

H E A D Q U A R T E R S
AMERICAN FORCES IN GERMANY
Office of Chief of Transportation Service

COBLENZ, 15 December 1920.

Sgt. Henry E. Jones,
Transportation Service, A.F.C.

My Dear Sergeant Jones:-

Before leaving the Transportation Service I wish to thank you for your hearty co-operation in performing your duties since being assigned to the Transportation Service in November, 1919.

Throughout the entire year of service you have always been on the job when there was anything to do. You have been thoroughly trustworthy and reliable with the closest attention to minute detail; you have shown exceptional ability as a stenographer and in the performance of clerical administrative work.

Again assuring you of my hearty appreciation of your co-operation and wishing you your full share of promotion in the future, I remain,

Yours sincerely,

(Signed) R. D. DAUGHERITY,
Captain, Infantry, U.S.Army.

A true copy of the original,
which may be seen by anyone
interested.

INTERBOROUGH RAPID TRANSIT COMPANY

Maintenance of Way Dept.

Office of Road Engineer

NEW YORK, May 19th, 1923.

To Whom It May Concern:-

This is to certify that Henry E. Jones was employed by this Company between the dates of January 11th and November 30th, 1922, acting in the capacity of stenographer and clerk in this office. His work at all times was very satisfactory, being thorough, accurate and neat.

In addition to his duties of stenographer he also served in the capacity of file clerk and I have no hesitancy in recommending him for any position of this character. In my acquaintance with this gentleman I have always found him to be conscientious and thorough.

(Signed) DONALD C. WAITE

Road Engineer

Copy of the original, which
may be seen by anyone inter-
ested.

ALFRED FANTL CO. Inc.

5, Rue de Metz

PARIS, July 17th, 1926.

Mr. H. E. Jones,
1305 East Armour Boulevard,
Kansas City, Mo.

Dear Mr. Jones,

At the time of your leaving the employ of this Corporation, I am happy to be able in this communication to you to express my appreciation for the services that you have rendered both to me, to the other officers of the Corporation and to the business as a whole during your stay with us.

Your ability to master any kind of problem or work that was put before you during the period of your employ with this firm, and your rapid rise to a position of trust and responsibility with the Company, assure me that in the work that you will take on in the United States - whatever it may be and however difficult it may be - you will be successful, and my best wishes for this success and happiness in your new work are with you.

I regret exceedingly that you of your own volition decided to disassociate yourself from this organization, as I had felt that we were to have many more years collaboration.

Yours very truly,

(Signed) R. H. WEST

2nd Vice President,
ALFRED FANTL CO., Inc.

A true copy of the original,
which may be seen by anyone
interested.

FRANCO-BELGIQUE TOURS

19, Avenue de l'Opera

PARIS

September 15, 1930.

TO WHOM IT MAY CONCERN;

This is to certify that the bearer, Mr. Henry L. Jones, has been in the employ of this Company in the capacity of Private Secretary to the undersigned, from March 14th, 1927, to September 15th, 1930.

During this period, his services have been most satisfactory, and we can recommend him highly, not only as an efficient and trustworthy Secretary, but as an exceptionally hard and willing worker.

Mr. Jones is leaving us to take up a business of his own, and we wish him entire success in his undertaking.

Yours very truly,

FRANCO-BELGIQUE TOURS

(Signed) Roy H. Cunningham

President.

A true copy of the original,
which may be seen by anyone
interested.

November 23, 1934.

My dear Mr. Denby:

I have received your letter of November 10, and regret to inform you that as the appropriation for clerk hire was not increased for the current fiscal year, it is not possible at this time to consider favorably your recommendation that the salary of Mr. Jones, clerk in your Legation, be increased. I am, however, glad to know of the good work Mr. Jones is doing and his case will be included among those to be considered when funds become available for promotions generally.

Sincerely yours,

T. M. Wilson, Chief,
Division of Foreign Service Personnel.

James Orr Denby, Esquire,

American Chargé d'Affaires ad interim,

WBS Dublin, Irish Free State.

FP:WES:FEO:SS
11/23



LEGATION OF THE
UNITED STATES OF AMERICA

DUBLIN, November 10, 1934.

