'26 FEB 23 AM 8:59:48

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

Date: 02/13/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Willis, Thomas, G.		1872 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: 1945 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)	
Lighthouse Service (NC) 5th	
From: 1902	To: 1939
(Agency & Location)	
From:	To:
(Agency & Location)	
From:	To:

3 folders

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0007067375

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 3/3/26 RJH
Soundex: W420

'26 MAR 13 AM 9:51:20

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:

NOTICE OF SHIPMENT OF Tom Willis on the NATOMA (Vessel.)

To Be Sent to the Office Immediately After Shipment. (*S=Shipped; R=Rated; D=Disrated; T=Transferred; Dd=Deserted; D=Death; P=Promoted; De=Demoted.)

Section I.

S. R.* or D.	Date.	Rating.	Class.	Pay per month.
S	6/25/28	Seaman	O	
R	6/25/28	Seaman	A.B.	$65.00

Section II.

Discharged 7/17, 1928

Account of

*Previous service in Survey { Continuous ____ yrs. ____ mos. / Actual ____ yrs. ____ mos.

*Entitled to receive longevity pay of $____ on ____, 19____

Section III.

Health at time of shipment.

Ex., Good, Fair, Poor.	Signature of Medical Officer.
Good	C. H. Maxwell

‡In the case of a minor, consent of parent or guardian MUST be obtained.

Section IV.

City or town in which shipped: Beaufort,

State or country in which shipped: N.C.

Next of kin (First name, middle name or initials, surname): Mrs. T. Willis

Address of next of kin: Beaufort, N.C.

Relationship: Wife

‡Age.	Height.	Eyes.	Hair.	Complexion.	Personal characteristics, marks, etc.
56	5 ft. 11 in.	br.	grey	med	Tattoos both arms, breast both shoulders

Section V.

Born at— Hatteras, N.C. (City.) (State.)

Mo.	Day.	Yr.	Citizenship.	N=Native born. ~~NUS—Naturalized citizen~~ ~~ADI—Alien intentions declared~~
5	28	1872	N	

Section VI.

Admitted to hospital at—	Date.	Discharged on—	Rations ceased.	Diagnosis.
			____ days.	
			____ days.	

Section VII.

Days pay ceased.	Days rations ceased.	Cause for checking pay, rations, or both.

Subsistence on shore ____ days.

Jack Spencer Commanding.

11—823

On this the 25-th day of June, 1928, by virtue of my signature hereon, I certify that I have signed the book of Shipping Articles on board the United States Coast and Geodetic Survey vessel NATOMA; that said Shipping Articles were read to me; that I have signed same of my own free will, without coercion or duress, and that I will abide by the tenets of said Articles as well as by the regulations for the government of the United States Coast and Geodetic Survey in effect during the period of my service.

Tom Wallis

(Signature of recruit.)

Recruit was shipped for not to exceed 1 year from date.

Commanding officers will fill in all information under Sections I, III, IV, and V, and those items under Section II marked with an "*". Sections VI, VII are for office record ONLY, as well as the remainder of Section II. THIS CARD MUST BE FORWARDED TO THE OFFICE WITHIN 24 HOURS AFTER SHIPMENT OF RECRUIT.

11—823

DEPARTMENT OF COMMERCE
U. S. COAST AND GEODETIC SURVEY
Form 416.

GOVERNMENT PRINTING OFFICE

SERVICE RECORD OF

WILLIS, Tom
(Surname to be written first.)

(This must accompany man through shipment. Must be forwarded to office upon termination of service by whatever cause. Scale of marks: 0, bad; 1, indifferent; 2, fair; 3, good; 4, very good; 5, excellent.)

Vessel.	Date.	Rating.	Professional Qualifications.				Conduct.		14 Offenses and Punishments.
			Proficiency in Rating.	Seamanship.	Value in Survey Work.	Average Marks.	Obedience.	Interest Manifested.	
NATOMA	7-12-28	Sea. A. B.	5	5	5	5	5	5	None
Average:						5			Rating best qualified to fill Sea. A. B.

Transferred -, 19 to - {Deserted / Discharged} July 12-th, 1928

Percentage of time on sick list - Days in hospital -

He is - physically qualified for reshipment. Health while on board Good

Rate of pay at time of discharge, $65.00 per month. Has citizenship changed since shipment? No (Yes or No)

If so, to what? -

Jack Conor
H. and G. Engineer, Commanding.

11—5543

* Strike out term not applicable.

(OVER)

DISCHARGE FROM THE UNITED STATES COAST AND GEODETIC SURVEY

TO WHOM IT MAY CONCERN:

This is to certify, That Tom Willis (NAME)

a Seaman, A. B. (RATING) has* - complied with the terms of the agreement under which he shipped and, in accordance therewith, is hereby discharged from the United States Coast and Geodetic Survey vessel NATOMA and by virtue of this discharge he is released hereby from the obligations assumed in said agreement. He is* - recommended for reshipment in the rating of Sea. A. B.

Given under my hand, this the twelfth day of July one thousand nine hundred and twenty seventh, for the United States Coast and Geodetic Survey, under the authority of the Secretary of Commerce, on behalf of the United States of America, at Morehead City, N. C. (CITY OR TOWN)

Jack Senior

JACK SENIOR, *Hydrographic and Geodetic Engineer, Commanding.*

Tom Willis

(SIGNATURE OF MAN DISCHARGED)

Born at Beaufort, N. C. Shipped at Morehead City, N. C.

on June 25-th, 1928 Age 56 years - months. Eyes brown Hair grey

Complexion medium Height 5 feet 11 inches. †Health during this shipment good

†Obedience 5 †Capability 5 †Value in Survey work 5 Previous service in Survey - years - months. Reason for discharge Own request.

*INSERT "NOT" AS CASE MAY BE. †MARK ON SCALE OF 1 TO 5.

GOVERNMENT PRINTING OFFICE

Form No. 364. 11—7964

Payment in the amount of $3.27
was made to Judith Willis, widow,
on 2/11/47. Per Miss Mayer 6/4/47
cc London

THOMAS G. WILLIS

NCG 2661A
Form approved by
Comptroller General U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

Sept check
X-Mas.

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

Appropriation: 1760910 Retired Pay, Coast Guard, Lighthouse Service, Coast Guard, 1946

Unit Headquarters Retired Roll-Lighthouse

Total years of service

Pay period, duty, or grade

Monthly rate of pay ($101.25) (Base and longevity)

For pay and allowances—

From 10-1, 19 45 to (inclusive) 10-1, 19 45

THE UNITED STATES, *Dr.*,

To Thomas G. Willis, Lt.Att., Retired, Deceased Retired
(Name)

(Designation), *U. S. Coast Guard*

(Address)

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay	3.27	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS $	3.27	

CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $	None	

		NOTATIONS
Total Credits $	3.27	
Less—Total Charges, $		
Amt. retained		
TOTAL $	None	
Net amount to be paid on this voucher $	3.27	

REMARKS: Died: 10-1-45.
Pay for above period $3.37 less $.10 tax withheld and disposed of. Last paid for period 1-30 September, 1945, on D.O. Vou. No. 147, settled in the September 1945 account of C. L. Herndon, SDA(Navy), Symbol No. 55-152.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)

21-125
1200

(Payee will NOT use this space)

Differences

Account verified; correct for $ 3.27

(Signature or initials) OKJ OCT 17 1945

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

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

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

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

Approved for $ 3.27

Date 17 October, 19 45

(MEMORANDUM—DO NOT SIGN)

Commanding, District Commander.

C. L. HERNDON, Lieut. Comdr., U.S.C.G.
Allotment Disbursing Officer

U.S. GOVERNMENT PRINTING OFFICE 16—29661-1

OCT 31 1945

(FA-AR)
CG-51

17 October, 1945

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

Re: Thomas G. Willis, Lt.Att., Retired, deceased.

Gentlemen:

With reference to the statement of final pay due the above-named civilian employee, which is submitted herewith, Check No. 127,465, for $98.05 (Retired Pay $101.25, less $3.20 tax withheld and disposed of), issued by C. L. Herndon, S.D.A.(Navy), Symbol No. 55-152, covering pay due the decedent for the month of September 1945, is forwarded for disposition by your office.

Please acknowledge receipt of the above inclosures by the return of a copy of this letter.

Very truly yours

C. L. HERNDON
Lieut. Commander, USCG
Allotment Disbursing Officer

Incls
1. Statement of final pay due
2. Treas. of the U. S. Check

Rec'd 11-23-45 Check sent M.R.R.

IKZ Return to C-2

(FA-AR)
CG-51

17 October, 1945

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

Gentlemen:

Re: Thomas G. Willis, Lt.Att., Retired, Deceased.

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay in his case:

Date of death 1 October, 1945

Gross pay to date of death . . . . . $ 3.37

Federal Tax withheld and disposed of $ 0.10

Other deductions $ _____ $ 0.10

Net amount due on death. . . . . $ 3.27

Last paid to and including 30 September, 1945, on D.O. Voucher No. 147, settled in the September 1945 account of C. L. Herndon, S.D.A. (NAVY), Symbol No. 55-152

Appropriation to which chargeable: 1760910 Retired Pay, Former Lighthouse Service, Coast Guard, 1946.

Application for payment of amount due the deceased (Standard Form 1055) is being furnished next of kin.

Very truly yours,

C. L. HERNDON
Lieut. Commander, USCG
Allotment Disbursing Officer

IHZ Return to C-2

OF DEATH OF SERVICE PERSONNEL
UNITED STATES COAST GUARD
NAVCG-9885 (10-44)
TO: VERIFICATION SECTION OF VETERANS ADMINISTRATION.
COPY TO: SOCIAL SECURITY BOARD

3-2

WHITE

NAME
WILLIS, Thomas G.

DATE 30 October, 1945

DATE & PLACE OF ENLISTMENT | NUMBER Lt. Att. LHS | RATING now USCG RETIRED

Retired 30 June, 1939 - physical disability

DATE & PLACE OF BIRTH
28 May, 1872 - North Carolina

NAME & ADDRESS OF NEXT OF KIN
Judith Willis, widow
728 Easley Street, Silver Spring, Md.

INSURANCE
No Insurance

PRIOR SERVICE | DATE OF DEATH 1 October, 1945

Appt'd 2 October, 1901 - continuous Service - USN - 3 years, Spanish American War

COMMENTS
Died Mt. Alto Hospital, Washington, D. C., on 1 October, 1945.

MDK
mgm

file with claim

L. H. MORINE, Captain, U. S. C. G.
Chief. (Signature, Military Morale Division)
By direction

[redacted] which is now deceased.

An authorization has been placed on the check for payment in the usual manner to you through regular banking channels, upon endorsement as follows:

"Judith Willis, as widow of Thomas G. Willi[redacted]

Respectfully,

LINDSAY C. WARREN

Comptroller General
of the United States.

By: J. H. BROWN

Enclosure.

np

cc: Commandant,
United States Coast Guard,
Washington 25, D. C.

Re: CG-51 (FA-AR)

Misc-1997063-RJM

OCT 24 1945

Navy (Coast Guard)(Retired Pay
Lighthouse Service)
Check No. 127,465
Date September 30, 1945
Amount $98.05
D. O. C. L. Herndon
Symbol 55,152
Payee Thomas G. Willis

OCT 29 9 PM

Judith Willis,
P. O. Box 373,
2209 Bridges Street,
Morehead City, North Carolina.

Madam:

There is enclosed herewith the above-described check, the payee of which is now deceased.

An authorization has been placed on the check for payment in the usual manner to you through regular banking channels, upon endorsement as follows:

"Judith Willis, as widow of Thomas G. Willis, deceased."

Respectfully,

LINDSAY C. WARREN

Comptroller General
of the United States.

By: J. H. BROWN

Enclosure.

np

cc: Commandant,
United States Coast Guard,
Washington 25, D. C.

Re: CG-51 (FA-AR)

Willis, Thomas [illegible]

CHARGE OUT CARD
UNITED STATES COAST GUARD
NAVCG 9767

CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE
[illegible]									
[illegible]									
[illegible]									
[illegible]									
[illegible]									

16—15408-1

(FA-AR)
CG-51

FILE
I.K.Z.

October, 1945

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

Re: Thomas G. Willis, Lt.Att., Retired, deceased.

Gentlemen:

With reference to the statement of final pay due the above-named civilian employee, which is submitted herewith, Check No. 127,465, for $98.05 (Retired Pay $101.25, less $3.20 tax withheld and disposed of), issued by C. L. Herndon, S.D.A.(Navy), Symbol No. 55-152, covering pay due the decedent for the month of September 1945, is forwarded for disposition by your office.

Please acknowledge receipt of the above inclosures by the return of a copy of this letter.

Very truly yours

C. L. HERNDON
Lieut. Commander, USCG
Allotment Disbursing Officer

Incls
1. Statement of final pay due
2. Treas. of the U. S. Check

OCT 17 1945

IKZ Return to C-2

(FA-AR)
CG-51

17 October, 1945

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

Re: Thomas G. Willis, Lt.Att., Retired, Deceased.

Gentlemen:

The following information relative to the pay account of the retired civilian employee named above is furnished for use in the settlement of claim for final pay in his case:

Date of death 1 October, 1945

Gross pay to date of death . . . . . $ 3.37

Federal Tax withheld and disposed of $ 0.10

Other deductions $ _____ $ 0.10

Net amount due on death. . . . . $ 3.27

Last paid to and including 30 September, 1945, on D.O. Voucher No. 147, settled in the September 1945 account of C. L. Herndon, S.D.A. (NAVY), Symbol No. 55-152

Appropriation to which chargeable: 1760910 Retired Pay, Former Lighthouse Service, Coast Guard, 1946.

Application for payment of amount due the deceased (Standard Form 1055) is being furnished next of kin.

Very truly yours,

C. L. HERNDON
Lieut. Commander, USCG
Allotment Disbursing Officer

IKZ Return to C-2

Deceased C-2

UNITED STATES COAST GUARD

Fab Rdb

ADDRESS REPLY TO
THE COMMANDANT
WASHINGTON

REFER TO FILE: (FA-AR)
CG-51

3-files 25
NOV 23 1945 AM

17 October, 1945

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

Re: Thomas G. Willis, Lt.Att., Retired, deceased.

Gentlemen:

With reference to the statement of final pay due the above-named civilian employee, which is submitted herewith, Check No. 127,465 for $98.05 (Retired Pay $101.25, less $3.20 tax withheld and disposed of), issued by C. L. Herndon, S.D.A. (Navy), Symbol No. 55-152, covering pay due the decedent for the month of September 1945, is forwarded for disposition by your office.

Please acknowledge receipt of the above inclosures by the return of a copy of this letter.

Very truly yours

dated Sept. 30, 1945

C. L. HERNDON
Lieut. Commander, USCG
Allotment Disbursing Officer

Incls
1. Statement of final pay due
2. Treas. of the U. S. Check

Rdd 5-13-46 Ltr

RECEIVED
NOV 23 1945
CHECK UNIT
M.R.R.

3 — 2 File 2r

19 January 1949
FA-PA 75

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

Gentlemen:

Reference your file Misc-1997063. Inclosed is a letter of Mrs. Judith Willis, widow of Thomas G. Willis (Deceased), a retired member of the former Lighthouse Service, in which she claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid Mr. Willis on net salary, for the period July 1, 1939 to October 1, 1945, the date of his death. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029). Also inclosed is Standard Form 50(9 Part), describing this retirement. This form shows correct computation of retired pay to be $1395.00 per annum, whereas, for the period July 1, 1939 to October 1, 1945, Mr. Willis was paid at the rate of $1215.00 per annum - an underpayment of $180.00 per year, or $15.00 per month. Computation of the amount due and appropriations chargeable are as follow:

2001255 - Retired Pay, Former Lighthouse Service, Coast Guard,	1940	$180.00
2011255 - " " " " " " "	1941	180.00
2021255 - " " " " " " "	1942	180.00
2031255 - " " " " " " "	1943	180.00
2041255 - " " " " " " "	1944	180.00
2051255 - " " " " " " "	1945	180.00
2061255 - " " " " " " "	1946	45.50
	Total	$1125.50

For tax withholding purposes, the records of this office do not show the number of exemptions claimed by Mr. Willis.

Mrs. Willis' mailing address is Box 373, Morehead City, North Carolina, and her claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

19 JAN 1949

Incls:
1. Claimant's ltr. dtd. 10-27-48
2. Standard Form 50 (9 Part)

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

CC: Claimant
Budget Division, Station 6-3
JGant:LT
1/19/49 6-7

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

CLAIMS DIVISION
IN REPLY PLEASE QUOTE

December 3, 1948

Misc-1997063-JM

U.S. COAST GUARD HDQTRS
MAIL & FILES SECTION
RECEIVED DEC 3 - 1948 (8)

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

Sirs:

Transmitted herewith for administrative examination and report is the claim of Judith Willis, as widow of Thomas G. Willis, deceased, P. O. Box 373, Morehead City, North Carolina, for the difference in his retirement pay between his gross and net salary as a former employee of the United States Lighthouse Service.

