

OFFICE OF COMMANDANT
TWELFTH NAVAL DISTRICT
San Francisco, 2, California

ND12-600-1d
MF/THELANDER, Hulda
LtCdr WVS USNR
343095

5 November 1945.

From: The Commandant, TWELFTH Naval District.
To: Lieutenant Commander
Hulda E. THELANDER, W-V(S) USNR,
District Medical Office,
San Francisco, California.

Via: District Medical Office.

Subject: Change of duty.

Reference: (a) ALNAV 345-45.

1. You are hereby detached from your present duty and from such other duties as may have been assigned you; will report to the Officer-in-Charge, Separation Center (WR), Balboa Park, San Francisco, California, for duty pending release to inactive duty in accordance with reference (a).

2. No public quarters available and none were assigned you during the period you were attached to this station and you are necessarily required to procure quarters at your own expense.

J. G. ANDREWS,
By direction of the Comdt.

Copy to:
BuPers
Fleet Records, 12ND

1st Endorsement
ND12-75-DG

DISTRICT MEDICAL OFFICE
TWELFTH NAVAL DISTRICT
San Francisco, California

6 November 1945

From: The District Medical Officer, Twelfth Naval District.
To: Lt. Comdr. Hulda E. THELANDER, W-V(S), USNR.

1. Delivered for compliance and detached this date.

F. L. BEAHM
By direction of the
District Medical Officer

ENDORSEMENT

12ND FORM 470

FROM: U.S.N. Personnel Separation Unit Balboa Park, San Francisco 12, Calif.		SECOND ENDORSEMENT	
TO: THELANDER, Hulda E., Lt.Comdr.(MC)W-V(5) 343095		DATE REPORTED 6 Nov 1945	
MEDICAL	Examined and found /to be/not to be/ physically qualified for release from active duty.		
	DATE EXAMINED 6 November 1945	SIGNATURE OF MEDICAL OFFICER EXAMINING J. M. STRATTON, COMDR. (MC) USNR	
CIVIL	Civil readjustment process completed. Veterans rights and benefits made known.		
	DATE 6 November 1945	SIGNED (Give rank, Name and functional (title) By Direction of the Commanding Officer Civil Readj. Off.	
DETACHMENT	Detached as of this date. Proceed to your home. You are granted leave as indicated below, upon the expiration of which you will regard yourself released from all active duty.		
	DATE DETACHED 6 November 1945	AMOUNT OF LEAVE GRANTED -----MONTHS 29 DAYS	DATE LEAVE EXPIRES MIDNIGHT 5 December 1945
ADDRESSES	You have stated that you were called to active duty from the following address		
	CITY OR TOWN WHERE INITIAL ACTIVE DUTY ORDERS WERE ADDRESSED -----		
	You have stated that your official residence is as follows		
INSTRUCTIONS	OFFICIAL RESIDENCE Rm 640 Sutter St., San Francisco, Calif.		
	Immediately upon detachment you will furnish the disbursing officer of this Separation Center a copy of these orders, bearing all endorsements, including the date of detachment. Forward a copy of these orders bearing all endorsements to the Bureau of Naval Personnel and to the Commandant of your home Naval District.		
	During the period of leave granted you under these orders you may, at your option, wear civilian clothes; and, while wearing civilian clothes, you are authorized to engage in any occupation not contrary to law.		
The Chief of Naval Personnel has determined that your separation from active naval service is considered to be under honorable conditions and that you are entitled to a Certificate of Satisfactory Service.			
COPIES TO Disbursing officer carrying accounts DNI Navy Department BuPers Comdt. home Naval District		AUTHORIZED BY G. W. JURRAS, Ens.(W)USNR By direction of Cinc	

I hereby certify that my home of record at the time I was called to active duty was San Francisco, Calif. and that the place from which I was called to active duty was San Francisco, Calif.

AFFIDAVIT

12ND FORM 471

I hereby certify that the data listed below is correct to the best of my knowledge and ability.

DATE CALLED TO ACTIVE DUTY 15 May 1944	PLACE CALLED TO ACTIVE DUTY San Francisco, Calif.
NO. DAYS AUTHORIZED LEAVE OF ABSENCE Fifteen days (15 days)	NO. DAYS ACCUMULATED LEAVE (Fig.at 2 1/2 days per mo., not to exceed 120 days) Twenty-nine days (29 days)
OFFICIAL ADDRESS WHILE ON LEAVE 640 Sutter St., San Francisco, Calif.	
DATE 6 Nov 1945	SIGNATURE Hulda E. Thelander
Hulda E. THELANDER	

IN REPLY ADDRESS
COMMANDANT
TWELFTH NAVAL DISTRICT
AND REFER TO

OFFICE OF COMMANDANT

ND12-11(B)JN-dy TWELFTH NAVAL DISTRICT
MF/THELANDER, H. E. SAN FRANCISCO 2, CALIFORNIA
LCDR, USNR
343095
Serial: 32436

28 November 1950

From: Commandant, TWELFTH Naval District
To: LCDR Hulda E. THELANDER, USNR, 343095/2105
640 Sutter Street
San Francisco, California

Subj: Professional qualification for promotion

Ref: (a) BuPers ltr Pers B1321/pam of 8 Sept. 50
(b) NRMAL 30-50

Encl: (1) Certificate of professional qualifications for
promotion
(2) List of Medical Officers in the Twelfth Naval District
(3) Medical Officer's letter to Coml2
(4) Standard Form 88

1. Enclosure (1) indicates that the professional requirements for promotion have been met.

2. You are directed to report to any Medical Officer listed in enclosure (2) for a physical examination as required by reference (b). Completion of enclosures (3) and (4) will indicate that physical examination has been conducted and the Report of Medical Examination forwarded to the Commandant, Twelfth Naval District, Via the Board of Medical Officers, 50 Fell Street, San Francisco, California.

3. You will be notified by separate letter whether you were or were not found to be physically qualified for promotion.


C. L. JOHNSON
By direction

In reply address not the signer or his
tutor, but Bureau of Naval Personnel,
Navy Department, Washington, D. C.

Refer to No. 343095

Pers-3184-AMC-4

NAVY DEPARTMENT

BUREAU OF NAVAL PERSONNEL

WASHINGTON, D. C.

10 April 1944

From: The Chief of Naval Personnel.

To: Lieutenant Commander Hulda Evaline THELANDER,
W-V(S), (MC), USNR,
12 Presidio Avenue,
San Francisco, Calif.

Via: DNOP, San Francisco, California.

Subject: Active duty with pay and allowances - chargeable against appropriation, "Pay, Subsistence and Transportation of Naval Personnel".

References: (a) Art. H-1711, Bureau of Naval Personnel Manual.
(b) BuPers ltr Pers-3650C-like 343095 dated 29 March 1944.

Enclosures: (A) Affidavit re pension or disability allowance.
(B) Form B.N.P. 323.
(C) Two Beneficiary Slips.
(D) Form B.N.P. 979, Personal Biography Sheet.

1. Upon acceptance of appointment in the U. S. Naval Reserve, you will proceed and report to such medical officer as may be designated in the first endorsement on the back hereof for physical examination. You are hereby ordered to active duty for this purpose and will be considered in an active duty status during the time required for physical examination and for travel necessary for compliance with these orders. In view of the provisions of reference (a), and since physical defects were waived by reference (b), further waiver will not be required if the disabilities are essentially the same as to character and degree.

2. If found not physically qualified, you will immediately return to the above address and upon arrival consider yourself released from active duty. In this event the examining medical officer will advise the Bureau of Naval Personnel by dispatch, stating the defects in detail together with his recommendation.

3. If found physically qualified, or if the disabilities are essentially the same as to character and degree as waived by reference (b), you will immediately return to the above address and upon arrival consider yourself released from active duty until such time as is necessary to proceed in order to report to the Commanding General, Department of the Pacific, San Francisco, California, on or before 15 May 1944 for active duty at the Marine Corps Headquarters.

CC:
Comdg. Gen., Dept. of the
Pacific, SanFran.
ComTwelve.
BuMed.

RANDALL JACOBS

Jacket Copy.

Pers-82233.

Pers-3101.

Pers-102. Pers-17

75944

FIRST ENDORSEMENT

18 April 1944.

FROM:

INOP, San Francisco, California.

TO:

Lieut. Comdr. Hulda Evaline THELANDER, W-V(3), (MC) USNR,
12 Presidio Avenue,
San Francisco, California.

1. FORWARDED. YOU WILL PROCEED IN ACCORDANCE WITH BASIC ORDERS AND
REPORT TO the Medical Officer at the Office of Naval Officer Procurement,
AT 703 Market Street, San Francisco, California,
FOR PHYSICAL EXAMINATION FOR ACTIVE DUTY, AND FURTHER COMPLIANCE WITH BASIC ORDERS.

C. L. ARNOLD
Director

H. F. GODRE
By direction

	PLACE	DATE AND HOUR	SIGNATURES
RECEIVED.....	S. F. 12 Presidio	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
LEFT HOME.....	S. F.	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
ARRIVED AT.....	S. F.	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
REPORTED AND EXAMINED PHYSICALLY QUALIFIED	Office of Naval Officer Procurement 703 Market St., San Francisco, Calif.	18 APR 1944 1030	S. LELAND Commander, MC-V(G), USNR (MEDICAL OFFICER)
NOT PHYSICALLY QUALIFIED			
PROCEEDED.....	O.N.O.P.S.F.	4-19-44, 1035	H. E. THELANDER (RESERVE OFFICER)
RETURNED HOME.....	S. F.	4-19-44 1800	H. E. THELANDER (RESERVE OFFICER)
PROCEEDED.....	S. F.	5-10-44 0800	H. E. THELANDER (RESERVE OFFICER)
REPORTED.....	S. F. 100 Harrison St. Hdqtrs. Dept. of Pacific	5-15-44 0800	A. E. BENSON (COMMANDING OFFICER) Major USMC, Adjutant

17.bn-0

SECOND ENDORSEMENT

15 MAY 1944.

HEADQUARTERS, DEPARTMENT OF THE PACIFIC, MARINE CORPS,
100 Harrison Street, San Francisco 6, California.

From: The Departmental Commander.
To: Lieutenant Commander Hulda E. Thelander, W-V(S),
(MC), USNR.

Subject: Orders.

1. Reported and will further report to the
Departmental Medical Officer for duty.

ALBERT E. BENSON,
By direction.

3rd Endorsement

15 May 1944

HDQTRS. DEPT. OF PACIFIC, USMC
San Francisco, California

From: Departmental Medical Officer
To: Lieutenant Commander Hulda E. THELANDER, W*V(S),
(MC), USNR.

1. Reported for duty this date, at 0800.

A. E. REYMONT
Comdr. (MC) USNR

FIRST ENDORSEMENT

18 April 1944.

MP/THELANDER, H.E.
 Lieut. Comdr. W-V(S), (MC) USNR,
 (67-A5)

FROM: INOP, San Francisco, California.

TO: Lieut. Comdr. Hulda Eveline THELANDER, W-V(S), (MC), USNR,
 12 Presidio Avenue,
 San Francisco, California.

1. FORWARDED. YOU WILL PROCEED IN ACCORDANCE WITH BASIC ORDERS AND
 REPORT TO the Medical Officer at the Office of Naval Officer Procurement,
 AT 703 Market Street, San Francisco, California,
 FOR PHYSICAL EXAMINATION FOR ACTIVE DUTY, AND FURTHER COMPLIANCE WITH BASIC ORDERS.

O.L. ARNOLD
 Director

H.F. GODDIE
 By direction

	PLACE	DATE AND HOUR	SIGNATURES
RECEIVED	S.F. 12 Presidio	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
LEFT HOME	S. F.	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
ARRIVED AT	S. F.	4-19-44 1000	H. E. THELANDER (RESERVE OFFICER)
REPORTED AND EXAMINED	Off. of Nav. Off Proc.	1030	
PHYSICALLY QUALIFIED	703 Market St., S.F.	19 April 1944	S. LELAND Comdr. MC-V (C), USNR
NOT PHYSICALLY QUALIFIED			
PROCEEDED	O.N.O.P., S.F.	4-19-44 1035	H. E. THELANDER (MEDICAL OFFICER) (RESERVE OFFICER)
RETURNED HOME	S.F. 12 Presidio	4-19-44 1800	H. E. THELANDER (RESERVE OFFICER)
PROCEEDED	S.F. 12 Presidio	5-15-44 0800	H. E. THELANDER (RESERVE OFFICER)
REPORTED	S.F. 100 Harrison St. Hdqtrs. Dept. of Pacific	5-15-44 0800	A. E. BENSON Major VMA, Adjutant

In reply address not the signer of this letter, but Bureau of Naval Personnel
Navy Department, Washington, D. C.
Refer to No. 343095

Pers-3184-AWC-4

NAVY DEPARTMENT
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C.

10 April 1944

From: The Chief of Naval Personnel.
To: Lieutenant Commander Hulda Evaline THELANDER,
W-V(S), (MC), USNR,
12 Presidio Avenue,
San Francisco, Calif.
Via: DNOP, San Francisco, California.
Subject: Active duty with pay and allowances - chargeable against appropriation, "Pay, Subsistence and Transportation of Naval Personnel".
References: (a) Art. H-1711, Bureau of Naval Personnel Manual.
(b) BuPers ltr Pers-36500-1ke 343095 dated 29 March 1944.
Enclosures: (A) Affidavit re pension or disability allowance.
(B) Form B.N.P. 323.
(C) Two Beneficiary Slips.
(D) Form B.N.P. 979, Personal Biography Sheet.

1. Upon acceptance of appointment in the U. S. Naval Reserve, you will proceed and report to such medical officer as may be designated in the first endorsement on the back hereof for physical examination. You are hereby ordered to active duty for this purpose and will be considered in an active duty status during the time required for physical examination and for travel necessary for compliance with these orders. In view of the provisions of reference (a), and since physical defects were waived by reference (b), further waiver will not be required if the disabilities are essentially the same as to character and degree.

2. If found not physically qualified, you will immediately return to the above address and upon arrival consider yourself released from active duty. In this event the examining medical officer will advise the Bureau of Naval Personnel by dispatch, stating the defects in detail together with his recommendation.