Dear Mr. Wilson:

Mr. Henry E. Jones, who has been attached to this Legation as stenographer and clerk since March, 1934, has been performing the various duties assigned to him in an extremely satisfactory manner and in view of this fact and the fact of the high cost of living in Dublin, I venture earnestly to express the hope that the Department will find it possible to give him an early raise in salary. His present salary is \$1680 per annum. He is married.

Aside from being an expert stenographer and typist, Mr. Jones is well acquainted with the Chancery routine including the rendering of the Legation's accounts and, except in times of emergency when there would be more work than usual, I feel that he would be able to perform all the clerical duties of this mission. This factor is of importance as I understand that Colonel Wylie G. Borum, the other clerk assigned to the Legation (who is
not

Thomas M. Wilson, Esquire,
Chief, Division of Foreign
Service Personnel,
Department of State,
Washington, D. C.

not a stenographer), plans to begin, in January, 1935,
a 60 days' leave of absence, with permission to visit
the United States, which the Department has granted him.

Faithfully yours,


James Orr Denby,
Chargé d'Affaires ad interim.

COPY

for Mr. Bailey

La Paz, Bolivia, October 19, 1939.

Henry E. Jones, Esquire,
American Embassy,
1 Grosvenor Square,
London, England.

Dear Mr. Jones:

Your letter of August 10 was duly received and I discussed your case with the proper persons in the Department. As usual no definite promises could be made, but I hope your turn for an advance in salary will come in due course. I can't recall whether or not I recommended you for promotion in the last list before I left London. It is probably quite true that I did not do so for the reasons you say Mr. Borum mentions. However, you can be assured that this did not mean that there is any fault to be found with your work and there is not the slightest reason that I know of why you should not be promoted in the future when the time comes. The difficulty is that there are a great many more people who deserve advances than the appropriations will permit, and we must simply await our turn. I am sending a copy of this letter to the Personnel Division where I am sure it will be placed on file for consideration when the proper time comes.

Things were very disturbing in Washington last summer owing to the war and I cannot say that I enjoyed my leave. In fact, I spent most of the time at the Department awaiting instructions and trying to arrange for passage on the steamers to South America. It seems that we were a long time getting here, but we are now in La Paz and Mrs. Jenkins and I are gradually becoming accustomed to life here, which is rather different from Europe and the Far East. Aside from the altitude to which I hope we shall gradually become accustomed, we like the climate and I feel sure will enjoy our stay in Bolivia.

With all good wishes to you and regards to old friends in the office, I am

Cordially yours,

Douglas Jenkins

DEPARTMENT OF STATE

DIVISION OF FOREIGN SERVICE PERSONNEL

Feb. 17, 1940.

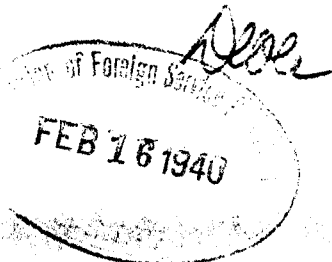
Jones lived in France for nine years and speaks French. His wife was a French citizen before he married her Dec. 19, 1919. In Dublin he was the only stenographer and took all the dictation of the Minister. He also had full responsibility of preparing the accounts. In London he has been doing stenography, typing and accounting. His rating has been Very Good and Excellent. The 1937 (and only) report from London gave him "Excellent character, dependable, helpful and most conscientious; alert, intelligent, willing, neat, prompt, adaptable and interested in his work; good disposition, neat in appearance, courteous and very tactful."

W. E. S.

DEPARTMENT OF STATE

DIVISION OF ACCOUNTS

FP
you may wish
to reply to this as
I don't know the
gentleman



LONDON, January 23, 1940.

D. W. Corrick, Esq.,
Acting Chief, Division of Accounts,
Department of State,
Washington, D. C.

Dear Mr. Corrick:

I hope I may be excused for thus addressing you but you no doubt have some post in mind where an additional experienced accounting clerk could be used to advantage. I have been doing such work more than occasionally for the past several years, having been in the Embassy in London since January 15, 1937, where I have been engaged on stenographic work, code room duties and during the past several months have been doing special work in the accounting line, including the pay rolls for the Foreign Service here.