In connection therewith, it is requested that this office be furnished with a copy of decedent's employment record, showing all salary received, for the five year period immediately preceding the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and the last day of duty.

It is also requested that a payroll voucher be furnished showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to October 1,1945, date of death.

The enclosure should be returned with your report.

Respectfully,

P. E. Sours
Chief of Section

By: Earl Kavan

Enclosure

UNITED STATES COAST GUARD

POST OFFICE BOX 540
NORFOLK 1, VA.

ADDRESS REPLY TO THE
COMMANDER,
FIFTH COAST GUARD DISTRICT (pc)
REFER TO FILE: 75

File



14 December, 1948

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Reference is made to Headquarters' letter dated 10 December, 1948, File CG-75 requesting information as to whether or not Thomas G. Willis occupied quarters during his last five years of service, i.e., from 1 July, 1934 through 30 June, 1939. In this connection Headquarters advised that Mr. Willis occupied quarters valued at $240.00 per annum during his last five years of service.

Lester F. Braun
LESTER F. BRAUN
By direction

(PC)

DEC 14 1948

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

My dear Mr. Bonner:

Reference is made to your letter of December 6, 1948, regarding the claim of Mrs. Judith Willis, widow of the late Thomas Grace Willis, who was retired from the position of Light Attendant at the close of June 30, 1939.

Mrs. Willis' claim for any amount due has been received. The claim was forwarded to the Coast Guard by the General Accounting Office for examination and report by letter dated December 3, 1948. Although it has been necessary to have the records in the field office examined in connection with this claim, you may be assured that the case will receive prompt consideration.

Very truly yours

J. F. FARLEY
Admiral, U. S. Coast Guard
Commandant

JJH:dmc
Prepared 12-13-48
Return to 3020 3-2

12/15

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

OFFICE OR DIVISION DESIGNATORS	PC	P	C										
INITIALS OF RESPONSIBLE OFFICERS													
INTRA-OFFICE OR DIVISION INITIALS													

4/03

4860-

HERBERT C. BONNER
1ST DISTRICT, N. C.

HENRY 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

December 6, 1948

3102

2-7

Admiral J. F. Farley, Commandant
U. S. Coast Guards
Washington 25, D. C.

Dear Admiral Farley:

Mrs. Judith Willis of Morehead City, North Carolina, widow of Thomas Grace Willis, former keeper of the Coast Guard depot, Washington, North Carolina, has asked me the question as to whether or not she is entitled the return of rent or quarter deductions that were made from Mr. Willis' pay during the time of his service in Washington, North Carolina from October 1928 to June, 1939. Mr. Willis was retired in June, 1939 and died October 1, 1945.

Mrs. Willis advises me that she filed formal application for the reimbursement of rent deductions some three or four months ago and has not received an acknowledgement. I would appreciate your office investigating this matter and advising me at the earliest possible date the status of this claim.

Sincerely,

Herbert C. Bonner, M. C.

HCB:blc

(PC)

10 December, 1948
CG-75

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Information is requested as to whether or not Thomas G. Willis occupied quarters during his last five years of service that is from 1 July 1934 through 30 June 1939. If he did what valuation was placed on the quarters. This information is desired in connection with a congressional request. Your prompt consideration and reply will be appreciated.

H. L. MORGAN
By direction

JJH:dtc JJH

DATE MAILED: 12/13

December 3, 1948

Misc-1997063-JM

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

Sirs:

Transmitted herewith for administrative examination and report is the claim of Judith Willis, as widow of Thomas G. Willis, deceased, P. O. Box 373, Morehead City, North Carolina, for the difference in his retirement pay between his gross and net salary as a former employee of the United States Lighthouse Service.

In connection therewith, it is requested that this office be furnished with a copy of decedent's employment record, showing all salary received, for the five year period immediately preceding the date he became separated from the service and placed on retirement, together with a copy of his notice of retirement, showing the date retired and the last day of duty.

It is also requested that a payroll voucher be furnished showing the basis on which his retirement pay was computed and the amount he would have received if his retirement pay had been based on his gross salary, together with any other pertinent facts relative thereto. The payroll voucher should include complete citation to the appropriation or appropriations from which paid from the beginning of his retirement to October 1,1945, date of death.

The enclosure should be returned with your report.

Respectfully,

P. E. Sours
Chief of Section

By: Carl Kanan

Enclosure
jm

Form 39 A

~~(1) Accts. Sect. 6-122(2) 3-2~~ Filed as 2/17/47

436 29963 ~~436 29953~~

Vou. No.

CERTIFICATE OF SETTLEMENT

GENERAL ACCOUNTING OFFICE

Claim No. 1997063

WASHINGTON, November 20, 1946
(Date)

PAID BY
E. J. BRENNAN
CHIEF DISBURSING OFFICER
TREASURY DEPARTMENT
SYMBOL 18-460
FEB 11 1947
Date of Payment

WILLIS, Thomas G.

Judith Willis, as widow of Thomas G. Willis, deceased,
P. O. Box 313,
2209 Bridges Street,
Morehead City, North Carolina.

CERTIFICATE No.
144059

Paying Officer will please show this CERTIFICATE NUMBER on the check used in payment hereof, and insert the check number in space provided below.

I CERTIFY there is due from the United States to the above-named claimant(s), payable from the appropriation(s) indicated, the sum of—

THREE AND 27/100 Dollars ($ 3.27)

on account of

retirement pay due Thomas G. Willis, deceased, retired light attendant, Lighthouse Service, now U. S. Coast Guard, for October 1, 1945; salary $3.37, less retirement $0.10. (U. S. Coast Guard, CG-75 (PRM))

2061255 Retired Pay, Former Lighthouse Service, Coast Guard, 1946

To: Chief Disbursing Officer,
(Assistant Disbursing Officer,
Coast Guard Headquarters).

MEMORANDUM

157197 - $3.27

FEB 11 1947

Copy for Administrative Office

Allotment Disbursing Officer

NCG 2661A
Form approved by
Comptroller General U. S.
(April 13, 1934)

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

U. S. COAST GUARD

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

Appropriation: 1760910 Retired Pay, Former Lighthouse Service, Coast Guard, 1946

Unit Headquarters Retired Roll-Lighthouse

THE UNITED STATES, Dr., Judith Willis, widow of

To Thomas G. Willis, Lt.Att., Retired, Deceased Retired
(Name)

(Designation), U. S. Coast Guard

(P.O.Box 373) 2209 Bridges St., Morehead City, N.C. (34)
(Address)

Total years of service

Pay period, duty or grade

Monthly rate of pay $101.25
(Base pay, longevity pay)

For pay and allowances—

From 10-1, 1945 to (inclusive) 10-1, 1945

CREDITS:		NOTATIONS
Subsistence allowance $		
Rental or quarters allowance		
Pay	3.27	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS $	3.27	

CHARGES:		
Allotment $		
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES $	None	

		NOTATIONS
Total Credits $	3.27	
Less—Total Charges, $		
Amt. retained		
TOTAL $	None	
Net amount to be paid on this voucher $	3.27	

REMARKS: Died: 10-1-45.
Pay for above period $3.37 less $.10 tax withheld and disposed of. Last paid for period 1-30 September, 1945, on D.O. Vou. No. 147, settled in the September 1945 account of C. L. Herndon, SDA(Navy), Symbol No. 55-152.

(Additional statements by Department if deemed necessary)

(ACCOUNTING CLASSIFICATION)

21-125
1200

(Payee will NOT use this space)

Differences

Account verified; correct for $ 3.27

(Signature or initials) [illegible]

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

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

14 November 45
(Date), 19

(MEMORANDUM—DO NOT SIGN) Thomas G. Willis, LT.Att., Ret., (deceased)
(Name) (Designation)

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

Approved for $ 3.27

Date 17 October, 19 45

(MEMORANDUM—DO NOT SIGN)
Commanding, District Commander.

C. L. HERNDON, Lieut. Comdr., U.S.C.G.
Allotment Disbursing Officer

U.S. GOVERNMENT PRINTING OFFICE 16—29661-1

3-2
file 75
LEX.

CG-75 (FA-PA)

5 June, 1947

Mr. George Hofferbert, Collector
Internal Revenue Service
Baltimore 2, Maryland

Re: Thomas G. Willis, Light Attendant, Retired, Deceased
728 Easley Street, Silver Spring, Maryland

Dear Sir:

Reference is made to your letter dated 20 September, 1946, Room 424-#1945 Unnumbered 1040, relative to the 1945 income tax return of Thomas G. Willis, Light Attendant, Retired, deceased.

You are advised that Mr. Willis was paid retired pay at the rate of $101.25 per month for the period 1 January through 30 September, 1945, in the total amount of $911.25. Tax was withheld from this retired pay at the rate of $3.20 per month for the above mentioned period in the total amount of $28.80. You are further advised that payment in the amount of $3.2? was made by the General Accounting Office to Judith Willis, widow of the deceased, on February 11, 1947. This amount represented the retired pay due Mr. Willis for October 1, 1945. No tax was withheld on this amount.

By direction of the Commandant.

Very truly yours,

J. A. WILBER, Lieut. (jg), USCG
Acting Chief, Pay and Audit Section

U. S. COAST GUARD
MAIL SECTION
FILED JUN 6 1947

CCG:eh 6-1 LCS cd mb

TREASURY DEPARTMENT

INTERNAL REVENUE SERVICE

BALTIMORE 2, MD.

OFFICE OF THE COLLECTOR
DISTRICT OF MARYLAND

IN REPLY REFER TO Room 424-#1945 Unnumbered 1040

6-1

September 20, 1946

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

Dear Sir:

In re: CG-75
Thomas G. Willis, Light Attendent Retired
Deceased
728 Easley Street
Silver Spring, Maryland

The 1945 income tax return of the above named deceased taxpayer is now under audit in this office. The said return reports wages paid and tax withheld at the source by your department.

Please furnish a break-down for the year 1945 of total amount of wages paid the decedent to date of death and tax withheld at the source on those wages; also, total sum paid after date of death, to whom and when paid, and tax withheld, if any, on that amount.

Your prompt attention to the above matter will be appreciated.

Very truly yours,

George Hofferbert, Collector

By: Chestina B. Barakat

Chief of Audit Section

ag

CG-75 (PMM)

14 November, 1945

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

Sirs:

Inclosed is the claim of Mrs. Judith Willis for the final retired pay due the estate of her husband, Thomas G. Willis, Light Attendent, former Lighthouse Service, now U. S. Coast Guard, Retired, who died 1 October, 1945.

Funeral expenses incurred by the claimant have been paid as per attached receipted bill.

This claim in the amount of $3.27 has been examined and is approved for payment. The appropriation to be charged is 1760910, Retired Pay, Former Lighthouse Service, Coast Guard, 1946. Check No. 127,465 in the amount of $98.05 was forwarded to your office for disposition under date of 17 October, 1945.

By direction of the Commandant.

Very truly yours,

L. H. MORINE
Captain, U. S. Coast Guard
Chief, Military Morale Division

Incl
1. Form No. 2661
2. Form No. 1055
3. Bill

U. S. COAST GUARD
MAIL SECTION (2)
FAILED NOV 15 1945

BJ:erb return to 2-4

CG-75 (PMM)

14 November, 1945

File
3-2

Mrs. Judith Willis
(P.O. Box 373)
2209 Bridges Street
Morehead City, North Carolina

My dear Mrs. Willis:

Your claim for the final retired pay due the estate of your husband, Thomas G. Willis, Light Attendent, former Lighthouse Service, now U. S. Coast Guard, Retired, has been approved for payment by this office and forwarded to the General Accounting Office for settlement.

As the Coast Guard has no further jurisdiction in the settlement of this claim it is suggested that in the event of undue delay you contact the Claims Division, General Accounting Office, Washington, D. C.

By direction of the Commandant.

Very truly yours,

L. H. MORINE
Captain, U. S. Coast Guard
Chief, Military Morale Division

Incl

U. S. COAST GUARD
MAIL SECTION (2)
MAILED NOV 15 1945

B:J:erb return to 2-4

(PMM)
CG-75

30 October, 1945

Mrs. Judith Willis
728 Easley Street
Silver Spring, Maryland

My dear Mrs. Willis:

Headquarters acknowledges receipt of your letter dated 2 October, 1945, advising of the death of your husband, Thomas G. Willis, Light Attendent, former Lighthouse Service, now U. S. Coast Guard Retired, on 1 October, 1945. Please accept my sincere sympathy.

At the time of death there was due the estate of your husband final retired pay in the amount of $3.27. and the proceeds of Treasurer of the United States check No. 127,465, for $98.05. This retired pay ceases at death and there is no law providing for the continuance of payment of any part to dependents. The forms necessary to effect settlement of this final pay due are herewith inclosed.

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

When the inclosed forms have been completed, they should be returned in the inclosed pre-addressed envelope, which requires no postage.

By direction of the Commandant.

Very truly yours,

U.S. COAST GUARD
MAIL SECTION (4)
NOV 2 1945

L. H. MORINE
Captain, U. S. Coast Guard
Chief, Military Morale Division

Incls.

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

BSJ:mdr return to 2-4

3.2 File

Civilian Personnel

Thomas G. Willis, Lt. Att., Retired
728 Easley St.
Silver Spring, Md.

Retired Pay: $101.25

DIED: 1 October, 1945

(No record of last active duty station)

Notes

3-2

CG-FAD4-75

FILE
L.K.Z.

25 March, 1943.

From: Commandant.
To: Thomas G. Willis, Light Att., Retired, 128 South Street, Daytona Beach, Florida.

Subject: Computation of Victory Tax.

Reference: (a) Your letter, 9 March, 1943.

1. In reply to reference (a), you are advised that this office is furnished a table by the Treasury Department for use in the computation of the Victory Tax. This table shows a specific deduction covering compensation between certain amounts. In your case, the Victory Tax deduction of $2.90 covers compensation between $100 and $120 per month.

C. L. HERNDON,
By direction.

U. S. COAST GUARD (11)
MAILED MAR 25 1943

There was deducted $2.90 from my check for January 1943. and a like amount from the check covering February 1943.

The notice also states that a similar deduction will be made from all future checks.

My pay for the calendar year is $1215. Less 624 leaves $591 subject to the per cent tax, which yeald $29.55 per year or $2.46 25- per month and not $2.90 per month as deducted from each of my checks covering Jan. and Feb. 1943

As I do not understand why $2.90 is being deducted each month instead of $2.46 ½ it is requested that I be advised as to the formula employed to arrive at the amount of $2.90

Respectfully.

W. G. Willis

Light Atl. Rt. 12 & South St. Leesburg Beach, Fla.

Daytona Beach, Florida.
March 9-43.

101.25
2.90 V. tax
98.35

Sir.

Reference is made to the mimeographed notice accompanying my check for the month of February 1943.

This which reads in part as follows:

There is being withheld from your pay a Victory Tax approximating five per centum of the amount thereof in excess of $624 per annum

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

June 28, 1939.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of section 6 of the act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department has retired you from duty in the Lighthouse Service (Fifth District) with retired pay at the rate of $1215.00 per annum, effective at the close of June 30, 1939.

By direction of the Secretary:

Respectfully,

Oliver C. Short

OLIVER C. SHORT,
Director of Personnel.

K

JUL 25 1939

C
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P
Y

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

June 28, 1939.

Mr. Thomas G. Willis,
Through the Commissioner of Lighthouses.

Dear Mr. Willis:

My attention has been called to the fact that you are retiring from the Lighthouse Service at the close of this month. The records show that your service has been very creditable and this should be a source of comfort in the future.

My good wishes go with you for long life and health and happiness.

Very sincerely yours,

/S/ HARRY L. HOPKINS

Secretary of Commerce.

