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From: The Chief of Naval Personnel.

To: Lieut. LaFayette R. HUBBARD, USNR

11th Naval District

Via: Commandant

1. With the return of attached claim for transportation of dependents, it is requested that the items indicated by "X" be supplied.

- () Execute certificate of dependency of children in triplicate.
- () Signature of payee on face of claim in space marked "X".
- (X) Enter on claim a statement showing the location of your dependents when you received orders of 24 Nov. 41 and date of their departure from that place.
- ()

(X) 2. Enter on claim a statement of option as provided in Paragraph 6 of SecNav letter dated 23 Dec. 43, Page R-1725 of Navy Department Semi-Monthly Bulletin dated 31 Dec. 43.

3. If reimbursement is selected in accordance with Paragraph 3 of SecNav letter dated 23 Dec. 43, furnish following additional items:

- (X) Original and ~~two~~^{three} certified copies of certificate issued by competent authority as follows: "I HEREBY CERTIFY THAT (name and rank or rating) HAS BEEN ORDERED FROM PERMANENT DUTY AT (name and location of activity) UNDER ORDERS OF (date) TO SEA DUTY OR TO A PLACE WHERE THE DEPENDENTS ARE NOT PERMITTED TO GO, AND IS ENTITLED TO TRANSPORTATION FOR DEPENDENTS TO ANY DESIGNATED PLACE IN CONTINENTAL UNITED STATES". (signed by C.O. or by direction of C.O.)
- (X) Enter on claim the following statement: I HEREBY DESIGNATE (city and state) AS POINT TO WHICH TRAVEL OF DEPENDENTS IS DESIRED". (See Paragraph 10 of above letter).

4. If reimbursement is selected not in accordance with Paragraph 3, it is requested that the following additional items be supplied:

- () Original and two certified copies of orders
- () If original orders requested above have been lost or destroyed, make a statement to that effect on the claim and furnish three certified copies of orders.
- () Certify on claim that no claim has been or will be submitted for any other travel of dependents on this change of station.
- () Reporting endorsement
- () Certify on claim that additional transportation of dependents waived on this change of station.
- () Original and two certified copies of certificate issued by the Commanding Officer, showing that you were attached to and serving on board the USS _____ in the rank (rating) of _____ on _____ the effective date of the change of home _____ from _____ to _____.

By direction.
New York, N. Y. to San Francisco, Calif.

(Return all papers securely fastened together)

Milo F. Wilcox,
Comdr., USNR,
Transportation Division.

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GENERAL FILES
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