I understand that I am to be asked to take charge of the accounts here in the near future, and as I do not care to accept the position without a substantial increase in salary over the \$2000 which I am now receiving and, secondly, a more experienced staff in the accounts department, I would like to be permitted the suggestion that, if there are any openings either in Canada, Habana, Cuba, or elsewhere in North America, possibly a transfer could be arranged without expense to me. In handling the accounts which come in to Washington from the numerous posts your office is in the best position to know where accounting assistance is needed and I would appreciate consideration in this relation, as there is no likelihood that I would be able to secure an increase in salary in London to a point commensurate with the value of the position and work involved.

I might add that my age is 48, am married but have no other dependents, and my experience extends over nearly 30 years, but I have been in the Foreign Service but six years, three in the Legation in Dublin and three years in London Embassy.

Thanking you in anticipation, I remain,

Very truly yours,

Henry E. Jones
Henry E. Jones

P.S.- I should state that I would require two months' advance notice to terminate the lease on my house in London.

February 24, 1940.

Dear Mr. Jones:

Your letter of January 23rd, addressed to Mr. Corrick, and requesting a transfer from London, has been referred to me for reply.

I regret to have to inform you that there is no vacancy of the nature mentioned in your letter to which you could be transferred at this time. While I shall be glad to keep your wishes in mind, I am afraid that it is not possible for me to extend to you any encouragement as to the likelihood of a transfer at any time in the near future. By way of explanation, I may say that as a result of war conditions and also because of the practical exhaustion of the transportation appropriation, transfers are being restricted just as much as possible at this time.

Sincerely yours,

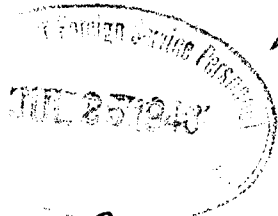
G. Howland Shaw, Chief,
Division of Foreign Service Personnel.

Mr. Henry E. Jones,
American Embassy,
London.

FP JWB/Will

216 3rd. Street, S. E.,
Washington, D. C.

July 16, 1940



Mr. Bailey,
Division of For. Ser. Personnel,
Department of State,
Washington, D. C.

Sir:

I saw Mr. Davis this morning regarding my case and he referred me to you in connection with the possibility of a re-assignment to a post in the Foreign Service and this letter is merely a prelude to the

talk which I hope to have with you tomorrow morning when I will be in the Department about 10 o'clock.

The situation is as follows:-
My wife is Parisian born and she has lost both her parents in the present war in France and as she had the experience of the suffering in 1914-18 in France she was terrified under the possibility of bombardment of London by air. She would not consider coming to the U. S. alone and leave me to face the imminent danger of remaining in London, so I had no alternative but to return on the "Washington". Before leaving the Embassy there, I talked with Mr. Erhardt and the Ambassador who both assured me that they would send a despatch or letter to the Department recommending me for another post in the Service, in view of my work in London. My duties there covered administration, stenog-

raphic, accounting and
lastly code room work. In
fact there is little in Embassy
work which I have not had
experience in and I believe
my efficiency record on file
in the Department from
1934 will reveal the favor-
able impression I have made
on the reporting officers in
Dublin and London.

With the hope that I may
have the pleasure of seeing
you tomorrow, I remain,

Respectfully yours,
Henry E. Jones.

September 25, 1940
(Date)

Henry E. Jones
(Name of officer or employee)

Are you a language officer No

American Embassy, Mexico City, Mex:
(Post)

Foreign Language in which qualified	1	2	3	4
1. Do you speak the language fluently and with grammatical correctness, and do you write it with equal facility?	French			
2. Is your written and spoken vocabulary the practical equivalent of your English vocabulary?	No			
3. Can you dictate correspondence in the language correctly and fluently?	No			
4. Can you discuss business and carry on negotiations with foreign officials?	No			
5. Can you carry on a conversation in such a way as to acquire tactfully information of use in official despatches?	No			
6. Can you interpret on subjects which are ordinarily dealt with in the Foreign Service?	No			
7. Can you orally make a running translation into English from newspapers and from official correspondence?	Yes			
8. Can you make rapidly and accurately written translations from English of ordinary and moderately technical official correspondence?	No			
9. Do you understand the language well enough to know the sufficiency of correspondence which you read and sign?	Yes			
10. Do you have a background of at least two years' study of the language in an American college, or its equivalent?	No			
11. Are you able to carry on colloquially for ordinary needs, in traveling, making purchases in a shop, management of servants, et cetera?	Yes			
12. Do you have translating ability without other facility of value?				
13. Do you have ability to speak the language without other facility of value?				
14. Give the number of years' study and usage of the language.	Ten			
15. Report any distinctive accomplishment in any language, such as - completion of a language study assignment, preparation of a thesis, et cetera				

