

United States Civil Service Commission

Following are documents scans relating to Herbert Arthur Jordan's Civil Service request and exam.

On April 27, 1921 Herbert A. Jordan applied for preference employment as a P.O. Clerk or Carrier as an honorably discharged soldier. He took the exam on May 4, 1921 and the results were posted on June 13, 1921. Other records indicate he was a part-time mailman in the early 1920s. He became full time from about 1935-1942.

On June 11, 1943 the Civil Service Commission responded to Herbert A. Jordan's request for a refund of retirement deductions for his postal employment. Herb was planning a move to California and taking up another type of work. He probably felt he would rather have his money back as his number of years of service was small.

Dave Jordan

4/22/2010

Original Document Location: Green metal box at Tim Jordan's

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

FILE 5772
AND DATE OF THIS LETTER
APR 27 1921

Sir:

The following report is made on claim of preference in appointment
under the following statute:

"Provided, That the act entitled 'An Act to provide for the Fourteenth and subsequent decennial censuses,' approved March 3, 1919, so far as it relates to preference in employment of honorably discharged soldiers, sailors, and marines, be amended to read as follows: 'That hereafter in making appointments to clerical and other positions in the executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, and to the wives of injured soldiers, sailors, and marines who themselves are not qualified but whose wives are qualified to hold such positions.'" (Third Deficiency Appropriation Act, approved July 11, 1919.)

Name of applicant, *Herbert A. Jordan*
Examination for which he applied, *P.O. Clerk or Carrier*

It appearing from the records that the person named is an honorably discharged *soldier*.
the claim is allowed. Failure in examination as well as lack of physical qualifications may prevent any benefit under the act.

Retain this notice and file it with any future application for examination; otherwise it will be necessary to again submit verification of military record.

UNITED STATES CIVIL SERVICE COMMISSION.

RS

6-6016

Herbert A. Jordan
5745 S. Bishop St.

CHICAGO, ILL.

REPORT OF RATINGS—CLERK-CARRIER EXAMINATION.

United States Civil Service Commission,

SEVENTH

Civil-Service District,

OFFICE OF THE DISTRICT SECRETARY.

CHICAGO, ILL

JUN 13 1921

Sir:

Following is the method of finding the average percentage of an examination. Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

The names of competitors who obtain an average percentage of 70 (or, if entitled to preference under the act of July 11, 1919, an average percentage of 65) will be entered on the register of eligibles, with the average percentage obtained; but those whose average percentage is below 70 (or 65, if entitled to preference) are ineligible for appointment. The period of eligibility for those who obtain an eligible average percentage is one year. All honorably discharged soldiers, sailors, and marines, and the widows of such, and the wives of injured soldiers, sailors, and marines who themselves are not qualified but whose wives are qualified to hold such positions are entitled to preference under the act of July 11, 1919. (See back of this sheet.)

All examination papers are rated with great care, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentage of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them. In order to receive any benefit from a possible change of rating, it is manifest that any appeal should be made as promptly as possible.

All communications relating to your eligibility from this examination should be addressed to the District Secretary and should state the kind, date, and place of examination and the average percentage attained.

MAY 4 1921

Your ratings in the examination taken on are as follows:

SUBJECTS.	Relative weights.	Ratings.
1. Spelling.....(Second grade)..	1	85
2. Penmanship	2	75
3. Copying from plain copy... (Second grade) ..	2	98
4. Letter writing	2	68
5. Arithmetic	3	80
Total	10	807
Average percentage		80.7

Your name is now number on the register.

Very respectfully,

District Secretary.

To Mr. Herbert A. Jordan

[OVER.]

United States Civil Service Commission
RETIREMENT DIVISION
Washington, D. C.

JUN 11 1943

Mr. Herbert A. Jordan
6934 S. Throop St.
Chicago, Illinois

Dear Mr. Jordan:

Reference is made to your application for refund of retirement deductions, payment on which will be made within the next few days.

The purpose of this letter is to invite your attention to section 7 of the Civil Service Retirement Act, as amended under date of January 24, 1942 (copy inclosed), which provides future annuity benefits for any officer or employee who becomes separated from the service after having served for a total of not less than five years. It will be noted that refund may be made of the amount to the credit of the separated employee as of January 23, 1942, with interest thereon, but that any amount so refunded must be redeposited with interest before any annuity benefits based on the service covered by the refund may be allowed.

According to your retirement account certified by the department where you were employed, you have rendered a minimum of five years of service, and therefore the amount credited to your individual account from and after January 24, 1942, has been retained in the retirement fund. Interest will accrue on this amount at the rate of three per cent compounded annually until the beginning date of any annuity which may be awarded you under the terms of the aforesaid act.

In the event of your death prior to attaining eligibility for annuity benefits, the amount to your credit in the retirement fund with interest thereon would be payable to your beneficiary, estate or legal heirs upon the establishment of a valid claim therefor.

Very truly yours,

Lewis H. Fisher

Lewis H. Fisher, Chief
Retirement Division

EP:RCR

Inclosure

CIVIL SERVICE RETIREMENT ACT

SEPARATION FROM THE SERVICE

Amended Jan.
24, 1942.

***Sec. 7 (a) Should any officer or employee to whom this Act applies, after having served for a total period of not less than five years and before becoming eligible for retirement become separated from the service, such officer or employee shall be paid a deferred annuity beginning at the age of sixty-two years, computed as provided in clauses (1) and (2) of section 4 (a) of this Act: Provided, That any such person involuntarily separated from the service not by removal for cause on charges of misconduct or delinquency may elect to receive an immediate annuity beginning at the age of fifty-five or at the date of separation from the service if subsequent to that age having a value equal to the present worth of a deferred annuity beginning at the age of sixty-two years, or at age of separation if subsequent to age sixty-two, computed as provided in section 4 of this Act: Provided further, That nothing in this Act shall be so construed as to prohibit the refund of deductions, deposits, or redeposits made prior to the effective date of this Act with interest thereon, or of any voluntary contributions made under the provisions of section 10 of this Act, with interest: And provided further, That all moneys, except voluntary contributions, so refunded an officer or employee must be redeposited with interest before such officer or employee may derive any annuity benefits based on the service covered by the refund.

(b) Should an annuitant under the provisions of this section be reemployed in a position included in the provisions of this Act, the annuity and any right to an immediate or deferred annuity as provided herein shall cease as of the date of such employment. If such annuitant is reemployed in any position in the service of the United States or the District of Columbia, not within the provisions of this Act, annuity payments shall be discontinued during the period of such employment, and resumed in the same amount upon termination of such employment.

(c) Interest shall be allowed on the amount credited to such separated officer's or employee's individual account in the retirement fund at 3 per centum compounded on June 30 of each year until the beginning date of annuity.***