISCHARGED: 12-27-55

1. To return for further treatment on _____ 19___, at _____

2. Fit for full active duty: YES & Retirement

3. Fit for light duty: _____

4. Not fit for duty: _____

5. Diagnosis: OBSERVATION FOR HEART DISEASE (NOT CONFIRMED)

6. Recommendation: Fit for full duty & Retirement.

7. Instructed to report back to Commander, 8th CG District(p)

8. Delivered and departed this hospital at 1105, this date.

9. Health record is handed you herewith, Form 2522 and Medical History sheet will be forwarded to your duty station.

By direction of the Medical Officer
in Charge

Respectfully,

C. L. Francis

C. L. FRANCIS HMC, USCG
U.S. Coast Guard Representative

28DEC 1955

16577

FJ V BES NR 35
BEP 476
BEPJ34
RR RBESFJ
DE RBEPJC 14
R 2815522
FM COMDT COGARD
TO CCGDEIGHT
BT
PE TO P X YOUR 2717082 X NEGATIVE X WILLIS RETIREMENT CONTEMPLATED
1 FEB 56 X NEW ORDERS WILL BE ISSUED
BT
CFN 2717082 1 56
28/1552Z DEC RBEPJC

Ref 3421

COMCEN 8CGD

ACTION	INFO
D	D
DCB	DCB
DCA	DCA
DCR	DCR
DL	DL
E	E
F	F
G	G
DPB	DPB
P	P
A	A
OOPP	OOPP
RVDO	RVDO
PIOD	PIOD
PNO	PNO
EOC, CPO	EOC, CPO
S	S

Chaplain

notify Willis - will hold his "PT" status until 2/1/56

Standard Form 88
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
WILLIS, Otis Lee	BMC(L)	211-123
4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	**5. PURPOSE OF EXAMINATION**	**6. DATE OF EXAMINATION**
Hatteras, North Carolina	Retirement from USCG	12-6-55

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
Male	Caucasian	21	00	Treasury Department USCG	8th CGD(p), New Orleans, La.

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-31-10	Hatteras, North Carolina.	(wife) Mrs. Alibia B. WILLIS, Same as # 4

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
8th CG District Sick Bay, New Orleans, La.	Religion: Protestant

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	ABNORMAL	(*Check each item in appropriate column; enter "N. E." if not evaluated*)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (*Int. & ext. canals*) (*Auditory acuity under items 70 and 71*)
X		23. DRUMS (*Perforation*)
X		24. EYES—GENERAL (*Visual acuity and refraction under items 59, 60, and 61*)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (*Equality and reaction*)
X		27. OCULAR MOTILITY (*Associated parallel movements, nystagmus*)
X		28. LUNGS AND CHEST (*Include breasts*)
	X	29. HEART (*Thrust, size, rhythm, sounds*)
X		30. VASCULAR SYSTEM (*Varicosities, etc.*)
X		31. ABDOMEN AND VISCERA (*Include hernia*)
X		32. ANUS AND RECTUM (*Hemorrhoids, fistulae*) (*Prostate if indicated*)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (*Strength, range of motion*)
X		36. FEET
X		37. LOWER EXTREMITIES (*Except feet*) (*Strength, range of motion*)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (*Equilibrium tests under item 78*)
X		42. PSYCHIATRIC (*Specify any personality deviation*)
Females only		(*Check how done*)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

#29: See # 73

(*Continue in item 73*)

44. DENTAL (*Place appropriate symbols above or below number of upper and lower teeth, respectively*)

O.—Restorable teeth *X.—Missing teeth* *(6 × 8).—Fixed bridge, brackets to include abutments*
/.—Nonrestorable teeth *XXX.—Replaced by dentures*

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Full upper and lower dentures

Meets dental requirements

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.023

ALBUMIN	SUGAR	MICROSCOPIC
Neg	Neg	

46. CHEST X-RAY (*Place, date, film number, result*)

70mm chest #47555 12-6-55
No Significant Abnormalities

47. SEROLOGY (*Specify test used and result*)

VDRL:Non-reactive

48. EKG

See # 73

49. BLOOD TYPE AND RH FACTOR

"O" Negative

50. OTHER TESTS

WBC: 16,250 (rechecked on 12-13-55 WBC: 11, 650)
Diff: Segs75,Lymphs 21,Mono 2, Baso 1. Hemoglobin 13.9gms %
Sed rate: 10mm; Hematocrit 43.

16—62288-1

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER	MEDIUM	HEAVY	OBESE	56. TEMP.
72½	138	Black	Blue	X	☐	☐	☐	Normal

57. BLOOD PRESSURE (*Arm at heart level*)						58. PULSE (*Arm at heart level*)				
						SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
SITTING	SYS. 120	RECUMBENT	SYS.	STANDING (3 min.)	SYS.	68	102	90		
	DIAS. 80		DIAS.		DIAS.					

59. DISTANT VISION		60. REFRACTION			61. NEAR VISION		
RIGHT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY
LEFT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT Normal LEFT Normal	PIP Normal		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION
Normal			

70. HEARING

RIGHT WV 15 /15 SV /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

#29 & #48: Because of a questionable Electrocardiographic tracing on 12-6-55 with a report of "Abnormal EKG indicative of mild myocardial anoxia" read by T.E.BILLINGS,MED. DIR. USPHS this man was admitted to the USPHS Hospital, New Orleans, La. for evaluation. An EKG done on 12-13-55 was reported as"Abnormal EKG not necessary indicative of heart diseases. Subject was discharged from this hospital on 12-27-55 fit for full duty, with a diagnosis of " Observation for heart disease, (not confirmed).

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

See # 73

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

☒ IS ☐ IS NOT QUALIFIED FOR Retirement from the U.S.Coast Guard

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
B.L.NEWELL, SR.SURG. USPHS(R)	
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE
C.E.SMITH, SR.DENT. SURG. USPHS(R)	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

U.S. GOVERNMENT PRINTING OFFICE : 1953—O-243413 10-02288-1

61A-2 Cab-693-780 Retired File

~~Box # 684~~

CG HEADQUARTERS

CIVIL SERVICES DIV

2cc

~~3-13~~

FILED PE-90

1963 FEB 11 10 18 FEB 11 11 01 AM '63

MESSAGE CENTER

ACTION: FP

INFO: PS

NNNNJDA066EUD128
PP RUECJD
DE RUEPTL 11P
ZNR
P 111402Z
FM MGR VACEN PHILA
TO COMDT FP USCG WASHDC
VETS GRNC
BT
UNCLAS RE WILLIS OTIS L V-1432-08-71 XC-19-387-441
SN-211-123 USCG RETIRED DOD 1-13-63 DISCON ALOT 12-62 DUE TO
DEATH OF INSURED 981B
BT
11/1403Z RUEPTL
HJ

PRIORITY

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-3294 (3-52)

HEALTH RECORD

NAME	SERVICE NO.	GRADE OR RATE	UNIT
WILLIS, Otis L.	211-123	BMCL	

WHERE TREATED	DIAGNOSIS	TREATMENT BEGAN	TREATMENT ENDED	IP OR OP
E.HAMPTON, N.Y.	Sty, upper lid, lt eye	5-17-41	5-21-41	OP
" "	Loose teeth and diseased jaw	5-21-41	5-22-41	OP
ELIZABETH CITY, N.C.	Strain of back	9-1-48	9-1-48	OP
" "	Low back strain	10-13-48	10-15-38	OP
CGC IRIS	Common cold	12-15-54	12-15-54	OP

CERTIFIED TO BE A TRUE TRANSCRIPT OF THE MEDICAL HISTORY IN THIS CASE.

T. LE BLANC
CDR, USCG

C 2430

Standard Form 88
Delegated March 1948
Bureau of the Budget
Circular A-24

REPORT OF MEDICAL EXAMINATION

INSTRUCTIONS FOR PREPARING THIS FORM.—N. S. A. represents No Significant Abnormality. In Items No. 20 through No. 41, if abnormal, describe in space of each heading, or under No. 42, "Remarks," or if necessary on additional sheets the same size. Write on each sheet name, date of birth, and identification number.

1. LAST NAME—FIRST NAME—MIDDLE NAME		2. PLACE AND DATE OF EXAMINATION	
WILLIS, Otis L.		USMH, Norfolk, Va. 1-6-50	
3. DATE OF BIRTH	4. AGE IN YEARS LAST BIRTHDAY	5. IDENTIFICATION NO.	6. PURPOSE OF EXAMINATION
1-31-10	39	211-123	Discharge and re-enlistment in CG
7. SERVICE, DEPARTMENT, OR AGENCY	8. COMPONENT AND BRANCH	9. ORGANIZATION	10. GRADE, RATING, OR POSITION
Treasury Dept.	Armed Forces	Coast Guard	BM1(L)
11. SEX	12. RACE	13. HOME ADDRESS (*Street, or RFD number, city, zone, State*)	
Male	White	831 Fairfax Ave., Norfolk, Va.	
14. PLACE OF BIRTH		15. OTHER DATA	
Hatteras, N.C.			

16. RATING OR SPECIALTY BM1(L) (*Time in this capacity*) TOTAL 29 mos. LAST 6 MONTHS

17. MEASUREMENTS		18. BUILD (*Including frame and figure*)				19. TEMP.	20. SKIN—INCLUDING HAIR DISTRIBUTION, THICKNESS OF NAILS, TATTOOING, AND SCARS
HEIGHT (*Shoeless*)	WEIGHT (*Stripped*)	MEDIUM	SLENDER	HEAVY	OBESE		N. S. A. ☒
74 INS.	168 LBS.		X			98	

21. LYMPH GLANDS AND LYMPHATICS
N. S. A. ☒

22. HEAD, FACE, AND NECK—N. S. A. ☒

23. NOSE, SINUSES, MOUTH, AND THROAT—N. S. A. ☒

24. EARS—A. CANALS, EXT. EARS—N. S. A. ☒
B. DRUMS—NO PERFORATION ☒ N. S. A. ☒

C. HEARING (*Whispered and spoken voice at 15 ft.*)
RIGHT WV 15/15; SV /15
LEFT WV 15/15; SV /15

D. AUDIOMETER DECIBELS LOSS

	256	512	1024	2048	4096	8192
RIGHT						
LEFT						

25. EYES—A. EXTERNAL EYE, RIGHT EYE—N. S. A. ☒ LEFT EYE—N. S. A. ☒
B. PUPILS—EQUAL ☒ NORMAL TO ACCOMMODATION ☒ TO LIGHT ☒

C. ASSOCIATED PARALLEL MOVEMENTS, NYSTAGMUS—N. S. A. ☒

D. DISTANT VISION — E. REFRACTION (*Manifest*) (*Cycloplegic*) STRIKE OUT ONE — F. NEAR VISION—(*At 14 inches*)

RIGHT 20/ CORR. TO 20/ BY S. C CX CORR. TO BY
LEFT 20/30 CORR. TO 20/30 BY S. C CX CORR. TO BY

G. COLOR VISION—N. S. A. ☒ TEST USED Plates

H. HETEROPHORIA (*Specify distance*) ES° EX° R. H. L. H. PRISM DIVERGENCE PRISM CONVERGENCE

I. RED LENS—N. S. A. ☒

J. FIELD OF VISION—RIGHT—N. S. A. ☒ LEFT—N. S. A. ☒

K. DEPTH PERCEPTION
TEST USED
SCORE

L. OPHTHALMOSCOPIC—RIGHT—N. S. A. ☒
LEFT—N. S. A. ☒

M. ACCOMMODATION—RIGHT LEFT
Normal

N. NIGHT VISION
TEST USED
SCORE

26. DENTAL—INDICATE BY SUPERIMPOSING PROPER SYMBOL ON TOP OF NUMBER OF TOOTH; I. E., RESTORABLE CARIOUS TEETH BY O, EXTRACTION INDICATED BY /, MISSING NATURAL TEETH BY X, TEETH REPLACED BY FULL OR PARTIAL DENTURE HORIZONTAL LINE OVER XXX, TEETH REPLACED BY FIXED BRIDGE BRACKETS TO INCLUDE ABUTMENTS AND LINE UNDER TOOTH (1 X 3), CROWNS BY C, IMPACTED TEETH BY #, FILLINGS PRESENT IN TOOTH BY F, NORMAL TEETH BY N, WHEN DECIDUOUS TEETH PRESENT INSERT LETTERS IN RELATIVE POSITIONS. EXAMPLE: EDCBA ABCDE ABOVE OR BELOW 54321 12345.