JUL 25 1939

Form 9
LMF

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Thomas G. Willis Date of birth May 28, 1872

Designation Light Attendant

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse Service							
Light Keeper	Oct.	2	1901	June	30	1911	
Laborer	July	1	1911	March	24	1921	
Light Attendant	March	25	1921	Oct.	31	1928	
Keeper	Nov.	1	1928	March	31	1933	
Light Attendant	April	1	1933	June	30	1939	
Total service	37 years, 8 months, 29 days						

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	July	1	1934	June	30	1939	5yrs	TOTAL	8100.00
Quarters	"	"	"	"	"	"	"	240.00	1200.00
									9300.00

Total compensation for last five years of active service $ 9300.00

Average compensation for last five years of active service 1860.00

Annual rate of retired pay ($ 1860.00 × years 30 (Not exceeding 30) ÷ 40) = $ 1395.00

JJH

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

Form 9
LMF

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Thomas G. Willis Date of birth May 28, 1872

Designation Light Attendant

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse Service							
Light Keeper	Oct.	2	1901	June	30	1911	
Laborer	July	1	1911	March	24	1921	
Light Attendant	March	25	1921	Oct.	31	1928	
Keeper	Nov.	1	1928	March	31	1933	
Light Attendant	April	1	1933	June	30	1939	
Total service	37 years, 8 months, 29 days						

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

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

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

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	July	1	1934	June	30	1939	5 yrs	TOTAL	$1800.00
Quarters	"	"	"	"	"	"	"	240.00	1200.00
									$9300.00

Total compensation for last five years of active service $9300.00

Average compensation for last five years of active service 1860.00

Annual rate of retired pay ($1860.00 × years 30 ÷ 40) = $1395.00
(Not exceeding 30)

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

JJH

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

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

If so, state the compensation received: —

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

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

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Light Attendant	July	1	1934	June	30	1935	$1620	$1620.00
	"	1	1935	"	30	1936	1620	1620.00
	"	1	1936	"	30	1937	1620	1620.00
	"	1	1937	"	30	1938	1620	1620.00
	"	1	1938	"	30	1939	1620	1620.00

Total compensation for last five years of active service $8,100.00

Average compensation for last five years of active service 1,620.00

Annual rate of retired pay ($ 1,620.00 × years 30 (Not exceeding 30) ÷ 40) = $1,215.00

U. S. GOVERNMENT PRINTING OFFICE 11—10551

OK HHM 6/16

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Misc

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date June 1, 1939

Superintendent of Lighthouses,

Fifth District

Norfolk, Va.
(City)

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

Thomas E. Wilkins
(Name)

Light Attendant, Pamlico Riv. Aids, N.C.
(Designation)

LMF

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Va. *Date* June 9, 1939

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,215.00 per annum, effective at the close of June 30, 1939.

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

N. C. Manyon,
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, June 17, 1939

Submitted to the Secretary of Commerce, recommending approval, in accordance with the Act of June 20, 1918, providing forretirement from active duty in the Lighthouse Service.

10,

W. B. HARMAN
Acting *Commissioner of Lighthouses.*

FOR USE OF DEPARTMENT

11—10551

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Misc

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date June 1, 1939

Superintendent of Lighthouses,

Fifth District

Norfolk, Va.
(City)

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

Thomas E. Wilkins
(Name)

Light Attendant, Pamlico Riv. Aids, N.C.
(Designation)

LMF

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Va. *Date* June 9, 1939

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N. C. Manyon,
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, June 17, 1939

Submitted to the Secretary of Commerce, recommending approval, in accordance with the Act of June 20, 1918, providing forretirement from active duty in the Lighthouse Service.

10

W. H. HARMAN
Acting *Commissioner of Lighthouses.*

FOR USE OF DEPARTMENT

11—10551

November 25, 1938.

Superintendent of Lighthouses, Norfolk, Virginia.

With further reference to the Bureau's letter of November 18 regarding the cases of James E. English, Frederick E. Hooper, and Thomas G. Willis, light attendants, and your indorsement of November 21 in this matter, these employees may be continued in their present positions and the fact that they have not been reinstated as classified employees will not affect their retirement status under the Lighthouse Service Retirement Law.

~~For the Commissioner:~~

C. A. PARK
Acting Commissioner of Lighthouses.

hlm/see

November 20, 1937

Superintendent of Lighthouses,
Norfolk, Virginia.

In considering your recommendation of November 16th as to increasing pay of light attendant T. G. Willis by $120 per annum, the Bureau requests some amplification as to the amount of additional work, since it appears that there will be only 13 lights in charge of this attendant under the new arrangement as compared to 12 at present and the pay of $1620 plus quarters appears to be already fairly comparable with most keepers similarly situated.

As you know, it is contemplated that light attendants will be placed under the classified service, in which event their positions would be allocated to the present authorized grades for keepers, which it is desired to have in mind in any adjustments made pending their classification.

You will be further advised following receipt of your reply.

Personnel

CAP:HS

C. A. PARK,
Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
Nov 17 8 44 AM '37

WLR:LL

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

November 16, 1937

Commissioner of Lighthouses,
Washington, D. C.

1. The New Bern Harbor Group Lights, N. C., comprising six minor lights (six having been discontinued) has been placed under Light Attendant T. G. Willis, Pamlico River Lights, N. C., and the position of Light Attendant, New Bern Harbor Group, at $840.00 per annum has been abolished.

2. It has been found that these additional aids involve considerable work, and I recommend that the pay and range of the position held by Mr. Willis be increased $120.00 per annum.

N. C. Manyon,
Superintendent of Lighthouses.

Wrote 11/20/37

C
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ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

Mail E

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

LIGHTHOUSES
SER. 1 1 35 AM '37

August 26, 1937

Commissioner of Lighthouses,
Washington, D. C.

1. Bureau is advised that at the close of September 30, 1937 the position of Lamplighter, New-Bern Harbor Lights, pay $840 per annum, will be discontinued. This group of lights will be turned over to Light Attendant, T. G. Willis, Pamlico River Aids, Washington, North Carolina, without increase in pay.

N. C. Manyon,
Superintendent of Lighthouses

- -

BUREAU OF LIGHTHOUSES
WASHINGTON August 30, 1937

Returned to Superintendent of Lighthouses, Norfolk, Va., the proposed action having been noted and approved. For record purposes, please advise how many lights were in the New Bern Harbor group and the total number which this employee will have after taking over that group. It appears that Mr. Willis' present pay is $1620 plus $240 quarters.

For the Commissioner:

hlm/see

/S/ W. P. Harman,
Administrative Assistant

LL

- - - - - - -

Office of Superintendent of Lighthouses,
Norfolk, Virginia, August 31, 1937

Returned to Commissioner of Lighthouses with statement that there were 12 lights in the New Bern Harbor Group. However, when these lights are transferred to the Pamlico River Group, six of them will be discontinued. Mr. Willis will then have 13 lights to care for. The Bureau's statement concerning Willis' pay is correct.

OK for proposed action WPH 9/1

Manyon

N. C. Manyon,
Superintendent of Lighthouses.

appears nothing further

C
O (LL)
P
Y

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Mail E

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

LIGHTHOUSES
SEP 1 1 35 AM '37

August 26, 1937

Commissioner of Lighthouses,
Washington, D. C.

1. Bureau is advised that at the close of September 30, 1937 the position of Lamplighter, New-Bern Harbor Lights, pay $840 per annum, will be discontinued. This group of lights will be turned over to Light Attendant, T. G. Willis, Pamlico River Aids, Washington, North Carolina, without increase in pay.

N. C. Manyon,
Superintendent of Lighthouses

- -

BUREAU OF LIGHTHOUSES
WASHINGTON August 30, 1937

Returned to Superintendent of Lighthouses, Norfolk, Va., the proposed action having been noted and approved. For record purposes, please advise how many lights were in the New Bern Harbor group and the total number which this employee will have after taking over that group. It appears that Mr. Willis' present pay is $1620 plus $240 quarters.

For the Commissioner:

/S/ W. P. Harman,
hlm/see Administrative Assistant

- - - - - - -

LL Office of Superintendent of Lighthouses,
Norfolk, Virginia, August 31, 1937

Returned to Commissioner of Lighthouses with statement that there were 12 lights in the New Bern Harbor Group. However, when these lights are transferred to the Pamlico River Group, six of them will be discontinued. Mr. Willis will then have 13 lights to care for. The Bureau's statement concerning Willis' pay is correct.

Manyon
N. C. Manyon,
Superintendent of Lighthouses.

OK for proposed action Sept 9 1

appears nothing further necessary
HLM

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

LIGHTHOUSES

1933 MAR 29 PM 2:36

March 28, 1933.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on March 31, 1933.

Bureau ..... Lighthouse Service.

Position ..... Keeper.

Allocation .....

Salary ..... $1620 per annum.

Station ..... Field.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,
Chief of Appointment Division.

U. S. GOVERNMENT PRINTING OFFICE: 1928

5
DSE

UNDER LIGHTHOUSE RETIREMENT ACT

NO.

DATE OF BIRTH			LEGAL VOTING RESIDENCE		
MONTH	DAY	YEAR	STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN

Willis T G
(SURNAME) (FIRST NAME) (SECOND NAME)

SEX RACE

RETIREMENT AGE

MILITARY SERVICE YES NO

MILITARY PENSION OR WAR RISK COMPENSATION YES NO

JOURNAL SHEET AND LINE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	AGGREGATE PAY			MOS.	DAYS	YRS.
		Depot Keeper ($1500-1860)	$1620	$ 1860*	11/16/31	Commerce-LHS-Balto.Md. Washington N.C.Depot			

*Includes quarters for which deduction of $240 pa. is made - Appointed at net rate, $1620.

EDUCATION: COMMON SCHOOL HIGH SCHOOL COLLEGE DEGREES, IF ANY

(INDICATE NUMBER OF YEARS) 1 2 3 4 5 6 7 8 1 2 3 4 1 2 3 4

SPECIAL QUALIFICATIONS

16—183

Form 93

NOTICE OF RESIGNATION ~~OR DEATH~~

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

March 20, , 1933

COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, Thomas G. Willis Position, Keeper

Legal residence, North Carolina Station, Washington Lighthouse Depot, N.C.

Salary, $1620. per annum

The acceptance of this resignation is recommended effective at the close of March 31, 1933.

This employee has not taken leave in excess of the accrued rate.

Remarks:

Mr. Willis' resignation is attached.

L. M. HOPKINS
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

March 22, 1933

Submitted to the Secretary of Commerce, approval recommended, attention being invited to the fact that upon this employee's separation from his present position he will be employed in an unappointed position for which he will be issued a contract of employment by the Superintendent. 11—4623

W. P. HAMAN
Acting Commissioner of Lighthouses.

Form 84
VRH

LIGHTHOUSES
1928 NOV 6 AM 9 11

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

MF 5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

Baltimore, Md., November 5, 1928

COMMISSIONER OF LIGHTHOUSES,
Washington, D. C.

No reply has been received from the Bureau to communication (Nomination) from this office dated October 6, 1928 on the subject of nomination to position of Keeper, Washington, H. C. Depot, Thomas G. Willis. See in this connection Bureau letter of October 19 stating "nomination in this case has been approved and Department appointment will be duly sent you".

H. D. Kin[illegible]

Superintendent of Lighthouses

RLC - 1 inclo. Bureau of Lighthouses, Washington, D. C., November 7, 1928.

Returned to 5th Superintendent, inclosing Department notice of appointment of Thomas G. Willis.

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

Airways
Surveys
Constrn.
Commun.
Weather
Nautical
Adm. Offcr.
Asst.
Relief Engr.
Hydro.
Radio
Engr. Constrn.
Mn. Engr.
Personnel
Finance
Leg.
Prop.
Adm. Assist.
Dep. Commr.
Commissioner

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

11—6363

RG EJD

October 19, 1928.

Superintendent of Lighthouses,
Baltimore, Maryland.

1. In reference to telephone conversation regarding your nomination of Thomas G. Willis as Keeper of Washington North Carolina Depot at $1560 per annum, effective October 27:

2. Nomination in this case has been approved and Department appointment will be duly sent you.

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

Dept phoned

Form 73
VRH

LIGHTHOUSES
1928 OCT 8 AM 9 09

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, FIFTH DISTRICT,

Baltimore, Md., (City) October 6, (Date) 1928

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Thomas G. Willis

Position, Keeper

Location, Washington, N. C. Dpwk Depot

Effective, October 27, 1928

[1] ~~the date of relief from present duty~~, or as soon thereafter as he enters on duty.

Former position, Light Attendant

Location, Beaufort Harbor & Core Creek Lts., NC

Legal residence, North Carolina

Proposed salary, $1560. p.a.

Proposed range, $1500-1800

Appropriation, Sal. L.H. Keepers-540
Sal. Service 1020

Former salary, $1560. p.a. including $300. boat allowance

Former range,

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

Previous incumbent, Fabius E. Simpson Services terminated, October 26, 1928

Reason, Retired (Still pending in Department)

Members of family in Government service, 1 brother.

Date of birth, May 28, 1892

Remarks: Please refer to letter from this office dated October 8, 1928.

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

H. D. King

Secretary, Civil Service District.

Superintendent of Lighthouses

Rg EJD
Incl.

BUREAU OF LIGHTHOUSES
WASHINGTON

October 11, 1928.

Submitted to the Secretary of Commerce, approved, attention being invited to the Fifth Superintendent's letter of October 6 in this matter herewith attached. It will be noted from the last paragraph that Mr. Willis has a total of twenty-seven years of service, seventeen years in his present status as Light Attendant and ten years as a Keeper.

File 909E

Acting Commissioner of Lighthouses.

J

December 20, 1926.

United States Employees' Compensation Commission,
The Interior Building,
Washington, D. C.

Gentlemen:

1. In reference to your letter of December 8(File No. Lf-364) in the case of Thomas Grace Willis:

2. You are advised that Mr. Willis is an employee of the Fifth Lighthouse District, and the Superintendent of Lighthouses at Baltimore, Md., has been instructed to furnish you a report in the case.

Respectfully,

T. S. CONWAY

Acting Commissioner of Lighthouses.

COPY to Superintendent of Lighthouses, Baltimore, Md., together with a copy of the Commission's letter for your information and guidance. Furnish the Commission such information as practicable in regard to the injury sustained by this employee.

OFFICIAL CORRESPONDENCE SHOULD BE ADDRESSED TO THE COMMISSION

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION
THE INTERIOR BUILDING
WASHINGTON

COMMISSIONERS
BESSIE P. BRUEGGEMAN
CHAIRMAN
CHAS. H. VERRILL
HARRY BASSETT

S. R. GOLIBART, JR.
SECRETARY

LIGHTHOUSES

1926 DEC 9 AM 9 20

In reply refer to File No. Lf-364

December 8, 1926.

12/10/26 Wrote Beaufort, S.C. to S. C.

Now light attendant at Beaufort, N.C. Beaufort Harbor Sta. Beg. address to take with Supt. at Beaufort, N.C.

The Commissioner of Lighthouses,
Department of Commerce,
Washington, D. C.

Dear Sir:

This Commission has received a medical report from the Public Health Service Relief Station at Beaufort, North Carolina, in the case of Thomas Grace Willis, who, we are informed, was employed by the Lighthouse Service when he sustained an injury to his leg. We addressed the Superintendent of Lighthouses at Charleston, South Carolina, for an official report of the injury, but were advised by him that Mr. Willis is not an employee of his district.

Will you kindly advise us as to the location of the headquarters which should be addressed to procure information in this case, and oblige,

Should go to S. C.

They have mixed Beaufort SC & NC Stations

Very truly yours,

E. V. Parker

Secretary.

B:mch

Form 73a

3532

REPORT OF TRANSFER OF APPOINTEE

REOM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 23 1916

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.
Baltimore, Md., May 22, , 1916

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on May 17, 1916

Name, Thomas G. Willis Position, Laborer in charge

From Beaufort Harbor and Core Creek Lights, N.C. (12 in number). To Beaufort Harbor and Core Creek Lights, N.C. (15 in number).

Previous incumbent, ~~(New position)~~ **Himself.

Services terminated, at close of May 16, 1916. Reason, This transfer

Mr. Willis now has in his charge the following-named lights:

Bird Island Front,	Newport Marshes Middle,	Core Creek Upper No. 3,
Bird Island Rear,	Newport Marshes Upper,	Log Slough,
Shark Shoal,	Russells Creek,	Gallants Channel No. 1,
Reids Creek,	Core Creek Front,	Gallants Channel No. 2,
Newport Marshes Lower,	Core Creek Rear,	Fort Macon Spit.

Transfer without change in designation or compensation.

XXXX

The above-referred-to transfer became effective beginning with May 17, 1916

In absence and by direction of Inspector,

Ray L. Hankinson.
Supt.

**Changed in Bureau.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 25 1916

Submitted to the Secretary of Commerce for his information.

DEPARTMENT OF COMMERCE

Thomas G. Willis.

Jany 5, 1918, Bu wrote Dept, #999, recommending no change in status of Willis, due to discontinuance of Fort Macon Spit Light, N.C.

No. 205
Ed. 1-13-15—1,000,000

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT
MAR 24 1916
HOUSES

HDK-JFR

Compensation of keepers.

Hydrog.
Engr. Cons.
Mar. Engr.
[illegible]
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

March 23, 1916.

Commissioner of Lighthouses, Washington, D.C.

Referrring to recommendations made this day relative to Log Slough Light, Beaufort Harbor Junction Light, and Taylors Creek West Light, recommendation is made that these changes be carried out without change in the compensation of the keepers affected.

In the case of T. G. Willis, Laborer in Charge Beaufort Harbor and Core Creek Lights, the continued maintenance of Log Slough Light, heretofore proposed to be discontinued, will take the place of the proposed Taylors Creek West Light, giving him the same number of lights as heretofore intended.