3. If found physically qualified, or if the disabilities are essentially the same as to character and degree as waived by reference (b), you will immediately return to the above address and upon arrival consider yourself released from active duty until such time as is necessary to proceed in order to report to the Commanding General, Department of the Pacific, San Francisco, California, on or before 15 May 1944 for active duty at the Marine Corps Headquarters.

CC:
Comdg. Gen., Dept. of the
Pacific, SanFran.
ComTwelve.
BuMed.

RANDALL JACOBS

Jacket Copy.
Pers-82233.
Pers-3101.
Pers-102.

Pers-17

75944

THE
President of the United States of America



*Expresses the sincere appreciation of his fellow-
countrymen for the loyal service rendered by*

Lieutenant Commander Hulda Evaline Thelander, W-V(S) (MC) USNR, 343095

*on active duty as a member of the United States
Naval Reserve during World War II.*

*In testimony whereof I am privileged to bestow
this*

Certificate of Satisfactory Service

Done in the City of Washington, D.C. this Fifth
day of December *Nineteen hundred and forty* five.

For the President:

James F. Jones
Secretary of the Navy

NOTICE OF SEPARATION FROM THE U. S. NAVAL SERVICE

NAVPERS-553 (Rev. 2-45)

1. SERIAL OR FILE NO. 2. NAME (LAST) (FIRST) (MIDDLE) 3. RATE AND CLASS /OR RANK AND CLASSIFICATION 4. PERMANENT ADDRESS FOR MAILING PURPOSES

343095 THELANDER, Hulda Evaline
Lt. Comdr. (MC), USNR
640 Sutter Street, San Francisco, California

5. PLACE OF SEPARATION

USNPSU Balboa Park
San Francisco, California

6. CHARACTER OF SEPARATION

Release from active duty

7. ADDRESS FROM WHICH EMPLOYMENT WILL BE SOUGHT

384 Post St., San Francisco, Calif.

8. RACE W 9. SEX F 10. MARITAL STATUS Single 11. U. S. CITIZEN (YES OR NO) Yes

12. DATE AND PLACE OF BIRTH

1-11-1896 Little Falls, Minnesota

15. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE

San Francisco, California

13. REGISTERED
☐ YES ☒ NO

14. SELECTIVE SERVICE BOARD OF REGISTRATION

16. MEANS OF ENTRY (INDICATE BY CHECK IN APPROPRIATE BOX)

☐ ENLISTED ☐ INDUCTED ☒ COMMISSIONED

DATE DATE DATE 3-17-45

20. QUALIFICATIONS, CERTIFICATES HELD, ETC.

29. SERVICE SCHOOLS COMPLETED

WEEKS

17. DATE OF ENTRY INTO ACTIVE SERVICE

15 May 1944

18. NET SERVICE (FOR PAY PURPOSES)

(YRS, MOS, DAYS)
1 6 20

19. PLACE OF ENTRY INTO ACTIVE SERVICE

San Francisco, California

21. RATINGS HELD

Lt. Comdr.

22. FOREIGN AND/OR SEA SERVICE WORLD WAR II

☐ YES ☒ NO

24. SERVICE (VESSELS AND STATIONS SERVED ON)

Marine Hdqtrs, San Francisco, California
Balboa Park, San Francisco, California

IMPORTANT: IF PREMIUM IS NOT PAID WHEN DUE OR WITHIN THIRTY-ONE DAYS THEREAFTER INSURANCE WILL LAPSE. MAKE CHECKS OR MONEY ORDERS PAYABLE TO THE TREASURER OF THE U. S. AND FORWARD TO COLLECTOR'S SUBDIVISION VETERANS ADMINISTRATION, WASHINGTON 25, D. C.

25. KIND OF INSURANCE

None

26. EFFECTIVE MONTH OF ALLOTMENT DISCONTINUANCE

--

27. MONTH NEXT PREMIUM DUE

--

28. AMOUNT OF PREMIUM DUE EACH MONTH

--

29. INTENTION OF VETERAN TO CONTINUE INSURANCE

--

30. TOTAL PAYMENT UPON DISCHARGE

\$ 60.40

31. TRAVEL OR MILEAGE ALLOWANCE INCLUDED IN TOTAL PAYMENT

\$

32. INITIAL MUSTERING OUT PAY

NONE

33. NAME OF DISBURSING OFFICER

M. T. Bennett, Lt. (W) USNR

34. REMARKS

35. SIGNATURE (BY DIRECTION OF COMMANDING OFFICER)

Cora May Hanson
Cora May HANSON, Lt.(jg), USNR

36. NAME AND ADDRESS OF LAST EMPLOYER

Self

37. DATES OF LAST EMPLOYMENT

FROM: July 1927

TO: May 1944

38. MAIN CIVILIAN OCCUPATION AND D. O. T. NO.

Physician

39. JOB PREFERENCE (LIST TYPE, LOCALITY, AND GENERAL AREA)

Physician

40. PREFERENCE FOR ADDITIONAL TRAINING (TYPE OF TRAINING)

Tropical Diseases

44. VOCATIONAL OR TRADE COURSES (NATURE AND LENGTH OF COURSE)

None

41. NON-SERVICE EDUCATION (YEARS SUCCESSFULLY COMPLETED)

GRAM.: 8

H. S.: 4

COLL.: 5

42. DEGREES

MA, MD

43. MAJOR COURSE OR FIELD

Science Medicine

45. RIGHT INDEX FINGERPRINT



46. OFF DUTY EDUCATIONAL COURSES COMPLETED

None

47. DATE OF SEPARATION

12-5-45

48. SIGNATURE OF PERSON BEING SEPARATED

Hulda E. Thelander

RECORD OF NAVAL SERVICE

PAY AND INSURANCE DATA

EMPLOYMENT AND EDUCATIONAL DATA

Hold the two Disbursing copies until such time as you have occasion to be paid by the Navy (Training Duty, Active Duty, Organized Reserve, etc.) at which time they are to be turned in to your Disbursing Officer.

The other copy is for your personal file.

ACCEPTANCE AND OATH OF OFFICE

NAVPERS-239 (REV. 11-48)

INSTRUCTIONS: Use typewriter or print in ink

Original and one white copy to Bureau of Naval Personnel

Blue copy—Appointee

Pink copy—Commanding Officer (If inactive, copy to CNART or District Comdt.)

Yellow copies—Disbursing (If active or in Organized Reserves)

FROM: THELANDER, Hulda E. LCDR 2105 343095
(Name of appointee) (Rank) (Corps)* (File and designator numbers)*

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

VIA: Commandant, TWELFTH Naval District
(Title of commanding officer (or) reporting senior)

1. I, Hulda E. THELANDER, 640 Sutter Street, San Francisco, California
(Full name of appointee)

(Check one) having been ☒ PERMANENTLY ☐ TEMPORARILY appointed a Commander ☐ USN ☒ USNR
(Give rank) (Corps or classification)

to rank from the 1st day of January 19 50, do accept such appointment and do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or 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.

Hulda E. THELANDER
(Signature of appointee in full)

Subscribed and sworn to before me this _____ day of _____, 19 _____

(Signature and rank of witnessing officer)

*When appropriate.

EFFECTIVE DATE
(Enter "effective date" stated in appointment or commission; if not so stated, leave this box blank)
1 January 1950

IF THIS IS YOUR FIRST APPOINTMENT TO OFFICER RANK IN NAVY, GIVE DATE OF BIRTH
_____-_____-_____-_____-_____-_____-_____-_____-_____-

AUTHORIZING REFERENCE
(Enter the word "Commission" or indicate originator and file number of appointing letter or dispatch)
BuPers ltr Pers 81321/pau
of 8 September 1950

ENDORSEMENT—1

FROM: Commandant, TWELFTH Naval District DATE 14 February 1951
(Title of commanding officer (or) reporting senior)

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

1. Forwarded.

C. L. JOHNSON
By direction (Signature of commanding officer (or) reporting senior)

ACCEPTANCE AND OATH OF OFFICE

NAVPERS-339 (REV. 11-48)

INSTRUCTIONS: Use typewriter or print in ink

Original and one white copy to Bureau of Naval Personnel

Blue copy—Appointee

Pink copy—Commanding Officer (If inactive, copy to CNART or District Comdt.)

Yellow copies—Disbursing (If active or in Organized Reserves)

FROM: THELANDER, Hulda E. LCDR 2105 343095
(Name of appointee) (Rank) (Corps)* (File and designator numbers)*

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

VIA: Commandant, TWELFTH Naval District
(Title of commanding officer (or) reporting senior)

1. I, Hulda E. THELANDER, 640 Sutter Street, San Francisco, California
(Full name of appointee)

(Check one) having been ☒ PERMANENTLY ☐ TEMPORARILY appointed a Commander ☐ USN ☒ USNR
(Give rank) (Corps or classification)

to rank from the 1st day of January 19 50, do accept such appointment and do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or 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.

Hulda E. THELANDER
(Signature of appointee in full)

Subscribed and sworn to before me this _____ day of _____, 19 _____

(Signature and rank of witnessing officer)

*When appropriate.

EFFECTIVE DATE
(Enter "effective date" stated in appointment or commission; if not so stated, leave this box blank)
1 January 1950

IF THIS IS YOUR FIRST APPOINTMENT TO OFFICER RANK IN NAVY, GIVE DATE OF BIRTH

AUTHORIZING REFERENCE
(Enter the word "Commission" or indicate originator and file number of appointing letter or dispatch)
BuPers ltr Pers B1321/paw
of 8 September 1950

ENDORSEMENT—1

FROM: Commandant, TWELFTH Naval District DATE 14 February 1951
(Title of commanding officer (or) reporting senior)

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

1. Forwarded.

C. L. JOHNSON
By direction (Signature of commanding officer (or) reporting senior)

ACCEPTANCE AND OATH OF OFFICE

NAVPERS-439 (REV. 11-48)

INSTRUCTIONS: Use typewriter or print in ink

Original and one white copy to Bureau of Naval Personnel

Blue copy—Appointee

Pink copy—Commanding Officer (If inactive, copy to CNART or District Comdt.)

Yellow copies—Disbursing (If active or in Organized Reserves)

FROM: THELANDER, Hulda E. LCDR 2105 343095
(Name of appointee) (Rank) (Corps)* (File and designator numbers)*

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

VIA: Commandant, TWELFTH Naval District
(Title of commanding officer (or) reporting senior)

1. I, Hulda E. THELANDER, 640 Sutter Street, San Francisco, California
(Full name of appointee)

(Check one) having been ☒ PERMANENTLY ☐ TEMPORARILY appointed a Commander ☐ USN ☒ USNR
(Give rank) (Corps or classification)

to rank from the 1st day of January 19 50, do accept such appointment and do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or 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.

Hulda E. THELANDER
(Signature of appointee in full)

Subscribed and sworn to before me this _____ day of _____, 19 _____

(Signature and rank of witnessing officer)

*When appropriate.

EFFECTIVE DATE (Enter "effective date" stated in appointment or commission; if not so stated, leave this box blank) 1 January 1950
--

IF THIS IS YOUR FIRST APPOINTMENT TO OFFICER RANK IN NAVY, GIVE DATE OF BIRTH -----

AUTHORIZING REFERENCE (Enter the word "Commission" or indicate originator and file number of appointing letter or dispatch) BuPers ltr Pers B1321/pam of 8 September 1950

ENDORSEMENT—1

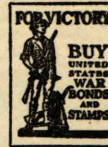
FROM: Commandant, TWELFTH Naval District DATE 14 February 1951
(Title of commanding officer (or) reporting senior)

TO: SECRETARY OF THE NAVY (Bureau of Naval Personnel)

1. Forwarded.

C. L. JOHNSON
By direction (Signature of commanding officer (or) reporting senior)

In reply address not the signer of this letter, but Bureau of Naval Personnel, Navy Department, Washington, D. C. Refer to No.



NAVY DEPARTMENT
BUREAU OF NAVAL PERSONNEL
WASHINGTON 25, D. C.

P-243-JM
343095

29 Nov., 1944

From: The Chief of Naval Personnel.
To: Lt. Comdr. Hulda Evaline Thelander, W-V(S), MC, USNR.
Via: Commanding General, Headquarters, Department of the Pacific, U.S. Marine Corps, 100 Harrison St., San Francisco, Calif.
Subject: Correspondence Course for Medical and Dental Officers of the United States Naval Reserve.

1. On 24 Nov., 1944 you successfully completed the correspondence course in the above subject with the mark of 3.97 .
2. The Chief of Naval Personnel wishes to congratulate you on this evidence of your initiative and interest in increasing your efficiency as an officer of the Naval Reserve.
3. A copy of this letter will be placed on file with your official record.

RANDALL JACOBS,
The Chief of Naval Personnel.

By direction. *JB*

Copy to: Bu M&S

: NO. 12
: 01

1844

11.33

1944 DEC 5 PM 3 02

INDOCHINA DEPT. OF PACIFIC
U. S. MARINE CORPS
SAN FRANCISCO CALIF.

Standards

3. Conduct or associations which may be considered as establishing reasonable grounds for separation of personnel of the Naval Service and for rejection of persons seeking to be enlisted or reenlisted in the Naval Service shall include, but are not limited to, one or more of the following:
- a. Sabotage, espionage, or attempts or preparations therefor, or intimate and sympathetic association with or voluntary assistance to persons who the subject of the investigation has reasonable cause to believe may be spies or saboteurs.
 - b. Treason, sedition, or writings and acts which can reasonably be considered as intended to encourage seditious or treasonable opinions or actions.
 - c. Advocacy of revolution or by force or violence to alter the existing constitutional form of government of the United States; advocacy of revolution or by force or violence to bring about economic, political, or social change.
 - d. Intentional unauthorized disclosure to any person under circumstances which may indicate disloyalty to the United States, of documents or information of a classified or non-public character.
 - e. Acting, attempting to act, or knowingly failing to act when such conduct is calculated to serve the interests of another government in preference to the interests of the United States of America.
 - f. Membership in, affiliation with, or sympathetic association with, any foreign or domestic organization, association, movement, group or combination of persons,

(1) Which practices, seeks to practice or advocates:

- (a) Denial, by force, violence or intimidation, to any person, group, of persons, or class of persons within the United States or territory subject to its jurisdiction, of any right or rights which the Federal Constitution guarantees or protects against encroachment by either or both Federal and State governments.
- (b) Alteration, through or with the aid of force, violence or intimidation, of the existing form of government of the United States or territory, subject to its jurisdiction or of the existing economic, social or political order within it.