UR 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 UL
LR 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 LL

MALOCCLUSION—N. S. A. ☒
PERIODONTOCLASIA—N. S. A. ☒
GINGIVITIS—N. S. A. ☒

REMARKS AND DISQUALIFYING DENTAL DEFECTS

CLASS: IV

27. PULSE RATE AND BLOOD PRESSURE (*Arm at heart level*)

SITTING: PULSE	76	B. P.: S.	130	D.	80	RECUMBENT: PULSE	78	B. P.: S.	130	D.	80
STANDING (*3 min.*): PULSE	80	B. P.: S.	120	D.	80	SITTING: PULSE AFTER EXERCISE	108	: 2 MIN. AFTER			84

28. LUNGS—N. S. A. ☒ CHEST—N. S. A. ☒ (*Include breasts for females*)

29. CHEST—N. S. A. ☒ X-RAY ☒ NOT DONE ☐
70 MM negative

30. HEART—N. S. A. ☒

31. EKG—N. S. A. ☒ NOT DONE ☐
Negative.

32. VASCULAR SYSTEM—A. ARTERIES AND VEINS—N. S. A. ☒
B. VARICOSE VEINS—NONE ☒

33. ABDOMEN AND VISCERA—N. S. A. [X] A. LIVER—N. S. A. [X] B. SPLEEN—N. S. A. [X] C. MASSES—NONE [X]

34. HERNIA. *(If present describe location, size, shape, reducibility)* *(Complete or incomplete)*

NONE [X]

35. ANUS AND RECTUM—HEMORRHOIDS, FISTULAE, OTHER ABNORMALITIES

N. S. A. [X]

36. VENEREAL DISEASE

NONE [X]

37. ENDOCRINE SYSTEM

N. S. A. [X]

38. G-U SYSTEM N. S. A. [X] *(Include prostate exam. if indicated)* PELVIC—N. S. A. [X] VAGINAL DONE [ ] OR RECTAL DONE [ ]

39. SPINE AND EXTREMITIES—A. BONES—JOINTS—MUSCLES—N. S. A. [X] B. FEET—N. S. A. [X]

C. GAIT—N. S. A. [X]

40. NEUROPSYCHIATRIC—A. NEUROLOGICAL *(Consider CRANIAL NERVES, MOTOR STATUS and COORDINATION, REFLEXES, SENSORY STATUS, EQUILIBRIUM. Always mention EXACT LOCATION.)* B. PSYCHIATRIC AND PERSONALITY. *(Consider BEHAVIOR, COMPREHENSION, COHERENCY OF RESPONSES, EMOTIONAL REACTIONS, ORIENTATION, MEMORY, and SIGNS OF TENSION.)*

A. NEUROLOGICAL—N. S. A. [X] B. PSYCHIATRIC—N. S. A. [X] C. PSYCHOLOGICAL TESTING TEST USED SCORE TEST USED SCORE D. PERSONALITY DEVIATION YES [ ] NO [ ] *(If answer is yes, explain and cite recommendations under Item No. 42)*

41. LABORATORY TESTS—A. SEROLOGY *(Specify test used—Result)*

Kahn &VDRL negative.

B. URINALYSIS

SP. GR. 1.019 ALBUMIN Neg. SUGAR Neg.

MICROSCOPIC

Normal.

C. BLOOD TYPE AND CLASSIFICATION USED

D. OTHER LABORATORY EXAMINATIONS

42. A. REMARKS—B. SUMMARY OF PERTINENT AND INTERVAL HISTORY—C. SUMMARY OF DEFECTS—D. DIAGNOSIS

43. FURTHER SPECIALIST'S EXAMINATION INDICATED [ ] YES [X] NO. IF YES, SPECIFY

EXAMINEE (IS) OR ~~(IS NOT)~~ *(Strike out one)* QUALIFIED FOR Discharge & Re-enlistment.

TYPE OF QUALIFICATION

IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS AND RECOMMENDATIONS

44. SIGNATURE OF PHYSICIAN D. H. Crockett. NAME TYPED OR PRINTED D. C. CROCKETT, Asst. Surg.

45. SIGNATURE OF PHYSICIAN NAME TYPED OR PRINTED

46. SIGNATURE OF DENTIST OR PHYSICIAN *(Indicate which)* J. C. Heckel NAME TYPED OR PRINTED J. C. HECKEL DENT. SURG.

47. SIGNATURE OF REVIEWING OFFICER NAME TYPED OR PRINTED DATE

U. S. GOVERNMENT PRINTING OFFICE 16—54602

Standard Form 88
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
WILLIS, Otis Lee	BMC(L)	211-123
4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	**5. PURPOSE OF EXAMINATION**	**6. DATE OF EXAMINATION**
Hatteras, North Carolina	Retirement from USCG	12-6-55

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
Male	Caucasian	21	00	Treasury Department USCG	8th CGD(p), New Orleans, La.

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-31-10	Hatteras, North Carolina.	(wife) Mrs. Alibia B. WILLIS, Same as # 4

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
8th CG District Sick Bay, New Orleans, La.	Religion: Protestant

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	ABNORMAL	(*Check each item in appropriate column; enter "N. E." if not evaluated*)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (*Int. & ext. canals*) (*Auditory acuity under items 70 and 71*)
X		23. DRUMS (*Perforation*)
X		24. EYES—GENERAL (*Visual acuity and refraction under items 59, 60, and 61*)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (*Equality and reaction*)
X		27. OCULAR MOTILITY (*Associated parallel movements, nystagmus*)
X		28. LUNGS AND CHEST (*Include breasts*)
	X	29. HEART (*Thrust, size, rhythm, sounds*)
X		30. VASCULAR SYSTEM (*Varicosities, etc.*)
X		31. ABDOMEN AND VISCERA (*Include hernia*)
X		32. ANUS AND RECTUM (*Hemorrhoids, fistulae*) (*Prostate if indicated*)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (*Strength, range of motion*)
X		36. FEET
X		37. LOWER EXTREMITIES (*Except feet*) (*Strength, range of motion*)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (*Equilibrium tests under item 78*)
X		42. PSYCHIATRIC (*Specify any personality deviation*)
Females only		(*Check how done*)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

#29: See # 73

(*Continue in item 73*)

44. DENTAL (*Place appropriate symbols above or below number of upper and lower teeth, respectively*)

O.—*Restorable teeth* /.—*Nonrestorable teeth* X.—*Missing teeth* XXX.—*Replaced by dentures* (6 X 8).—*Fixed bridge, brackets to include abutments*

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Full upper and lower dentures

Meets dental requirements

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.023			46. CHEST X-RAY (*Place, date, film number, result*)	47. SEROLOGY (*Specify test used and result*)
ALBUMIN	SUGAR	MICROSCOPIC	70mm chest #47555 12-6-55 No Significant Abnormalities	VDRL:Non-reactive
Neg	Neg			
48. EKG	**49. BLOOD TYPE AND RH FACTOR**		**50. OTHER TESTS**	
See # 73	"O" Negative		WBC: 16,250 (rechecked on 12-13-55 WBC: 11, 650) Diff: Segs75, Lymphs 21, Mono 2, Baso 1. Hemoglobin 13.9gms % Sed rate: 10mm; Hematocrit 43.	

16—62288-1

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☒ MEDIUM ☐ HEAVY ☐ OBESE ☐	56. TEMP.
72½	138	Black	Blue		Normal

57. BLOOD PRESSURE (*Arm at heart level*)

		SYS.	DIAS.
SITTING		120	80
RECUMBENT			
STANDING (*3 min.*)			

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
88	102	90		

59. DISTANT VISION		60. REFRACTION			61. NEAR VISION		
RIGHT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY
LEFT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY

62. HETEROPHORIA (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT Normal LEFT Normal	PIP Normal		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION
Normal			

70. HEARING

RIGHT WV 15 /15 SV /15 15/15

LEFT WV 15 /15 SV 15/15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

#29 & #48: Because of a questionable Electrocardiographic tracing on 12-6-55 with a report of "Abnormal EKG indicative of mild myocardial anoxia" read by T.E.BILLINGS,MED. DIR. USPHS this man was admitted to the USPHS Hospital, New Orleans, La. for evaluation. An EKG done on 12-13-55 was reported as"Abnormal EKG not necessary indicative of heart disease". Subject was discharged from this hospital on 12-27-55 fit for full duty, with a diagnosis of " Observation for heart disease, (not confirmed).

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

See # 73

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

☒ IS ☐ IS NOT QUALIFIED FOR Retirement from the U.S.Coast Guard

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE

B.L.NEWELL, SR.SURG. USPHS(R)

80. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*) — SIGNATURE

C.E.SMITH, SR.DENT. SURG. USPHS(R)

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY — SIGNATURE — NUMBER OF ATTACHED SHEETS

OVERNMENT PRINTING OFFICE : 1953—O-243413 16-02288-1

U. S. COAST GUARD (3)

RECEIVED DEC 30 1937 By

Form No. 2525 B
TREASURY DEPARTMENT
U.S. COAST GUARD

PHYSICAL EXAMINATION RECORD

(To be completely made up by medical officer, in duplicate)

Name WILLIS Otis L. Service Number 211-123
(Surname first)

Age: Years 27 Months 10 Color White

For: Special Temporary Reenlistment
(Special temporary or regular enlistment, appointment or promotion)

Rank or Rating Surfman

Place Southampton Date Dec 15/37

Personal Medical History Negative all Except Childhood

Vision: R.E. 20/ 20 L.E. 20/ 20 Corrected: R.E. 20/ ____ L.E. 20/ ____

Color blind? no Test used Holmes

Hearing: Conversational speech R.E. 30/ 30 L.E. 30/ 30

Eyes, eyelids, and reflexes normal

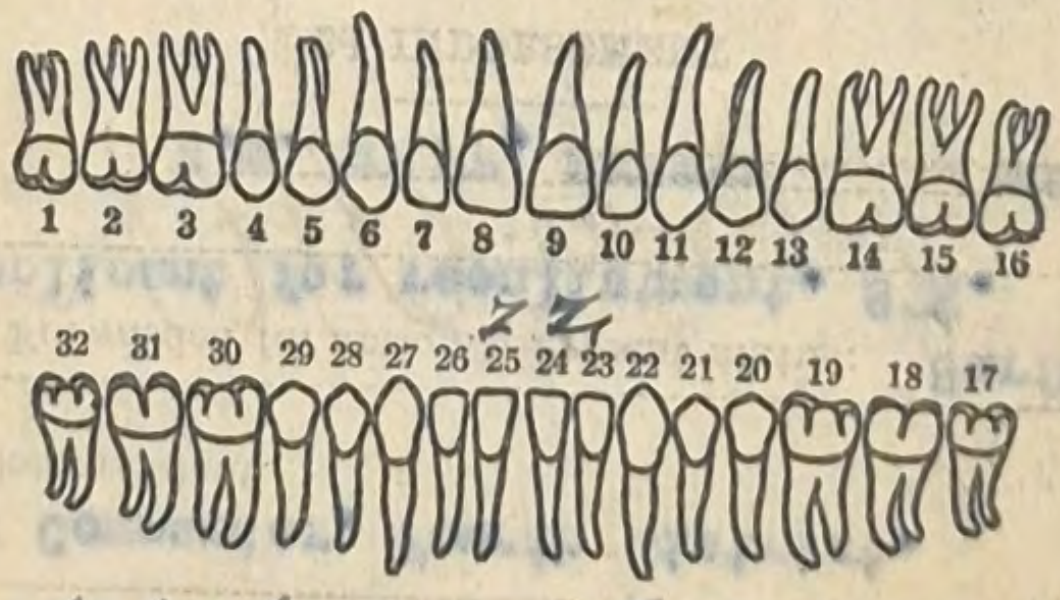
Ears: Right normal Left negative
(Condition of drum, discharge, etc.)

Head, face, and neck negative

Mouth, nose, and throat negative

Teeth (indicate on diagram: Missing, "z"; replaced, "x"; carious, "T".)

(Right Side)



Gums normal Temperature 98.6

Height 73 inches. Weight (stripped) 155 Lbs. Obesity no

Skin clear

Lymph. glands normal

Chest: Inspiration 37 Expiration 35

Heart and blood vessels normal

Blood pressure: Systolic 122 Diastolic 70

Pulse before exercise 80, after exercise 85, after 2 min. 81

Lungs normal

Abdomen and pelvis normal

Genito-urinary organs normal

Spine and extremities normal

Nervous and mental conditions negative

Urine: Albumin 0 Sugar 0 Shreds 0

Microscopical exam. (if indicated) epithelia ____ Sp. Gr. ____

Blood cells ____ Pus cells ____ Casts ____

Blood (if indicated) Hb ____%. Reds ____ Whites ____

Wassermann or Kahn test: Date 12-19-37 Result Neg.

W. H. Carlson

2—16141

REMARKS: ---

CERTIFICATE

We / I } certify that { we / I } have personally made this physical examination and find that Wallace Otis Jr.

He is physically qualified for Original Enlistment
(Enlistment, appointment, promotion)

He is physically qualified to perform the duties of Surfman
(Use in case of promotion of commissioned officer or annual examination) (Rank)

~~He is not physically qualified for~~ ---

on account of ---

Geary W. Jeffress
Surgeon, U.S. Public Health Service.

a, 9, f

1st INDORSEMENT

29 December, 1937.
(Date)

Place Fourth District Office, Bay Shore, NY.