In the case of J. B. Quidley, Keeper of Bogue Sound Lights, it is recommended that no change in his proposed compensation be made, on account of the change in plan as to the establishment of Beaufort Harbor Junction Light. He will have one less light to care for than heretofore proposed, but will have no less distance to cover, and the reduction in expense and labor in attending the group of lights in his charge is not believed to warrant reduction in his compensation.

Very

Lighthouse Inspector

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 28, 1915.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

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

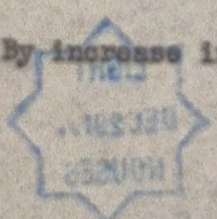
Laborer in Charge

in the Lighthouse Service

at a salary of Nine Hundred dollars per annum,

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

(By increase in compensation from $760 per annum.)



By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (by increase in compensation and change in designation of lights).

Legal Residence: North Carolina.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK--RECM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

LIGHT HOUSES DEC 24 1915

Baltimore, Md., (City.) Dec. 23, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Appointment and promotion,

Name, **Thomas G. Willis** Legal residence, **N. C.**

Position, **Laborer in charge** Salary, **$900. per an.**

Location, **Beaufort Harbor and Core Creek Lights, N.C.** Appropriation, **Salaries, Keepers of Lighthouses,**

Effective **Jan. 1, 1916** {the actual date of entering on duty, or as soon thereafter as he enters on duty.

Former position, **Laborer in charge** Former salary, **$780. per an.**

Location, **Beaufort Harbor Lights, N.C.**

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

Previous incumbent, **(New position)** Services terminated,

Reason,

Relatives in Government Service, **Brother and 2 uncles.**

Remarks: This recommendation in accordance with ~~XXXXXXXXXX~~ approved plan of re-grouping of lights in Beaufort Harbor and Core Creek, N.C. Duties of the position will not occupy all of nominee's time. Compensation recommended to be paid not in excess of that paid for same or similar services in this Dist. during this or preceding fiscal year. In this connection, see letter dated Oct. 7, 1915 from this Office to Bureau, subject: "Personnel, lights in Bogue and Core Sounds and vicinity." Mr. Willis' letter accepting of appointment attached.

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

Secretary, Civil Service District.

King
Lighthouse Inspector.

JEL

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON
DEC 27 1915

Submitted to the Secretary of Commerce, approved.

See Department letter of October 20, 1915, authorizing this new position.

Acting Commissioner

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

11—2314

183

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUN 11 1915
HOUSES

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

REOM June 12, 1915 –
copy letter to laborer ~~sent Supt~~
Beaufort Harbor Lights, N.C.
Letter, cautionary in ~~character~~,
to laborer in charge of.

June 10, 1915

Forwarded to the Commissioner of Lighthouses for his information, in accordance with Par. 508 of the Regulations 1914, as attached letter to the laborer in charge of Beaufort Harbor Lights, N.C. is deemed by this Office cautionary in character.

Lighthouse Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUN 11 1915
HOUSES

HDK--REOM.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Beaufort Harbor Lights, N.C.
Re care of lights.

June 10, 1915

Laborer in charge Willis, Beaufort Harbor Lights.

Referring to your letter of May 20, 1915 and other correspondence relative to the efficiency of Shackleford Point Range Lights and Bird Island Range Lights.

You ~~were~~ are informed that this Office has convincing evidence that these lights have rendered far from satisfactory service to the interests of navigation for some time past. It is quite possible that this may be from reasons beyond your control and you will, accordingly, be given further opportunity to prove your diligence and interest in the welfare of the Service.

Whatever the reasons which have contributed to the dissatisfaction with these lights, this Office believes that the dissatisfaction has had real grounds and that the lights have not rendered satisfactory service. This Office also believes that you have known this to be the case and knowing it you should have reported it to this Office on every occasion on which the lights did not render proper service.

In the future you will invariably report to this Office all complaints heard by you as to the inefficiency of any lights under your charge whether the fault be yours or not and if not yours it is your duty to suggest the necessary steps to remedy unsatisfactory conditions.

As you were personally advised by the Inspector, it is proposed to substitute locomotive headlights for the present lens lanterns on the Bird Island Range at the earliest practicable date. It is believed that you will be able to modify the present platforms so as to accomodate the locomotive headlights for the time being. If you need any material for this purpose, make the proper requisition therefor.

Pending the substitution of the locomotive headlights on this range and further action in the case of Shackleford Point Range, which is later to be determined, you will take the following steps to improve if possible the reliability of the lens lanterns in calm weather, as it is understood that it is during such weather the principal difficulty is had.

Place wooden blocks under the three holding down eyes at the bottom of the lantern so as to raise the lantern about one-half inch above the platform which supports it. Having done this, see that the bottom of the lantern is not bulged in so as to prevent the proper draft through the tube inside the wick. To be sure of this, take a wooden block and gently pound on the inside of the bottom of the lantern in the center of the lamp receptacle. It is important to have sufficient draft inside the wick as well as outside and around it.

You are again reminded of the importance of these range lights and of the fact that this Office cannot and will not countenance anything but the utmost reliability in these range lights.

Bureau of Lighthouses, Washington
JUN 12 1915

Lighthouse Inspector.

Submitted to Secretary of Commerce for his information.

Commissioner.

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

June 17, 1911.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

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

Laborer in charge of Beaufort Harbor Lights, North Carolina,

in the Lighthouse Service,

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

effective beginning July 1, 1911, or as soon thereafter

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

(By transfer from Keeper of Harbor Island Bar Light Station and Cedar Island Bay Light, North Carolina, at $660 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) A. GORDON.CUMMING

Le
D

Acting Chief Clerk.

Appropriation:

Vice: New position.

Legal Residence: North Carolina.

11—3692

Form 73 . ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE LCH

BUREAU OF LIGHT-HOUSES
JUN 10 1911
DEPT OF COMMERCE AND LABOR.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,

Baltimore, Md., June 9 , 1911

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Transfer

Name, Thomas G. Willis Legal residence, North Carolina

Position, Laborer in Charge Salary, $780 per annum

Location, Beaufort Harbor Lights, N. C.

Effective [illegible] on the actual date of entrance on duty.

Former position, Keeper Former salary, $660 per annum

Location, Harbor Island Bar Light-Station and Cedar Island Bay Light, N. C.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, (New position) Services terminated,

Reason,

Remarks:

L. P. de Steiguer

Commander, U. S. N. Inspector, 6th Light House Dist.

Department of Commerce and Labor
1st BUREAU OF LIGHTHOUSES
WASHINGTON JUNE 10, 1911.

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

11—2314

Under separate cover the Bureau has approved the Inspector's recommendation for the authorization of this position.

O. A. Leonard
Acting Commissioner

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

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

1. Name Thomas G. Willis 2. Age 39 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Keeper

5. Compensation $50. per mo 6. Where employed Harbor Island Bar Light, N.C.

7. When appointed (a) Sept. 24, 1901 8. How appointed (b) Through Civil Service Examination.

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

10. Is the employee an honorably discharged soldier or sailor? Yes

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

12. Other Government service U.S. Navy, 3 years, Spanish War.

13. Duties (describe fully) Is responsible for lighting and extinguishing the light and for public property at station and its preservation. Runs fog bell.

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

15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	180
Quality of work	85	3	255
Interest manifested in work (see also Question 17)	100	3	300
Attendance	100	2	200
Total		10	935
Average percentage			93.5

11—4259

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

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

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

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

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

20. Remarks: (*e*)

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

Commander, U. S. N. Inspector, 5th Dist.

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

Chief of Bureau or Office.

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Lighthouse Service 2. Where employed Harbor Island Bar Light-Station, N.C.
3. Name Thomas G. Willis 4. Where born North Carolina
5. Age 37 6. Position Keeper
7. Compensation #50. per mo 8. When appointed (*a*) October 17th, 1901
9. How appointed (*b*) Through Civil Service Examination
10. Appointed from — State North Carolina; Congressional District First (Card says Beaufort Co., 2d District.); County Dare
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? Yes
13. Other Government service U.S. Navy, 3 years, (Spanish-American war.)
14. Duties (describe fully) Is responsible for lighting and extinguishing the light and for public property at station and its preservation. Runs fog bell.
15. Efficiency — Quantity of work (*d*) 10 tenths; Quality of work (*e*) Excellent; Interest manifested in work (*f*) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

Robt. D. Russell

CAPTAIN, U. S. N.
NAVAL SECRETARY

Commander, U. S. N., Inspector, 6th Light House Dist. *Head of Bureau or Office.*

June 5, 1909

11—3005

(pc)

75

14 December, 1948

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Reference is made to Headquarters' letter dated 10 December, 1948, File CG-75 requesting information as to whether or not Thomas G. Willis occupied quarters during his last five years of service, i.e., from 1 July, 1934 through 30 June, 1939. In this connection Headquarters advised that Mr. Willis occupied quarters valued at $240.00 per annum during his last five years of service.

LESTER F. BRAUN
By direction

(pc)

75

14 December, 1948

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Reference is made to Headquarters' letter dated 10 December, 1948, File CG-75 requesting information as to whether or not Thomas G. Willis occupied quarters during his last five years of service, i.e., from 1 July, 1934 through 30 June, 1939. In this connection Headquarters advised that Mr. Willis occupied quarters valued at $240.00 per annum during his last five years of service.

LESTER F. BRAUN
By direction

UNITED STATES COAST GUARD

NORFOLK DIVISION
1948 DEC

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

10 December, 1948
FILE: CG-75

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Information is requested as to whether or not Thomas G. Willis occupied quarters during his last five years of service that is from 1 July 1934 through 30 June 1939. If he did what valuation was placed on the quarters. This information is desired in connection with a congressional request. Your prompt consideration and reply will be appreciated.

H. L. Morgan

H. L. MORGAN
By direction

(pc)

75

14 December, 1948

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Reference is made to Headquarters' letter dated 10 December, 1948, File CG-75 requesting information as to whether or not Thomas G. Willis occupied quarters during his last five years of service, i.e., from 1 July, 1934 through 30 June, 1939. In this connection Headquarters advised that Mr. Willis occupied quarters valued at $225.00 per annum during his last five years of service.

LESTER F. BRAUN
By direction

(pc)

75

14 December, 1948

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

Subj: Thomas G. Willis, deceased former Light Attendant; information re

Reference is made to Headquarters' letter dated 10 December, 1948, File CG-75 requesting information as to whether or not Thomas G. Willis occupied quarters during his last five years of service, i.e., from 1 July, 1934 through 30 June, 1939. In this connection Headquarters advised that Mr. Willis occupied quarters valued at $225.00 per annum during his last five years of service.

LESTER F. BRAUN
By direction

LMF
Enc.

28 July, 1939

From: Commander, Norfolk District.

To: Mr.T. G. Willis,
Box 1024,
Daytona Beach, Fla.

1. Forwarded herewith are letters from the Department of Commerce dated June 28, 1939, retiring you from the Lighthouse Service, effective at the close of June 30, 1939, with retired pay at the rate of $1,215.00 per annum.

2. The following procedure should be complied with each month in order that your retirement check might be mailed promptly and to avoid needless correspondence: A supply of Form 10 is herewith. On the last day of each month you will execute this form and mail it to this Office. It is absolutely necessary that this form be executed not earlier than the last day of each month. Your signature must be witnessed by either a notary public, your postmaster, or some other Government official who knows you personally. A supply of envelopes for mailing this form to this Office is also enclosed.

N. C. Manyon,
Superintendent of Lighthouses.
By direction.

June 28, 1939.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of section 6 of the act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department has retired you from duty in the Lighthouse Service (Fifth District) with retired pay at the rate of $1215.00 per annum, effective at the close of June 30, 1939.

By direction of the Secretary:

Respectfully,

Oliver C. Short

OLIVER C. SHORT,
Director of Personnel.

Eff 7/1/39 fmT

COPY

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

June 28, 1939.

Mr. Thomas G. Willis,
Through the Commissioner of Lighthouses.

Dear Mr. Willis:

My attention has been called to the fact that you are retiring from the Lighthouse Service at the close of this month. The records show that your service has been very creditable and this should be a source of comfort in the future.

My good wishes go with you for long life and health and happiness.

Very sincerely yours,

/S/ HARRY L. HOPKINS

Secretary of Commerce.

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Date June 1, 1939

SUPT. OF LIGHTHOUSES JUN 3 1939 NORFOLK, VA.

Superintendent of Lighthouses,

Fifth District

Norfolk, Va.
(City)

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

Thomas E. Willis
(Name)

Light Attendant, Pamlico Riv. Aids, N.C.
(Designation)

LMF

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Va. *Date* June 9, 1939

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,215.00 per annum, effective at the close of June 30, 1939

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

H. C. Manyon,
Superintendent of Lighthouses.

Supt.
Asst Supt
Chief Clk
Asso Engr
Asst Engr. (1)
Asst. Engr. (2)
Junior Engr
Hydrog.
Accounts
Purchasing
Personnel
Govt Kpg
Prop. Clk.
Stores
Messenger
Files

BUREAU OF LIGHTHOUSES, *Washington, D. C.*,

Submitted to the Secretary of Commerce, recommending approval.

Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Thomas C. Willis Date of birth May 26, 1872

Designation Light Attendant

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse Service							
Light Keeper	Oct.	2	1901	June	30	1911	
Laborer	July	1	1911	March	24	1921	
Light Attendant	March	25	1921	Oct.	31	1928	
Keeper	Nov.	1	1928	March	31	1933	
Light Attendant	April	1	1933	June	30	1939	
Total service	37 years, 8 months, 29 days						

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

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

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

If so, state the compensation received: --

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

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

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Light Attendant	July	1	1934	June	30	1935	$1620	$1620.00
"	"	1	1935	"	30	1936	1620	1620.00
"	"	1	1936	"	30	1937	1620	1620.00
"	"	1	1937	"	30	1938	1620	1620.00
"	"	1	1938	"	30	1939	1620	1620.00

Total compensation for last five years of active service $8,100.00

Average compensation for last five years of active service 1,620.00

Annual rate of retired pay ($ 1,620.00 × years 30 ÷ 40) = $1,215.00
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 11—10551

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Thomas G. Willis Date of birth May 28, 1872

Designation Light attendant

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment, Lighthouse Service							
Light Keeper	Oct	2	1901	June	30	1911	
Laborer	July	1	1911	March	24	1921	
Light Attendant	March	25	1921	Oct	31	1928	
Keeper	Nov.	1	1928	March	31	1933	
Light Attendant	April	1	1933	June	30	1939	
Total service		37 yrs	8 mos.	+ 29 days			

Does applicant receive or has he applied for a pension from the Government under any law? ..... If so, give number of pension certificate or of claim: .....

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? ..... If so, give number of claim: .....

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? .....

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

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

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

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Light Attendant	July	1	1934	June	30	1935	$1620	$1620.00
"	"	1	1935	"	30	1936	"	1620.00
"	"	1	1936	"	30	1937	"	1620.00
"	"	1	1937	"	30	1938	"	1620.00
"	"	1	1938	"	30	1939	"	1620.00

Total compensation for last five years of active service $8100.00

Average compensation for last five years of active service $1620.00

Annual rate of retired pay ($1620.00 × years 30 (Not exceeding 30) ÷ 40) = $1215.00

U. S. GOVERNMENT PRINTING OFFICE 11—10551

F:R

DEPARTMENT OF COMMERCE
Lighthouse Service

Superintendent of Lighthouses
Baltimore, Maryland,
April 25, 1933

SUPT. OF LIGHTHOUSES MAY 23 1933 BALTIMORE, MD.

T. G. Willis, Lt. Attendant,
Pamlico River Sts.
Washington, N.C.

Subject: Record of service.

You are directed to furnish this office the information called for below as to your length of Government service. This data is desired for retirement purposes. Be sure you understand what is desired before filling out the form below. If you have not enough space to answer on the front of this sheet, the remainder of the answer may be written on the back of the sheet.

L. M. Hopkins,
Superintendent of Lighthouses

Superintendent of Lighthouses, Baltimore, Md.

1. Below is furnished the information desired by your office on above subject:

Date started	Position	Sta. or Vessel	Date left	Length Service Yrs.	Mos.	Reason for leaving
~~1893. Aug.~~	~~Sea.~~	~~Violet~~	~~1896~~	~~2~~	~~6~~	~~Inlist U.S.C.G.S.~~
1901. Sept.	asst. Kpr.	Lt. Sta.				

In Form 375 executed by Willis in July 1938 he claims following service on Violet:-

May 1892	Seaman	Violet	1895			
Engr.						
Asst. Engr.						
Chief Clk.						
Asso. Engr.						
Asst. Engr. (D)						
Asst. Engr. (E)						
Junior Engr.						
Hydrog.						
Accounts						
Ordering	Total length of lighthouse service.....			34. Yrs.		
Personnel						
Supervisor						
Prop. Clk.						
Stenog.						
Messenger						
File						

2. Following is Government service other than in the Lighthouse Service near as you can.

Date started	Position	Sta. or Vessel	Date left	Length Service Yrs.	Mos.	Reason for leaving
~~1896~~	Sea.	U.S.S. Matchl.	~~1898~~	2		Inlist U.S. Navy
1898 April.	Sea.	U.S. Navy	1901. Apr.	3		Time expired
Total length of other service.....				5. Yrs.		