16. Indicate the steps which you are taking to improve your knowledge of any foreign language Am commencing a study of Spanish

Respectfully submitted:

Approved:

Henry E. Jones
(Signature of person whose qualifications are described)

[Signature]
(Signature of Inspector, Supervising Officer, Ranking Career Officer, or Principal Officer)

(Reference should be made to Section I-4 Note 7 of the Foreign Service Regulations when this form is prepared and submitted).
(If qualifications in more than four languages are to be reported additional forms will be used and attached hereto).



THE FOREIGN SERVICE
OF THE
UNITED STATES OF AMERICA

Received 11/2/40.
file JWB

AMERICAN EMBASSY

Mexicò City, Mexico

October 29, 1940.

Dear Mr. Erhardt:

Now that I have been in Mexico City long enough to get a balanced perspective, i.e. nearly three months, I thought I would drop you a few lines and tell you that in spite of the low living cost here I still prefer London notwithstanding the continual threat of bombs as they seem to be dropping around Grosvenor Square. However, I have made my bed and must lie on it I suppose for the present, but when the war is concluded favorable to England I have hopes of going back to Europe, preferably London, to do the rest of my time in the Foreign Service. Personally, the war would not need to end before I would be glad to get back on that side of the Atlantic but, as I explained to you, the reason for my departure was purely on account of my wife who had experienced the war in 1914 and was continually terrified at the thought of the possibility of bombs dropping in London.

I have had no news regarding the shipment of my furniture from London to Mexico City since the telegram from the Embassy dated September 5th, when I was informed that they were leaving London "the middle of next week". I am, of course, wondering what has happened to the shipment, if it ever got out of London.

I reported at the State Department the 15th of August and placed myself at its disposition. About one week later I was told that I was being sent to this post, for duty as code clerk. I arrived here on August 14th and went to work the next day. The code work here consumes an average of perhaps one hour per day with one or two telegrams incoming and some days as many as two outgoing. So you see that this is no place for a code clerk even as inexperienced as I am, with little other work to occupy my time.

As

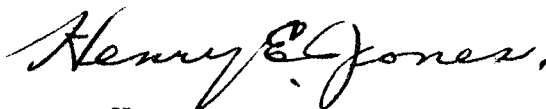
John G. Erhardt, Esquire,
American Consul General,
London, England.

As time goes on I would appreciate your bearing me in mind for a job in London and perhaps it would be possible to get me an appointment as Vice Consul Clerk so that the possibilities of increases in salary would be better than as a simple clerk. I might say that the Department was good enough to allow me to retain the increase in salary to \$2,250 per annum which you so kindly recommended for me early in the year in your letter to Washington.

Ambassador Kennedy has arrived back in the States and it seems to be the general concensus of opinion that he will not return to London. He is broadcasting today but I fear that I will not be able to hear it as it is coming at a bad hour for me. I would be interested in hearing what he has to say but assume that he will give away no secrets about the bombing of London and England during the past seven weeks or so.

I know how busy you are in London these days and will not expect to receive a reply to this letter, but with my very best wishes to all of you in the Embassy and Consulate General, and hoping to see you in the not too distant future, I remain,

Sincerely yours,



Henry E. Jones

P.S.- I want to congratulate you as well as Mr. Schoenfeld on your recent promotion.

JWB

508 Colquitt St., Houston, Texas

July 14, 1941.

John G. Erhardt, Esquire,
Chief, Division of Foreign Service Personnel,
Department of State,
Washington, D. C.



Dear Mr. Erhardt:

When I resigned from the Foreign Service last March I anticipated no difficulties in securing a position in Houston,- the place where I elected to make my home, but after four months I find that my age precludes consideration for a job, the demand being restricted to men under forty years of age and I have long since passed from that category.

I have now almost completely recovered the 15 pounds in weight which I lost while in Mexico City and feel better than I have felt for several years but the apparent impossibility of making a connection forces me to write to you to request that I be restored in the Foreign Service. I am willing to go anywhere to which my wife can accompany me.

I do not need to dwell on details of my qualifications, as my file in the Department will reveal any information which you do not personally possess.