From: Commander, Fourth District.

To: Commandant.

1. Forwarded for action. Present status: Surfman.
Applicant for reenlistment, STE.

W.M. WOLFF.
Commandant—Dist. Comdr.-Officer-in-Charge

2d INDORSEMENT

HEADQUARTERS MEDICAL OFFICE.
U.S. COAST GUARD, Washington.

DEC 31 1937
(Date)

The findings of the certificate are [redacted] approved

By direction of the Surgeon General:

[redacted]
Medical Director, U.S. Public Health Service.

3d INDORSEMENT

HEADQUARTERS, WASHINGTON.
3 January, 1938
(Date)

From: Commandant.
To: Commander, Fourth District.

1. REENLISTMENT AUTHORIZED STE.

Insert this copy in health record.

By direction,
E. T. OSBORN,
Chief, Enlisted Personnel Section.

U.S. GOVERNMENT PRINTING OFFICE 1934 2—16141

---- Casts ----

---- (or Modified) Hb ----% Reds ---- Whites ----

Wassermann or Kahn test: Date 12/16/40 Result Neg

Vision: P

2—16141

Narragansett

U. S. COAST GUARD
REC'D DEC 21 1940

Form No. 2525 B
TREASURY DEPARTMENT
U.S. COAST GUARD

PHYSICAL EXAMINATION RECORD

(To be completely made up by medical officer, in duplicate)

Name WILLIS, Otis L. (Surname first) Service Number 211-123

Age: Years 30 Months 10 Color White

For: Regular enlistment
(Special temporary or regular enlistment, appointment or promotion)

Rank or Rating Surfman

Place Montauk, N.Y. Date 13 December, 1940.

Personal Medical History tonsilitis
Whooping cough

Vision: R.E. 20/ 20 L.E. 20/ 20 Corrected: R.E. 20/ ____ L.E. 20/ ____

Color blind? No Test used Col. Plate

Hearing: Conversational speech R.E. 30/ 30 L.E. 30/ 30

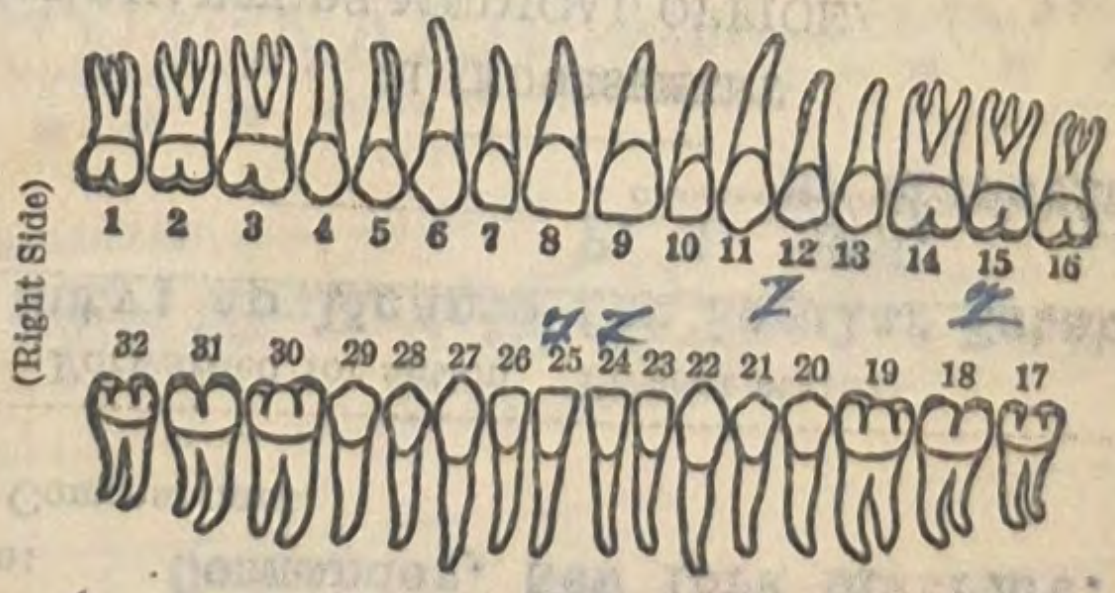
Eyes, eyelids, and reflexes normal

Ears: Right normal Left normal
(Condition of drum, discharge, etc.)

Head, face, and neck normal

Mouth, nose, and throat normal

Teeth (indicate on diagram: Missing, "z"; replaced, "x"; carious, "I".)



Gums normal Temperature 98.6

Height 71½ Inches. Weight (stripped) 168 Lbs. Obesity No

Skin clear

Lymph. glands normal

Chest: Inspiration 38½ Expiration 36

Heart and blood vessels normal

Blood pressure: Systolic 120 Diastolic 65

Pulse before exercise 74, after exercise 91, after 2 min. 77

Lungs normal

Abdomen and pelvis normal

Genito-urinary organs normal

Spine and extremities normal

Nervous and mental conditions normal

Urine: Albumin 0 Sugar 0 Shreds 0

Microscopical exam. (if indicated) epithelia ____ Sp. Gr. ____

Blood cells ____ Pus cells ____ Casts ____

Blood (if indicated) Hb ____% Reds ____ Whites ____

Wassermann or Kahn test: Date 12/16/40 Result Neg

Religion: P

2—16141

REMARKS: ---

CERTIFICATE

~~We~~ / I } certify that { we / I } have personally made this physical examination and find that Willis, Otis T.

He is physically qualified for Enlistment
(Enlistment, appointment, promotion)

He is physically qualified to perform the duties of Seaman
(Use in case of promotion of commissioned officer or annual examination) (Rank)

He is not physically qualified for ---

on account of ---

Surgeon, U.S. Public Health Service.

1st INDORSEMENT

26 December, 1940.
(Date)

Place New York, N.Y.

From: Commander, New York District.

To: Commandant.

---

1. Forwarded for action. Present status:

duty; applicance for Regular Establish.

P. E. SHAW,
Commanding. By direction.

2d INDORSEMENT

HEADQUARTERS MEDICAL OFFICE.
U.S. COAST GUARD, Washington.

DEC 28 1940
(Date)

The findings of the certificate are ~~not~~ approved ---

By direction of the Surgeon General:

Medical Director, U.S. Public Health Service.

3d INDORSEMENT

HEADQUARTERS, WASHINGTON. DEC 30 1940
(Date)

From: Commandant.

To; Commander, New York District.

1. REENLISTMENT AUTHORIZED; REGULAR ESTAB

Insert this copy in health record.

By direction,

Chief, Personnel Section.

U.S. GOVERNMENT PRINTING OFFICE 2—19141

NAVCG 2525-A (Rev. 6-45)

DENTAL RECORD

(To be filled in by the dental officer)

DO NOT REMOVE FROM HEALTH RECORD

WILLIS
(Surname)

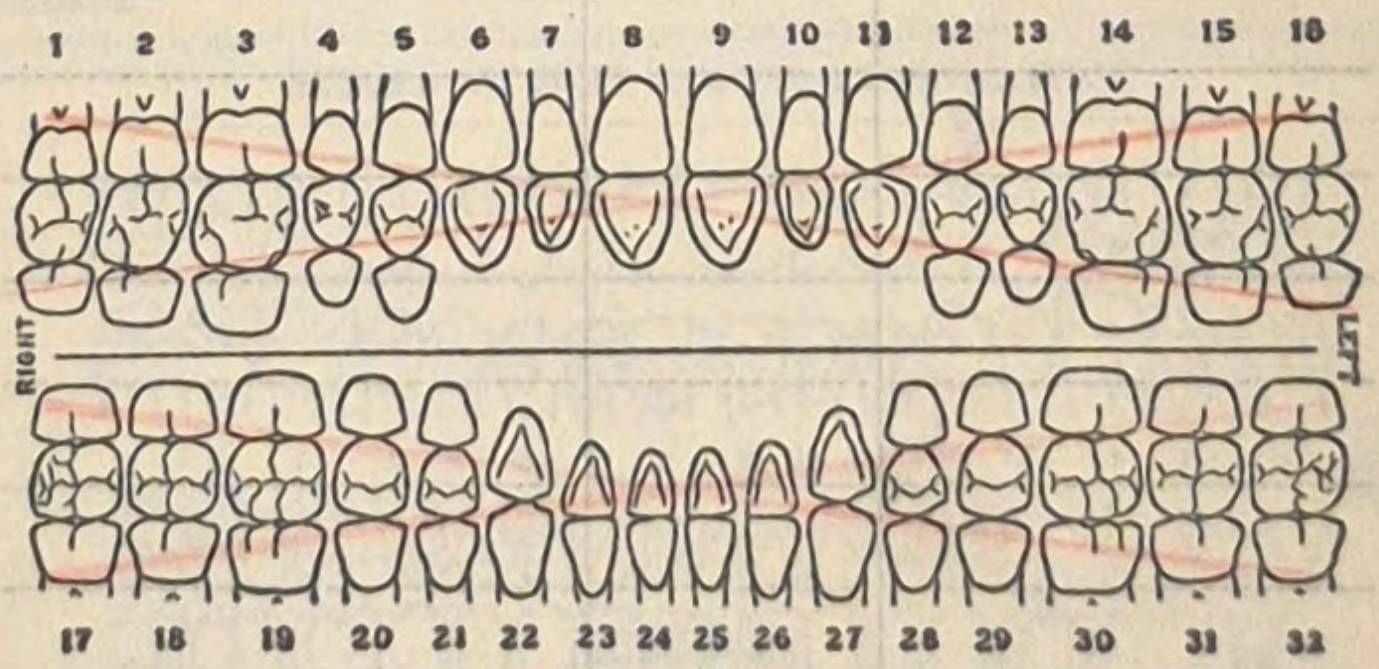
Otis Lee
(Christian name(s))

BMC(L) 211-123
(Rank or rate) (Service number)

INSTRUCTIONS

See Instructions for Dental Officers

RECORD OF FIRST DENTAL EXAMINATION



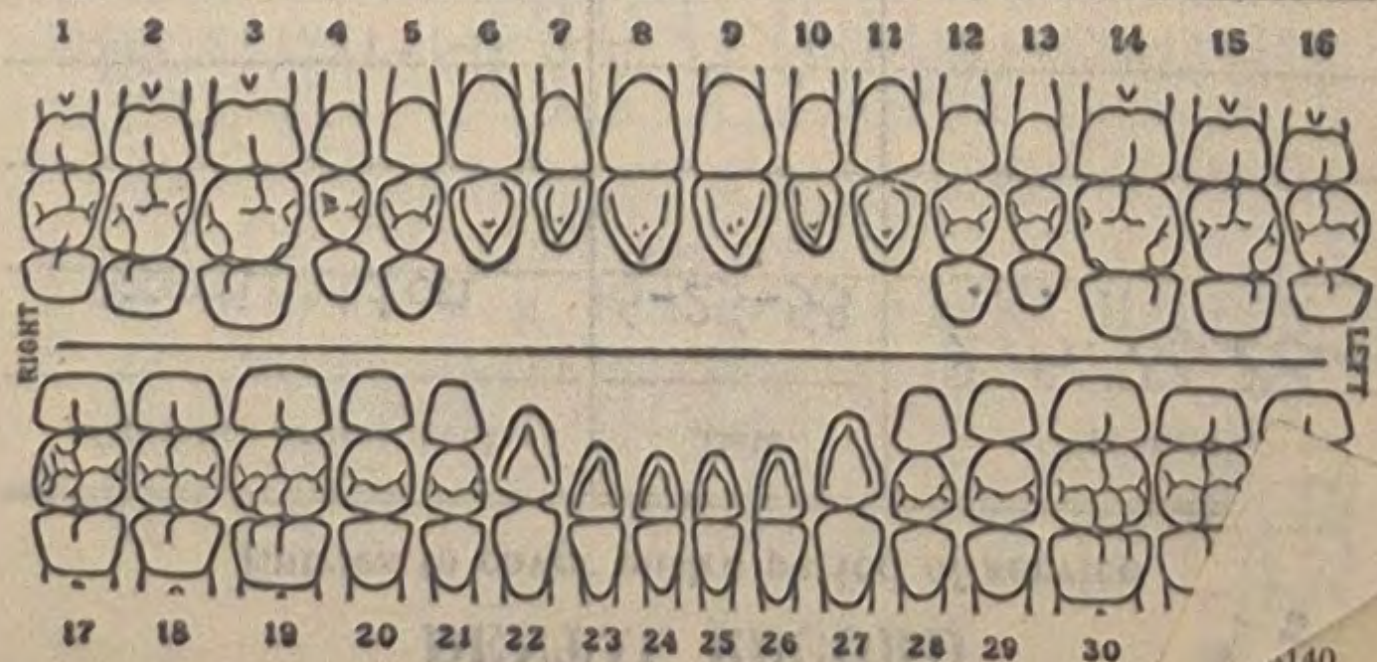
REMARKS:

MDU No. 8 6-25-53 Examinatio

F. M. Heller
F.M. HELLER, SADS, USPHS(R)

(Date and signature of examining dental officer should follow remarks)

RECORD OF SUBSEQUENT DENTAL OPERATIONS



5140

16

Form 2525-A—TREASURY DEPARTMENT—COAST GUARD

DENTAL RECORD

(To be filled in by the Dental Officer)

WILLIS.