3. Give correct date of your birth May. 28 (Month) (Day) 1872 (Year)

Name Thomas Grace Willis, (Write first and middle name in full) Station L.H. depot. Washington, N.C.

Title Keeper. (State keeper, asst. keeper, mate, etc.) Dated May. 20th 1933

Willis has apparently had service in Army and in Cavalry on timber — Chief Clerk agreed that as long as such service had not been certified that we would try to get by without showing it — it has no effect on retired pension, however this might be complicated by the possibility of Willis receiving a pension — of course if he is receiving a pension, the War Service on which it is based must be shown. Think Willis should be asked if he is getting a pension, if so claim number, etc

J. 6/5

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



FIFTH DISTRICT

L. H. Depot Washington N. C.
(Station, Depot, or Vessel)

June 5th 1939, 193

Dept.
Asst Supt.
Chief Clk
Asso Engr
Asst Engr (1)
Asst. Engr (2)
Junior Engr
Hydrog.
Accounts
Purchas ng
Personnel
Cost Kpg
Prop. Clk
Blueg
Messenger
Clk

Superintendent of Lighthouses
Norfolk, Va.

Your letter June 3rd asking me if I receive any compensation from the Goverment I do not.

Respectfully

T G. Willis

LMF

June 3, 1939

T. G. Willis, Light Attendant,
Pamlico River Aids,
Washington, North Carolina.

Please advise this Office by return mail whether or not you receive any compensation from the Government other than your salary as Light Attendant.

For the Supt.:

W. L. Rebbel,
Chief Clerk.

LMF
Enc.

May 31, 1939

T. G. Willis, Light Attendant,
Pamlico River Aids,
Washington, North Carolina.

I have your letter of May 28 stating your desire to retire from active duty on June 30. Forms for this purpose are herewith. Please sign all four copies where indicated and return same to this Office at once.

For and in the absence of the Supt.:

W. L. Rebbel,
Chief Clerk.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. Depot Washington, D. C.

May 22, 1939

Superintendent of Lighthouses
Federal Building
Norfolk, Va.

Subject: Retirement.

Sir: I am Sixty seven years of age and have more thirty years in the lighthouse service and I am asking fo my retirement to take effect on June 30th 1939.

Very Respectfully.

T. G. Willis
Keeper

OK
RD

WLR:MCB

June 13, 1939.

T. G. Willis, Keeper,
Lighthouse Depot,
Washington, North Carolina.

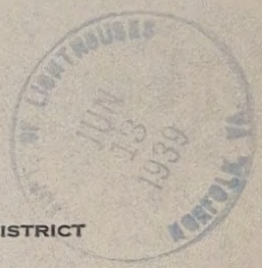
In compliance with your letter of June 11th, you are authorized to take five days' leave commencing Thursday, June 15th.

For and in the absence of the Supt.:

W. L. Rebbel,
Chief Clerk.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



FIFTH DISTRICT

L. H. Depot, Washington, NC
(Station, Depot, or Vessel)

June 11, 1939

Superintendent of Lighthouses
Federal Building
Norfolk, Va.

Dept.
Asst. Sec.
Chief Clk.
Asso. Eng.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Eng.
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clk.
Stores
Messenger
File

Dear Sir:

May I ask for the 5 days leave due me, to enable me to visit my daughter and sister in Washington, D. C. before I leave for Florida after retirement, the leave to take effect Thursday, June 15?

I shall leave my son as competent substitute.

Respectfully,

T G Willis

Keeper

Willis

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
JUN
6
1939
NORFOLK, VA.

FIFTH DISTRICT
Point Lookout Md.
(Station, Depot, or Vessel)
June 5, 1939

Dept.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Purchasing
Personnel
Cost Kpg.
Prop. Clk.
Planng
Messenger
Clks

Superintendent of Lighthouses.
Norfolk, Va.

Sir.

I respectfully inform you that I went to the Marine Hospital Baltimore, Md. May 26, 1939 at Mr Rebbells request, for an examination. Reported back at the station at 9 P. M. the same day.

But have not heard anymore about the retirement. Please let me know at once if you have heard anything, or Mr. Rebbell.

Respectfully

G. M. Willis Sr. Keeper

Ans 5/6

[redacted]

Date: [redacted]

Letter from: [redacted]

Subject: [redacted]

Filed: [redacted]

Referred To: [redacted]

Copy To: [redacted]

Also See: [redacted]

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

LL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

July 26, 1938

SERVICE RECORD

Thomas C. Willis

From	To	Position	Station	Pay
10/02/01	4/08/02	Asst. Keeper	Holland Island Bar Lt. Sta., Md.	$420 p.a.
4/09/02	6/11/03	Asst. Keeper	Brant Isld. Shoal Lt. Sta., N.C.	440 p.a.
6/12/03	9/30/08	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	560 p.a.
10/01/08	4/30/10	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	600 p.a.
5/01/10	6/30/11	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	660 p.a.
7/1/11	12/31/15	Laborer	Beaufort Harbor, N. C.	780 p.a.
1/01/16	10/31/18	Lab. in Chg.	Beauf. Hrbr. & Core Creek Lts, N.C.	900 p.a.
11/01/18	3/24/21	Lab. in Chg.	Beauf. Hrbr. & Core Creek Lts, N.C.	1140 p.a.
3/25/21	11/10/21	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1140 p.a.
11/11/21	6/30/24	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1200 p.a.
7/01/24	5/15/26	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1440 p.a.
5/16/26	6/30/28	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1500 p.a.
7/01/28	10/31/28	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1560 p.a.
11/01/28	7/02/30	Keeper	Washington, N. C. Depot	1560 p.a.
7/03/30	3/31/33	Keeper	Washington, N. C. Depot	1620 p.a.
4/01/33	Pres. Time	Light Attd.	Pamlico River Aids, N. C.	1620 p.a.

Certified Correct:

N. C. Manyon,
Superintendent of Lighthouses.

Note: The above employee also had unappointed service as seaman on Tender Violet from May 1892 to 1895. It has not been verified, as we have no record of seamen that far back.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

LL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
NORFOLK, VA.

July 26, 1938

SERVICE RECORD

Thomas G. Willis

From	To	Position	Station	Pay
10/02/01	4/08/02	Asst. Keeper	Holland Island Bar Lt. Sta., Md.	$420 p.a.
4/09/02	6/11/03	Asst. Keeper	Brant Isld. Shoal Lt. Sta., N.C.	440 p.a.
6/12/03	9/30/08	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	560 p.a.
10/01/08	4/30/10	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	600 p.a.
5/01/10	6/30/11	Keeper	Harbor Isld. Bar Lt. Sta., N.C.	660 p.a.
7/1/11	12/31/15	Laborer	Beaufort Harbor, N. C.	780 p.a.
1/01/16	10/31/18	Lab. in Chg.	Beauf. Hrbr. & Core Creek Lts, N.C.	900 p.a.
11/01/18	3/24/21	Lab. in Chg.	Beauf. Hrbr. & Core Creek Lts, N.C.	1140 p.a.
3/25/21	11/10/21	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1140 p.a.
11/11/21	6/30/24	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1200 p.a.
7/01/24	5/15/26	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1440 p.a.
5/16/26	6/30/28	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1500 p.a.
7/01/28	10/31/28	Light Attd.	Beauf. Hrbr. & Core Creek Lts., N.C.	1560 p.a.
11/01/28	7/02/30	Keeper	Washington, N. C. Depot	1560 p.a.
7/03/30	3/31/33	Keeper	Washington, N. C. Depot	1620 p.a.
4/01/33	Pres. Time	Light Attd.	Pamlico River Aids, N. C.	1620 p.a.

Certified Correct:

N. C. Manyon,
Superintendent of Lighthouses.

Note: The above employee also had unappointed service as seaman on Tender Violet from May 1892 to 1895. It has not been verified, as we have no record of seamen that far back.

2700

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NORFOLK, VA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LL

FIFTH DISTRICT
L. H. Depot, Washington, N. C.

July 20, 1938

T. G. Willis, Light Attendant,
Pamlico River Aids,
Washington, North Carolina.

1. Replying to your letter of July 17, you are directed to apply to Dr. John C. Rodman, East Main Street, Washington, N. C., for m edical examination.

Referring to your letter of July 14 enclosing the Civil Service blanks, the Medical Officer, in charge of the Public Health Service Relief Station, 519 E. Main Street, Washington, N. C. resigned three years ago. His successor [illegible] Taylor, has resigned. There is at present no medical officer in charge of the Station in Washington vicinity.

I shall immediately proceed with the medical examination requested as soon as I receive your reply of advice.

Respectfully,

N. C. Manyon,
Superintendent of Lighthouses.

TGW:s

...CATIONS TO
OF LIGHTHOUSES
...FOLK, VA.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

FIFTH DISTRICT

L. H. Depot, Washington, N. C.
(Station, Depot, or Vessel)

July 17, 1928

Superintendent of Lighthouses
Federal Building
Norfolk, Va.

Dear Sir:

Referring to your letter of July 14 enclosing the Civil Service blanks, the Medical Officer, in charge of the Public Health Service Relief Station, 519 W. Main Street, Washington, N. C., retired three years ago. His successor in the Station, Dr. Joshua Taylor, has resigned. There is at present no medical officer in charge of the Station in Washington vicinity.

I shall immediately procede with the medical examination requested as soon as I receive your reply of advice.

Respectfully,

T G Willis

TGW:w

Keeper

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

2100

LIGHTHOUSES MAY 30 1933 BALTIMORE, MD.

March 28, 1933.

Mr. Thomas G. Willis, Keeper,
Washington L.H. Depot, N. C.

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on March 31, 1933.

Bureau ..... Lighthouse Service.

Position ..... Keeper.

Allocation .....

Salary ..... $1620 per annum.

Station ..... Field.

Supt.
Asst. Supt.
Chief Clk.
Asst. Clk.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Ordering
Personnel
Cost Acctg.
Prop. Clk.
Stenog.
Messenger
File

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,
Chief of Appointment Division.

U. S. GOVERNMENT PRINTING OFFICE: 1933

5
DSE

AHL. Office of Superintendent, 5th Dist., Balto., Md. March 31, 1933.

1. Forwarded.

L. M. Hopkins

Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

2700

SUPT. OF LIGHTHOUSES
AUG 18 1930
BALTIMORE, MD.

July 3, 1930.

T.G. Willis

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts.
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
Prop. Clk.
Stenog.
Messenger
File

From: 1560

To: 1620

5th Depot Keeper.

Form 111

VRH

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

2nd

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

SUPT. OF LIGHTHOUSES
NOV 13 1928
BALTIMORE, MD

I, Thomas G. Willis,

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

Thomas G. Willis.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 9 day of Nov, A. D. 1928

(Affix official seal here)

[4] (Name) Harry Bluemann

(Official title) N. P.

My commission expires 6/16/30

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper	$1560. p.a.	Washington, N.C. Depot
Former [5] Light Attendant	1560. p.a.	Beaufort Harbor & Core Creek Lts., NC

VRH

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

Baltimore, Md., (Address) November 15, 1928 (Date)

The above-named appointee entered upon duty on November 1, 1928 (Date)

(Signature, followed by title) Superintendent of Lighthouses

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
Prop. Clk.
Stenog.
Messenger
File

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

GOVERNMENT PRINTING OFFICE 11—944

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

LIGHTHOUSES 1928 NOV 3 PM 2:45

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

2750

File

October 31, 1928.

Mr. Thomas C. Willis,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Fifteen Hundred and Sixty dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from Light Attendant at $1560 per annum.

Civil Service authority: Letter dated October 31, 1928.

Classification allocation:

By direction of the Secretary:

eod - Nov. 1st

Respectfully,

EDW. F. GARDNER

eoc - URH

G

Chief of Appointment Division.

5

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: Fabius E. Simpson.

Legal Residence:

from Beaufort Harbor-Lore to Wash NC Depot

to

11-3937

Form 73

VRH

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, FIFTH - DISTRICT.

Baltimore, Md., (City) October 6, (Date) 19 28

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Thomas G. Willis

Position, Keeper

Location, Washington, N. C. Dpot Depot

Effective, October 27, 1928

Legal residence, North Carolina

Proposed salary, $1560. p.a.

Proposed range, $1500-1800

Appropriation, Sal. L.H. Keepers-540
Sal. Service 1020

[1] the actual date of entrance on duty, or
as soon thereafter as he enters on duty.

Former position, Light Attendant

Location, Beaufort Harbor & Core Creek Lts., NC

Former salary, $1560. p.a. including $300. boat allowance

Former range,

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

Previous incumbent, Fabius E. Simpson

Services terminated, October 26, 1928

Reason, Retired (Still pending in Department)

Members of family in Government service, 1 brother.

Date of birth, May 28, 1862

Remarks: Please refer to letter from this office dated October 8, 1928.

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

Secretary, Civil Service District.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Form 205
(Ed. 11-15-28)

CONTRACT OF EMPLOYMENT IN REGISTERED POSITION

MAR 15 1933
BALTIMORE MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Baltimore, Md. March 10, 19 33
(Place and date)

Employment has been given to THOMAS G. WILLIS,

as LIGHT ATTENDANT, PAMLICO RIVER LIGHTS, N. C. *, in connection with work

in the FIFTH Lighthouse District, at the rate of $ 1860.00 per annum, less deduction of $240.p.a. for quarters.

beginning April 1, 1933, under the civil service regulations for the Lighthouse Service. This contract supersedes all previous contracts of employment or certificates of appointment.

* This group comprises the following lights:

Fork Point Light - oil
Hills Creek Light - oil
Mauls Point Light - oil
Middle Ground Light - oil
McWilliams Point Shoal Light - oil
Windmill Point Shoal Light - e.i.
Rodman Point Shoal Light - e.i.

L. M. Hopkins
Superintendent of Lighthouses.

I accept the above conditions and agree to abide by the rules and regulations of the Lighthouse Service.

Thomas G. Willis
Light Attendant, Pamlico River Lights, N.C.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Ordnance
Personnel
Dist Kpr.
Prop. Clk.
Stenog.
Messenger

INSTRUCTIONS.—To be prepared in duplicate, one copy to be handed to employee and the other kept on file in the District Office. Whenever the pay of a registered employee is changed, a new contract of employment should be prepared.

U. S. GOVERNMENT PRINTING OFFICE: 1929 11—4360

Form 205
VRH

CONTRACT OF EMPLOYMENT IN REGISTERED POSITION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Baltimore, Md., August 21, 192 8
(Place and date)

Employment has been given to Thomas G. Willis,

as Light Attendant, Beaufort Harbor & Core Creek Lts., N.C., in connection with work in the FIFTH Lighthouse District, at the rate of $ 1560. (Incl. $300. p.a. boat allowance.) per annum ~~day month~~, beginning July 1, 192 8, under regulations approved by the Secretary of Commerce, dated ~~May 10, 1911~~ August 4, 1918. This contract of employment supersedes all previous certificates of appointment.

Increase on account of Welch Act.

Personal allowance - $1260.
Boat allowance - 300
$1560. p.a.

W. D. King
Superintendent of Lighthouses

I accept the above conditions and agree to abide by the rules and regulations of the Lighthouse Service.

Thomas G. Willis
Light Attendant

file

INSTRUCTIONS.—To be prepared in duplicate, one copy to be handed to employee and the other kept on file in the District Office.

GOVERNMENT PRINTING OFFICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Willis, Thomas G
(Name)

N.C.
(Legal Residence)

DATE OF BIRTH 5-28-1872 STATUS
Trans. from Treasury July 1, 1903

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Appt	560	Harbor 2d Bar L.S. N.C.	
"	Prom	600	" " " " "	July 1, 1908.
"	Prom	660	" " " " "	May 1, 1910.
Lab in Chge	Prom.	780	" " " " "	July 1, 1911.
" " "	"	900	" " " " "	Jan. 1, 1916.
" " "	Addl. Lights	900	" " " " "	May 17, 1916.
	Position Trans. Registered System — Sept. 1, 1918.			
Keeper	From Lt. Attdt	1560	L. H. - Washington Depot. N.C.	11-1-28
"	COMPENSATION Act. July 3, 1930	1620	" "	JUL 3 1930
	Resigned — Close Mar. 31, 1933.			
RETIRED CLOSE	June 30, 1939 (Optional) Annuity of $1215.00			

GOVERNMENT PRINTING OFFICE

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

File received - MAR 18 1940

June 28, 1939.

Mr. Thomas G. Willis,
Through the Commissioner of Lighthouses.

Dear Mr. Willis:

My attention has been called to the fact that you are retiring from the Lighthouse Service at the close of this month. The records show that your service has been very creditable and this should be a source of comfort in the future.