(2) Which (regardless of practice, advocacy or non-advocacy of any of the tenets set forth in (1) (a) and (b) above), is disclosed by investigation or designated by the Attorney General to be totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny persons their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

4. "I have further read or had explained to me, and fully understand the matter copied above, constituting a description of present or past conduct or association deemed by the Secretary of the Navy to constitute sufficient grounds for rejecting applicants for membership in the naval service. I have engaged in conduct or association of or similar to the nature of those set forth only to the following extent:

NOTE: Attach additional sheets as necessary to a full detailed statement. If Federal Constitutional privilege is claimed, state such claims, as described above.

5. "I understand that false representation concerning, or failure fully to disclose (in the absence of an express claim of privilege), any detail of association with, or activities in connection with, any of the organizations, associations, movements, groups, or combinations listed on the attached sheet which I have initialed, or any detail of present or past conduct or associations of or similar to the character of those copied above, shall constitute grounds for bringing me to trial before a general court martial procedure. I further understand that even though I am not accepted for enlistment or appointment in the naval service, I may be subject to civil prosecution for false certification in any of the foregoing respects. Fully appreciating the foregoing, I hereby certify that the statements above constitute a correct and full disclosure (to the extent that privilege has not been expressly claimed) of all my present and past connections of any nature with any one or more of the groups named on the attached list, and of any and all conduct or associations of or similar to the character of those set forth in the standards previously read and understood (paragraph 2 of SecNav Letter dated 10 January 1949 copied above) in which I am now engaging or have at any time engaged."

"Given under my hand this 7th day of October, 1949."

E. J. WEST, CAPT MCR USNR

Witnessing Officer

Signature

ENCLOSURE (C)

CONSOLIDATED LIST OF ORGANIZATIONS PREVIOUSLY DESIGNATED AS WITHIN EXECUTIVE ORDER NO. 9835 BY LETTERS OF NOVEMBER 24, 1947 and MAY 27, 1948 ACCORDING TO THE CLASSIFICATIONS OF SECTION 3, PART III OF THE EXECUTIVE ORDER.

Totalitarian:

Black Dragon Society
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)
 Central Japanese Association of Southern California
 Dai Nippon Butoku Kai (Military Virtue Society of Japan or Military Art Society of Japan)
 Heimuska Kai, also known as Nokubei Heieki Gimusha Kai, Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibel Heimusha Kai (Japanese Residing in America Military Conscripts Association)
 Hinode Kai (Imperial Japanese Reservists)
 Hinomaru Kai (Rising Sun Flag Society—a group of Japanese War Veterans)
 Hokubei Zaigo Shoke Dan (North American Reserve Officers Assn.)
 Japanese Association of America
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)
 Japanese Overseas Convention, Tokyo, Japan, 1940
 Japanese Protective Association (Recruiting Organization)
 Jikyoku Iin Kai (Current Affairs Association)
 Kibel Seinen Kai (Association of U. S. Citizens of Japanese Ancestry who have returned to America after studying in Japan)
 Nanka Teikoku Gunyudan (Imperial Military Friends Group or Southern California War Veterans)
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)
 Northwest Japanese Association
 Peace Movement of Ethiopia
 Sakura Kai (Patriotic Society, or Cherry Association — composed of veterans of Russo-Japanese War)
 Shinto Temples
 Sokoku Kai (Fatherland Society)
 Suiko Sha (Reserve Officers Association of Los Angeles)

Fascist:

American Patriots, Inc.
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party
 Association of German Nationals (Reichsdeutsche Vereinigung)
 Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitsfront)
 Citizens Protective League
 Dante Alighieri Society
 Federation of Italian War Veterans in the U.S.A., Inc. (Associazione Nazionale Combattenti Italiani, Federazione degli Stati Uniti d' America)
 Friends of the New Germany (Freunde des Neuen Deutschlands)
 German-American Bund (Amerikadeutscher Volksbund)
 German-American Republican League
 German-American Vocational League (Deutsche-Amerikanische Berufsgemeinschaft)
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)
 Lictor Society (Italian Black Shirts)
 Mario Morgantini Circle

Communist:

Abraham Lincoln School, Chicago, Illinois
 American League Against War and Fascism
 American Association for Reconstruction in Yugoslavia, Inc.
 American Committee for European Workers' Relief
 American Committee for Protection of Foreign Born
 American Committee for Yugoslav Relief, Inc.
 American Council for a Democratic Greece
 American Council on Soviet Relations
 American Croatian Congress
 American League for Peace and Democracy
 American Peace Mobilization
 American Polish Labor Council
 American Russian Institute (of San Francisco)
 American Slav Congress
 American Youth Congress
 American Youth for Democracy
 Armenian Progressive League of America
 California Labor School, Inc., 216 Market Street, San Francisco, California
 Central Council of American Women of Croatian Descent, aka Central Council of American Croatian Women, National Council of Croatian Women
 Citizens Committee of the Upper West Side (New York City)
 Civil Rights Congress and its affiliates
 Committee to Aid the Fighting South

Communist Party, U.S.A.
 Communist Political Association
 Connecticut State Youth Conference
 Congress of American Revolutionary Writers
 Congress of American Women
 Council of African Affairs
 Council for Pan-American Democracy
 Dennis Defense Committee
 Friends of the Soviet Union
 George Washington Carver School, New York City
 Hollywood Writers Mobilization for Defense
 Hungarian-American Council for Democracy
 International Labor Defense
 International Workers Order, including People's Radio Foundation, Inc.
 Jefferson School of Social Science, New York City
 Jewish Peoples Committee
 Joint Anti-Fascist Refugee Committee
 Labor Research Association, Inc.
 League of American Writers
 Macedonian-American People's League
 Michigan Civil Rights Federation
 National Committee for the Defense of Political Prisoners
 National Committee to Win the Peace
 National Council of Americans of Croatian Descent
 National Council of American-Soviet Friendship
 National Federation for Constitutional Liberties
 National Negro Congress
 Nature Friends of America (since 1935)
 Negro Labor Victory Committee
 New Committee for Publications
 Ohio School of Social Sciences
 People's Educational Association
 People's Institute of Applied Religion
 People's Radio Foundation, Inc.
 Philadelphia School of Social Science and Art
 Photo League (New York City)
 Proletarian Party of America
 Revolutionary Workers League
 Samuel Adams School, Boston, Massachusetts
 School of Jewish Studies, New York City
 Seattle Labor School, Seattle, Washington
 Serbian Vidovdan Council
 Slovenian-American National Council
 Socialist Workers Party, including American Committee for European Worker's Relief
 Socialist Youth League
 Southern Negro Youth Congress
 Tom Paine School of Social Science, Philadelphia, Penna.
 Tom Paine School of Westchester, New York
 United Committee of South Slavic Americans
 United Harlem Tenants and Consumers Organization
 United May Day Committee
 United Negro and Allied Veterans of America
 Veterans of the Abraham Lincoln Brigade
 Walt Whitman School of Social Science, Newark, N. J.
 Washington Bookshop Association
 Washington Committee for Democratic Action
 Wisconsin Conference on Social Legislation
 Workers Alliance
 Workers Party, including Socialist Youth League
 Young Communist League

Subversive:

Communist Party, U.S.A.
 Communist Political Association
 German-American Bund
 Socialist Workers Party
 Workers Party
 Young Communist League

Organizations which have "adopted a policy of advocating or approving the commission of acts of force and violence to deny others their rights under the Constitution of the United States:"

Columbians
 Ku Klux Klan
 Protestant War Veterans of the United States
 Silver Shirt Legion of America

Organizations which "seek to alter the form of government of the United States by unconstitutional means:"

Communist Party, U.S.A.
 Communist Political Association
 Socialist Workers Party
 Workers Party
 Young Communist League

NOTE: Reproduced in accordance with BuPers C/L 4-49 for use of applicants for enlistment and reenlistment at Navy Recruiting Stations.

Initial

Handwritten signature/initials

L O Y A L T Y C E R T I F I C A T E

1. Instructions:

- (a) The Chief of Naval Personnel has been authorized and directed to establish and promulgate detailed procedures to implement the national policy announced by Executive Order No. 9835, approved 21 March 1947 with regard to persons whose conduct or associations, either or both during civil life or previous service in the Armed Forces, cast doubt upon their loyalty. As a result no person may serve in the Armed Forces of the United States who is disloyal to his country. A person suspected of being disloyal will either be rejected completely or else his enlistment will be postponed pending investigation.
- (b) Concealment of, misrepresentation as to, or failure fully to divulge, present or previous conduct or associations of the character set forth herein, at time of making application for enlistment in any component of the Naval Service is hereby denominated fraudulent, and action shall be taken in the Naval Service or the facts made known to appropriate civil authorities as the law may provide in such cases.
- (c) Upon indication that any person who has unsuccessfully sought admission to the Naval Service has misrepresented, concealed, or failed fully to divulge previous conduct or associations of the character set forth above, the Command having cognizance thereof may present the facts to appropriate law enforcement officers of any jurisdiction whose laws have been thereby infringed. Upon discovery of such fraudulent certification subsequent to enlistment or appointment, the Chief of Naval Personnel may, in his discretion, direct either such summary and drastic procedures as may otherwise be provided by law, or such other action as the surrounding circumstances may require.
- (d) In order to determine whether or not you are acceptable for enlistment in the Naval Service this certificate has been prepared. You must read these instructions very carefully and be sure you understand them. If there is anything which you do not understand either in these instructions or in the certificate, do not hesitate to ask the recruiting officer to explain them to you. When you are certain that you understand both the instructions and the certificate, complete the certificate and sign it in the presence of a commissioned officer. Remember that the penalties for making a false statement may be very severe.

2. I Certify:

- (a) That I have read the instructions applying to this certificate and that I understand them:
- (b) That I have read and initialed the attached list of organizations, associations, movements, groups, and combination or persons listed on this form:
- (c) That I understand the meaning of the statements being made in this certificate:
- (d) That I further understand that if what I state below is found to be incorrect or misleading in any important particular, I may be subject to prosecution and punishment under the appropriate laws of the United States:

ENCLOSURE (A)

(e) That of the attached list of organizations, etc:

- (1) I am or have been a member of, or
- (2) I am or have been employed by, or
- (3) I have attended or been present at formal or informal meetings or gatherings of, or
- (4) I have attended, been present at, or engaged in, organizational or social activities of or sponsored by, or
- (5) I have sold, given away, or distributed written, printed, or otherwise recorded matter published by, or
- (6) I have in any other manner been identified or associated with the following, and,

That if I have had no such associations, I will so indicate this fact by writing in "NONE" or "NONE TO MY KNOWLEDGE" in the appropriate space.

(For each name stated, set forth a detailed account of nature and extent of association with and activities in connection with the organization, association, movement, group, or combination indicated, including dates, places, precise description of credentials now or formerly held, and to the greatest extent recollected, names and addresses of others similarly associated or acting. Attach as many extra sheets as necessary for this purpose. If Federal Constitutional privilege is claimed as respects the association in question or as to all or any part of activities in connection with any of the name set forth, the applicant may state either, "Federal Constitutional Privilege is claimed," or "Federal Constitutional Privilege is claimed as to _____ (describing the specific portions of association or activities as to which the claim is made).)

ORGANIZATION	MEMBER		DATES OF MEMBERSHIP		LOCALITY
	YES	NO	FROM	TO	

REMARKS:

I have been receiving literature from the American-Russian Institute in San Francisco at long intervals for the past several years. I cannot recall the circumstances concerning the beginning of this literature, nor can I remember ever paying any dues to the organization. I have checked cancelled checks back to 1943 and find no record of any funds going to it. I recall attending a dinner meeting in San Francisco and shortly thereafter a meeting of local physicians on the subject of scientific information between the two countries. My name, however, must be on their list and I would want this clarified.

Gilda E. Helander, MD
Signature

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON 25, D.C.

Pers-6221-bjc

23 June 1949

RECRUITING MULTIPLE ADDRESS ORDER NO. 14-49.

From: The Chief of Naval Personnel
To: Commandants all Naval Districts
Commandant Potomac River Naval Command
Chief of Naval Air Reserve Training
The Navy Recruiting Service

Subj: Change No. 2 to Recruiting Multiple Add. Order No. 3-49.

Ref: (a) BuPers Cir. Ltr No. 98-49 Pers-3202-as Pl-6 dtd 8 June 1949.

1. Reference (a) provided a list of totalitarian, fascist, communist, subversive organizations, and organizations which advocate or approve the commission of acts of force to deny others their constitutional rights or which seek to alter the Government of the United States by other than constitutional means. These organizations were so designated by the Attorney General under the date of 21 April 1942. Reference (a) also directed that all Loyalty Certificate Forms now in use be amended by the addition of these organizations. Therefore in compliance with reference (a), all addressees are directed to add to enclosure (A) of RMAC 3-49 under the proper type headings the names of the organizations listed below.

Fascist:

American Nationalist Party
American National Labor Party
American National Socialist Party
American National Socialist League
Committee for Nationalist Action
National Blue Star Mothers of America
Nationalist Action League

Communist:

Abraham Lincoln Brigade
Action Committee for Free Spain Now
American Committee for Spanish Freedom
American Jewish Labor Council
American Russian Institute, New York
American Russian Institute, Philadelphia
American Russian Institute of Southern California, L. A.
Citizens Committee to Free Earl Browder
Citizens Committee for Harry Bridges
Comite Coordinador Pro Republica Espanola
Committee for a Democratic Far Eastern Policy
Commonwealth College, Mona, Arkansas
Detroit Youth Assembly
Hawaii Civil Liberties Committee
Michigan School of Social Science

Initial X NEP

ENCLOSURE (P)

Communist (Cont'd):

North American Committee to Aid Spanish Democracy
North American Spanish
Oklahoma Committee to Defend Political Prisoners
Progressive German-Americans, Aka Progressive German-
Americans of Chicago, Ill.
Schappes Defense Committee
Schneiderman-Darcy Defense Committee
United Spanish Aid Committee
Washington Commonwealth Federation

Organizations which have "adopted a policy of advocating or approving the commission of acts of force and violence to deny others their rights under the Constitution of the United States:"

American Christian Nationalist Party
Association of Georgia Klans
Knights of the White Camellia
Original Southern Klans, Incorporated

Organizations which "seek to alter the form of the Government of the United States by unconstitutional means:"

Industrial Workers of the World
Nationalist Part of Puerto Rico

2. This directive and corrected enclosure (A) to RMAO 3-49 may be reproduced locally as required by all addressees.

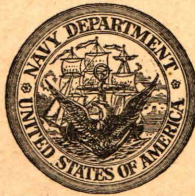
/s/ ROY A GANO
By direction.