(Surname)

Otis, Lee

(Given name-s)

Surfman. (211-123)

(Rank or rate) (Service number)

INSTRUCTIONS

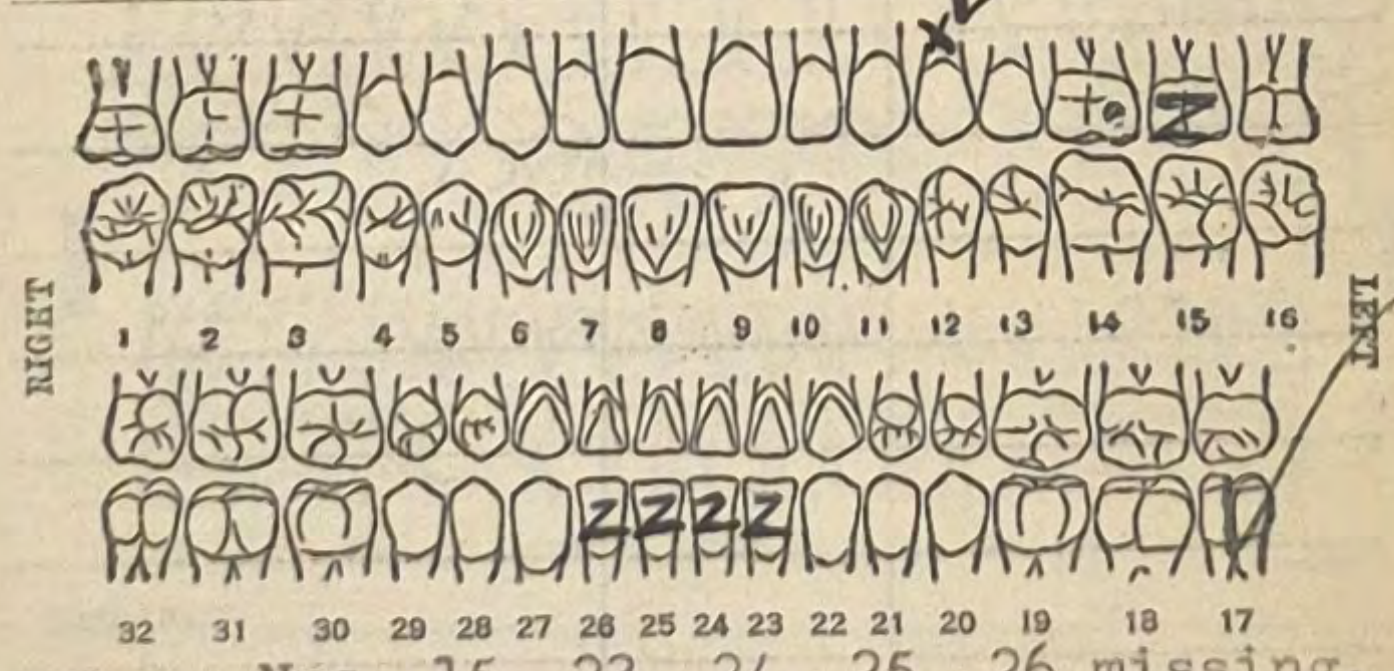
The Dental Record will be inserted as the top sheet in the Health Record.

This sheet will be prepared when an officer or man is first examined or treated by a dental officer, and subsequent entries will be made according to instructions.

The dental sheet should accompany a patient sent to another ship or station for dental treatment.

Upon the completion of treatment and the necessary entries over the signature of the dental officer, it will be sent to the officer having the custody of the Health Record.

RECORD OF FIRST DENTAL EXAMINATION



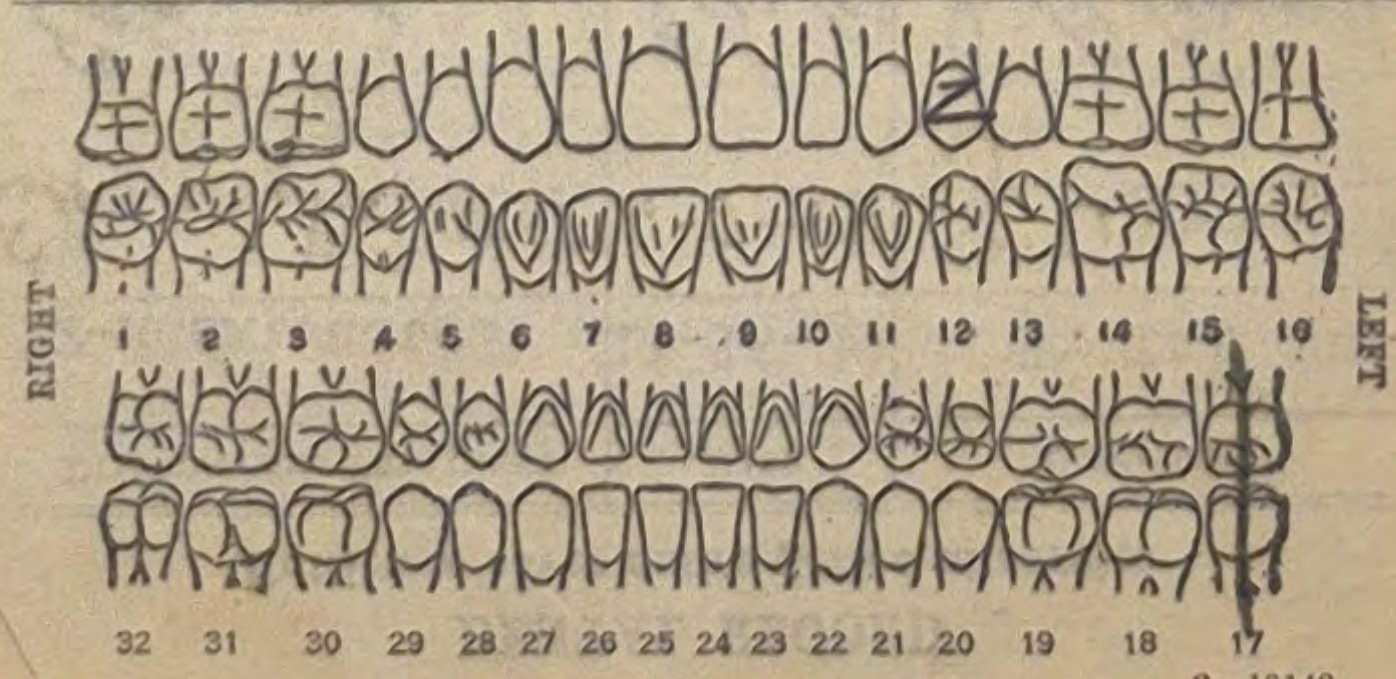
REMARKS: Nos. 15, 23, 24, 25, 26 missing.
No. 12 root, extraction indicated.
0255 Caries, Dental, involving pulp.

W.W. Calhoun

11-15-39 W. W. Calhoun, P.A.Dental Surg.

(Date and signature of examining dental officer)

RECORD OF SUBSEQUENT DENTAL OPERATIONS



2—16140

DENTAL RECORD

Entries to cover entire period of service

DIAGNOSIS AND TREATMENT	DATE	SIGNATURE
12-x extracted.	11-15-39	W. W. Calhoun.
Expans, Ext #17	6-7-43	J. W. H.
Exam	8/12/61	J. A. Crowley

GOVERNMENT PRINTING OFFICE: 1933

G 2525-A

DENTAL RECORD

(To be filled in by the Dental Officer)

Wilkins

(Surname)

Alton L.

(Given name-s)

(Rank or rate) (Service number)

INSTRUCTIONS

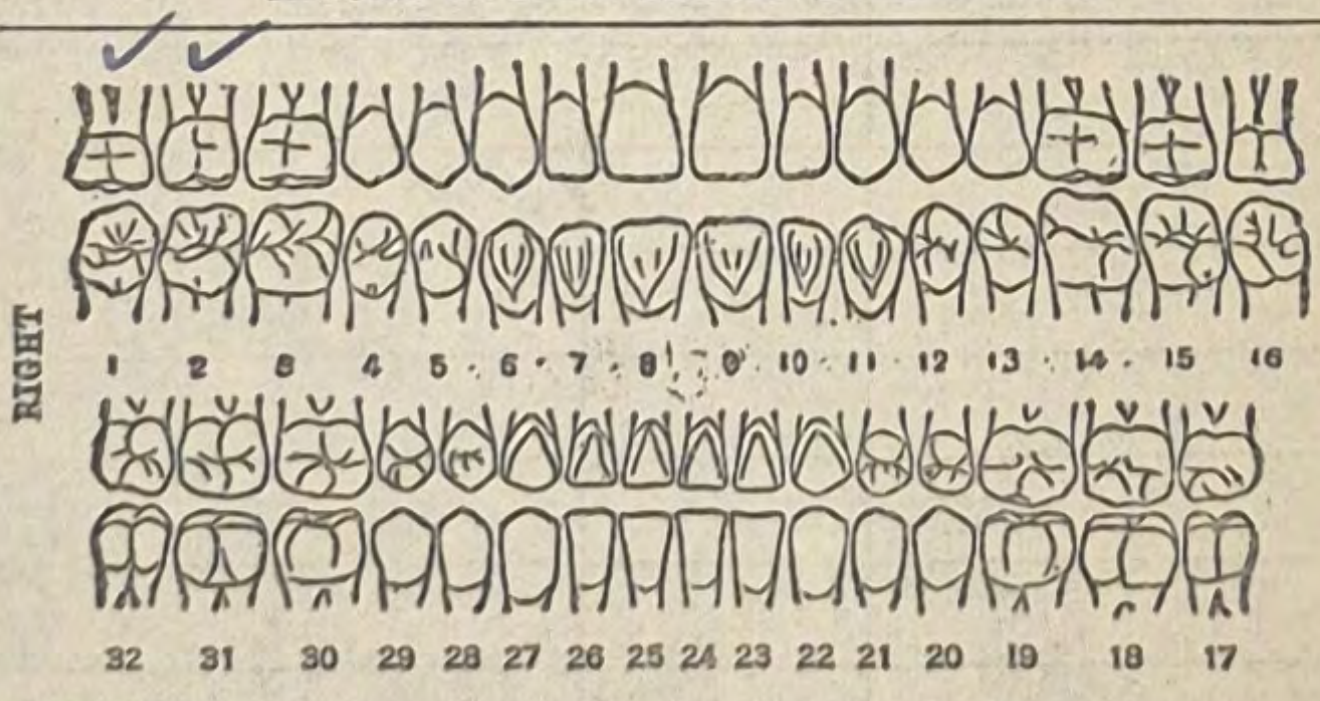
The Dental Record will be inserted as the top sheet in the Health Record.

This sheet will be prepared when an officer or man is first examined or treated by a dental officer, and subsequent entries will be made according to instructions.

The dental sheet should accompany a patient sent to another ship or station for dental treatment.

Upon the completion of treatment and the necessary entries over the signature of the dental officer, it will be sent to the officer having the custody of the Health Record.

RECORD OF FIRST DENTAL EXAMINATION



REMARKS:

Exam - 10-16-44

(Date and signature of examining dental officer)

RECORD OF SUBSEQUENT DENTAL OPERATIONS



16—30266-1

Standard Form 88
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
WILLIS, Otis Lee	BMC(L)	211-123
4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	**5. PURPOSE OF EXAMINATION**	**6. DATE OF EXAMINATION**
Hatteras, North Carolina	Retirement from USCG	12-6-55

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
Male	Caucasian	21	00	Treasury Department USCG	8th CGD(p), New Orleans, La.