My good wishes go with you for long life and health and happiness.

Very sincerely yours,

Secretary of Commerce.

JUL - 1 1939

P. E. Burner : K

June 28, 1939.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of section 6 of the act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department has retired you from duty in the Lighthouse Service (Fifth District) with retired pay at the rate of $1215.00 per annum, effective at the close of June 30, 1939.

By direction of the Secretary:

Respectfully,

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 24 1939
SHEET NO. 39-146
DEPARTMENT OF COMMERCE

JUL 20 1939

Oliver C. Short

OLIVER C. SHORT,
Director of Personnel.

CARDED

K

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
1939 JUN 19 AM 10 31

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

LIGHTHOUSES
JUN 10 8 51 AM '39

Date June 1, 1939

DEPARTMENT OF COMMERCE
JUN 19 1939
DIVISION OF PERSONNEL
CHIEF CLERK

Superintendent of Lighthouses,

Fifth District

Norfolk, Va.
(City)

DEPARTMENT OF COMMERCE
JUN 23 1939
DIVISION OF PERSONNEL

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

Thomas E. Willis
(Name)

Light Attendant, Pamlico Riv. Aids, N.C.
(Designation)

LMF

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Va. *Date* June 9, 1939

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,215.00 per annum, effective at the close of June 30, 1939

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

N. C. Manyon,
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, June 17, 1939

Submitted to the Secretary of Commerce, recommending approval, in accordance with the Act of June 20, 1918, providing forretirement from active duty in the Lighthouse Service.

optional retirement
Age 67
37 3/4 yrs service

W P Harman
Acting *Commissioner of Lighthouses.*

FOR USE OF DEPARTMENT

11—10551

Action O. K.
Thomas D Stewart
Acting Chief Clerk

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

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

Name Thomas G. Willis Date of birth May 28, 1872

Designation Light Attendant

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

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

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Lighthouse Service							
Light Keeper	Oct.	2	1901	June	30	1911	
Laborer	July	1	1911	March	24	1921	
Light Attendant	March	25	1921	Oct.	31	1928	
Keeper	Nov.	1	1928	March	31	1933	
Light Attendant	April	1	1933	June	30	1939	
Total service	37 years,		8 months, 29 days				

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

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

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

If so, state the compensation received: ---

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

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

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Light Attendant	July	1	1934	June	30	1935	$1620	$1620.00
	"	1	1935	"	30	1936	1620	1620.00
	"	1	1936	"	30	1937	1620	1620.00
	"	1	1937	"	30	1938	1620	1620.00
	"	1	1938	"	30	1939	1620	1620.00

Total compensation for last five years of active service $8,100.00

Average compensation for last five years of active service 1,620.00

Annual rate of retired pay ($ 1,620.00 × years 30 ÷ 40) = $1,215.00
(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE 11—10551

Form A-32

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 28, 1933.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on March 31, 1933.

Bureau Lighthouse Service.

Position Keeper.

Allocation

Salary $1620 per annum.

Station Field.

By direction of the Secretary:

Respectfully,

CARDED

MAR 29 1933

EDW. T. GARDNER,

Chief of Appointment Division.

U. S. GOVERNMENT PRINTING OFFICE: 1931

5
DSE

APPOINTMENT DIVISION
ENTERED ON JOURNAL
APR 1 - 1933
SHEET NO. 4255
DEPARTMENT OF COMMERCE

Form 93

NOTICE OF RESIGNATION ~~OR DEATH~~

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

March 20, 1933

DEPARTMENT OF COMMERCE
MAR 23 1933
APPOINTMENT DIVISION
1933 MAR 23 PM 3:15
CHIEF CLERK
DEPARTMENT OF COMMERCE
MAR 25 1933
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, Thomas G. Willis — Position, Keeper

Legal residence, North Carolina — Station, Washington Lighthouse Depot, N.C.

Salary, $1620. per annum

The acceptance of this resignation is recommended effective at the close of March 31, 1933.

This employee has not taken leave in excess of the accrued rate.

Remarks:

Mr. Willis'* resignation is attached.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
MAR 28 1933
DEPARTMENT OF COMMERCE

L. M. Hopkins
Superintendent of Lighthouses.

3-23-33

BUREAU OF LIGHTHOUSES
WASHINGTON

March 22, 1933

Submitted to the Secretary of Commerce, approval recommended, attention being 11—4623 invited to the fact that upon this employee's separation from his present position he will be employed in an unappointed position for which he will be issued a contract of employment by the Superintendent.*

Action O. K.

Chief Clerk

W. P. Harman
Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

MAR 20 1933

FIFTH DISTRICT

L. H. Depot, Washington, N. C.
(Station, Depot, or Vessel)

March 15, 19 33

Superintendent of Lighthouses,
Baltimore, Maryland.

1. I hereby tender my resignation as Keeper, Washington Lighthouse Depot, N.C., effective at the close of the day preceding the effective date of my employment as Light Attendant, Pamlico River Lights, N.C.

Respectfully,

D. B. Willis

Depot Keeper.

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr.
Asst. Engr. (1)
Asst. Engr. (2)
Junior Engr.
Hydrog.
Accounts
Ordering
Personnel
Dept Kpr.
Prop. Clk.
Steno.
Messenger
Files

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

T.G. Willis

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED AUG 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

GARDNER

From:
1560
To:
1620

5th Depot Keeper.

Form 111

VRH

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 NOV 16 AM 8 32
SUPT. OF LIGHTHOUSES
NOV 18 1928
BALTIMORE, MD
DEPARTMENT OF COMMERCE
NOV 16 1928
APPOINTMENT DIVISION

I, Thomas G. Willis, CHIEF CLERK 5

1928 NOV 16 PM 3 04

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

Thomas G. Willis.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 9 day of Nov, A. D. 1928

(Affix official seal here)

CARDED

[4] (Name) Mary B. Williams

(Official title) N. P.

My commission expires 6/16/30

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$1560. p.a.	Washington, N.C. Depot
Former[5] Light Attendant	1560. p.a.	Beaufort Harbor & Core Creek Lts., NC

VRH

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

Baltimore, Md., (Address) November 15, 1928 (Date)

Supt.
Asst. Supt.
Chief Clk.
Asso. Engr. (1)
Asso. Engr. (2)
Asst. Engr.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpr.
Prop. Clk.
Stenog.
Messenger
File

The above-named appointee entered upon duty on November 1, 1928 (Date)

W. D. King
(Signature, followed by title)
Superintendent of Lighthouses

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

C. S. REPORT DATE

ENTERED

GOVERNMENT PRINTING OFFICE 11—944

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 31, 1928.

Mr. Thomas C. Willis,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Fifteen Hundred and Sixty dollars per annum

effective upon entrance on duty.

Nature of appointment: Change from Light Attendant at $1560 per annum.

Civil Service authority: Letter dated October 31, 1928.

Classification allocation:

CARDED

By direction of the Secretary:

Respectfully,

NOV 6 1928

Chief of Appointment Division.

208-
NOV 10 1928
DEPARTMENT OF COMMERCE

6

5

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: Fabius E. Simpson.

Legal Residence:

11-8657

COMMISSIONERS

WILLIAM C. DEMING, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE JML/Fy
AND DATE OF THIS LETTER

October 31, 1928.

DEPARTMENT OF COMMERCE
NOV 2 1928
APPOINTMENT DIVISION

The Honorable,

The Secretary of Commerce.

Sir:

In compliance with the Department's request of October 25, for authority for the retransfer of Thomas G. Willis from the position of light attendant in the registered service to his former position of lighthouse keeper, you are advised that the record shows Mr. Willis was appointed from the assistant keeper examination September 24, 1901, and after various changes was transferred to the registered service September 1, 1918, where he has been continuously employed until the present time. For this reason this letter may be regarded as authority for his retransfer to the position of keeper, to which he was promoted May 23, 1903.

By direction of the Commission:

Very respectfully,

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
NOV 5 1928
DEPARTMENT OF COMMERCE

John T. Doyle,
Secretary.

October 25, 1928.

The Civil Service Commission:

The Department requests authority for the transfer of Thomas G. Willis, from the position of light attendant at $1560 per annum, under the registered system, in the Fifth Lighthouse District, to the position of keeper at $1560 per annum in the same district.

The Bureau states that Mr. Willis has had a total of 27 years service including 10 years in the position of keeper and 17 years in his present status as light attendant.

By direction of the Secretary:

Respectfully,

OCT 26 1928

EDW. J. GARDNER,

Chief of Appointment Division.

R-G

Form 73
VRH

LIGHTHOUSES 1928 OCT 8 AM 9:09

1928 OCT 12 PM 2:45

DEPARTMENT OF COMMERCE OCT 13 1928 APPOINTMENT DIVISION

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, FIFTH DISTRICT.

Baltimore, Md., (City) October 6, (Date) 1928

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Thomas G. Willis — To fill vac from non-appt. fce.

Position, Keeper — no progress

Location, Washington, N. C. Depot

Effective, October 27, 1928 — [1] the actual date of reporting on duty, or as soon thereafter as he enters on duty.

Legal residence, North Carolina

Proposed salary, $1560. p.a. max

Proposed range, $1500-1800

Appropriation, Sal. L.H. Keepers-540 Sal. Service 1020

DEPARTMENT OF COMMERCE OCT 16 1928 APPOINTMENT DIVISION

Former position, Light Attendant — non-appt

Location, Beaufort Harbor & Core Creek Lts., NC

Former salary, $1560. p.a. including $300. boat allowance

Former range,

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

Previous incumbent, Fabius E. Simpson 1620

Services terminated, October 26, 1928

Reason, Retired (Still pending in Department)

Members of family in Government service, 1 brother.

Date of birth, May 28, 1892

Remarks: Please refer to letter from this office dated October 8, 1928.

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

H. D. King

Secretary, Civil Service District. Superintendent of Lighthouses

---

Rg EJD
Incl.

BUREAU OF LIGHTHOUSES
WASHINGTON

October 11, 1928.

Submitted to the Secretary of Commerce, approved, attention being invited to the Fifth Superintendent's letter of October 6 in this matter herewith attached. It will be noted from the last paragraph that Mr. Willis has a total of twenty-seven years of service, seventeen years in his present status as Light Attendant and ten years as a Keeper.

10-13-28

Action O. K.

Chief Clerk

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

LIGHTHOUSES

HDK:VRH

1928 OCT 8 AM 9 46

October 6, 1928

Commissioner of Lighthouses,
Washington, D. C.

Subject: Keeper for Washington, N. C. Depot.

1. The present keeper of Washington, N. C. Depot retires October 27, and as usual in case of vacancy at this station, there are several applicants who have to their credit many years of excellent service. From this standpoint I think the Washington Depot should go to Mr. C. B. Clifton, Keeper of Capet Lookout Light Station. Mr. Clifton has been keeper of this 1st order light since September 16, 1909. He is 55 years of age, and although Cape Lookout Light Station has quarters for families, its isolation and surroundings are such that the keepers do not ordinarily keep their families in residence more than a few weeks out of the year. Mr. Clifton is an excellent citizen, whose conduct is above reproach, and who would, I am sure, be a creditable representative of the Lighthouse Service at Washington, N. C.

2. There are other considerations, however, that have influenced me to nominate for this position Mr. T. G. Willis, Light Attendant, Beaufort Harbor & Core Creek Lights. These considerations are as follows: The minor lights in Bogue Sound, Core Sound, Beaufort Harbor, etc. are now cared for by four light attendants, and since the introduction of a number of automatic acetylene lights in the Beaufort Harbor and Core Creek group, I am satisfied that these lights can be regrouped to be satisfactorily taken care of by three men instead of four, which will permit the discontinuance of the position now held by Mr. Willis. Moreover, Mr. Willis is an exceedingly competent boatman and has had wide experience in the care of all classes of minor lights. I accordingly am looking somewhat in- to the future in selecting Mr. Willis for the Washington Depot position, as it is my purpose to recommend that the Washington, N. C. Depot be removed to Bel Haven, N. C., and that the care of this Depot be combined with the care of a large group of minor lights in Western Pamlico Sound and Pamlico River, and for such a com- bination of duties I believe that Mr. Willis is considerably better fitted by his experience than is Mr. Clifton.

3. I have gone into this matter at this length because I feel that except for these conditions some injustice would be done Mr. Clifton is passing him over for this vacancy at Washington and as the discontinuance of the Beaufort Harbor and Core Creek Group has not yet been approved by the Bureau, and further as the question of the removal of Washington Depot to Bel Haven, and the further consolidation of the attendance of minor lights in Pamlico Sound has not yet been officially considered, it is proper that the Bureau should have full information as to future plans of this office which have led to the nomination of Mr. Willis enclosed.

4. In point of length of service there are three principal applicants for the vacancy at Washington Depot as follows, any one of whom would, I am satisfied, render most excellent service as keeper of Washington Depot under the present existing conditions:

Charles W. Clifton, Keeper, Cape Lookout L.H.,

Mr. Clifton has served about 30 years in the L.H. Service, four years as assistant keeper and 26 years as keeper, 19 of which has been as keeper of Cape Lookout L.H. Total 30 yrs

Jabez W. Burfoot, Keeper, Wade Point L.H.

Mr. Burfoot has served 6 years as assistant keeper and 18 years as keeper, 17 of which has been at Wade Point L.H. Total 26 yrs.

Thos. G. Willis, Light Attendant, Beaufort Harbor & Core Creek Lts., N. C.

Mr. Willis served as assistant keeper for two years, as keeper of Harbor Island Bar L.H. for 8 years and has served as light attendant for 17 years. Total 27 yrs.

King

Superintendent of Lighthouses

Fifth District

Inclosure

Cape Lookout L.H. N.C.
October 2nd 1928.

Superintendent of Lighthouses,
Baltimore, Md.

Sir:-

I heard on the Streets this morning before I left Beaufort, about the vacancy that is to take place at Washington Buoy Depot, N.C. and that Mr. T.G.Willis, had rented out his home and was expecting to go to Washington.

Some of my friends wanted to know why I did not get that place I told them that that was all up to the Lighthouse Department, and that they used their own judgment about matters of that kind, they offered to write letters of recommendation for me I told them that I thought my record was perfectly clear, some of them said that they were going to write favorable letters for me, I did not think it would require any outside help I have had offered me but I did not think it necessary to accept it as I was expecting a fair deal from the Lighthouse Service.

Very respectfully yours,

(Signed) C.W.Clifton, Keeper

P.S. If I was sent to Washington, it might be that Mr.J.E.English of Morehead City would like to come to Cape Lookout as keeper, he is one of the beacon light keepers, and was here a few years ago as 2nd Assistant keeper. Mr. English is a good honest man, his reason for leaving here was that he was appointed keeper of a lighthouse up the bay.

Keeper.

October 2, 1928.

Superintendent of Lighthouses,
Baltimore, Md.

Dear Sir:

I understand that there is a vacancy in the lighthouse depot, at Washington, N.C., and knowing Mr. C.W.Clifton, Keeper of Cape Lookout Lighthouse, well and favorably, having been acquainted with him for about fifteen years, I hope you allow me to say that he is a man of excellent character, habits and deportment; and that he is considered by all his friends, who are many, an honor to the service, and that he should be so recognized by the Department.

I wish to assure you that if Mr.Clifton should be honored by the appointment to fill this vacancy it would give his many friends much pleasure and satisfaction, and that it would be much appreciated by us.

Very respectfully,

(Signed) T.C.Wade.

Sheriff.

Beaufort, N.C.

October 2nd, 1928.

Supt.Lighthouses,
Baltimore, Md.

Dear Sir:

I understand there will soon be a vacancy at the Light House Buoy at Washington,N.C.

I take great pleasure in recommending to your department Capt. C.W.Clifton, now keeper at Cape Lookout Light House.

I have known Capt.Clifton for fifteen years. He is sober, industrious and thoroughly dependable. His efficiency has been attested by his many years of faithful service rendered in the capacity of his present employment.

It has not been my privilege to know a more loyal, patriotic and efficient servant of our Government.

I most heartily commend him to your favorable consideration for this appointment; and with confidence that your Department will never have occasion to regret the confidence reposed.

Most respectfully yours,

(Signed) L.W.Hassell.

October 2, 1928.

Superintendent of Lighthouses,
Baltimore, Md.

Dear Sir:

We have just been informed that Captain C.W.Clifton, Keeper of the Cape Lookout Lighthouse, has made application to you for the position of Keeper of the Lighthouse Buoy Depot at Washington, N.C.

It gives us much pleasure to say that we have known Captain Clifton for many years and through all of our acquaintance we have been impressed by the stand he has taken on moral and civil issues and his general standing among the people with whom he comes in contact. We believe him to be a man of strict sobriety, honest in purpose and deeply conscientious in the performance of his duty.

If he should be selected for the position for which he has made application, we believe he will be an honor to the service and prove acceptable to you in every particular.