I hope that I may be considered for an early assignment and request that I be informed either by air mail or telegram whether or not there is any post, preferable a Legation or Embassy, to which I might be sent.

With best personal regards and trusting that I may hear from the Department or you personally at an early date, I remain,

Sincerely yours,

Henry E. Jones
Henry E. Jones

July 16, 1941.

My dear Mr. Jones:

I have received your letter of July 14, asking about reinstatement as a clerk in the Foreign Service.

I am sorry that I do not know of any position where you could be placed at this time, and as far as I am aware there is no immediate likelihood of anything turning up. However, I shall be glad to keep your request in mind, and if an opportunity should arise for giving you a position in the Foreign Service, I shall communicate with you. I cannot, however, say that prospects are very good just now.

Sincerely yours,

John G. Erhardt, Chief,
Division of Foreign Service Personnel.

Mr. Henry E. Jones,

508 Colquitt Street,

Houston, Texas.

FP JWB/WILL *JWB*

308 Hawthorne Ave., Houston 6, Texas.
October 12, 1943.

~~ACF~~
JWB

10/21/43
BCK

John G. Erhardt, Esquire,
Chief, Division of Foreign Service Personnel,
Department of State,
Washington, D.C.

Dear Mr. Erhardt:

I have, of course, lost all contact with the Department since my resignation from the Foreign Service over two years ago but I assume that you are still on the same assignment.

Since coming to Houston two years ago last March from Mexico City I have been working on Defense jobs and am now in charge of the Purchase Order Department of Brown Shipbuilding Company, where I have been a total of over ten months, having been absent for nine months on the construction of a large oil refinery in Southeast Texas as Assistant Purchasing Agent.

I have been wondering how I rate for re-employment for the Foreign Service to return to any country in Europe as activities of the Service are resumed in the various European capitals. I would appreciate your consideration in this relation and could arrange to go overseas on a reasonably short advance notice, depending on the conditions presented by the requirements of the Service.

With best personal regards and looking forward to hearing from you at your convenience, I remain,

Sincerely yours,



Henry E. Jones

October 21, 1943

Dear Mr. Jones:

I have received your letter of October 12 and am glad to know that you are apparently doing so well.

With regard to re-employment in Europe, I regret that I do not know of any place where your services could be used at this time. As you probably know, very little is being done in the way of opening new offices at this time and I cannot say what progress will be made in the future. In any event, after your experiences in Europe I should think you would be well advised to remain where you are, at least until conditions have become considerably more settled in Europe. This would seem to be particularly true in the light of the apparently satisfactory nature of your present employment.

With kind personal regards, I am

Sincerely yours,

JOHN G. ERHARDT

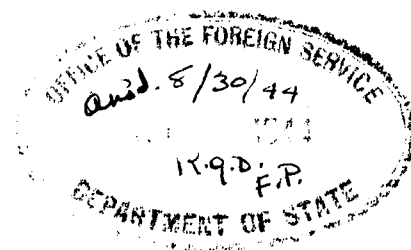
John G. Erhardt, Chief
Division of Foreign Service Personnel

Mr. Henry E. Jones,
308 Hawthorne Avenue,
Houston 6, Texas.


FP:JWB:BCR

110 West 15th Avenue,
Houston 8, Texas

August 23, 1944.



John G. Erhardt, Esquire,
Chief, Division of Foreign Service Personnel,
Department of State,
Washington, D. C.

Dear Mr. Erhardt:

Some months ago I wrote you suggesting the possibility of a re-appointment as a Clerk in the Foreign Service and now that the war in Europe seems to be approaching its end I am writing again in the hope that it will be possible to consider me for an assignment in France, preferably Paris, where I believe I could be of service as a code clerk in the Embassy or in some other capacity as I have had experience in all diplomatic procedure, as you know.

If this could come to pass it would serve the purpose of providing a job as well as enable me to endeavor to locate my wife's parents from whom we have had no news since June, 1940. My present work will doubtless terminate with the conclusion of the war in Europe and I would not know where to search for a new job under the conditions which will prevail as a result of "cutting back" on war production.

With best wishes and looking forward to your reply, I remain,

Respectfully yours,

A handwritten signature in cursive script that reads "Henry E. Jones".

Henry E. Jones

P.S.- I could arrange to travel to France on a very short advance notice.