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-31-10	Hatteras, North Carolina.	(wife) Mrs. Alibia B. WILLIS, Same as # 4

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
8th CG District Sick Bay, New Orleans, La.	Religion: Protestant

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	ABNORMAL	(*Check each item in appropriate column: enter "N. E." if not evaluated*)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (*Int. & ext. canals*) (*Auditory acuity under items 70 and 71*)
X		23. DRUMS (*Perforation*)
X		24. EYES—GENERAL (*Visual acuity and refraction under items 59, 60, and 61*)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (*Equality and reaction*)
X		27. OCULAR MOTILITY (*Associated parallel movements, nystagmus*)
X		28. LUNGS AND CHEST (*Include breasts*)
	X	29. HEART (*Thrust, size, rhythm, sounds*)
X		30. VASCULAR SYSTEM (*Varicosities, etc.*)
X		31. ABDOMEN AND VISCERA (*Include hernia*)
X		32. ANUS AND RECTUM (*Hemorrhoids, fistulae*) (*Prostate if indicated*)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (*Strength, range of motion*)
X		36. FEET
X		37. LOWER EXTREMITIES (*Except feet*) (*Strength, range of motion*)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (*Equilibrium tests under item 78*)
X		42. PSYCHIATRIC (*Specify any personality deviation*)
Females only		(*Check how done*)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

#29: See # 73

(*Continue in item 73*)

44. DENTAL (*Place appropriate symbols above or below number of upper and lower teeth, respectively*)

O.—*Restorable teeth* X.—*Missing teeth* (6 × 8).—*Fixed bridge, brackets to include abutments*
/.—*Nonrestorable teeth* XXX.—*Replaced by dentures*

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Full upper and lower dentures

Meets dental requirements

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.023			46. CHEST X-RAY (*Place, date, film number, result*)	47. SEROLOGY (*Specify test used and result*)
ALBUMIN	SUGAR	MICROSCOPIC	70mm chest #47555 12-6-55	
Neg	Neg		No Significant Abnormalities	VDRL:Non-reactive

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
See # 73	"O" Negative	WBC: 16,250 (rechecked on 12-13-55 WBC: 11, 650) Diff: Segs75,Lymphs 21,Mono 2, Baso 1. Hemoglobin 13.9gms % Sed rate: 10mm; Hematocrit 43.

16—62288-1

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER / MEDIUM / HEAVY / OBESE	56. TEMP.
72½	138	Black	Blue	XX / ☐ / ☐ / ☐	Normal

57. BLOOD PRESSURE (*Arm at heart level*)

		SYS.	DIAS.
SITTING		120	80
RECUMBENT			
STANDING (3 min.)			

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
88	102	90		

59. DISTANT VISION		60. REFRACTION			61. NEAR VISION		
RIGHT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY
LEFT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY

62. HETEROPHORIA (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT Normal LEFT Normal	PIP Normal		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION
Normal			

70. HEARING

RIGHT WV 15 SV 15/15
LEFT WV 15/15 SV 15/15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

#29 & #48: Because of a questionable Electrocardiographic tracing on 12-6-55 with a report of "Abnormal EKG indicative of mild myocardial anoxia" read by T.E.BILLINGS,MED. DIR. USPHS this man was admitted to the USPHS Hospital, New Orleans, La. for evaluation. An EKG done on 12-13-55 was reported as"Abnormal EKG not necessary indicative of heart disease". Subject was discharged from this hospital on 12-27-55 fit for full duty, with a diagnosis of " Observation for heart disease, (not confirmed).

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

See # 73

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)
☒ IS ☐ IS NOT QUALIFIED FOR Retirement from the U.S.Coast Guard

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

PHYSICAL CATEGORY

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN
B.L.NEWELL, SR.SURG. USPHS(R)
SIGNATURE B. L. Newell

80. TYPED OR PRINTED NAME OF PHYSICIAN
SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)
C.E.SMITH, SR.DENT. SURG. USPHS(R)
SIGNATURE C E Smith

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY
SIGNATURE
NUMBER OF ATTACHED SHEETS

GOVERNMENT PRINTING OFFICE : 1953—O-243413 16-62288-1

Standard Form 88
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
WILLIS, Otis Lee	BMC(L)	211-123
4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	**5. PURPOSE OF EXAMINATION**	**6. DATE OF EXAMINATION**
Hatteras, North Carolina	Retirement from USCG	12-6-55

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
Male	Caucasian	21	00	Treasury Department USCG	8th CGD(p), New Orleans, La.

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-31-10	Hatteras, North Carolina.	(wife) Mrs. Alibia B. WILLIS, Same as # 4

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
8th CG District Sick Bay, New Orleans, La.	Religion: Protestant

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

NORMAL	ABNORMAL	(Check each item in appropriate column; enter "N. E." if not evaluated)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (*Int. & ext. canals*) (*Auditory acuity under items 70 and 71*)
X		23. DRUMS (*Perforation*)
X		24. EYES—GENERAL (*Visual acuity and refraction under items 59, 60, and 61*)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (*Equality and reaction*)
X		27. OCULAR MOTILITY (*Associated parallel movements, nystagmus*)
X		28. LUNGS AND CHEST (*Include breasts*)
	X	29. HEART (*Thrust, size, rhythm, sounds*)
X		30. VASCULAR SYSTEM (*Varicosities, etc.*)
X		31. ABDOMEN AND VISCERA (*Include hernia*)
X		32. ANUS AND RECTUM (*Hemorrhoids, fistulae*) (*Prostate if indicated*)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (*Strength, range of motion*)
X		36. FEET
X		37. LOWER EXTREMITIES (*Except feet*) (*Strength, range of motion*)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (*Equilibrium tests under item 72*)
X		42. PSYCHIATRIC (*Specify any personality deviation*)
Females only		(*Check how done*)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

#29: See # 73

(*Continue in item 73*)

44. DENTAL (*Place appropriate symbols above or below number of upper and lower teeth, respectively*)

O.—Restorable teeth X.—Missing teeth (6 X 8).—Fixed bridge, brackets to include abutments
/.—Nonrestorable teeth XXX.—Replaced by dentures

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Full upper and lower dentures

Meets dental requirements

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.023			46. CHEST X-RAY (*Place, date, film number, result*)	47. SEROLOGY (*Specify test used and result*)
ALBUMIN	SUGAR	MICROSCOPIC	70mm chest #47555 12-6-55	
Neg	Neg		No Significant Abnormalities	VDRL:Non-reactive

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
See # 73	"O" Negative	WBC: 16,250 (rechecked on 12-13-55 WBC: 11, 650) Diff: Segs75,Lymphs 21,Mono 2, Baso 1. Hemoglobin 13.9gms % Sed rate: 10mm; Hematocrit 43.

16—62288-1

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER	MEDIUM	HEAVY	OBESE	56. TEMP.
72½	138	Black	Blue	XX	☐	☐	☐	Normal

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING	SYS. 120	RECUMBENT	SYS.	STANDING (5 min.)	SYS.		
	DIAS. 80		DIAS.		DIAS.		

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
88	102	90		

59. DISTANT VISION		60. REFRACTION			61. NEAR VISION		
RIGHT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY
LEFT 20/ 20	CORR. TO 20/	BY	S.	CX	J-5	CORR. TO	BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT Normal LEFT Normal	PIP Normal		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION
Normal			

70. HEARING

RIGHT WV 15 SV /15

LEFT WV 15/15 SV 15/5

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

#29 & #48: Because of a questionable Electrocardiographic tracing on 12-6-55 with a report of "Abnormal EKG indicative of mild myocardial anoxia" read by T.E.BILLINGS,MED. DIR. USPHS this man was admitted to the USPHS Hospital, New Orleans, La. for evaluation. An EKG done on 12-13-55 was reported as"Abnormal EKG not necessary indicative of heart diseases. Subject was discharged from this hospital on 12-27-55 fit for full duty, with a diagnosis of " Observation for heart disease, (not confirmed).

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

See # 73

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

☒ IS ☐ IS NOT QUALIFIED FOR Retirement from the U.S.Coast Guard

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN: B.L.NEWELL, SR.SURG. USPHS(R) — SIGNATURE

80. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*): C.E.SMITH, SR.DENT. SURG. USPHS(R) — SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY — SIGNATURE — NUMBER OF ATTACHED SHEETS

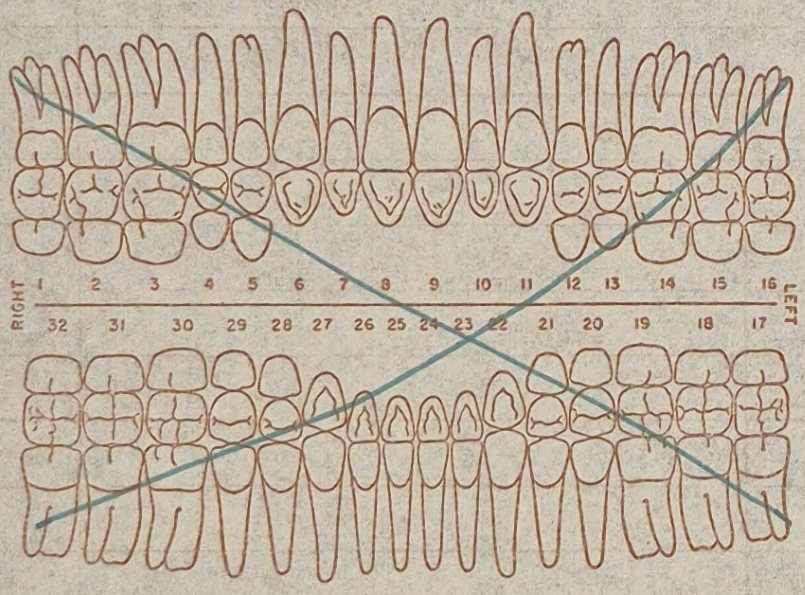
VERNMENT PRINTING OFFICE : 1953—O-243413 16 - 62288-1

HEALTH RECORD — DENTAL

SECTION I. DENTAL EXAMINATION

1. PURPOSE OF EXAMINATION						2. TYPE OF EXAM.				3. DENTAL CLASSIFICATION					
	INITIAL		SEPARATION		OTHER (*Specify*)	1	2	3	4	1	2	3	4	5	

4. MISSING TEETH AND EXISTING RESTORATIONS

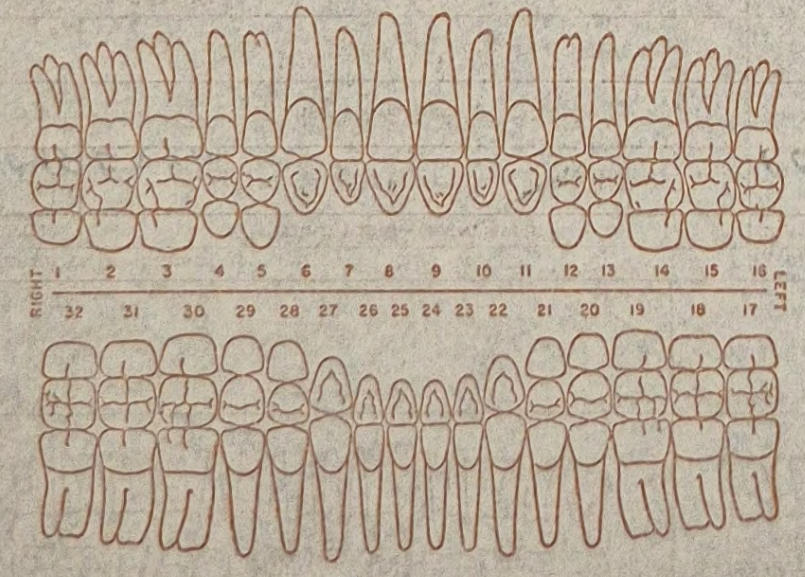


REMARKS

Full U + L Dentures unsatisfactory Pt. does not desire new dentures

PLACE OF EXAMINATION	DATE
SIGNATURE OF DENTIST COMPLETING THIS SECTION	

5. DISEASES, ABNORMALITIES, AND X-RAYS



A. CALCULUS

	SLIGHT		MODERATE		HEAVY

B. PERIODONTOCLASIA

	LOCAL		GENERAL	
	INCIPIENT		MODERATE	SEVERE

C. STOMATITIS (*Specify*)

	GINGIVITIS		VINCENT'S

D. DENTURES NEEDED
(*Include dentures needed after indicated extractions*)

FULL		PARTIAL	
U	L	U	L

ABNORMALITIES OF OCCLUSION—REMARKS

E. INDICATE X-RAYS USED IN THIS EXAMINATION

	FULL MOUTH PERIAPICAL		POSTERIOR BITE-WINGS		OTHER (*Specify*)

DATE	PLACE OF EXAMINATION	SIGNATURE OF DENTIST COMPLETING THIS SECTION

SECTION II. PATIENT DATA

6. SEX	7. RACE	8. GRADE, RATING, OR POSITION	9. ORGANIZATION UNIT	10. COMPONENT OR BRANCH	11. SERVICE, DEPT. OR AGENCY
male	W	EMC(I)	CGC IRIS	USCG	TREASURY

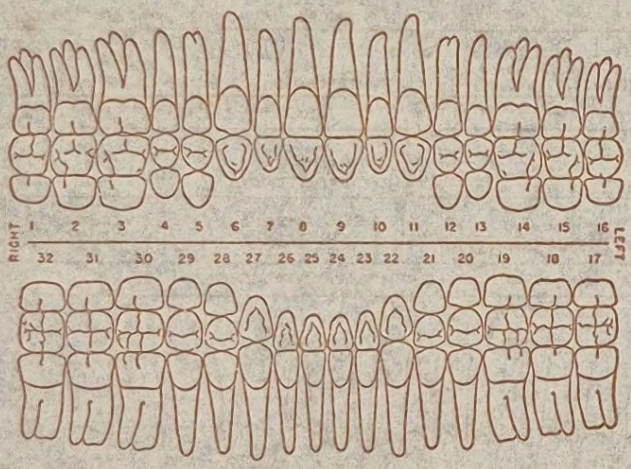
12. PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	13. DATE OF BIRTH (DAY–MONTH–YEAR)	14. IDENTIFICATION NO.
WILLIS, Otis Lee	1/31/10	211-123

