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May 10, 1943.

From: The Chief of Naval Personnel.  
To: Lieut. LaFayette Ronald Hubbard, D-V(S), USNR.  
P.C. 815, Albina Engine & Mach. Works, Portland,  
Via: Oregon.

Subject: Travel claim.

Reference: Inquiry dated April 19, 1943, with copy of orders  
attached.

1. To reduce unnecessary paper work in order that more time may be available for the war effort, the Bureau of Naval Personnel finds it expedient to short-cut official correspondence dealing with the administration of travel claims.

2. Reply to the inquiry contained in reference is indicated by the item marked (X) below:

- ( X ) The records of the Bureau show that subject claim was approved and forwarded to the Bureau of Supplies and Accounts on May 3, 1943.
- ( ) There is no record of the receipt in the Bureau of subject claim. Duplicate claim may be submitted provided reference is made therein to the previous claim.
- ( ) Subject claim was returned to you for additional information on
- ( ) In order to be fair to all hands, claims are acted upon in the order received. Due to the large number of claims submitted, action is sometimes necessarily delayed. Your claim will receive appropriate action in turn. It is suggested that if no reply is received within the next 30 days you notify this Bureau.
- ( ) Your claim has been received and preliminary action taken thereon. Settlement will be delayed pending

Copy to:  
S and A.

RANDALL JACOBS,  
The Chief of Naval Personnel.

MILO F. WILCOX,  
By direction.

MAY 13 1943