Initial X AET

NAVY DEPARTMENT

Personal Affairs of Naval Personnel and Aid For Their Dependents

NAVPERS 15,014



APRIL 1943

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

All personnel should advise dependents and next of kin of their individual service or file numbers, and any inquiry to the Navy Department should invariably include the service or file number to facilitate identification and to assist in handling the inquiry.

PERSONAL AFFAIRS OF NAVAL PERSONNEL AND AID FOR THEIR DEPENDENTS

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SECTION I

GENERAL

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1. Importance of arranging personal affairs.—*a.* At any time during the course of war, all officers, nurses, warrant officers, and enlisted personnel of the Navy may expect sudden changes of station. As the strategical plan of the present war progresses, increasing numbers of Navy personnel will be ordered to ships and theaters of operations in many scattered geographical locations.

Personnel affected in such movements may anticipate long separation from their families during which they, as individuals, may be missing in action or by accident, captured by the enemy, physically disabled, die while a prisoner of war, die in action or from sickness or other causes, be beleaguered or besieged by the enemy or be interned in a neutral country.

b. Efficiency of performance varies in direct proportion to an individual's peace of mind and mental stability. This human factor falters in the face of worry concerning those left at home. No individual cherishes the thought of such worry or desires to expose his dependents to distress, want, and insecurity. Everyone rightly wants to know that his family will be protected and cared for during his absence without undue embarrassment or legal entanglements.

2. Information concerning preparation.—Sudden changes of station in wartime are busy and hectic periods; therefore the time to prepare for such a contingency is before that contingency arises. It is imperative that Navy personnel satisfactorily arrange their personal affairs before a sudden change of station occurs. Now is the time to provide for the welfare, protection, and security of dependents, and to insure that they will have knowledge of and receive all rights and benefits to which they are entitled. To assist Navy personnel in arranging their personal affairs, suggestions for necessary preparations are outlined in Section II as a general guide. Detailed information may be found in the other sections which should be thoroughly studied by all members of the naval service.

3. Information subject to change.—Since all laws, regulations, and instructions are undergoing revision, the information contained in Sections III to XXV, inclusive, may be altered from time to time.

SECTION II

SUGGESTIONS FOR NECESSARY PREPARATIONS

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A. GENERAL PREPARATIONS

4. Legal advice.—In placing personal affairs in order, the advice of legal counsel may be necessary. Such advice may be properly sought from any of the following persons:

- a. Your own personal attorney or a civilian attorney near your station.
- b. A member of a Selective Service Advisory Board who is an attorney.
- c. A member of a local Bar Committee on War Work (an activity of the American Bar Association to provide legal advice to servicemen who are not financially able to retain legal counsel).

d. A member of the armed forces who is a licensed attorney.

5. Transportation of dependents and shipment of household goods.—Decide where your family will live if you are ordered away, and determine what must be done to move your household goods and what rights you have in respect to transportation of your dependents from your last station to their expected place of abode. (See section III.)

6. Servicemen's Dependents Allowance Act of 1942.—If you are a seaman, fireman, steward's mate, or third class petty officer, or if you hold any rating whose base pay is \$78.00 a month or less, your dependents are entitled to an allowance under the Servicemen's Dependents Allowance Act of 1942. Obtain an application blank for family allowances from your commanding officer and complete and file it as instructed. In exceptional circumstances when you are not available your dependents may make application for this allowance.

7. Allotments of pay for financial support of dependents.—To insure financial support for your dependents, consult your disbursing officer for advice in regard to the registration of an adequate allotment. (See section IV.) Consideration should be given to proper allotments under Pay Reservation Plan for the purchase of United States Savings Bonds. (See section IX.)

8. Bank account.—Arrange your bank account so that your wife and/or dependents can check against it without your signature, and so that it has the legal status you desire to insure that, in the event of your death, the account passes to your wife's and/or dependents' control. The account contract should read "John Doe and Mary Doe jointly with rights of survivorship and not as tenants in common." (See section VIII).

9. Safety deposit box.—Arrange a safe place to keep documents, insurance policies, and other important papers where your wife and/or dependents will have easy access to them. Consideration should be given to a safety deposit box in a bank located at or near the expected domicile of your dependents. (See section XIII.)

10. Power of attorney.—Consideration should be given your personal need for granting a power of attorney to an individual who will conduct your personal affairs during your absence, and if you consider such an instrument needed, or if you are in doubt as to its need, seek the advice of legal counsel. If a power of attorney is executed, a sufficient number of fully executed copies to provide for all anticipated needs should be obtained. An executed copy should be recorded in a county clerk's or other office of record accessible to the attorney to establish a source of supply for additional copies. (See section X.)

11. Designation of dependents in connection with 6 months' death gratuity.—Verify proper designation of your dependents on your beneficiary slip.

12. Insurance.—a. Protect yourself with as much life insurance as you can afford, either Government Insurance or with commercial insurance. (See section XIV.) Register allotments to cover United States Government and National Service Life Insurance policies. Greater protection is afforded by authorizing an allotment for the payment of commercial life insurance premiums since the Act of March 7, 1942, authorizes the keeping in force of insurance allotments when a person is reported missing, missing in action, beleaguered or besieged, interned in a neutral country, or captured by an enemy.

b. Analyze all of your insurance policies to insure that your beneficiaries are indicated as desired and that your dependents will receive the protection for

which you have paid or will pay premiums. This includes automobile insurance. (See section XVIII.) If your naval service is likely to cause a lapse of a commercial insurance policy, determine your rights to protect such insurance under the Soldiers' and Sailors' Civil Relief Act of 1940. (See section XVII.)

13. Estates.—Analyze your estate. It is considered advisable, where practicable and where no pertinent statutory provisions are involved, to make such arrangements as will permit your estate to pass to the control of your wife and/or dependents on your death without probate. Title of real estate, personal property, stocks, bonds, etc., should be investigated and changed where not found to be as desired. (See sections XII and XVIII.)

14. Wills.—Consideration should be given to the making of a will disposing your estate in accordance with the laws of your legal residence. (See section XI.)

15. Financial and business status.—Analyze your financial contract obligations, and if unable to liquidate any or all of them by reason of reduced income caused by your military service, determine your rights under the provisions of the Soldiers' and Sailors' Civil Relief Act of 1940. (See section XVII.)

16. Income taxes.—Make yourself familiar with your obligations concerning tax returns and payments. Assemble a record of pertinent information showing cost, dividends, sales of stock and bonds, and other sources of income for income tax purposes. Include copies of your last tax return filed. (See section XVIII.)

17. Assistance for needy dependents.—If your family is in need, you may apply for assistance from the Navy Relief Society. (See section XXI.) Your chaplain may assist you in this respect. (See section XXII.) Under other conditions, contact with an American National Red Cross field director will obtain assistance for you and your family. (See section XXIII.)

18. Important papers.—If you have in your possession or have easy access to birth certificates, marriage certificates, divorce decrees, naturalization papers, etc., assemble them with other important papers and documents. In the event anything happens to you, such certificates and affidavits will be required to substantiate claims, and it will be of material help to your dependents and beneficiaries to have ready access to them. However, if you do not already possess them, to avoid the trouble and cost of obtaining in advance certified copies of such public records which may never be used, it will be wise not to undertake such a plan unless you have the time and money to spare for required fees. The Veterans' Administration is prepared to assist your dependents and beneficiaries if and when necessary. This does not apply to certified public records required as documentary proof when application is made for benefits under the Servicemen's Dependents Allowance Act of 1942.

B. INFORMATION YOUR FAMILY SHOULD HAVE

19. Information to be in writing.—Your dependents should have knowledge of the arrangements made in their behalf. It is imperative that you reduce to writing for their guidance a complete history of your affairs, to include the information indicated in paragraphs 20 to 24, inclusive.

20. If you are ordered away.—Your dependents should have—

a. Written instructions concerning the movement of your household goods to the expected domicile of your family, and instructions concerning their transportation. (See section III.)

b. Written recapitulation of your economic status, listing assets, liabilities, debts, other sources of income, business arrangements, etc.

c. Written explanation and amount of the allotment you have made for their support and for payment of insurance premiums, and explanation of arrangements made in connection with pay reservation for United States Savings Bonds. (See sections IV and IX.)

d. Written explanation of the benefits under the Servicemen's Dependents Allowance Act of 1942 and the arrangements you have made in connection therewith, if you are an enlisted man in the seventh, sixth, fifth, or fourth grade in the Navy.

Society, the American Red Cross, and Navy chaplans (see sections XXI, XXII, Society, the American Red Cross, and Navy chaplans (see sections XXI, XXII, and XXIV).

f. Written instructions concerning medical assistance and hospital facilities available to your dependents, and how to obtain such assistance. (See section XX.)

g. Written instructions concerning benefits, and how to obtain assistance under the Soldiers' and Sailors' Civil Relief Act of 1940. (See section XVII.)

h. Written description of the location or disposition of important papers and property, such as your will, real estate, insurance policies, bank accounts, safety deposit box and keys, birth certificates, divorce decrees, naturalization papers, jewelry, deeds, stocks, securities, notes, titles, automobiles, receipts, copy of income taxes filed, etc.

i. Written instructions concerning taxes. (See section XIX.)

21. If you are reported missing, missing in action, or captured by the enemy.—Your dependents should have—

a. Written explanation that the allotments you have made for their support and for payment of insurance premiums will be continued for a period of 12 months from date of commencement of the absence, and possibly longer, and that your pay and allowances will continue to be credited to your account during the same period unless your status is changed. (See section V.)

b. Written explanation that the Bureau of Naval Personnel, Navy Department, will send information concerning a change in your status as soon as it is available.

c. Written instructions that if commercial insurance premiums are not paid by an allotment, your wife and/or dependents should communicate with the Bureau of Naval Personnel, Navy Department, Washington, D. C., immediately on receiving word that you are reported missing, missing in action, interned in a neutral country, beleaguered or besieged, or captured by the enemy. The name of the insurance company and the policy number in those cases where the insurance is not paid by allotment should be furnished the Bureau of Naval Personnel in such cases.

22. If you are disabled by disease or injury.—Your dependents should have:

a. Written information that you will receive disability benefits according to the degree of disability, or that you may be retired for physical disability at three-quarters of your base pay. (See section XIV.)

b. Written explanation of benefits forthcoming under the disability provisions of your insurance. (See section XIV.)

23. If death comes to you while you are in active service.—Your dependents should have:

a. Written notification of your desires as to place of burial and information that:

- (1) Your remains will not be returned to the continental United States until after cessation of hostilities.

- (2) If you die where naval authorities can take charge of burial arrangements, it is preferable to let them do so without cost to your dependents.
- (3) If you die where no naval authority is present to take charge of arrangements, your next of kin should make burial arrangements, keeping expenses at a reasonable medium.
- (4) If you die while on leave or furlough at home, your wife and/or dependents should immediately telegraph the Navy Department information of your death. The commanding officer at your regular station should also be notified, after which your wife and/or dependents should communicate with the nearest naval station for assistance and advice.

b. Written information outlining the 6 months' pay gratuity to which your dependents are entitled upon your death. Application for this gratuity should be made to the Bureau of Naval Personnel. If you are declared dead upon the expiration of 12 months from the date on which you were reported as missing, or missing in action, this gratuity is authorized for payment to your dependents. (See section VI.)

c. Written information concerning collection of accrued military pay after your death. Claim for this collection should be made to the Bureau of Supplies and Accounts, Cleveland, Ohio (Allotment Division).

d. Written information concerning pensions to dependents administered by the Veterans' Administration. (See section XIV.)

e. Written information concerning benefits according to the provisions of your insurance policies. (See section XIV.)

24. If death comes to you after you have been discharged from the service.—Your dependent should have:

a. Written information concerning burial allowances under benefits administered by the Veterans' Administration.

b. Application should be made on Veterans' Administration Form 530. (See section XIV.)

C. INFORMATION YOU SHOULD KNOW AFTER DISCHARGE FROM ACTIVE SERVICE

25. Benefits after discharge.—You should familiarize yourself with the benefits to which you are entitled after discharge from the service. These benefits are outlined in section XIV. Also, as to reemployment, see section XXIII.

26. Keep insurance in force.—Care should be taken to continue paying monthly premiums on your life insurance after discharge when such premiums are due in order to prevent such insurance from lapsing. This is especially important in cases where discharge is on certificate of disability, as the insurance cannot be reinstated without a physical examination. (See section XIV.)

SECTION III

TRANSPORTATION OF DEPENDENTS OF NAVAL PERSONNEL AND SHIPMENT OF HOUSEHOLD GOODS

	Paragraph
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27. Must be determined specifically in each case.—In view of recent decisions by the Comptroller General, as a result of the necessary form of orders frequently issued to naval personnel in war time, the questions of the entitlement

of personnel to transportation for their dependents or for household goods under a change of station necessitates specific determination in each case.

28. Directives concerning these subjects.—The latest interpretation of existing law on these subjects is now contained in the decision of the Comptroller General—B-26966, of March 12, 1943, which was cited to the naval service, and AlNav No. 65, of April 8, 1943.

29. Must consult supply officer.—The individual should not, in any case, proceed with the movement of his dependents or of his household effects, on the assumption that he will be entitled to reimbursement, without consultation with a supply officer.

SECTION IV

ALLOTMENTS OF PAY AND DEDUCTIONS

	Paragraph
Allotments of pay for support of dependents, payment of insurance premiums and purchase of Savings Bonds.....	30
How made.....	31
To best advantage of service man to make maximum allotment possible.....	32

30. Allotments of pay for support of dependents, payment of insurance premiums and purchase of Savings Bonds.—To insure support for your dependents, request the registration of an allotment of pay. This allotment should preferably be made to an individual but, if you so desire, you may make it to a bank, indicating that it is for the support of your dependents. Prior arrangements should be made with the bank for the acceptance of such an allotment. Allotments should be registered for the payment of insurance premiums, both government and commercial. If you so desire, you may also register allotments for the purchase of Savings Bonds on either the Bond-a-Month plan or Bond-a-Quarter plan. You may allot all of your base pay, plus longevity, plus your money allowance for quarters, but it is advisable to keep at least \$10 for your necessary personal expenses.