16-49470-1

DENTAL
Standard Form 603

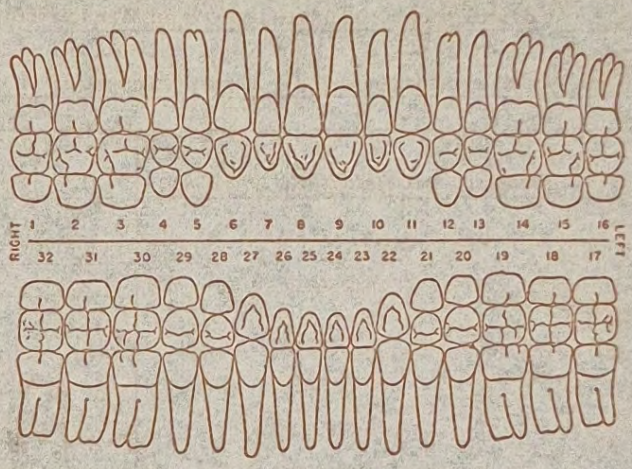
SECTION III. ATTENDANCE RECORD

15. RESTORATIONS AND TREATMENTS (*Completed during service*)



REMARKS

16. SUBSEQUENT DISEASES AND ABNORMALITIES



REMARKS

17. SERVICES RENDERED

DATE	DIAGNOSIS—TREATMENT	CLASS	OPERATOR AND DENTAL FACILITY	INITIALS
11-10-65	Exam	ee	C. C. Smith	RZ#

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME

U. S. GOVERNMENT PRINTING OFFICE 16—67875-1

Standard Form 601
Promulgated Nov. 1952
By Bureau of the Budget
Circular A—32

HEALTH RECORD

IMMUNIZATION RECORD

All entries in ink to be made in block letters

VACCINATION AGAINST SMALLPOX (*Number of previous vaccination scars*)

	DATE	ORIGIN	BATCH NUMBER	RESULT* 2-3 DAYS	RESULT* 7-10 DAYS	STATION	PHYSICIAN'S NAME
1	4/30/51			Primary		Chicamacomaco LBS	/s/ D. H. Smith N-13
2	10-20-54			IR		C.G.R.B. Galveston	/s/ H. E. McClanahan
3							
4							
5							
6							

*ENTER RESULTS AS: IMMEDIATE REACTION (*of immunity*); ACCELERATED REACTION (*Vaccinoid*); TYPICAL PRIMARY VACCINA

TRIPLE TYPHOID VACCINE

	DATE	DOSE	UNTOWARD REACTION	PHYSICIAN'S NAME		DATE	DOSE	UNTOWARD REACTION	PHYSICIAN'S NAME
1	6/30/53	0.5cc		/s/ D. H. Smith N-13	7				
2					8				
3					9				
4					10				
5					11				
6					12				

TETANUS TOXOID

	DATE	DOSE	UNTOWARD REACTION	PHYSICIAN'S NAME		DATE	DOSE	UNTOWARD REACTION	PHYSICIAN'S NAME
1	3/17/51	1cc		/s/ D. H. Smith N-13	4				
2	4/3/51	1cc		/s/ D. H. Smith N-13	5				
3	2/8/54	0.5cc		D H Smith N-13	6				

SCHICK TESTING AND DIPHTHERIA IMMUNIZATION

	DATE TEST	DOSE	REACTION	PHYSICIAN'S NAME		DATE TEST	DOSE	REACTION	PHYSICIAN'S NAME
1					5				
2					6				
3					7				
4					8				

TYPHUS VACCINE

	DATE	DOSE	REACTION	PHYSICIAN'S NAME		DATE	DOSE	REACTION	PHYSICIAN'S NAME
1	2/12/45			/s/ D. H. Smith N-13	4				
2	2/19/45			/s/ D. H. Smith N-13	5				
3					6				

CHOLERA VACCINE

	DATE	ORIGIN	BATCH NO.	PHYSICIAN'S NAME		DATE	ORIGIN	BATCH NO.	PHYSICIAN'S NAME
1	2/12/45			/s/ D. H. Smith N-13	7				
2	2/19/45			/s/ D. H. Smith N-13	8				
3					9				
4					10				
5					11				
6					12				

YELLOW FEVER VACCINE

	DATE	ORIGIN	BATCH NO.	STATION	PHYSICIAN'S NAME
1					
2					
3					

SEX	RACE	GRADE, RATING OR POSITION	ORGANIZATION UNIT	COMPONENT OR BRANCH	SERVICE, DEPT. OR AGENCY
male	W	H.C(I).	CGC TRIS	USCG	TREASURY

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	DATE OF BIRTH (DAY-MONTH-YEAR)	IDENTIFICATION NO.
WILLIS, Otis Lee	1/31/10	211-123

16—67780-1

IMMUNIZATION RECORD
Standard Form 601

Standard Form 600
Promulgated Nov. 1952
By Bureau of the Budget
Circular A—32

HEALTH RECORD | **CHRONOLOGICAL RECORD OF ~~MEDICAL CARE~~ SERVICE**

DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION (*Sign each entry*)		
	UNIT	ATTACHED	DETACHED
	CGC IRIS, Galveston, Texas	12-17-53	6-1-54
	CG BASE, Galveston, Texas	6-1-54	
	USCGC CAHOONE (WSC-131)	9-13-55	12-2-55
	C'CGDS (P), NOLA	12-5-55	

SEX	RACE	GRADE, RATING, OR POSITION	ORGANIZATION UNIT	COMPONENT OR BRANCH	SERVICE, DEPT. OR AGENCY
male	W	EMC(L)	CGC IRIS	USCG	TREASURY

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	DATE OF BIRTH (DAY-MONTH-YEAR)	IDENTIFICATION NO.
WILLIS, Otis Lee	1/31/10	211-123

16—67728-1

CHRONOLOGICAL RECORD OF MEDICAL CARE
Standard Form 600

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
SOCIAL SECURITY ADMINISTRATION
Bureau of Old-Age and Survivors Insurance

CERTIFICATION BY UNIFORMED SERVICES

The information requested below is for use in connection with a claim for social security benefits based at least in part on active service in the armed forces after September 7, 1939.

FROM: Social Security Administration
220 W. Brambleton Ave.
Norfolk, Va. 23510

Manager J. A. Mormon Date 8-12-63

PART I—TO BE COMPLETED BY SOCIAL SECURITY ADMINISTRATION

LAST NAME - FIRST NAME - MIDDLE NAME	DATE OF BIRTH	DATE OF DEATH	SOCIAL SECURITY NUMBER
Willis, Otis Lee	1-30-10	1-13-63	237-60-9897

BRANCH OF SERVICE	DATE(S) OF ENTRY INTO SERVICE	DATE(S) OF SEPARATION	PLACE(S) OF SEPARATION
Coast Guard	12-26-34	1-31-56	New Orleans, La.
RATE OR RANK: Unk.			
SERIAL NO.: 211-123			

Part II [X] . . . Part III [X] below to be completed by the service department

REMARKS:

PART II—SERVICE DEPT. CERTIFICATION ABOUT ACTIVE SERVICE AFTER SEPTEMBER 7, 1939.

1. DATE(S) OF ENTRY INTO ACTIVE SERVICE: 27 December 1934

2. DATE(S) OF SEPARATION FROM ACTIVE SERVICE: 1 February 1956

3. CHARACTER OF SEPARATION(S) * (*If Bad Conduct*, INDICATE IF GIVEN AS A RESULT OF A *General* COURT MARTIAL): Retired

*IF CHARACTER OF SEPARATION WAS NOT *Honorable, Under Honorable Conditions, Dishonorable,* NOR *Bad Conduct* AS A RESULT OF A *General* COURT MARTIAL, CHECK REASON FOR SEPARATION BELOW:

a. [ ] DESERTION.

b. [ ] RESIGNATION FOR THE GOOD OF THE SERVICE *(Officers Only)*.

c. [ ] CONSCIENTIOUS OBJECTOR WHO REFUSED TO WEAR THE UNIFORM OR OTHERWISE TO COMPLY WITH LAWFUL ORDERS OF COMPETENT MILITARY AUTHORITY.

d. [ ] CONVICTION BY A CIVIL COURT FOR TREASON, SABOTAGE, ESPIONAGE, MURDER, RAPE, ARSON, BURGLARY, ROBBERY, KIDNAPPING, ASSAULT WITH INTENT TO KILL, ASSAULT WITH A DANGEROUS WEAPON, OR OF AN ATTEMPT TO COMMIT ANY OF THESE CRIMES.

e. [ ] NONE OF THE ABOVE.

4. *If period of service was less than 90 days,* WAS INDIVIDUAL DISCHARGED OR RELEASED FROM ACTIVE SERVICE AS RESULT OF INJURY OR DISABILITY INCURRED OR AGGRAVATED IN SERVICE IN LINE OF DUTY?

[ ] YES [ ] NO

5. IF A PERIOD OF SERVICE HAD AN ENTRY DATE AFTER 12/31/46 AND BEFORE 12/16/50, BY WHICH OF THE FOLLOWING WAS ENTRY EFFECTED?

[ ] INDUCTED [ ] CALLED FROM INACTIVE SERVICE [ ] ENLISTED

[ ] RE-ENLISTED [ ] COMMISSIONED

PART III—SERVICE DEPT. CERTIFICATION ABOUT RETIRED OR RETAINER PAY (See instructions on reverse side)

IF THE VETERAN WAS NEVER RETIRED or TRANSFERRED TO THE FLEET RESERVE, check this box. . . . [X]
Sign and return the form without answering items 1, 2 and 3 below.

1. (a) Was this veteran an enlisted member of the Army, Air Force, Navy, Marine Corps, or Coast Guard and retired after September 15, 1940, and before October 1, 1949, because of disability?	[ ] Yes	[X] No
(b) Was this veteran ever retired or transferred to the Fleet Naval (or Marine Corps) Reserve after September 15, 1940, for any reason other than disability which is the proximate result of the performance of active duty?	[X] Yes	[ ] No
If answer to 1 (a) or 1 (b) is "Yes," answer (c) and (d).		
(c) Was active service after September 15, 1940, and before July 25, 1947, used to establish eligibility to receive retirement or retainer pay?	[X] Yes	[ ] No
(d) Was active service after July 24, 1947, and before January 1, 1957, used to establish eligibility to receive retirement or retainer pay?	[X] Yes	[ ] No
2. (a) Has the retirement (or retainer) pay of this individual ever been fixed under a formula which includes a multiple of active service?	[X] Yes	[ ] No
If answer is "Yes," answer (b) and (c).		
(b) Was this multiple increased because of active service occurring after September 15, 1940, and before July 25, 1947?	[X] Yes	[ ] No
(c) Was this multiple increased because of active service occurring after July 24, 1947, and before January 1, 1957?	[X] Yes	[ ] No
3. Did the veteran have active duty or active duty for training after December 31, 1956?	[ ] Yes	[X] No

REMARKS BY CERTIFYING AGENCY: Retired 1 February 1956 - 20 Years Service - AUTH: Title 14, USC, Sec. 355 - Retired pay was based on years of service. Gross retired pay per month - $201.52 (PL85-422).

[ ] CONTINUED ON REVERSE SIDE

ORGANIZATION: U. S. COAST GUARD
DATE: 21 August 1963

SIGNATURE: R. C. BOARDMAN, COMMANDER, USCG
RANK OR TITLE: Acting Chief, Special Services Division
By direction of the Commandant

Form OA-C654
(2-61)

File 3 Retd 1/16/63 777746

Retir. 61 A22

~~PX 484~~

544429

CG HEADQUARTERS

1963 JAN 14 11 52

MESSAGE CENTER

ACTION:

INFO: PS PE PM FP E-1 C CPI

FILED DE-89

JDA079MCC113
PP RUECJD
DE RUCKDW 026
ZNR
P 141620Z
FM GRUCOM CAPE HATTERAS
TO COMDT COGARD
INFO CCGD FIVE
BT
UNCLAS
TO P
1. WILLIS OTIS L 211-123 BMC RET. USCG DIED AT 1720 13 JAN 63 AT BUXTON NC
2. NEXT OF KIN REQUEST ADDRESS OF WILLIS, MAEHUGH BMC, BROTHER OF DECEASED, LAST KNOWN ADDRESS, 118 VORMUN ST ARLINGTON MASS
BT
14/1637Z
BM

ENLISTED PERSONNEL DIVISION 1963 JAN 14 13 51

PRIORITY

NNNN

Ret 2-1-56 61-A2 Bof 684 ~~3-13~~ 2-1 file

FILED
PE-89

8240 SIMONS DR.
Norfolk 5, Va.

U.S. Coast Guard
Disbursing Office
Washington 25 D.C.