We should very much regret losing him as a citizen of our community, but would rejoice in the promotion and better living conditions for him. For many years he has been serving in a very isolated location and so far as we have heard, he has given complete satisfaction.

Very truly yours,
(Signed) N.W.Taylor
(Signed) W.E.Swann.

Cross reference

August 4, 1918, The Department authorizes the transfer of all appointed employees in charge of lights, paid form the appropriation, Salaries, Keepers of Lighthouses and General Expensesm to the registration system, effective September 1, 1918.

Seefile 1085

January 8, 1917.

Commissioner of Lighthouses:

In compliance with the Bureau's recommendation of the 5th instant, and in accordance with the provisions of Section 4674 R. S., the Department hereby authorizes the discontinuance of Fort Macon Spit Light, North Carolina, effective December 22, 1916. The Department also approves the recommendation that no change be made in the status of Thomas G. Willis, keeper of Beaufort Harbor and Cove Creek Lights, North Carolina, by reason of the discontinuance of Fort Macon Spit Light.

The Bureau's Form 70, in duplicate, dated December 26, 1916, is returned herewith as requested.

[SIGNED] E. F. SWEET

Assistant Secretary.

[SIGNED] E. F. SWEET

CARDED.

Enclosure 1067.
C-L

Form 73a

REPORT OF TRANSFER OF APPOINTEE

REOM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAY 23 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.
Baltimore, Md., May 22, 1916

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee **has been** transferred as indicated, and **entered** upon duty at his new station on **May 17, 1916**

CHIEF CLERK MAY 26 1916

APPOINTMENTS MAY 26 1916

$900

Name, **Thomas G. Willis** Position, **Laborer in charge**

From **Beaufort Harbor and Core Creek Lights, N.C. (12 in number).** To **Beaufort Harbor and Core Creek Lights, N.C. (15 in number).**

Previous incumbent, ~~(New position)~~ **Himself.

Services terminated, **at close of May 16, 1916.** Reason, **This transfer**

Mr. Willis now has in his charge the following-named lights:

Bird Island Front,	Newport Marshes Middle,	Core Creek Upper No. 3,
Bird Island Rear,	Newport Marshes Upper,	Log Slough,
Shark Shoal,	Russells Creek,	Gallants Channel No. 1,
Reids Creek,	Core Creek Front,	Gallants Channel No. 2,
Newport Marshes Lower,	Core Creek Rear,	Fort Macon Spit.

Transfer without change in designation or compensation.

APPOINTMENT DIVISION ENTERED MAY 27 1916 ON JOURNAL DEPT OF COMMERCE

XXXX

The above-referred-to transfer became effective beginning with **May 17, 1916**

In absence and by direction of Inspector,

Hawkinson

Supt.

5-27-16

**Changed in Bureau.

11—4598

CARDED.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 25 1916

Submitted to the Secretary of Commerce for his information.

Acting Commissioner

April 6, 1916.

Commissioner of Lighthouses:

For the reasons set forth in the Bureau's letter of the 4th instant, and in accordance with its recommendation, the Department hereby cancels the authority of January 28, 1916, for the discontinuance of Log Slough Light, North Carolina.

The Bureau's request is noted that the Department disregard the statements made in Bureau letter of March 6, 1916, that Taylors Creek West Light, among others, would be placed in the care of the laborer in charge of Beaufort Harbor and Core Creek Lights, North Carolina, and that Beaufort Harbor Junction Light would be cared for by the laborer in charge of Bogue Sound Lights, North Carolina.

(SIGNED) A. L. THURMAN

Thomas D. Willis
John S. Lindley

Acting Secretary.

C-R

HB-AHT
One incl.

Log Slough Lights,
reestablishment, etc.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

April 4, 1916.

CHIEF CLERK
APR 6 1916
5
APPOINTMENTS
APR 6 1916
11.
APR 6 1916

Secretary of Commerce:

The Bureau recommends that the Department cancel its order of January 28, 1916, authorizing the discontinuance of the Log Slough Light, for the reason that it has been found inadvisable to discontinue the same.

As the maintenance of Log Slough Light should be continued, and Beaufort Harbor Junction Light is not to be established at the present time, and as it is further deemed expedient to defer the establishment of the proposed Taylors Creek West Light for the present, the statements made in Bureau letter to the Department of March 6, 1916, that Taylors Creek West Light, among others, would be placed in the care of the laborer in charge of Beaufort Harbor and Core Creek Lights, N.C., and that Beaufort Harbor Junction Light would be cared for by the laborer in charge of Bogue Sound Lights, N.C., should be disregarded. No changes are recommended in the pay of the positions affected, nor in the designations thereof, attention in this connection being invited to the Fifth Inspector's letter of March 22, 1916, herewith.

See files — John B Dudley and Thomas G. Willis.

G R Putnam

4-6-16

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAR 24 1916
HOUSES

HDK-JFR

Compensation of
keepers.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

March 22, 1916.

Commissioner of Lighthouses, Washington, D.C.

Referrring to recommendations made this day relative to Log Slough Light, Beaufort Harbor Junction Light, and Taylors Creek West Light, recommendation is made that these changes be carried out without change in the compensation of the keepers affected.

In the case of T. G. Willis, Laborer in Charge Beaufort Harbor and Core Creek Lights, the continued maintenance of Log Slough Light, heretofore proposed to be discontinued, will take the place of the proposed Taylors Creek West Light, giving him the same number of lights as heretofore intended.

In the case of J. B. Quidley, Keeper of Bogue Sound Lights, it is recommended that no change in his proposed compensation be made, on account of the change in plan as to the establishment of Beaufort Harbor Junction Light. He will have one less light to care for than heretofore proposed, but will have no less distance to cover, and the reduction in expense and labor in attending the group of lights in his charge is not believed to warrant reduction in his compensation.

King

Lighthouse Inspector.

McC.

Shackleford Point Range
Lights, discontinuance.

January 26, 1916.

Secretary of Commerce:

Since the dredging of the lower end of Bird Island Channel, straightening that channel so that the Bird Island Range Lights will be used exclusively as aids to vessels running in from the sea, and in view of the fact that Beaufort Whistling Buoy PS will also be moved in line with the entrance to straight dredged channel marked by the Bird Island Range Lights, the further continuance of Shackleford Point Range Lights, Beaufort Harbor, N. C., as aids to navigation will be no longer necessary.

4/3/16 Effective 3/25/16 File 646

It is therefore recommended that the Shackleford Point Range Lights be discontinued, in accordance with the Regulations, 1914, par. 44, effective on a date to be later reported to the Department.

Appropriate recommendation will be submitted to the Department at an early date in regard to the rate of pay of the laborer in charge of these lights.

(Signed) G. R. Putnam

Original in File 646

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

L. H. INSPECTOR JAN 3 1916 BALTIMORE, MD.

APPOINTMENTS JAN 18 1916

LIGHT HOUSES JAN 4 1916

I, Thomas G. Willis

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

Thomas G. Willis
(Appointee signs here)

---

[2] Sworn to (See below) and subscribed before me, this[3] 1 day of January, A. D. 1916

(Affix official seal here)

[4](Name) Jno. Fiorlow

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Laborer in charge	$900. per an.	Beaufort Harbor and Core Creek Lights, N.C.
Former[5] do.	$780. " "	Beaufort Harbor Lights, N.C.

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

RECOMMENDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) Jan. 3, 1916 (Date)

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

H. D. King
(Signature, followed by title)
Lighthouse Inspector

---

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

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

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

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

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

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

11—944

Ent'd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 28, 1915.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

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

Laborer in Charge

in the Lighthouse Service

at a salary of Nine Hundred dollars per annum,

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

(By increase in compensation from $780 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED DEC 28 1915 ON JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

OFFICE REPORTED JAN 1916 C. S. COMMISSION

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position (by increase in compensation and change in designation of lights).

Legal Residence: North Carolina.

11—3692

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H.
INSPECTOR
DEC 20 1915
BALTIMORE,
MD.

LIGHT
DEC 24 1915
HOUSES

FIFTH DISTRICT

Beaufort N C.
(Station, Depot, or Vessel.)

Dec 12, 1915.

Light House Inspector
Baltimore Md

Sir,

Beaufort Harbor and Core Creek Lights N C.
Reposition of Laborer in Charge.
Has been received asking me to State if I desire to
be considered for appointment to the new position,
Will state that I will accept of this new position
respectfully

T. G. Willis Kpr

Inspector	✓
Chief Clerk	
Superintendent	
1 A. Supt.	
2 A. Supt.	
3 A. Supt.	
Draftsman	
Mechanician	
Accounts	
Hydrographer	
Ordering	✓
Personnel	✓
Cost Keeping	
File Clerk	
When Ansd	
File	

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT DEC24 1915 HOUSES

HDK--REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., Dec. 23, 1915
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Appointment and promotion,

Name, Thomas G. Willis E 935 Legal residence, N. C.

Position, Laborer in charge Salary, $900. per an.

Location, Beaufort Harbor and Core Creek Lights, N.C. Appropriation, Salaries, Keepers of Lighthouses,

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

CHIEF CLERK DEC 27 1915 5

APPOINTMENTS DEC 27 1915 4

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN DEC 28 1915

Former position, Laborer in charge Former salary, $780. per an.

Location, Beaufort Harbor Lights, N.C.

Pertains disc D.T. Oct 20/15 - date transferred

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

Previous incumbent, (New position) Services terminated,

Reason,

Relatives in Government Service, Brother and 2 uncles.

Remarks: This recommendation in accordance with ~~XXXXXXXXXXX~~ approved plan of re-grouping of lights in Beaufort Harbor and Core Creek, N.C. Duties of the position will not occupy all of nominee's time. Compensation recommended to be paid not in excess of that paid for same or similar services in this Dist. during this or preceding fiscal year.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191 In this connection, see letter dated Oct. 7, 1915 from this Office to Bureau, subject: "Personnel, lights in Bogue and Core Sounds and vicinity." Mr. Willis' letter accepting of appointment attached.

Secretary, Civil Service District

Lighthouse Inspector.

JEL
Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 27 1915

Submitted to the Secretary of Commerce, approved.
* See Department letter of October 20, 1915, authorizing this new position.

12-27-15

Acting Commissioner

* File 6446

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

11—2314

(COPY)

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUN 11 1915
HOUSES

HDK--REOM.

Beaufort Harbor Lights, N.C.
Re care of lights.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

JUN 14 1915

Copy

June 10, 1915

Laborer in charge Willis, Beaufort Harbor Lights.

Referring to your letter of May 20, 1915 and other correspondence relative to the efficiency of Shackleford Point Range Lights and Bird Island Range Lights.

You ~~were~~ are informed that this Office has convincing evidence that these lights have rendered far from satisfactory service to the interests of navigation for some time past. It is quite possible that this may be from reasons beyond your control and you will, accordingly, be given further opportunity to prove your diligence and interest in the welfare of the Service.

Whatever the reasons which have contributed to the dissatisfaction with these lights, this Office believes that the dissatisfaction has had real grounds and that the lights have not rendered satisfactory service. This Office also believes that you have known this to be the case and knowing it you should have reported it to this Office on every occasion on which the lights did not render proper service.

In the future you will invariably report to this Office all complaints heard by you as to the inefficiency of any lights under your charge whether the fault be yours or not and if not yours it is your duty to suggest the necessary steps to remedy unsatisfactory conditions.

CHIEF CLERK
JUN 14 1915

As you were personally advised by the Inspector, it is proposed to substitute locomotive headlights for the present lens lanterns on the Bird Island Range at the earliest practicable date. It is believed that you will be able to modify the present platforms so as to accomodate the locomotive headlights for the time being. If you need any material for this purpose, make the proper requisition therefor.

APPOINTMENTS
JUN 14 1915

Pending the substitution of the locomotive headlights on this range and further action in the case of Shackleford Point Range, which is later to be determined, you will take the following steps to improve if possible the reliability of the lens lanterns in calm weather, as it is understood that it is during such weather the principal difficulty is had.

Place wooden blocks under the three holding down eyes at the bottom of the lantern so as to raise the lantern about one-half inch above the platform which supports it. Having done this, see that the bottom of the lantern is not bulged in so as to prevent the proper draft through the tube inside the wick. To be sure of this, take a wooden block and gently pound on the inside of the bottom of the lantern in the center of the lamp receptacle. It is important to have sufficient draft inside the wick as well as outside and around it.

You are again reminded of the importance of these range lights and of the fact that this Office cannot and will not countenance anything but the utmost reliability in these range lights.

(Signed) Irving

Bureau of Lighthouses, Washington
JUN 12 1915

Lighthouse Inspector.

Submitted to Secretary of Commerce for his information.

G. R. Putnam

Commissioner.

File

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

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

1. Name Thomas G. Willis 2. Age 39 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Keeper

5. Compensation $50. per mo 6. Where employed Harbor Island Bar Light, N.C.

7. When appointed (a) Sept.24,1901 8. How appointed (b) Through Civil Service Examination.

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

10. Is the employee an honorably discharged soldier or sailor? Yes

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

12. Other Government service U.S. Navy, 3 years, Spanish War.

13. Duties (describe fully) Is responsible for lighting and extinguishing the light and for public property at station and its preservation. Runs fog bell.

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

15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.	
Quantity of work	90	2	180	
Quality of work	85	3	255	
Interest manifested in work (see also Question 17)	100	3	300	
Attendance	100	2	200	
Total		10	935	
Average percentage			93.5	

RECEIVED JUN 21 1911 APPOINTMENTS G DEPT OF COMMERCE AND LABOR

11—4259

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

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

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

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

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

20. Remarks: (e)

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

W. R. Rush Stuyvesant
Commander, U. S. N. Inspector, 5th Dist.

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

G. L. Putnam
Chief of Bureau or Office.

11—4259

Form 111

BUREAU OF LIGHT-HOUSES
JUL 8 1911
DEPT OF COMMERCE AND LABOR.

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Thomas Grace Willis

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

Thomas Grace Willis
(Appointee signs here.)

[b] Sworn (See below.) and subscribed before me, this 30 day of June, A. D. 1911

(Affix official seal here.)

[c] (Name:) Jno. Forlaw

(Official title:) Notary Public

OFFICIAL TITLE.	PAY.	NAME OF STATION.	State or Country in which born.	State or Territory from which last appointed.
Laborer in Charge	$780 per an.	Beaufort Harbor Lights, N. C.	N. C.	N. C.

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

CARDIL.

OFFICE OF THE Inspector 5th LIGHT-HOUSE DISTRICT,

Baltimore, Md., (Address.) July 7, 1911. (Date.)

The above-named appointee entered upon duty on July 1, 1911. (Date.)

(Signed:) H. H. Stuyvesant
Commander, U. S. N., Inspector, 5th Light House Dist.

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

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

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

DIVISION OF APPOINTMENTS
RECEIVED
JUL 14 1911
DEPT OF COMMERCE AND LABOR

NOTE CAREFULLY.

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

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

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

11—944

Ent'd JUL 13 1911

GENERAL APPOINTMENTS

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

June 17, 1911.

Mr. Thomas G. Willis,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, Laborer in charge of Beaufort Harbor Lights, North Carolina, in the Lighthouse Service, at a salary of Seven Hundred and Eighty dollars per annum, effective beginning July 1, 1911, or as soon thereafter as you enter upon duty in the above-mentioned position.

(By transfer from Keeper of Harbor Island Bar Light Station and Cedar Island Bay Light, North Carolina, at $660 per annum.)

APPOINTMENT DIVISION. REPORTED JUN 19 1911 TO DISBURSING CLERK DEPT. OF COMMERCE AND LABOR.

By direction of the Secretary:

Respectfully,

Acting Chief Clerk.

CARDED.
Le
D

CHANGE REPORTED
JUL -- 1911
C. S. COMMISSION.

Appropriation:

Vice: New position.

Legal Residence: North Carolina.

11—

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

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF THE CHIEF CLERK RECEIVED JUN 12 1911 DEPT OF COMMERCE AND LABOR.

BUREAU OF LIGHT-HOUSES JUN 10 1911 DEPT OF COMMERCE AND LABOR.

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,

Baltimore, Md., June 9 1911

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

APPOINTMENT DIVISION RECEIVED JUN 12 1911 DEPT OF COMMERCE AND LABOR.

Action proposed, Transfer

Name, Thomas G. Willis 10/5 Eot. Legal residence, North Carolina

Position, Laborer in Charge Salary, $780 per annum

Location, Beaufort Harbor Lights, N. C.

Effective July [illegible], 1911 on the actual date of entrance on duty.

Former position, Keeper Former salary, $660 per annum

Location, Harbor Island Bar Light-Station and Cedar Island Bay Light, N. C.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, (New position) authorized D.L. June 15, 1911. Services terminated,

Reason,

Remarks:

6/17/11 MCL

Y. P. de Steiguer
Commander, U. S. N., Inspector, 5th Light House Dist.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUNE 10, 1911.