DEPARTMENT OF STATE *RGD*

DIVISION OF FOREIGN SERVICE PERSONNEL

Mr. Frost:

Jones was a clerk at Dublin 1934-37; London 1937-40; Mexico City 1940; Port-au-Prince 1940-41; resigned 1941. Did code work, stenography and accounting. Has a French wife which apparently he used as a reason to get a transfer from London at the beginning of the war and left Mexico City for reasons of health.

GEB

A. Kruskoff letter

STANDARD FORM NO. 64

Miss Blum

Office Memorandum • UNITED STATES GOVERNMENT

DATE: Aug. 25, 1944

TO : FP - Mr. Macatee
FROM : OFS - Mr. Erhardt
SUBJECT :

I think this was a clerk who was with us in London and a very able one, but we got peeved at him in FP because he seemed to be on again off again. If it's the same bird I'm ag'in re-hiring him.

JE

August 30, 1944

My dear Mr. Jones:

Your application for re-appointment as a clerk in the Foreign Service, preferably in Paris, has been carefully reviewed.

I regret to inform you that there are, at present, no suitable vacancies in which you might be utilized. However, your letter and application will be kept on file for consideration in connection with any future vacancies which may occur.

The Department wishes to thank you for having called to its attention your availability for service.

Sincerely yours,

For the Secretary of State:

E. B. Macatee
Division of Foreign Service Personnel.

Mr. Henry E. Jones,
110 West 15th Avenue,
Houston 8, Texas.

FP:KGD

DP
7P

CENTRAL SURETY AND INSURANCE CORPORATION

HOME OFFICE KANSAS CITY 10, MISSOURI

Reply draft
AUG 21 1946
FP: P Ray
29/46

to U. S. Department of State
Washington, D. C.

Aug. 20, 19 46

Stg.

Gentlemen:

Mr. Henry E. Jones SS#158-28-11152 Des Moines, Iowa

has applied to this Corporation to become surety on Bond as Timekeeper

in the penalty of \$ 2500. He states he was in your employ from March, 19 35

to March, 19 41, as Accountant and Code Clerk

located at Dublin, Ireland ; London, England; and Mexico City, Mexico

under Alvin M. Owsley, Herschel V. Johnson, and Josephus Daniels

We depend largely on an applicant's record with his Former Employers for an estimate of his present worthiness for bond. By replying to the questions listed below, you can greatly assist us in giving his application prompt consideration. All information given will be accepted as CONFIDENTIAL.

Yours very truly,

Alvin
Vice-President

QUESTIONS	ANSWERS
1 (a) When did the applicant enter your employ? (b) When did he leave? (c) What position did he occupy?	(a) (b) (c)
2 (a) Did his duties embrace the handling or custody of cash? (b) Did he always make prompt and correct settlements of such handlings?	(a) (b)
3 (a) Was he required to keep accounts? (b) Was he careful and accurate in the discharge of this duty?	(a) (b)
4 Were his habits good while in your employ?	
5 For what reason did he leave your employ?	
6 (a) Was he in debt to you at the time he left your employ? (b) If so, please give particulars of such indebtedness, how incurred, and whether or not, it has been liquidated.	(a) (b)
7 Judging from your knowledge of him, do you consider him a proper person to guarantee against dishonesty?	

August 30, 1946.

Central Surety and Insurance Corporation,
Post Office Box 207,
Kansas City 10, Missouri.

Sirs:

The receipt is acknowledged of your Personnel Enquiry Form requesting certain information regarding Mr. Henry E. Jones.

The records of this Division indicate that Mr. Jones was appointed a clerk in the Foreign Service at the American Legation, Dublin, Ireland, on March 7, 1934, and was transferred to the American Embassy, London, England, on January 15, 1937. He was then transferred to the American Embassy in Mexico, D. F., Mexico, on August 8, 1940, and resigned from the Foreign Service on April 29, 1941.

While it is contrary to the policy of the Department to furnish information as to the character or financial responsibilities of its former employees, you are informed that there is nothing in Mr. Jones' record to indicate that he performed his duties in other than a satisfactory manner.

Sincerely yours,

For the Acting Secretary of State:

J. B. Henning, Acting Assistant Chief,
Division of Foreign Service Personnel.

ENCLOSURE
2/11/46

FP:DTRay:mt

DRay