31. How made.—Allotments shall be registered by the disbursing officer carrying the account of the individual on the form prescribed (S and A Form 6). When allotment covers payment for U. S. Defense Savings Bonds, S and A Forms 5 and 5a will be used. After being signed by the grantor, an allotment must be witnessed by the disbursing officer carrying his pay account unless the allotment is to be registered by a disbursing officer separated from the person whose account he carries, in which case it shall be witnessed by the commanding officer.

32. To best advantage of service man to make maximum allotment possible.—Attention of all personnel is directed to the fact that allotments registered by the individual may be continued under the law, by action of the Secretary of the Navy, should the grantor be placed in a missing status and provided the allotments are specifically identified as being intended for support of dependents or for insurance premiums. Each individual should definitely assure himself that his allotment for dependents is clearly identified as being for the support of a dependent. Allotments registered to a dependent are automatically presumed to be for the support of a dependent, but an allotment to a bank account, including one which is joint with the dependent, must be specific as to its purpose if intended for the support of a dependent; failing such specific identification, the allotment will be stopped should the grantor be placed in a missing status; and it will then be necessary for the dependent to make application to the Secretary of the Navy for registration of a new allotment. It is to be noted that there will be less interruption in payments of allotments made by the individual and *properly identified* than in payments of allotments which must be initiated by the Secretary of the Navy.

SECTION V

**PAY, ALLOWANCES, AND ALLOTMENTS OF NAVAL PERSONNEL,
REPORTED MISSING, MISSING IN ACTION, INTERNED IN A NEUTRAL
COUNTRY, OR CAPTURED BY THE ENEMY**

	Paragraph
Pay and allowances of missing, interned, or captured personnel.....	33
Allotments.....	34
Determination of Status.....	35
Personnel Captured or Interned.....	36

33. Pay and allowances.—*a.* Naval personnel on active duty who are officially reported as missing, missing in action, interned in a neutral country, or captured by an enemy, are entitled to receive or to have credited to their accounts the same pay and allowances to which they were entitled at the beginning of their absence. Expiration of a man's agreed period of service during such absence does not operate to terminate this right to receive pay and allowances or to have it credited to his account.

b. If it is subsequently determined that personnel who have received pay and allowances have been absent from their post of duty without authority, such personnel shall be indebted to the government in the amount equal to the payments which have been made or credited during such absence.

c. After considering the circumstances surrounding the absence of a person in the naval service who is reported missing, the Secretary of the Navy may direct the continuance, suspension, or resumption of payments of the pay and the allowances of such person. Dependents should be instructed to communicate with the Bureau of Naval Personnel, Navy Department, Washington, D. C., for further information on this right, if naval personnel are reported missing.

34. Allotments.—*a.* Any officer or enlisted man of the U. S. Navy or the U. S. Naval Reserve who is officially reported as missing, missing in action, interned in a neutral country, or captured by an enemy, who has made allotments for the support of his dependents and/or the payment of insurance premiums, shall be entitled to have such allotments continued. These allotments shall be continued for the period indicated in paragraph 35, notwithstanding the fact that the duration of time for which such allotments had been registered may have expired in the interim.

b. Further, in the absence of a previously executed allotment, or where the allotment registered by such officer or enlisted man is not sufficient for the reasonable support of dependents or for the payment of insurance premiums, the Secretary of the Navy, or his designated subordinate, is authorized to direct that allotments, not to exceed the pay and allowances of the person concerned, be registered for the support of dependents and the payment of insurance premiums.

35. Determination of status of personnel carried as missing, missing in action, interned in a neutral country, or prisoners of war.—*a.* Any officer or enlisted man who is officially reported as missing or missing in action may be carried as such for a period of 12 months or until his status is definitely established. When the 12 months' period is about to expire, a thorough review is made of all available evidence in each case. On the basis of this evidence, the person concerned may be declared officially dead, or it may be found that he should be continued in a missing status beyond the 12 months' period.

b. If a man is declared officially dead, his pay and allowances, as well as his allotments for the support of his dependents and payment of insurance premiums, will be discontinued; his accounts will be settled; and the 6 months' death gratuity may be payable. The 6 months' death gratuity is an amount equal to 6 months' pay (but does not include allowances) at the rate received at time of death.

c. If it is found that the person concerned should be continued in a missing status, his pay and allowances and his allotments for the support of his dependents and the payment of insurance premiums will be continued until his status is definitely established.

36. **Personnel Captured or Interned.**—Naval personnel who are officially reported to be captured or interned in a neutral country are entitled to have their pay and allowances credited to their account; and their allotments for the support of dependents and the payment of insurance premiums may be continued until such time as they are known to be deceased or until they have returned to the jurisdiction of the U. S. Navy.

SECTION VI

SIX MONTHS' DEATH GRATUITY

	Paragraph
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37. **Explanation.**—a. The Act of June 4, 1920 (as amended May 22, 1928 and March 7, 1942) provides as follows: Immediately upon official notification of the death from wounds or disease, not the result of his or her own misconduct, of any officer, enlisted man, or nurse on the active list of the regular Navy or regular Marine Corps, or on the retired list when on active duty, the Paymaster General of the Navy shall cause to be paid to the widow, and if there be no widow, to the child or children, and if there be no widow or child, to any other dependent relative of such officer, enlisted man, or nurse, previously designated by him or her, an amount equal to six months' pay at the rate received by such officer, enlisted man, or nurse at the date of his or her death. The Secretary of the Navy shall establish regulations requiring each officer and enlisted man or nurse having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his or her death. If there be no widow, child, or previously designated dependent relative, the Secretary of the Navy shall cause the amount herein provided to be paid to any grandparent, parent, sister, or brother shown to have been dependent upon such officer, enlisted man, or nurse, prior to his or her death.

b. By Act of May 12, 1930, the gratuity law was extended to include transferred members of the Fleet Naval Reserve, and the Fleet Marine Corps Reserve, on active duty.

38. **Administration.**—a. In the administration of the death gratuity law there are two types of claims. One class of claims includes widows, children, and designated dependent relatives. The other class covers undesignated relatives.

b. The Act of March 7, 1942 delegated authority to determine the fact of dependency to the Secretary of the Navy or to such subordinate as he may designate and such determination so made is final and conclusive.

39. **Procedure.**—a. Application blanks on which to apply for payment of the six months' death gratuity (N. S. A. Form 560) are mailed by the Navy Department immediately after notification of death.

b. Upon return of Form 560 properly executed by the beneficiary, the voucher form will be forwarded to the Bureau of Naval Personnel for approval; upon approval, the claim will be paid immediately. Payment to a legal widow is mandatory and requires no evidence of dependency. In the absence of a widow, payment is made to legal children, regardless of age or marital status. If there is no widow or legal child surviving, payment is made to a designated beneficiary. If death of a designated beneficiary occurs subsequent to the death of the officer,

enlisted man, or nurse and prior to settlement of the gratuity, payment may be made to the designated beneficiary's estate.

c. If the deceased was not survived by a widow, child, or previously designated beneficiary, then a grandparent, parent, sister, or brother is eligible to apply for the payment of the gratuity. In such cases, however, the eligibility of the applicant to receive payment will be determined by the Bureau of Naval Personnel, and such determination is final and conclusive.

40. Special Provision, Aviation Officers.—In addition to the Death Gratuity, a properly designated beneficiary (Form B. N. P. 903) of a Reserve officer, Class A-V(N) (former aviation cadets), may be entitled to a lump sum of \$500 for each complete year of continuous commissioned active service, in event of such officer's death, not resulting from his own misconduct. This lump-sum payment is prorated for the fractional part of each incomplete year of service; in no case may it exceed \$3,500.

SECTION VII

ARREARS OF PAY

(COLLECTION OF ACCRUED NAVAL PAY IF DEATH OCCURS IN SERVICE)

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41. How paid.—a. Back pay and allowances due an officer, nurse, wave, or enlisted man at the time of his or her death will be paid by the General Accounting Office, Washington, D. C., and only upon submission of claim on Standard Form No. 1055 (Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States) which may be obtained from any disbursing officer or post adjutant.

b. If the amount of accrued pay and allowances, mileage, or per diem due but unpaid the deceased at date of death, plus any uncashed Government checks payable to the deceased, equals or exceeds \$500, then the payment of claim therefor will be made by the General Accounting Office only to the executor or legally appointed administrator of the estate of the deceased. Even though the deceased left no other assets, application for probate or administration must be made to the proper court if \$500 or more is due from the Government. In each such case a short certificate of letters testamentary or of administration, with a showing whether still in force and effect, must accompany the claim.

c. If an executor or administrator has not been and will not be appointed and an amount not in excess of \$500 is due the estate of the deceased, the amount due may be paid to the person or persons who, under the laws of the domicile of the deceased or an applicable Federal statute, would be entitled to receive the money if administration were had. The Federal statute prescribes the following order or procedure: First, to the widow; second, if decedent left no widow, or the widow be dead at time of settlement, then to the children or their issue; third, if no widow or descendants, then to the father and mother in equal parts, provided the father has not abandoned the support of his family, in which case to the mother alone; fourth, if either the father or mother be dead then to the one surviving; fifth, if there be no widow, child, father, or mother at the date of settlement, then to the brothers and sisters and children of deceased brothers and sisters (act June 30, 1906 (34 Stat. 750)). Payment direct, however, is made only in cases where the deceased left no other assets subject to administration.

42. **Claims.**—*a.* Funeral expenses in excess of Government allowances are considered as a claim against arrears of pay. If the arrears are in excess of \$500, creditors for funeral expenses (and any other creditors) may make claim against the estate into which the arrears of pay will be paid. If the arrears are less than \$500, the General Accounting Office will first determine that all excess funeral expenses are paid, and demand receipts before paying the claim for arrears of pay. Claims for funeral expenses should be filed with the General Accounting Office at the same time claim is made for arrears of pay.

b. Claimant should obtain Standard Form No. 1055 from any disbursing officer and submit it to the Claims Division, General Accounting Office, Washington, D. C. Delay may be expected before approval of this claim, as it is the final accounting between the deceased and the Government, and many Government agencies must be consulted.

SECTION VIII

JOINT BANK ACCOUNTS

Paragraph

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43. **Advantage of joint account.**—It often happens that an officer or man who carries a bank account in his own name temporarily deprives his wife or dependents of the use of this money at a time when it is most urgently needed. Upon the husband being ordered to foreign service or upon his death, the wife or other dependents may encounter unexpected difficulties. It is possible in most States to carry joint bank accounts, and most banks have a specially prepared contract form setting out the legal status of the account in accordance with the laws of the State governing the deposit. In most States such an account is the joint individual property of both the husband and wife. The contract and the bank pass book should contain the following wording in substance: "John Doe and Mary Doe jointly with rights of survivorship and not as tenants in common." Either party may deposit in and withdraw from such an account, and in event of the death of one, the account becomes the property of the survivor. However, in some States the account might be frozen for a short period of time pending inheritance tax determination on the estate of the deceased and for other statutory reasons.

44. **Allotments to joint account.**—Although allotments may be made to a bank for the credit of one individual in a savings or checking account, there is no objection to an allotment to a bank for the credit of a joint account. However, proper arrangements should first be made with the bank for the acceptance and deposit of such allotment. In case you are declared missing, become a prisoner of war, etc., allotments to joint accounts may be continued if registered for the support of dependents.

SECTION IX

UNITED STATES SAVINGS BONDS AND STAMPS

Paragraph

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45. **Nature and purpose.**—*a.* United States Savings Bonds are direct obligations of the Government and its promise to pay the original purchaser upon his demand 100 percent of the purchase price plus any interest due.

b. The purchase of United States Savings Bonds not only provides for military personnel a method of saving money with the assurance of absolute security of principal and interest, but also affords them an opportunity to assist further in

the war effort by providing a means of producing the necessary implements of warfare. The two-fold purpose of United States Savings Bonds is therefore to preserve the ideals and freedoms of America by strengthening our war position and to secure the financial future of Americans in all walks of life. While the money is being used to make guns, tanks, airplanes, and other equipment, the bonds will be earning interest, and the owner will be accumulating a personal estate as well as helping greatly to hasten victory.

c. United States Savings Bonds are issued in three series identified as Series E, F, and G. Series F and G are for larger investors (principally corporations), while Series E is for individuals.

d. The total cost of a \$25.00 (maturity value, Series E) bond is \$18.75, of a \$50.00 bond is \$37.50, and of a \$100.00 bond is \$75.00. Bonds of larger denominations may be purchased at similar discounts. All Series E bonds mature in 10 years; bonds of Series F and G mature in 12 years.

e. Individuals may name one coowner or one beneficiary for their bonds. A coowner has all the rights that the subscriber possesses with respect to the bonds, and he may cash the bonds with or without the consent of the subscriber. A beneficiary may cash the bond only after the death of the owner. Bonds may be cashed at any time after 60 days from the date they are issued.

f. Subscribers should direct that bonds be mailed to their *permanent* addresses. They will not be shipped outside the continental limits of the United States, except to Alaska, Hawaii, Puerto Rico, and the Panama Canal Zone. The Treasury Department will store war bonds at no expense to the owners if so desired.

g. Bonds are not transferable and cannot be used as collateral for loans.

46. Allotments for purchase of Bonds.—Officers, nurses, waves, and enlisted men of the Navy on active duty may register allotments to purchase War Savings Bonds in accordance with letter of the Secretary of the Navy, S02-25 1052, February 22, 1943.