Please change my retired pension check from

OTIS L WILLIS (211.123) Retired
C/O ALIVIA B. WILLIS
BUXTON, NC

TO

OTIS L WILLIS (211-123) Retired
C/O ALIVIA B. WILLIS
8240 SIMONS DR
NORFOLK, 5 VA.

Thank you.

Otis L Willis

Ret-58-Book
61A-2
Box- 684

~~Z-B file~~

FILED
PE-89

Buxton, N.C.
Dec. 14th 1962

Commandant (AP-4)
U.S.C.G. Headquarters
Washington, 25, D.C.

Please change my pension check from

Otis L. Willis (Ret.) 211-123
C/o Mrs. George Pattison or Shirley Pattison
849 Orion St.
Metairie, La.

To.

Otis L. Willis (Ret.) 211-123
C/o Alivia B. Willis
Buxton, N.C

Thank you.

Otis L. Willis (Ret) 211-123
Buxton, N.C.

61 A-2

Died - Jan 13, 1963
Ret - 1954

FILED
PE-89

693-780

1-C

CG HEADQUARTERS

1963 JAN 14 11 52

MESSAGE CENTER

ACTION: P

INFO: PS
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TO COMDT COGARD
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UNCLAS
TO P
1. WILLIS OTIS L 211-123 BMC RET. USCG DIED AT 1720 13 JAN 63 AT BUXTON NC
2. NEXT OF KIN REQUEST ADDRESS OF WILLIS, MAEHUGH BMC, BROTHER OF DECEASED, LAST KNOWN ADDRESS, 118 VORMUN ST ARLINGTON MASS
BT
14/1637Z
BM

PRIORITY

NNNN

61A-2 CAB-693-780 3-13 Ret 53

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-3867 (Rev. 8-60)

CERTIFICATION FOR DEATH CLAIM PAYMENT

FILE

DATE: 15 March 1963

NAME OF DECEASED	SERVICE NUMBER	RANK OR RATING	ESTAB'D. DATE OF DEATH
WILLIS, Otis Lee	(211-123)	BMC(L), Retired	13 January 1963

Retired 1956

EACH PERSON LISTED BELOW IS:

☐ DESIGNATED BENEFICIARY ☒ UNDESIGNATED BENEFICIARY ☐ CLAIMANT

NAME OF BENEFICIARY OR CLAIMANT	RELATIONSHIP	ADDRESS
Alivia Barnett Willis	Widow	Buxton, North Carolina

☐ I CERTIFY that the records of the U. S. Coast Guard show that each beneficiary named above has qualified to receive unpaid pay and allowances that might be due the decedent and that the requirements of applicable law and regulations have been satisfied.

☒ I CERTIFY that the records of the U. S. Coast Guard show that the decedent did not designate a beneficiary or beneficiaries to receive any unpaid pay and allowances that might be due.

☒ I CERTIFY that any claimant named above has qualified to receive any unpaid pay and allowances that might be due and that the requirements of applicable law and regulations have been satisfied. Attached are substantiating documents to support this claim.

☐ Payment of unpaid pay and allowances that might be due is to be made to the person(s) determined to be entitled thereto under the laws of the domicile of the deceased.

ENCLOSURE(S): (4)

(1) SF-1175
(2) Marriage Certificate
(3) Death Certificate
(4) Funeral Bill

TYPED NAME AND GRADE OF CHIEF, SPECIAL SERVICES DIV.	SIGNATURE
A. C. WAGNER, CDR, USCG Acting Chief	

PREVIOUS EDITIONS ARE OBSOLETE

GRD

15 March 1963 CRDavis:crd

Marriage Certificate

STATE OF NORTH CAROLINA. } Greeting:
DARE COUNTY

I, MELVIN R. DANIELS, Register of Deeds for the above named State and County, do hereby certify that OTIS L. WILLIS .
and ALIVIA BARNETT .
were married by ALLEN C. LEE on the
(JUSTICE OF THE PEACE OR MINISTER OF THE GOSPEL)
14th day of APRIL 19 34, as appears of record in the office of the Register of Deeds for said County and State.

Witness my hand and official seal, this 21st day of FEBRUARY 19 39

Melvin R. Daniels.
REGISTER OF DEEDS

BY _____
DEPUTY

JUL 18 1956

STATE OF NEW YORK

DEPARTMENT OF HEALTH

OFFICE OF VITAL STATISTICS

HERMAN E. HILLEBOE, M. D.
COMMISSIONER

EXECUTIVE DIVISION
ALBANY 1

JOSEPH V. DEPORTE, PH.D.
DIRECTOR

Certificate No. 4261

THIS IS TO CERTIFY

that Eileen Janet Willis

sex Female was born on January 20, 1946

in City of Long Beach, Nassau County, New York as shown by the duly registered original certificate of birth of said person filed in the local registration district on January 25, 1946

and in this Department on February 11, 1946

J. V. DePorte
Director

[SEAL]
Dated at Albany, N. Y.

July 11, 19 56

JUL 18 1956



DARE COUNTY, NORTH CAROLINA

Office of the Registrar of Deeds

MELVIN R. DANIELS, Register

MANTEO, NORTH CAROLINA

North Carolina,
Dare County.

This is a legal record and will be permanently filed

Type or write legibly. Use black ink

All items must be complete and accurate

The undertaker or person acting as such, is responsible for filing the completed certificate with registrar of the district where death occurred.

The physician last in attendance is required to state the cause of death and sign the medical certification.

If there was no doctor in attendance, medical certification to be completed by local Health Officer, (or Coroner, if inquest was held).

THIS COPY FOR STATE BOARD OF HEALTH

1. PLACE OF DEATH — a. COUNTY: Dare — Hatteras Life — In Place of Death Within City Limits? YES ☐ NO ☒ — b. STATE: N.C. — c. CITY OR TOWN: Buxton N.C. — d. CITY OR TOWN: Buxton N.C. — e. FULL NAME OF (If not in hospital or institution, give street address or location) HOSPITAL OR INSTITUTION: U.S. Navy Infirmary — f. STREET ADDRESS or R F D NO: Buxton N.C.

3. NAME OF DECEASED (Type or Print): First: Otis — Middle: — Last: Willis

4. DATE OF DEATH: Month: Jan. — Day: 13 — Year: 19[illegible]

5. SEX: Male — 6. COLOR OR RACE: white — 7. MARRIED ☒ NEVER MARRIED ☐ WIDOWED ☐ DIVORCED ☐

8. DATE OF BIRTH: 1-30-1910 — 9. AGE (In years last birthday): 52 — If under 1 year: Months / Days — If under 24 hours: Hours / Minutes

10a. USUAL OCCUPATION (Give kind of work done during most of working life even if retired): U.S.C.G. (Retired) — 10b. KIND OF BUSINESS OR INDUSTRY: U.S. Coast Guard — 11. BIRTHPLACE (State or foreign country): Hatteras N.C. — 12. CITIZEN OF WHAT COUNTRY: America

13. FATHER'S NAME: — 14. MOTHER'S MAIDEN NAME: May Austin — NAME OF HUSBAND OR WIFE: Olivia Barnette Willis

15. WAS DECEASED EVER IN U.S. ARMED FORCES? (Yes, no, or unknown) (If yes, give war or dates of service): Yes 20 Years — 16. SOCIAL SECURITY NO: 237-60-9897 — 17. INFORMANT'S NAME AND ADDRESS: D. Raymond Basnett Buxton N.C.

MEDICAL CERTIFICATION

18. CAUSE OF DEATH — ENTER ONLY ONE CAUSE PER LINE FOR a, b, and c.

PART I. DEATH WAS CAUSED BY:

IMMEDIATE CAUSE a: Heart Attact

ANTECEDENT CAUSES (conditions, if any, which gave rise to above cause (a), stating the underlying cause last):

DUE TO (b):

DUE TO (c):

PART II. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO TERMINAL DISEASE CONDITION GIVEN IN PART I (a)

INTERVAL BETWEEN ONSET AND DEATH

19. WAS AUTOPSY PERFORMED? YES ☐ NO ☒

20a. ACCIDENT SUICIDE HOMICIDE — 20b. DESCRIBE HOW INJURY OCCURRED (Enter nature of injury in Part I or Part II of item 18)

20c. TIME OF INJURY (MONTH DAY YEAR HOUR) M — 20d. INJURY OCCURRED: WHILE AT WORK ☐ NOT WHILE AT WORK ☐ — 20e. PLACE OF INJURY (e.g. in or about home, farm, factory, street, office bldg., etc.) — 20f. CITY OR TOWNSHIP — COUNTY — STATE

21. I attended the deceased from 19 to 19 and last saw her/him alive on 19

Death occurred at 5:20 P.M. on the date stated above, and to the best of my knowledge from the cause stated.

22a. SIGNATURE (Degree or title): M.C. Mitchell Coroner — 22b. ADDRESS: ~~c/o Navy Facility Buxton~~ Manteo N.C. — 22c. DATE SIGNED: 1-15-63

23a. BURIAL, CREMATION, REMOVAL (Specify): Burial — 23b. DATE: 1-16-1963 — 23c. NAME OF CEMETERY OR CREMATORY: family Plot — 23d. LOCATION (City, town, or county) (State): Buxton N.C.

24. DATE RECD BY LOCAL REG.: Feb. 6, 1963 — 25. REGISTRAR'S SIGNATURE: Violet Austin — 26. FUNERAL DIRECTOR: Twiford — ADDRESS: Hatteras N.C.

FORM 8
Rev. 1-55



DARE COUNTY, NORTH CAROLINA

Office of the Registrar of Deeds

MELVIN R. DANIELS, Register

MANTEO, NORTH CAROLINA

North Carolina,
Dare County.

THIS COPY FOR STATE BOARD OF HEALTH

1. PLACE OF DEATH — a. COUNTY: Dare — b. TOWNSHIP: Hatteras — c. LENGTH OF STAY IN: Life — d. CITY OR TOWN: Buxton N.C. — Is Place of Death Within City Limits? yes ☐ no ☒ — e. FULL NAME OF (If not in hospital or institution, give street address or location) HOSPITAL OR INSTITUTION: U.S. Navy Infirmary

7. USUAL RESIDENCE (Where deceased lived. If institution: residence before admission) — a. STATE: N.C. — b. COUNTY: Dare — c. CITY OR TOWN: Buxton N.C. — Is Place of Residence In City Limits? yes ☐ no ☒ — On a Farm? yes ☐ no ☒ — d. STREET ADDRESS or R F D NO: Buxton N.C.

3. NAME OF DECEASED (Type or Print) First: Otis — Middle: — Last: Willis

4. DATE OF DEATH: Month Jan. Day 13 Year 1963

5. SEX: Male — 6. COLOR OR RACE: white — 7. MARRIED ☒ NEVER MARRIED ☐ WIDOWED ☐ DIVORCED ☐ — 8. DATE OF BIRTH: 1-30-1910 — 9. AGE (In years last birthday): 52 — If under 1 YEAR: Months — Days — If under 1 DAY: Hours — Minutes

10a. USUAL OCCUPATION (Give kind of work done during most of working life, even if retired): U.S.C.G. (Retired) — 10b. KIND OF BUSINESS OR INDUSTRY: U.S. Coast Guard — 11. BIRTHPLACE (State or foreign country): Hatteras N.C. — 12. CITIZEN OF WHAT COUNTRY: America

13. FATHER'S NAME: May Austin — 14. MOTHER'S MAIDEN NAME: Ofiria Barnette Willis

15. WAS DECEASED EVER IN U. S. ARMED FORCES? (Yes, no, or unknown) (If yes, give war or dates of service): Yes 20 Years — 16. SOCIAL SECURITY NO: 237-60-9897 — 17. INFORMANT'S NAME AND ADDRESS: D. Raymond Bashett Buxton N.C.

MEDICAL CERTIFICATION

19. CAUSE OF DEATH. ENTER ONLY ONE CAUSE PER LINE FOR a, b, and c.

PART I. DEATH WAS CAUSED BY:

IMMEDIATE CAUSE a: Heart Attact

ANTECEDENT CAUSES (conditions, if any, which gave rise to above cause (a), stating the underlying cause last)

DUE TO: b

DUE TO: c

PART II. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO TERMINAL DISEASE CONDITION GIVEN IN PART I (a)

INTERVAL BETWEEN ONSET AND DEATH

20a. ACCIDENT SUICIDE HOMICIDE — 20b. DESCRIBE HOW INJURY OCCURRED (Enter nature of injury in Part I or Part II of item 19) — 19. WAS AUTOPSY PERFORMED? yes ☐ no ☒

20c. TIME OF INJURY (Month, Day, Year, Hour) M — 20d. INJURY OCCURRED WHILE AT WORK ☐ NOT WHILE AT WORK ☐ — 20e. PLACE OF INJURY (e.g., in or about home, farm, factory, street, office bldg., etc.) — 20f. CITY OR TOWNSHIP — COUNTY — STATE

21. I attended the deceased from ____ 19__ to ____ 19__ and last saw her/him alive on ____ 19__

Death occurred at 5:20 P.M. on the date stated above, and to the best of my knowledge from the causes stated.