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

11—2314

Under separate cover the Bureau has approved the Inspector's recommendation for the authorization of this position.

C A Bevoner
Acting Commissioner

Enclosure

Form 111

LIGHT HOUSE BOARD
JUN 7 1910
NO. 45

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

RECEIVED
JUN 13 1910
DEPT OF COMMERCE AND LABOR

I, Thomas G. Willis

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

Thomas G. Willis
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 2nd day of June, A. D. ~~190~~ 1910.

(Affix official seal here.)

[c] (Name:) J. R. Morris

(Official title:) Lieut. Comm'r, U.S.N. Feb. 1, 1911.

Official Title.	Pay.	Name of Station.	State or Country in which born.	State or Territory from which last appointed.
Keeper	$660. per an.	Harbor Island Bar L't-St'n and Cedar Island Bay Light, N.C.	N. C.	N. C.

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

DIVISION OF APPOINTMENTS
RECEIVED
JUN 13 1910
DEPT OF COMMERCE AND LABOR

Office of the Inspector 5th Light-House District,

Baltimore, Md. (Address.), June 6, 1910. (Date.)

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

CARDED

(Signed:) J. R. Morris

Lieut. Commander, U. S. N. Inspector, 5th Dist.

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

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

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

NOTE CAREFULLY.

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

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

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

Ent'd JUN 11 1910

GENERAL APPOINTMENT-PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

2459

May 5, 1910.

Sir:

You have been appointed, subject to taking the oath of office, Keeper of Harbor Island Bar Light-Station and Cedar Island Bay Light, N. C., in the Light-House Service at a salary of Six Hundred and Sixty dollars per annum, effective May 1, 1910, on and after which date you have continuously served in the above-mentioned position.

(By change from Keeper of Harbor Island Bar Light-Station, North Carolina, at $50 per month.)

CARDED.

By direction of the Secretary:

APPOINTMENT DIVISION REPORTED MAY 6 1910 TO DISBURSING CLERK DEP'T OF COMMERCE AND LABOR

Respectfully,

A. N. Ballou

Chief Clerk.

Mr. Thomas G. Willis.

Through the Light-House Board.

CHANGE REPORTED MAY - 1910 C. S. COMMISSION. 11-1774

Appropriation:

Le

D

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

OFFICE OF CHIEF CLERK
RECEIVED
MAY 4 1910
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS
RECEIVED
MAY 4 1910
DEPT OF COMMERCE AND LABOR

Office of the Inspector, 5th L. H. Dist.,

Baltimore, Md.,

April 27, 1910.
(Date)

The Light-House Board,

Washington, D. C.

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

of (2) Thomas G. Willis 10/10 E O K of (3) North Carolina
(Name of person—letter for letter—as reported to Board) (State of legal residence)

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

at (5) Harbor Island Bar Light-Station, N. C.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) ~~$50. a month~~ $660. per annum to (7) Keeper of Harbor Island Bar Light-
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Station and Cedar Island Bay Light, N. C., at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) ~~$55. a month~~ $660. per annum, effective beginning (10) May 1, 1910, ~~(the date of his entrance on duty)~~ (or as soon thereafter as he enters on duty)
(Salary recommended) (Strike out the clause not appropriate)

~~in the place of (11)~~
(State name of *last* person holding position)

~~who (12)~~ ~~on (13)~~
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

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

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

~~was considered with (18)~~

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

Respectfully,

H. P. de Steiguer

Lieut Commander, U. S. N., Inspector, 6th Light House Dist

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
MAY 5 1910
DEPT OF COMMERCE AND LABOR

2459

Department of Commerce and Labor

LIGHT-HOUSE BOARD

May 3, 1910., 190

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor. An increase in Mr. Willis's compensation is recommended effective May 1, 1910, the date of his entrance on duty. The Board has under separate cover recommended this increase.

OFFICE OF CHIEF CLERK
FORWARDED
MAY 4 1910
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

5-H-10

W. P. Potter

Captain, U. S. N.,
Naval Secretary.

11—2314

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

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

1. Bureau Lighthouse Service 2. Where employed Harbor Island Bar Light-Station, N.C.
3. Name Thomas G. Willis 4. Where born North Carolina
5. Age 37 6. Position Keeper
7. Compensation #50. per mo 8. When appointed (a) entered on duty October 17, 1901. September 24, 1901
9. How appointed (b) Through Civil Service Examination
10. Appointed from — State North Carolina; Congressional District First Card states Beaufort County, 2d District.; County Dare O.R.
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? Yes
13. Other Government service U.S. Navy, 3 years, (Spanish-American war.)
14. Duties (describe fully) Is responsible for lighting and extinguishing the light and for public property at station and its preservation. Runs fog bell.
15. Efficiency — Quantity of work (d) 10 tenths; Quality of work (e) Excellent; Interest manifested in work (f) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

C

Lt. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.
CAPTAIN, U. S. N.
NAVAL SECRETARY

Robt. Russell
Commander, U. S. N., Inspector, 6th Light House Dist
Head of Bureau or Office.

June 5, 1909.

11—3005

Form 111

LIGHT HOUSE BOARD
RECEIVED
NOV 11 1908

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 14 1908
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

No. 2459

Enclosures

I, T. G. Willis

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

T. G. Willis

[b] Sworn and subscribed before me, this 2nd day of November, A. D. 1908

(Affix official seal here.)

[c](Name:) W. C. Holton 12-27-09

(Official title:) Notary Public

Official Title.	Name of Station.	State or Country in which born.	State or Territory from which appointed.
Keeper, $50. per month	Harbor Island Bar Light station, N.C.	N. C.	N. C.

Office of the Inspector, 5th Light-House District,

Baltimore, Md., (Address.) November 10, 1908. (Date.)

The above-named appointee entered upon duty on July 1, 1908. (Date.)

(Signed:) Robt. D. Russell

Commander, U. S. N., Inspector, 5th L. H. Dist.

CANCELED

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

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

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

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

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

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

INDEXED

FORWARDED
Ent'd NOV 13 1908
TO APPOINTMENTS

DIVISION OF APPOINTMENTS
11—944
RECEIVED
NOV 14 1908
DEPT OF COMMERCE AND LABOR

GEIERAL APPOINTMENT--PRIOR DATE

Department of Commerce and Labor

2459 OFFICE OF THE SECRETARY

Washington

October 17, 1908.

Mr. Thomas C. Willis of N. C., is hereby appointed

Keeper of Harbor Island Bar Light-Station, North Carolina,

in the Light-House Service,

at a salary of Fifty dollars per month,

this appointment to be effective beginning July 1, 1908, he

having entered upon duty on that date and since continuously served

in the above-mentioned position. (vice himself.)

Payment of the compensation authorized in this appointment is

subject to the oath of office being taken.

(By promotion from $360 per annum.)

APPROVED

DIVISION OF APPOINTMENTS REPORTED OCT 19 1908 TO LIGHT-HOUSE SERVICE DEPT OF COMMERCE AND LABOR

Acting Secretary.

Date of oath: , 190

The Light-House Board.

CHANGE REPORTED OCT 1908

LeW
D

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

2459

DIVISION OF APPOINTMENTS RECEIVED OCT 16 1908 DEPT OF COMMERCE AND LABOR

Office of the Inspector, 5th L. H. Dist.,

Baltimore, Md.

The Light-House Board,

OFFICE OF THE CHIEF CLERK RECEIVED OCT 16 1908 DEPT OF COMMERCE AND LABOR

Washington, D. C.

October 13, 1908.
(Date)

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

of (2) Thomas G. Willis to Good of (3) North Carolina
(Name of person—letter for letter—as reported to Board) (State of legal residence)

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

at (5) Harbor Island Bar Light-Station, N.C.
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $ 560. per an. to (7) Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Harbor Island Bar Light-Station, N.C. at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $ 50. per mo., effective beginning (10) July 1, 1908. (the date
(Salary recommended)

of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~
(Strike out the clause not appropriate)

~~in the place of (11)~~
(State name of *last* person holding position)

~~who (12)~~ ~~on (13)~~
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

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

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

~~was considered with (18)~~ This increase is recommended in accordance with the Board's letter of July 15, 1908. approval of Equalization Report

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

Respectfully,

Robt. D. Russell
Commander, U. S. N., Inspector, 6th L. H. Dist.

B

10-16-08

Department of Commerce and Labor

LIGHT-HOUSE BOARD

October 15, 1908.

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

OFFICE OF THE CHIEF CLERK FORWARDED OCT 16 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED OCT 16 1908 DEPT OF COMMERCE AND LABOR

Lt. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.

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

This letter is returned for correction of items Nos. ~~1~~

11—2314

CARDED.

PERSONAL INFORMATION SHEET

NOTE.—This sheet is to be used only in cases of persons transferred to the Department of Commerce and Labor, by operation of law, July 1, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 15, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for in Part II of this form, relative to each appointee or employee, now in the service, who was serving in your Bureau June 30, 1903, and was transferred to the Department of Commerce and Labor July 1, 1903, pursuant to the acts of Congress approved February 14, 1903, and March 3, 1903, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

Secretary.

CARDED.

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Thomas Grace Willis

2. How do you write your name on the pay roll? T. G. Willis

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

Washington	N. C	Beaufort	Second
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Hatteras N. C

6. When were you born? May 28 1872

Month.	Day.	Year.

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

11—1433

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
Brother R. L. Willis	Hatteras	Navy		1 C. B. mate
Brother A. D. Willis	Hatteras	Commerce & Labor		Keeper
uncle A. J. Simpson	Ocracoke	Commerce & Labor		Keeper

9. How long were you in the civil service of the United States Government prior to July 1, 1903?

Eleven years

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

I enlisted 1893 in Light House tender Violet

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

No No

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U.S.S. Montgomery	1898 Apr. 15	1901 Apr	time expired
U.S.S. Indiana	1900	1901 "	" "

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U.S.S. Montgomery	1898 Apr	Apr 1901	time expired
U.S.S. Indiana	1900	Apr 1901	

14. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the Government indicated in your answers to questions 9, 12, and 13.)

Mariner

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

Public school

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

No

17. What, if any, civil service examinations have you passed? (State name and date of each, as near as you recollect.)

Physical examination 1896
1898 and 1901

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

Surgeon U. S. Navy

19. State the date upon which the above blanks were filled. 1896. 1898. 1901., 190

Witness:

(Signature) T. E. Willis

In case signature is by mark.

P. O. Address: Lupton
City or town.

North Carolina
Number and street.

State or Territory.

Reviewed, approved, and forwarded JUL 6 1904, 190

(Signature) H W Lee

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

PART II.

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

1. State the Bureau or Service, place, and district in which the person who answered the above questions was employed July 1, 190?

Lt.Ho.Establishment (Bureau or Service.) Harbor Island Bar Lt.Ho.N.C. (Place (city, town, or station).) Fifth (District.)

2. What position did he hold July 1, 1903? Keeper.

3. On what date was he appointed to this position? May 23,1903.

4. How long had he served in the Bureau or Service in which he was employed July 1, 1903?

Four years,three months.

5. What was his salary July 1, 1903? $560. per annum.

6. From what appropriation was he paid July 1, 1903?

Salaries of Keepers of Lighthouses,1904

7. Was the position he held July 1, 1903, excepted, competitive, or unclassified under the civil service rules?

Competitive

8. If the position was classified, state the date of classification. May 6, 1896.

9. If the appointee or employee was appointed through examination, state the kind of examination. If not so appointed, state how he entered the position. (Examples: "Appointed before position was classified;" or, "By reinstatement;" or, "By transfer from ————," stating Department, Bureau or Service, position, and salary, if known.)

Non-educational.

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

(Signature) H W Lua

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

Date: JUL 6 1904, 190

11—1433

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 6 19 1901 1,500.

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

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

T. G. Willis

E. O. L. June 13, 1903

Sworn and subscribed before me, this 6th day of June A. D. 1903

U. C. Holton

Notary Public

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Keeper. Lupton N.C.	Harbor Island N.C.	North Carolina	North Carolina

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

CARDED.

DIVISION OF
APPOINTMENTS.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,

Washington, May 23, 1903.

J. A. D.

Mr. Thomas G. Willis
care of the Chairman of the
Light-House Board.

Sir:-

You are hereby transferred from the position of Assistant Keeper of the Brant Island Shoal Light-Station, North Carolina, and appointed Keeper of the Harbor Island Bar Light-Station, North Carolina, with compensation at the rate of Five hundred and sixty dollars ($560.) per year from date of entering on duty, subject to taking the required oath of office.

Respectfully,

(Signed) L. M. SHAW
Secretary.

T.

CARDED.

ATJ.

TREASURY DEPARTMENT,

OFFICE OF THE LIGHT-HOUSE BOARD,

COMMUNICATIONS SHOULD BE ADDRESSED TO THE LIGHT-HOUSE BOARD. IN WRITING UPON THE SUBJECT OF THIS LETTER QUOTE THE FOLLOWING FILE NUMBER:

FILE NO. 2459.

Washington, 2 May, 1903.

The Honorable,

The Secretary of the Treasury.

Sir:-

440 The Board has the honor to ask the transfer and promotion of Mr. Thomas G. Willis from the position of Assistant Keeper at Brant Island Shoal, N. C., Light-Station, to that of Keeper at Harbor Island Bar, N. C., Light-Station, to date from entrance on duty, with pay at the rate of $560. a year, in the place of Mr. James R. Morris, resigned.

Respectfully,

C. F. Hutchins

Captain, U. S. N.,

Naval Secretary.

L.

MAY 23 1903

Light-House Board,

2 May, 1903.

323 — 324

Asking the transfer and promotion of Mr. Thomas G. Willis, as Keeper at Harbor Island Bar, N. C., Light-Station.

RECEIVED
4958 MAY 4 1903
187 IN DIVISION OF APPTS

TREASURY DEPARTMENT,
DIVISION OF APPOINTMENTS,
May 22, 1903

Respectfully referred to Assistant Secretary Taylor for direction, with the recommendation that this request be approved.

Chief Division of Appointments.

APPROVED.

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 1 4 1900 1,500.

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

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

Thos. G. Willis

Sworn to and subscribed before me, this 21st day of April A. D. 1902

William Kenyon
Notary Public

E.O.d. 29 April 1902.
E.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Light Keeper	Brant Island	Hatteras N.C.	Dare Co N.C.

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

Bard

D.

TREASURY DEPARTMENT,

OFFICE OF THE LIGHT-HOUSE BOARD,

Communications should be addressed to the Light-House Board. In writing upon the subject of this letter quote the following file number:

FILE No 2459.

Washington, 5 April, 1902.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the full appointment of Mr. Thomas G. Willis as Assistant Keeper at Holland Island Bar, Md., light-station, to date from 17 April, 1902, with pay at the rate of $420. a year.

The probationary appointment of Mr. Willis will expire on 16 April, 1902, and the Inspector of the Fifth Light-House District recommends that he be given a full appointment.

Respectfully,

W. Maynard

Captain, U. S. N.,

Naval Secretary.

Should be Bramble Shoal N.C.

D.

TREASURY DEPARTMENT,

OFFICE OF THE LIGHT-HOUSE BOARD,

Washington, 22 March, 1902.

Communications should be addressed to the Light-House Board. In writing upon the subject of this letter quote the following file number:

FILE No. 2459.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the transfer and appointment of Mr. Thomas G. Willis, from the position of Assistant Keeper at Holland Island Bar, Md. light-station to that of Assistant Keeper at Brant Island Shoal, N. C., light-station, with pay at the rate of $440. a year, to date from entrance on duty, in the place of Mr. William C. Simpson, dismissed.

Respectfully,

W. Maynard

Captain, U.S. N.,

Naval Secretary.

TREASURY DEPARTMENT,
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 1 4 1900 1,500.

OATH OF OFFICE.

PRESCRIBED BY SECTION 1757, REVISED STATUTES.

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

Thos. G. Willis

Sworn to and subscribed before me,
this 10th day of October A. D. 1901

J. H. Meekins
Notary Public

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
ast Lt Keeper	Holland Island Bar	N C	N. C

This Oath should be taken before a Justice of the Peace, Notary Public, a Judge, a Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

JBH

TREASURY DEPARTMENT,

OFFICE OF THE LIGHT-HOUSE BOARD

Communications should be addressed to the Light-House Board. In writing upon the subject of this letter quote the following file number:

FILE No. 2459.

Washington, September 4, 1901.

The Honorable,

The Secretary of the Treasury.

Sir:

The Board has the honor to ask the probationary appointment of Mr. Thomas G. Willis, as Assistant Keeper at the Holland Island Bar Light-Station, Maryland, with pay at the rate of $420.00 a year, in the place of Mr. Henry Addicks, who has been transferred.

Mr. Willis has passed the required civil service examination, and attained the rating of 91.50 per cent.

Respectfully,

F. M. Maynard

Captain, U. S. N.

Naval Secretary.