SECTION X

POWER OF ATTORNEY

	Paragraph
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47. Purpose and requirements.—a. Numerous circumstances may arise while a member of the armed forces is absent from the United States, or when he is otherwise not immediately accessible, in which it will be necessary for someone to act for him. Under such circumstances his personal affairs can generally be conducted to best advantage by an agent or attorney acting for him and in his name and behalf. The authority so to act may be granted conveniently through a power of attorney to a member of his family, or to any other person of legal age and capacity, but should be granted only to one in whom he has complete trust and confidence.

b. The person executing a power of attorney is usually referred to as the "grantor," and the person to whom the authority to act is given is usually referred to as the "attorney in fact," or simply as the "attorney" for the grantor. A power of attorney can be made very broad and general or it can be restricted to one or more specific items, according to the needs and desires of the grantor.

c. The requirements as to the form and content of a legally effective power of attorney designed to accomplish the intended purposes vary considerably under the laws and court decisions of the several States. For this reason it is virtually impossible to draft a standardized form of power of attorney which will meet

the legal requirements of all the jurisdictions throughout the United States. For example, the laws of the several States vary as to the age at which a person ceases to be a minor and becomes capable of executing a valid power of attorney.

d. Because of the mentioned variations in the required legal formalities and in order properly to fulfill the needs and desires of the grantor, the power of attorney should be tailor-made for him under the advice of competent legal counsel familiar with the applicable State laws of the place of execution of the power of attorney and of the probable place of exercise of the powers granted, if known. The use by individuals of standardized forms should be avoided unless the need is urgent and counsel is not available, in which case the executed document should be regarded as a temporary expedient to be replaced as early as possible by a similar document prepared with the advice of counsel.

48. Counsel.—It is suggested that each member of the armed forces give serious consideration to his personal need for a power of attorney. If he considers such an instrument to be needed, or if he is in doubt as to its need, it is suggested that he seek the advice of legal counsel. Such advice may properly be sought by a member of the armed forces from any of the following persons:

- a.* His own personal attorney.
- b.* A civilian attorney (at his home or near his station).
- c.* A member of a Selective Service Advisory Board who is an attorney.
- d.* A member of the local Bar Committee on War Work (an activity of the American Bar Association).
- e.* A member of the armed forces who is a licensed attorney.

49. Special phases.—There are certain special phases of the problems which may arise in connection with a power of attorney if the grantor is in the military service. So that such matters may not be overlooked and may be given due consideration as a part of any power of attorney, are set forth for such use, adaptation, or modification in the individual case as counsel may deem advisable:

a. The commencement clause might properly state:

KNOW ALL MEN BY THESE PRESENTS: That, I, _____,
 (Name of grantor)
 a legal resident of _____, now in the
 (Town, State, and County of legal residence)
 naval service as a _____, service number _____,
 and anticipating the probable necessity for the use of a power of attorney, have
 made, constituted, and appointed, and by these presents do make, constitute, and
 appoint _____, whose address is
 (Name of attorney)
 _____, my true and lawful attorney to
 (Town, State, and County)
 (insert the powers and authority it is desired to grant to the attorney).

b. Note.—It may be desirable to insert, among others, the following clauses, the first of which will probably not be acceptable and should not be relied upon to authorize the execution of Government vouchers by the attorney for the pay, and rental, subsistence, and travel allowances of the grantor. The use of allotments is advisable if it is desired to have others receive direct any part of a service man's pay.

"To execute vouchers in my behalf for any and all allowances and reimbursements properly payable to me by the United States, including but not restricted to allowances and reimbursements for transportation of dependents or for shipment of household effects as authorized by law and Navy Regulations, and to receive, indorse, and collect the proceeds of checks payable to the order of the undersigned drawn on the Treasurer of the United States. To take possession, and order the removal and shipment, of any of my property from any post, ware-

house, depot, dock, or other place of storage or safekeeping, governmental or private; and to execute and deliver any release, voucher, receipt, shipping ticket, certificate, or other instrument necessary or convenient for such purpose."

c. The incorporation of the following declaration or parts thereof in a power of attorney may be beneficial, although its provisions may not prove effective in some jurisdictions:

"And I hereby declare that any act or thing lawfully done hereunder by my said attorney shall be binding on myself, my heirs, legal and personal representatives, and assigns, whether the same shall have been done before or after my death or other revocations of this instrument, unless and until reliable intelligence or notice thereof shall have been received by my said attorney; and whether or not I, the grantor of this instrument, shall have been reported or listed, either officially or otherwise, as "missing in action" as that phase is used in naval parlance, it being the intendment that such status designation shall not bar my attorney from fully and completely exercising and continuing to exercise any and all powers and rights herein granted, and that such report of "missing in action" shall neither constitute nor be interpreted as constituting notice of my death nor operate to revoke this instrument."

50. Acknowledgments and recording.—a. For many purposes, and particularly in connection with the clauses set forth in paragraph 49b, it is advisable to have three persons, in addition to a notary public or other official authorized to take acknowledgments, witness the execution by the grantor of the power of attorney. The form of, and authority to take acknowledgments are regulated by the laws of the jurisdiction or jurisdictions involved, and must be determined in each individual case. There should be fully executed (by grantor, witnesses, and notary) a sufficient number of copies to provide for all anticipated needs and, in addition, it is suggested that an executed copy be recorded in a county clerk's or other office of record accessible to the attorney so that certified copies may later be obtained as needed. Such recording is suggested merely for the purpose of establishing a source of supply for additional copies. The requirements of the various pertinent State laws as to recording the instrument, in order to make it legally effective or for certain special purposes, such as the transfer of title to real property, will require special consideration.

b. All of the executed copies of the instrument, except one copy kept by the grantor for reference, should be delivered to the attorney at or prior to the time it is necessary for the attorney to act for the grantor.

51. Form for emergency use.—In case of urgent necessity, when the advice of legal counsel cannot be obtained, the form of general power of attorney described below may be of some assistance, but should not be relied upon too strongly as its legal effectiveness is not guaranteed. It is intended for use only to meet the needs of an emergency and should be used only as a temporary expedient to be replaced by an instrument prepared with the assistance of legal counsel as soon as time and circumstances permit (see par. 47c and d). If used under such circumstances, without the advice of legal counsel, the following instructions should be read carefully before attempting to fill out and execute the instrument:

a. This form of general power of attorney is extremely broad and general in its terms and should not be executed unless you have unlimited faith and confidence in the integrity and ability of the person you name as your attorney to conduct and manage your affairs. For this reason it is usually preferable that you name some member of your immediate family as your attorney.

b. Read the instrument carefully and be sure you understand what powers you are granting to your attorney before you sign this or any power of attorney.

c. The laws of the several States vary as to the age at which a person becomes capable of executing a valid power of attorney. If you are under 21 years of age, you may or may not be able to execute a valid instrument and you should consult an attorney at the first opportunity.

d. The power granted by an instrument in this form will continue indefinitely until it is revoked. You can revoke it at any time you wish by giving written notice of revocation to your attorney. Copies of notice of revocation, in such numbers as may be necessary, should be executed by you with all the formalities that attended the execution of the power of attorney, and the notice of revocation should be recorded wherever the power of attorney has been recorded.

e. Be sure that all blanks are accurately and completely filled in before you sign the instrument. The signing should be done in the presence of three witnesses and a notary public or other official authorized to take acknowledgments at the place of execution. The form of acknowledgment is believed sufficient for many jurisdictions but should be varied to meet any special requirements. The notary undoubtedly will be of assistance in this regard. Be sure that all copies are fully executed by yourself, the witnesses, and notary, and that he affixes his seal to all copies.

f. For information as to the number of copies, recording, and other disposition thereof, see paragraph 50.

g. Remember, before you execute any power of attorney, consult legal counsel, if possible, and use the following form only in urgent and emergency circumstances:

POWER OF ATTORNEY

GENERAL

KNOW ALL MEN BY THESE PRESENTS: That, I, _____, a legal resident of the (Town, city, or county) of _____, State of _____, United States of America, now in the naval service as a _____, (Service No. _____) in the service of the United States, and anticipating that a Power of Attorney may be useful in certain circumstances, have made, constituted and appointed, and by these presents do make, constitute and appoint _____, whose address is _____, my true and lawful attorney to act in, manage, and conduct all my estate and all my affairs, and for that purpose for me and in my name, place, and stead, and for my use and benefit, and as my act and deed, to do and execute, or to concur with persons jointly interested with myself therein in the doing or executing of, all or any of the following acts, deeds, and things, that is to say:

(1) To buy, receive, lease, accept, or otherwise acquire; to sell, convey, mortgage, hypothecate, pledge, quit claim or otherwise encumber or dispose of; or to contract or agree for the acquisition, disposal, or encumbrance, of; any property whatsoever or any custody, possession, interest, or right therein, upon such terms as my said attorney shall think proper; (2) To take, hold, possess, invest, lease, or let, or otherwise manage any or all of my property or any interest therein; to eject, remove, or relieve tenants or other persons from, and recover possession of, such property by all lawful means; and to maintain, protect, preserve, insure, remove, store, transport, repair, rebuild, modify, or improve the same or any part thereof; (3) To make, do, and transact all and every kind of business of what nature or kind soever, including the receipt, recovery, collection, payment, compromise, settlement, and adjustment of all accounts, legacies, bequests, interests, dividends, annuities, demands, debts, taxes, and obligations, which may now or hereafter be due, owing, or payable by me or to me; (4) To make, indorse, accept, receive, sign, seal, execute, acknowledge, and deliver deeds, assignments, agreements, certificates, hypothecations, checks, notes, bonds, vouchers, receipts, and such other instruments in writing of whatever kind and nature as may be necessary, convenient, or proper in the premises; (5) To deposit and withdraw for the purposes hereof, in either my said attorney's name or my name or jointly in both our names, in or from any banking institution, any funds, negotiable paper, or moneys which may come into my said attorney's hands as such attorney or which

I now or hereafter may have on deposit or be entitled to; (6) To institute, prosecute, defend, compromise, arbitrate, and dispose of legal, equitable, or administrative hearings, actions, suits, attachments, arrests, distresses or other proceedings, or otherwise engage in litigation in connection with the premises; (7) To act as my attorney or proxy in respect to any stocks, shares, bonds, or other investments, rights, or interests, I may now or hereafter hold; (8) To engage and dismiss agents, counsel, and employees, and to appoint and remove at pleasure any substitute for, or agent of my said attorney, in respect to all or any of the matters or things herein mentioned and upon such terms as my attorney shall think fit; (9) To execute vouchers in my behalf for any and all allowances and reimbursements properly payable to me by the United States, including but not restricted to allowances and reimbursement for transportation of dependents or for shipment of household effects as authorized by law or Navy regulations, and to receive, indorse, and collect the proceeds of checks payable to the order of the Undersigned drawn on the Treasurer of the United States; (10) To prepare, execute, and file income and other tax returns, and other governmental reports, applications, requests and documents; (11) To take possession, and order the removal and shipment, of any of my property from any post, warehouse, depot, dock, or other place of storage or safe keeping, governmental or private; and to execute and deliver any release, voucher, receipt, shipping ticket, certificate, or other instrument necessary or convenient for such purpose.

GIVING AND GRANTING unto my said attorney full power and authority to do and perform all and every act, deed, matter, and thing whatsoever in and about my estate, property, and affairs as fully and effectually to all intents and purposes as I might or could do in my own proper person if personally present, the above specially enumerated powers being in aid and exemplification of the full, complete, and general power herein granted and not in limitation or definition thereof; and hereby ratifying all that my said attorney shall lawfully do or cause to be done by virtue of these presents.

And I hereby declare that any act or thing lawfully done hereunder by my said attorney shall be binding on myself, and my heirs, legal and personal representatives, and assigns whether the same shall have been done before or after my death, or other revocation of this instrument, unless and until reliable intelligence or notice thereof shall have been received by my said attorney; and whether or not I, the grantor of this instrument, shall have been reported or listed, either officially or otherwise, as "missing in action" as that phrase is used in naval parlance, it being the intendment hereof that such status designation shall not bar my attorney from fully and completely exercising and continuing to exercise any and all powers and rights herein granted, and that such report of "missing in action", shall neither constitute or be interpreted as constituting notice of my death nor operate to revoke this instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the _____ day of _____, nineteen hundred and forty _____

----- [SEAL]
(Signator of grantor)

WITNESSES:

----- Name	----- Address
----- Name	----- Address
----- Name	----- Address

Acknowledgment

(County or district) }

(State or country) } ss.

I, _____, do hereby certify, that I am a duly commissioned, qualified, and authorized notary public in and for the _____
_____; and that _____
(County or district, State or country) (Name of grantor)
grantor in the foregoing power of Attorney, dated _____
(Date of instrument)

and hereto annexed, who is personally well known to me as the person who executed the foregoing Power of Attorney, appeared before me this day within

the territorial limits of my authority, and being first duly sworn, executed said instrument after the contents thereof had been read and duly explained to him, and acknowledge that the execution of said instrument by him was his free and voluntary act and deed for the uses and purposes therein set forth.

In witness whereof, I have hereunto set my hand and affixed my official seal this _____ day of _____, 19____.

My commission expires _____

Notary Public

SECTION XI

WILLS

Desirability of making will.....	52
Special considerations	53
Forms for emergency use.....	54

52. Desirability of making will.—*a.* Every person in the naval service should give consideration to the making of a will, if he has not already done so. Whether a will is necessary or desirable and the form it should take depend on the desires and circumstances of the individual and the laws of the place of execution and of the probable place of probate. State law governs the execution and probate of wills and the requirements in these respects vary considerably among the several States.

b. When a person dies without having made a will he is said to have died "intestate." In such event his estate is administered and distributed according to the statute of "Descent and Distribution" of the State of his legal domicile or, in the case of real property, the State or States where such real property is located. The law thus, in effect, creates a will for him which is administered by an "administrator" appointed by the court, and his estate is distributed to the members of his family in the manner prescribed by the statute. If the manner of distribution so prescribed by law does not meet a person's desires or needs he can, subject to possible statutory limitations such as those in effect in certain States for the protection of the "dower" rights of a wife, direct a distribution of his estate according to his wishes by making a will. This fact, together with the opportunity to name in a will the person or persons whom he wishes to administer his estate as "executor" and also, if he so desires, to provide that such executor shall serve without bond and shall have power to sell and otherwise manage the estate, are probably the most important reasons for his making a will. However, there may be reasons why he may not wish to make a will or which make a will inadvisable in his case. These are matters to be determined by counsel after analysis of the facts in the individual case. If the individual wishes to make a will, or is in doubt whether he should make a will, it is suggested that he seek legal counsel as was suggested above in regard to power of attorney.