22a. SIGNATURE (Degree or title): M.C. Mitchell Coroner — 22b. ADDRESS: Manteo. N.C. ~~to Navy Facility Buxton~~ — 22c. DATE SIGNED: 1-15-63

23a. BURIAL, CREMATION, REMOVAL (Specify): Burial — 23b. DATE: 1-16-1963 — 23c. NAME OF CEMETERY OR CREMATORY: Family Plot — 23d. LOCATION (City, town, or county): Buxton — (State): N.C.

24. DATE REC'D BY LOCAL REG.: Feb. 6, 1963 — 25. REGISTRAR'S SIGNATURE: Violet Austin — 26. FUNERAL DIRECTOR: Twiford. — ADDRESS: Hatteras. N.C.

This is a legal record and will be permanently filed

Type or write legibly. Use black ink

All items must be complete and accurate

The undertaker or person acting as such, is responsible for filing the completed certificate with registrar of the district where death occurred.

The physician last in attendance is required to state the cause of death and sign the medical certification.

If there was no doctor in attendance, medical certification to be completed by local Health Officer, (or Coroner, if inquest was held).

FORM 8
Rev. 1-58



DARE COUNTY, NORTH CAROLINA

Office of the Registrar of Deeds

MELVIN R. DANIELS, Register

MANTEO, NORTH CAROLINA

North Carolina,
Dare County.

I, Melvin R.Daniels, Register of Deeds, for Dare County, do hereby certify that the foregoing and attached is a TRUE COPY of the death Certificate of Otis Willis as appears of record in this office. WITNESS MY HAND and Official SEAL, this the 1st day of March, 1963

Melvin R. Daniels

Melvin R.Daniels,
Register of Deeds

S. A. TWIFORD, Mgr.

Twiford's Funeral Home

Phone 2181

ELIZABETH CITY, N. C.

January 16, 1963

Mr. Otis L. Willis's Estate,
Hatteras,
N. C.

Terms:

To Services and Expenses in connection with Funeral of

Mr. Otis L. Willis

Casket and our Funeral and Staff Services	700.00
Embalming	25.00
Vault	
TOTAL	725.00
Other Expenditures made at your request:	
N. C. Sales Tax	17.25
COMPLETE TOTAL	742.25

I, the undersigned do hereby waive any claim against the U.S. Coast Guard for the funeral expenses of Ottis L. Willis's ~~Estate~~

S A Twiford

61A-2
Ref # 684

Dated 2/5/63 m713

U. S. COAST GUARD
WASHINGTON 25, D. C,

Retired

REPORT OF CASUALTY	REPORT NUMBER AND TYPE	DATE PREPARED
	FINAL	28 January 1963

1. SERVICE IDENTIFICATION (Name, Service Number, Grade or Rate, Component, Branch and Organization)

WILLIS, Otis Lee (211-123) BMLC, USCG, Retired

2. CASUALTY STATUS ☐ BATTLE ☒ NON-BATTLE

DIED: 13 January 1963

PLACE: Buxton, North Carolina

CAUSE: Not available.

3. DATE AND PLACE OF BIRTH, RACE, RELIGIOUS PREFERENCE

31 January 1910 - Hatteras, North Carolina - White - Protestant.

4. DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY IN CURRENT STATUS AND HOME OF RECORD AT TIME

Not applicable.

5. SOCIAL SECURITY NUMBER, PAY GRADE, LENGTH OF SERVICE FOR PAY, BASIC PAY, INCENTIVE PAY — CHECK IF APPLICABLE ☐ CREW ☐ NON-CREW

Not available - E-7, 20 years service $350.00 per mo. PL 85-422

6. DUTY STATUS

Retired - 1 February 1956 - over 20 years service (own request)

7. INTERESTED PERSONS (Name, Address, Relationship)

Mrs. Alivia Barnett Willis, Widow, Buxton, North Carolina (1)

8. REPORT FOR VA TO FOLLOW ☐ YES ☒ NO

9. REPORTING COMMAND AND DATE REPORT RECEIVED IN DEPARTMENT

DISPATCH FROM GRUCOM, CAPE HATTERAS, 15 January 1963

10. SELECTIVE SERVICE NUMBER, LOCAL BOARD, AND LOCATION (If unknown, enter date and place of first entry in Armed Services)

Not registered - 27 December 1934 - Amagansett, New York.

11. PRIOR SERVICE DATA ☐ YES ☒ NO

12. REMARKS

FOOTNOTES:
[1] Adult next of kin.
[2] Beneficiary for gratuity pay in event there is no surviving wife or child - as designated on record of emergency data.
[3] Beneficiary for unpaid pay and allowances - as designated on record of emergency data.

13. DISTRIBUTION

VA
Selective Service

14. SIGNATURE (By direction of the Commandant)

M. J. MAYER
Chief, Survivors Benefits Branch

DD FORM 1 MAR 60 1300

Min CG 542/29

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

Form Approved
Budget Bureau No. 22-R174

SECTION I - IDENTIFICATION OF PERSON UPON WHOM ELIGIBILITY FOR DD FORM 1173 IS BASED

1. LAST NAME - FIRST NAME - MIDDLE INITIAL OF SPONSOR (uniformed services or civilian sponsor, if applicable)	2. ADDRESS (Omit if sponsor is deceased)	3. TELEPHONE NUMBER: HOME / OFFICE
WILLIS, Otis L.		

4. STATUS	5. GRADE-RATE-RANK	6. BRANCH OF SERVICE	7. SERVICE NUMBER
☐ ACTIVE DUTY ☐ RETIRED ☐ DECEASED AD ☒ DECEASED RETIRED ☐ OTHER (Specify)	BMC	USCG	211 123

8. DATE OF (expiration of service or contract) OR (death) (if applicable)	9. REASON FOR APPLICATION (Check applicable box.)
13 January 1963	☒ ORIGINAL CARD(S) ☒ EXPIRATION OF CARD(S) ☐ REPLACE LOST CARD(S) DAMAGED CARD(S) CORRECT AN ERROR, ETC. (Explain circumstances surrounding loss or damage in item 18 Remarks)

SECTION II - PERSONS FOR WHOM AUTHORIZATION IS REQUESTED (Include yourself when applicable.)

				FOR USE OF VERIFYING OFFICER	FOR USE OF ISSUING OFFICER
10a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
WILLIS, Alivia B.	Widow	Brown	Brown	I, C, EU, MC(US)	CG 212,886
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
Buxton, North Carolina 27920	4 June 1913	63"	169	l. EXPIRATION DATE 2 years from issue date	4-21-66
11a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
WILLIS, Philip W.	Son	Blue	Dk. Blonde	I, C, EU, MC(US)	CG 212,887
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
Buxton, N. C.	12 Jan 1954	54"	85	l. EXPIRATION DATE 4 years from issue date	4-21-66
12a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
13a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
14a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
15a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	

16. RECEIPT OF CARD(S) IS ACKNOWLEDGED	a. DATE ACKNOWLEDGED	b. SIGNATURE OF RECIPIENT
		Alivia B. Willis

SECTION III - STATEMENT OF UNIFORMED SERVICES OR CIVILIAN SPONSOR; OTHERWISE THE APPLICANT

17. I STATE: (Check appropriate box or boxes and complete entries as applicable.)

a. ☐ Lawful marriage to the spouse named took place at _____ (PLACE) on _____ (DATE)

b. ☐ The lawful husband named is in fact dependent upon me for over one-half of his support.

c. ☒ I am the widow of the deceased member or retired member named in Section I, that I am not now married and have never remarried since date of death of said member or retired member. Lawful marriage to said member or retired member took place at Hatteras N.C. (PLACE) on 4/14/34 (DATE)

[1]Abbreviated Privileges, i.e., C - Commissary; T - Theater; EU - Exchange Unlimited; EL - Exchange Limited; MC(C) - Medical care in Civilian Facilities; MC(US) - Medical Care in Uniformed Services Facilities

DD FORM 1 MAR 61 1172

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

d. ☐ I am the widower of the deceased member or retired member named in Section I, that I am not now married and have not remarried since date of death of said member or retired member and that at the time of said member's or retired member's death I was dependent upon such member or retired member for over one-half of my support because of a mental or physical incapacity. Lawful marriage to said member or retired member took place at _____ (PLACE) on _____ (DATE)

e. ☐ All children named are my legitimate, legally adopted or step children; that all children are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and are in fact dependent upon me for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where the educational activities are carried on and are in fact dependent upon me for over one-half of their support.

f. ☐ All children named are the legitmate, legally adopted or step-children of the deceased member or retired member named in Section I, that all children named are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and were in fact dependent upon the deceased member or retired member at the time of the member's or retired member's death for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and place where the educational activities are carried on and were in fact dependent upon the deceased member or retired member at the time of member's or retired member's death, for over one-half of their support.

NOTE - Section II.- In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth (INC) for incompetency, or (SCH) for attendance at approved school. Enter under Remarks the name of the institution of higher learning.

g. ☐ I am the parent or parent-in-law of the deceased member or retired member named in Section I and at the time of said member's or retired member's death, I, and all other parents or parents-in-law named herein resided in the household of said member or retired member, and were in fact dependent upon said member or retired member for over one-half of our support.[2]

h. ☐ I am the legal guardian of the dependent or dependents of the deceased member or retired member named in Section I, and further certify that the named dependents meet the criteria for eligibility prescribed by Public Law 569, 84th Congress, as indicated by blocks checked above.

i. ☐ All parents or parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household.[2]

j. ☐ I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service, other than by retirement under title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948.

k. ☐ I am entitled to retired or retirement pay under Title 10, U.S.C. Section 1331 - 1337 *(formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948)* and I have completed eight or more years of active duty as defined in sub-section 101(E) of the Armed Forces Reserve Act of 1952, 66 Stat. 481, 50 U.S.C. 901, periods of active duty were as follows:

[2] *For the purposes of medical care, the requirement of actually residing in the household shall be fulfilled when the parent or parent-in-law actually resides, or was residing at the time of death of a member or retired member, in a dwelling place provided or maintained by said member or retired member.*

18. REMARKS

19. CONDITIONS APPLICABLE TO RECIPIENTS OF CARDS

Recipients of the Uniformed Services Identification and Privilege Card(s) authorized on the basis of this application will be responsible for proper use of the privileges and facilities authorized. Recipients will surrender cards immediately upon call to do so or when appropriate under applicable regulations, and will notify the agencies designated to grant authorizations for privileges and facilities in event of any change in status affecting eligibility therefor. Medical care furnished in uniformed services facilities is subject to the availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. Penalty for presenting false claims or making false statements in connection with claims; fine of not more than $10,000 or imprisonment for not more than five years or both. Act 25 June 1948, 18 U.S.C. 287, 1001.

20. DATE OF APPLICATION	21. SIGNATURE OF APPLICANT
	Olivia B. Miller

SECTION IV - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE

THE STATUS OF THE PERSONS NAMED IN SECTION II HAS BEEN VERIFIED. ISSUE OF DD FORM 1173 BY ANY U.S. MILITARY ACTIVITY IS AUTHORIZED. BENEFITS & PRIVILEGES TO WHICH ENTITLED, EFFECTIVE & EXPIRATION DATES OF ELIGIBILITY FOR EACH NAMED PERSON ARE VERIFIED. ISSUING AGENCY REQUESTED TO (A) ISSUE DD FORM 1173 UPON PRESENTATION OF THIS APPLICATION (B) ENTER IN THE APPROPRIATE COLUMN OF SEC II THE CARD NUMBER ISSUED WITH THE DATE ISSUED (C) COMPLETE SECTION V OF THIS APPLICATION FORM AND RETURN IT TO THE ORGANIZATION DESIGNATED IN ITEM 22.

22. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER	23. TYPED NAME, GRADE AND TITLE	24. SIGNATURE
Commandant (PS-2) U. S. COAST GUARD HQTRS. WASHINGTON, D.C. 20226	D. S. MAC KENZIE, LT, USCG Chief, Discipline Branch	D. S. MacKenzie

SECTION V - AUTHENTICATION BY ISSUING AGENCY

25. ORGANIZATION OF ISSUING OFFICER	26. TYPED NAME, GRADE AND TITLE	27. SIGNATURE
GROUP CAPE HATTERAS, US. COAST GUARD, BUXTON, NORTH CAROLINA	T. L. LUCAS, LT, USCG, CO, CAPE HATTERAS GROUP, BUXTON, NC	T. L. Lucas

H-80726