53. Special considerations.—*a.* If it is determined that a will is needed or desired, certain matters of particular significance in the cases of naval personnel should be given consideration by counsel in the drafting of the instrument. Because of his changing residence, it may be advisable to state, in the will of a member of the armed forces, the place of his legal domicile (that is, his home at the time he entered the military service, or his legal domicile of choice), so that the will may be probated at such place. It also may be advisable to include in his will a statement that he is "now in the active naval service of the United States," together with his grade and service number.

b. The use by individuals of standardized forms of wills should be avoided unless the need is urgent and counsel is not available, in which case the executed document should be regarded as a temporary expedient to be replaced as soon as possible by a similar document prepared with the advice of counsel.

c. The above is especially applicable to wills executed or which may be probated in Louisiana, the laws of that State on this subject differing materially from those of other States.

54. Forms for emergency use.—The form of will which follows may be adequate, if used as hereinafter indicated. It is intended for use only to meet the needs of an emergency and should be used only as a temporary expedient to be replaced by an instrument prepared with the assistance of legal counsel as soon as time and circumstances permit (see pars. 52 and 53). If used under such circumstances, without the advice of legal counsel, the following instructions should be read carefully before attempting to fill out and execute the instrument:

a. The will must be dated and signed by you in the presence of at least three witnesses assembled together, who will see you sign, and to whom you declare the instrument to be your last will and testament. You should request each witness to sign his name as a witness, and each should so sign in your presence and in the presence of other witnesses. This must be done with the greatest of care.

b. Be sure that all blanks are accurately and completely filled in before you sign the instrument. If time and circumstances permit, it may be advisable to write out the entire will in your own handwriting, following the form. A will which would otherwise be ineffective may be legally effective if written entirely in your own handwriting. Even if so written, however, your signature to the will should be witnessed by at least three witnesses in the manner above indicated. This is particularly true of wills which are executed or which may be probated in the State of Louisiana.

c. The person named as your executor or executrix should be someone in whom you have complete faith and confidence. For this reason it is usually preferable that you name some member of your immediate family. Such person must not be a minor, and must be legally competent to represent your estate.

d. Remember it is your will and you may leave your estate to whomsoever you desire, subject to possible dower rights of your wife, if any (see par. 52b). If you have children and make no provision for them in the will, you should specifically state that this is done intentionally. The following clause may be adequate for this purpose, and may be inserted as paragraph 5 of the form:

"I have intentionally omitted to provide for my children now living or for any that may be born after this will is executed."

e. After your will has been prepared and executed it should be put at once in a safe place such as a safe deposit box, where it can be found in the event of death. Usually a member of the armed forces should not keep his will with him because of the likelihood that it may be lost or destroyed. It may be sent for safekeeping to the named executor or to some other trusted person. If you have no safe deposit box or other place of safekeeping for your will, and do not desire to send it to a relative or person named in the will as executor or beneficiary, you may mail your will to Bureau of Naval Personnel, Washington, D. C. To do this, place the will in an envelope, seal it, and write on the outside of the envelope the words "Will of _____, Service Number _____,
(Your name)

to be delivered to _____ in case of my death."
(Name and address of person to whom will is to be delivered in event of your death)

Place the envelope containing the will in another envelope addressed to Bureau of Naval Personnel, Washington, D. C.

f. Remember, before you execute any will, consult legal counsel, if possible, and use the form in *g* below only in urgent and emergency circumstances.

g. A suggested form of will to be used only as above indicated and on your own responsibility, is given below:

LAST WILL AND TESTAMENT

I, _____, a legal resident of _____,
 (Name of testator) (City, town, or country)
 _____, United States of America, now in the active naval
 (State or district)
 service as a _____, Service No. _____, in the Navy
 (Grade)
 of the United States, do hereby make, publish and declare this instrument as my
 last WILL and TESTAMENT, in manner following, that is to say:

1. I hereby cancel, annul, and revoke all wills and codicils by me at any time
 heretofore made:

2. I hereby give, devise, and bequeath to _____
 (Name of person or persons who are to inherit,
 _____, now residing in _____, _____
 with relationship, if any (City, town, or country) (State or district)
 _____, all my estate and all of the property of which I may die
 (Country)
 seized and possessed, and to which I may be entitled at the time of my decease, of
 whatsoever kind and nature, and wheresoever it may be situated, be real, personal,
 or mixed, absolutely and forever;

3. I hereby nominate, constitute, and appoint _____
 (Name of executor with relationship, if any)
 of _____, United States of America, as my exec-
 (City, town, or country) (State or district)
 utor (executrix) and request that he (she) be permitted to serve without official
 bond or without surety thereon, except as required by law;

4. I hereby authorize and empower my executor (executrix) in his (her)
 absolute discretion to sell, exchange, convey, transfer, assign, mortgage, pledge,
 invest, or reinvest the whole or any part of my real or personal estate.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this my
 last WILL and TESTAMENT, at _____, this _____
 (Place of execution)
 day of _____, 194____.

(Signature of Testator)

[SEAL]

Signed, sealed, published, and declared by the above-named testator, _____

(Name

of testator), to be his last WILL and TESTAMENT in the presence of

all of us at one time, and at the same time we, at his request and in his presence
 and in the presence of each other, have hereunto subscribed our names as wit-
 nesses, and do hereby attest to the sound and disposing mind of said testator
 and to the performance of the aforesaid acts of execution at

_____, this _____ day of _____, 194____.

(Place of execution)

_____ (Name)	_____ (Address)
_____ (Name)	_____ (Address)
_____ (Name)	_____ (Address)

SECTION XII

ESTATES

	Paragraph
General _____	55
Joint Tenancy _____	56

55. General.—*a. Kinds of Property.*—During his lifetime a person accumu-
 lates various kinds of property which are known collectively as his "estate."
 Such property may be either "real estate," that is, land and any buildings, im-
 provements, or fixtures erected thereon or attached thereto, and "personalty,"
 which includes all kinds of personal property such as clothes, household furnish-
 ings, automobiles, money, stocks, bonds, jewelry, and in fact any property that is
 not "real estate."

b. Kinds of title.—The title, or right to ownership or possession, which a person has in the separate items of his estate may be of various kinds. He may have complete title, in which case it belongs to him alone. He may own it in "joint tenancy," that is, he and one or more other persons may own the whole property jointly, in which case if he dies, his interest in the property goes immediately to the surviving joint tenant or joint tenants and ceases to be a part of his estate subject to probate as his property. He may own the property with one or more persons in what is known as "tenancy in common," which means that he has an undivided interest in the property which interest belongs only to him. On his death such undivided interest is subject to probate as a part of his estate, and does not go to the surviving "tenant or tenants."

c. Individual control.—During his lifetime, an individual may himself use and control his "estate" or he may use and control it through an agent or attorney acting under a proper power of attorney. On the individual's death his "estate" is subject to probate in the courts, and is distributed to his heirs according to the terms of his will or, if he has no will, according to the laws of "Descent and Distribution." The personal effects in the immediate possession of a member of the naval service at the time of his death are disposed of as provided by Arts. 20 and 908, U. S. Nav. Reg. Neither of these articles is a law of descent and distribution, but merely provide for the preservation and safeguarding of such property and for the transfer of custody thereof from the Federal Government to those legally entitled thereunder to such custody pending determination of inheritance rights by a court of competent jurisdiction.

56. *Joint tenancy.*—*a.* In order to facilitate the use and control of his property, and to provide for its disposition on his death, the individual may, if he wishes, in addition to executing a power of attorney and a will as above discussed, arrange for the ownership of most of his property in joint tenancy with right of survivorship, provided there are no pertinent statutory limitations involved. By this means he may enable his joint tenant to use and control the property during his lifetime, and in the event of his death to obtain full title as survivor without the property being a part of his estate subject to probate in the courts. Property held in "joint tenancy" cannot be disposed of by his will if his joint tenant survives him.

b. Titles in joint tenancy with right of survivorship can be created for various types and kinds of property except as limited by statute. Real estate may be owned in joint tenancy with right of survivorship under proper deed. Personal property such as automobiles, machinery, and livestock, the title to which usually passes by bill of sale, may be held in joint tenancy under an appropriate instrument of conveyance. Joint bank accounts can be opened, and stocks and bonds may be issued to joint owners, with right of survivorship in each case.

c. United States War Savings Bonds will be issued upon request to joint owners with right of survivorship. If a bond has already been issued to a single owner, it is part of his estate subject to probate on his death, but it can be reissued during his lifetime to joint owners upon proper application to the Treasury Department. Bonds issued to a single owner with designated beneficiary, which can be cashed only by the owner during his lifetime and which on death of the owner, do not become part of his estate but go to his named beneficiary, can likewise be reissued upon proper application. A bond held by a single owner, whether a beneficiary is designated or not, can be cashed only upon a request for payment signed by him personally. A power of attorney would probably not be acceptable for such purpose.

d. Before creating a joint tenancy with right of survivorship, the individual will usually need legal advice regarding the advantages and disadvantages of

holding the various kinds of property mentioned above in that form of ownership, and as to the manner of creating such an estate. This advice may properly be sought from the persons enumerated in the previous section as to powers of attorney.

SECTION XIII

SAFETY DEPOSIT BOXES

Purpose	Paragraph 57
Method of renting	58

57. Purpose.—All valuable papers, including stocks, bonds, a properly drawn and authenticated will, insurance receipts, etc., should be put in a place of safekeeping. When available, a safety deposit box in a reputable bank is the best place to keep such papers.

58. Methods of renting.—There are three methods of renting a safety deposit box, each having its respective merits and demerits. These methods are—

- (1) In the name of one individual.
- (2) In the names of two individuals, as joint tenants.
- (3) In the name of one individual, with another being an "appointed deputy."

a. Individual.—Where the box is rented in the name of one individual, only that individual can open the box. In the event of his death, the box can be opened only in the presence of a representative of the probate court, and generally only on a court order. The contents of the box are released to the executor (if the deceased left a will) or to the administrator (if no will is left) only by order of the probate court. This prevents immediate access by the widow or dependents to the contents of the box, as probate proceedings often take time to start.

b. Joint tenancy.—Where two individuals rent a box together as joint tenants, either may open the box without the presence or consent of the other. In some States the death of one results in the box being sealed and access refused to the other except upon court order. However, under the laws of most States, where the words "Joint Tenants, with Right of Survivorship" are used in the contract under which the box is rented, the box may be opened by the survivor without a court order, except that usually this must be done in the presence of a representative of the State taxing authority who sees if any assets are in the box which might be held subject to State inheritance taxes.

c. Individual ownership with appointed deputy.—An individual who rents a box may give power of attorney to another to have access to the box. In most States the death of the deputy does not prevent the individual from opening the box. Thus the wife (or dependent) may rent a box and appoint the husband as deputy, giving the wife free access to the box even after the death of the husband.

d. State laws.—In view of the differences in the laws of various States as to the methods mentioned in *b* and *c* above, the safety deposit box officials of the bank should be freely consulted before the method of renting the box is finally decided.

SECTION XIV

BENEFITS ADMINISTERED BY THE VETERANS' ADMINISTRATION

	Paragraph
Benefits in event of disability due to disease or injury.....	59
Pensions to dependents.....	60
United States Government Life Insurance.....	61
National Service Life Insurance.....	62
National Service Life Insurance for aviation cadets undergoing flying training.....	63
Protecting commercial life insurance under Article IV of the Soldiers' and Sailors' Civil Relief Act.....	64
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59. Benefits in event of disability due to disease or injury.—*a.* Under the provisions of the Act of December 19, 1941, officers and enlisted personnel of the Army, Navy, Marine Corps, and Coast Guard, disabled in the line of duty while the United States is engaged in war, may be paid disability benefits according to the degree of disability shown. The rates provided range from \$10 monthly for 10 percent of disability to \$100 monthly for total disability. In addition, there are statutory ratings which increase the rate for total disability, in varying amounts up to \$250 monthly. Veterans' Administration Form 526 will be used in making application for disability compensation.

60. Pensions to dependents.—*a.* Under the provisions of the Act of December 19, 1941, as amended by act July 11, 1942, the dependents of any deceased veterans whose death resulted from injury or disease received in line of duty while the United States is engaged in war may be entitled to pension at the rate set forth below:

- (1) To a widow under 50 years of age, \$38.
- (2) To a widow 50 years of age or over, \$45.
- (3) Widow with one child, \$10 additional for such child up to 10 years of age, increased to \$15 from age 10 (with \$8 for each additional child up to 10 years, increased to \$13 from age 10).
- (4) No widow, but one child, \$20.
- (5) No widow, but two children (equally divided), \$33.
- (6) No widow, but three children (equally divided), \$46, (with \$8 for each additional child; total amount to be equally divided). As to the widow, child, or children, the total compensation payable under this section cannot exceed \$83.

b. This act also provides for compensation at the rate of \$45 per month where there is only one dependent parent and \$25 per month each if both mother and father are surviving and dependent, and the veteran's death is due to service.

c. The Veterans' Administration requires certain evidence in connection with claims filed by dependents, and to facilitate settlement of such claims every service man should secure or advise his dependents to secure necessary papers. If the dependent is the wife, a certified copy of public record of birth and a certified copy of public record of marriage of the serviceman and his wife should be secured. (If either spouse was previously married, a certified copy of public record of death or copy of court decree of divorce or annulment should be secured.) If dependent is the mother or father, a certified copy of public record of birth of veteran should be secured.

d. The 6 months' death gratuity benefits outlined in Section VI will be paid concurrently with the Veterans' Administration benefits mentioned above.

61. United States Government Life Insurance.—*a.* United States Government Life Insurance against total permanent disability or death may be granted to those persons in the military and naval services (or in civilian life) who served with the armed forces during the first World War between October 6, 1917, and July 2, 1921. The insurance may be granted upon application and payment of premium, provided the applicant is in good health, in any multiple of \$500 and not less than \$1,000 or more than \$10,000. Any Government Life Insurance previously surrendered for cash value or paid up insurance may not be replaced by new insurance under section 310, World War Veterans Act, 1924 (38 U. S. C. 512a). However, the amount of an endowment policy which has matured as such may be replaced by new insurance under the National Service Life Insurance Act. Not more than \$10,000 Government Life Insurance may be in force on one life at any time, or if the insured has National Service Life Insurance, then the total amount of Government Life Insurance and National Service Life Insurance in force on one life at any time may not exceed \$10,000.

b. Total disability insurance may be included in any contract of Government Life Insurance issued under authority of sections 300 or 310 of the World War Veterans Act, 1924, upon application and payment of an additional premium, provided the applicant is in good health. The benefits of the total disability insurance at the monthly rate of \$5.75 per thousand of insurance may be paid only after the insured has been totally disabled for a period of 4 consecutive months and before reaching the age of 65 years, and will be paid so long as he is totally disabled, even after reaching the age of 65 years. Any monthly installments payable under the total disability insurance will be in addition to any benefits to which the insured may be entitled under the life insurance policy by reason of total permanent disability and will not decrease the face value of the policy (sec. 311, W. W. V. Act 1924: 38 U. S. C. 512b).

c. Members of the armed services should be particularly careful to continue paying monthly premiums after discharge when such premiums are due, in order to prevent lapse of such insurance. This is especially important in the cases of those men discharged from the service on Certificates of Disability, inasmuch as, if they do not pay the premium due the first of the month following discharge, their life insurance will lapse and cannot be reinstated without a physical examination.

62. National Service Life Insurance.—*a.* The National Service Life Insurance Act of 1940 (54 Stat. 1008) establishes a separate system for granting life insurance to persons who were thereafter examined, accepted, and enrolled in the active service, including persons selected for training and service under the Selective Training and Service Act of 1940, and for those in the active service on the date of the enactment.

b. The insurance will be granted upon application and payment of premiums, and without medical examination to persons who are accepted and enrolled in the active service after approval of the act, but such persons must make application within 120 days after entrance into active service and while in the service.

c. Persons still in active service who did not make application for insurance within 120 days of the date of approval of the act, or of the date of acceptance for active service, will be granted insurance upon application, payment of premiums, and submission of evidence satisfactory to the Administrator showing the applicant to be in good health at the time of application. A medical examination of the applicant is therefore required in all these cases.

d. The insurance will be granted in amounts of \$1,000 to \$10,000 in multiples of \$500, but no person may carry a combined amount of National Service Life Insurance and United States Government Life Insurance in excess of \$10,000 at any one time.

e. National Service Life Insurance is payable only in the event of death of the insured to a beneficiary within the relationship to the insured of wife, husband, child (including an adopted child, stepchild, or an illegitimate child), parent (including a person in loco parentis), brother or sister. Benefits are payable in 240 equal monthly installments of \$5.51 per \$1,000 of insurance if the beneficiary is under 30 years of age at the time of the death of the insured. If at such time the beneficiary is 30 or more years of age, benefits are payable in equal monthly installments for 120 months certain, with such payments continuing during the remaining lifetime of such beneficiary. In the event that the beneficiary should predecease the insured, or should not live to receive all of the installments certain, and no contingent beneficiary has been named by the insured, provision is made by the law for payment of the remaining installments certain with a permitted class of beneficiaries.

f. The law provides for the waiver of payment of premiums during continuous total disability of the insured which commenced subsequent to the effective date of the insurance and which has existed for 6 consecutive months or more prior to the attainment by the insured of the age of 60 years.

g. All National Service Life Insurance will be issued upon the 5-year level-premium term plan, with the privilege of conversion or exchange by the insured (at any time after the policy has been in effect for 1 year and within the 5-year term period) to policies of insurance upon the following plans: Ordinary life, 20-payment life, or 30-year payment life.

h. Members of the armed services should be particularly careful to continue paying monthly premiums after discharge when such premiums are due, in order to prevent lapse of such insurance. This is especially important in the cases of those men discharged from the service on Certificates of Disability, inasmuch as, if they do not pay the premium due the first of the month following discharge, their life insurance will lapse and cannot be reinstated without a physical examination and the necessary application.

63. National Service Life Insurance to Aviation Cadets.—a. National Service Life Insurance in the amount of \$10,000 is issued to persons undergoing training as aviation cadets and to enlisted men of Class V-8 with premiums paid by the Government, during the period of training. Upon being commissioned an Ensign A-V (N), the insurance in the full amount of \$10,000 must be retained with premiums paid by allotment from service pay. Upon termination of aviation cadet status for a reason other than being commissioned or upon discharge, release from active duty, or transfer from Class V-8 the insurance may be continued in force by payment of premiums by direct remittance or by allotment from the service pay if retained in service.

b. Any aviation cadet or enlisted men of Class V-8 who had National Service Life Insurance or United States Government Life Insurance in force prior to entry into such status may elect to continue such insurance or any portion thereof in force at his own expense and be issued National Service Life Insurance with premiums paid by the Government for an amount constituting the difference between existing policy or policies and \$10,000. If he prefers, the insurance in force may be surrendered for cash, and the maximum amount of \$10,000 granted at Government expense. (United States Government Life Insurance and National Service Life Insurance on the 5-year level premium term plan do not have a cash surrender value.)

c. The Director of Insurance, United States Veterans' Administration, Washington, D. C., will reply to all requests for advice and policy service, and may be addressed direct.

64. Protecting commercial life insurance under Article IV of the Soldiers' and Sailors' Civil Relief Act.—a. The Soldiers' and Sailors' Civil Re-

lief Act of 1940, as amended October 6, 1942, provides that a policy of life insurance issued by a commercial insurer may be prevented from lapsing for nonpayment of a premium, and the United States will guarantee the payment of premiums while the insured is on active duty with the military or naval forces, provided application is filed to bring the policy under the protection of the act. The face value of the policy (or policies) may not exceed \$10,000. See par. (e) below.

b. The act protects any policy of life insurance on the level-premium or legal-reserve plan, or a benefit in the nature of life insurance arising out of membership in a fraternal or beneficial association, on which a premium was paid prior to date of act or 30 days prior to entrance into active service, if the policy is not void or voidable by reason of the insured's military service. Policies of the United States Government Life Insurance and National Service Life Insurance are not included within the provisions of the act.

c. The application for benefits of the act must be made by the insured and sent to the insurance company. The making of an application, and receiving and filing by the insurer, is deemed under the law, to be such modification of the terms of the policy as is made necessary.

d. Benefits of the act shall not extend for more than 2 years after termination of the insured's military service.

e. The United States will have a lien on the policy subject only to any lien existing prior to date of application. No payment may be made under a policy while it is protected by the provisions of the act, except with the consent of the Veterans' Administration. At maturity of a policy while under the protection of the act, or at time of settlement at termination of the protection, the unpaid premiums with interest will be deducted from the proceeds of the policy. However, the insured may pay the premiums with interest at any time prior to expiration of the protection, and thereby redeem his policy.

f. The act will remain in force until May 15, 1945, or, if the United States is then engaged in war, the act will remain in force until the war is terminated by a treaty of peace, and for 6 months thereafter.

g. Veterans' Administration Form 380 should be used in making application under this act.

65. Hospitalization, domiciliary care, and medical attention through Veterans' Administration facilities after discharge from service.—The Veterans' Administration is authorized to furnish hospital treatment and domiciliary care to applicants who were honorably discharged from the Army, Navy, Marine Corps, or Coast Guard for disability incurred in line of duty in active service, and to applicants who are in receipt of pension or compensation for a service-connected disability. Authority is also granted to furnish out-patient treatment to such persons requiring it for service-connected disabilities for which hospitalization is not necessary. However, the applicant for hospital treatment or domiciliary care for nonservice-connected conditions must meet certain regulatory requirements, particularly as to economic status. Veterans Administration Form P-10 (Application for Hospital or Domiciliary Care) should be executed by the applicant.

66. Burial allowances when death occurs outside military service or after discharge.—

a. When a veteran discharged from the Army, Navy, Marine Corps, or Coast Guard for disability incurred in line of duty, or a veteran of the Army, Navy, Marine Corps, or Coast Guard in receipt of pension or compensation for service-connected disability dies after discharge, the Veterans' Administration may pay (with certain limitations where burial expenses are otherwise provided) for

burial and funeral expenses and transportation of the body (including preparation of the body) to the place of burial, a sum not exceeding \$100.

b. No payment or reimbursement for burial, funeral, and transportation expenses can be allowed unless a claim therefor is filed within 2 years subsequent to the veteran's burial and perfected within 1 year from the date the Veterans' Administration requests supporting evidence.

c. Veterans' Administration Form 530 (Claim for Burial Expenses) will be used in making application for burial, funeral and transportation expenses.

67. **Burial flags.**—Burial flags may be issued by any county seat post office or field office of the Veterans' Administration on application on Veterans' Administration Form 2008 by relatives or undertakers who desire to secure an American Flag with which to drape the casket of any honorably discharged veteran of any war, or a person honorably discharged from the United States Army, Navy, Marine Corps, or Coast Guard after serving at least one enlistment, or discharged for disability incurred in line of duty. Such flag will be given to the next of kin after the burial of the veteran. Flags will not be issued subsequent to the burial of the deceased except where circumstances rendered it impossible for relatives or the undertaker to secure a flag to drape the casket, and then only to the widow, child, or parent. In such event, full explanation must appear upon the application, Form 2008. Reimbursement will not be made for burial flags privately purchased by relatives, friends, or other persons, nor will flags be issued to undertakers, organizations, or individuals to replace flags loaned or donated by them.

68. **Forms.**—The various forms referred to in this section and such other forms as are required may be secured from the Veterans' Administration, Washington, D. C., or in limited quantities from any of the Veterans' Administration field stations. These forms are available to men in active service and after discharge from service, and to dependents of men who die in or as a result of service during the present emergency.

NOTE: For certain other benefits pertaining to Vocational Rehabilitation see Section XXIII.

SECTION XV

BENEFITS UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

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69. **Eligibility.**—a. The "Servicemen's Dependents Allowance Act of 1942" provides a man in the lower pay grades with government assistance in supporting his wife, children, parents, grandparents, grandchildren, and brothers and sisters. Enlisted men in the fourth, fifth, sixth, or seventh pay grades, which in the Navy include all seamen, firemen, steward's mates or mess attendants, and third class petty officers, are eligible for this assistance if certain other conditions are fulfilled.

b. The principal secondary condition influencing eligibility is the classification of dependency. For the purposes of family allowances, the dependents of an enlisted man are divided into two classes—"Class A" and "Class B". Class A dependents are the wife and children of the man, and a former wife to whom alimony has been granted and is still payable. The lawful wife may be living with or apart from her husband. The term "children" includes legitimate children, legally adopted children, stepchildren who are members of the man's household and illegitimate children if it has been established that the service man is

the father. Class A dependents need not be actually dependent in order to obtain the allowance; such allowances are compulsory, and a deduction is automatically taken from the service man's pay.

c. Class B dependents, in contrast to Class A, *must* be dependent on the service man for a "substantial portion" of their support in order to be eligible. As this group embraces a much wider range of family relationships, these limitations are necessary to protect the man and the Government. Furthermore, the allowance to this class is purely voluntary on the part of the man. The group includes the enlisted man's father and mother, or his wife's father and mother, or persons who have stood in the place of parents to the man for more than one year prior to his enlistment. No more than two of the persons eligible under the definition of "parent" may at any one time receive an allowance based on the service of one enlisted man. It includes brothers and sisters, half brothers and half sisters, stepbrothers and stepsisters, and brothers and sisters through adoption. If the man has acted as parent to a grandchild for more than a year prior to his enlistment, the child can be included. It should be noted that "brother, sister, child, or grandchild" must in every case refer to an unmarried person under eighteen years of age. The only exception is made in cases where the person is physically or mentally unable to support himself.

70. Amount.—a. The number and the relationship of the dependents to the service man determine the amount of family allowance they receive. Each allowance is made up of money taken from the service man's pay, to which is added a contribution from the Government. Twenty-two dollars a month is the deduction from the pay of the service man. The only variation occurs in cases where there are both Class A and Class B dependents; then \$27 is deducted monthly.

b. To this the Government adds a variable sum ranging upward from \$5 (the amount allowed for a brother, sister, or grandchild). There is no limit on the aggregate amount that Class A dependents may receive from the Government, as additional amounts are allowed for additional children. For example, a wife receives \$28 a month from the Government (plus the \$22 deduction from the man's pay). A wife and one child receive \$40 a month from the Government; a wife with three children receives \$60 a month. With the man's contribution this provides total incomes of \$62 and \$82 a month, respectively. In contrast, the Government contribution towards allowances for *all* of one man's Class B dependents—in spite of their number or relationship—cannot exceed \$50. If the total Government contribution should amount to more, the allowance for each dependent will be proportionately reduced to lower the total. For example, if the total Government contribution should be \$60, it is reduced to \$50 and each individual's share is reduced by one-sixth.

71. Payment.—Both the government's contribution and that of the service man are included in the Government check sent monthly to the persons named to receive them. These checks are made payable to them and sent to them directly. An appropriate person may be named to receive the check for the dependents if they are in some manner incompetent. A minor's check is sent to a properly qualified guardian. Portions of the allowance may be sent, in separate checks, to as many different persons as are named to receive them. For example, the allowance for a wife and her child would probably be sent by one check addressed to the wife, while the allowance for a dependent mother and a dependent brother may be sent by two checks—one going to each.

72. Procedures.—a. Whenever it is possible, applications for family allowances for Class A dependents should be made by the enlisted man. If there is reason to believe that application has not been made for them and it is not practicable to ask the service man to do so, it is permissible for the dependents

to apply themselves or have someone apply in their behalf. Formal application is filed on official forms obtained by the service man from his commanding officer, disbursing officer, or any other designated officer. Dependents may write directly to Bureau of Naval Personnel, Navy Department, Washington, D. C. The dependent's letter should show:

1. The full name of the man's wife, if any.
2. The full names of the man's children, if any.
3. The date of any marriage.
4. The date of birth of each child (send birth certificate).
5. The man's full name.
6. The man's rating.
7. The man's service number, if known.

b. Class B allowances are granted and continued only at the will of the man himself. To signify his willingness he must file the application himself. The dependent may apply only if the man is missing or is otherwise prevented from filing because of special circumstances. For Class B relatives proof of actual dependency must be submitted. The relative involved must fill out an affidavit so that it may be determined whether he is dependent on the enlisted man for a substantial portion of his support. Proof of any statement made on any application—Class A or Class B—may be required as well.

c. Normally the allowance, if approved, will begin to accrue on the first day of the month following the date of application; and payment can be expected at the end of that month. For example, if application is made on December 27, the pay deductions will be made in January and the allowance will be paid at the end of January.

73. Termination.—a. The allowance may continue from the date it is approved up to six months after the war ends, provided, of course, the man and his dependents remain eligible. Payments will be discontinued at the end of the month in which notice is received of:

1. The enlisted man's death, discharge from service, or promotion to a pay grade higher than the fourth.
2. The death of a beneficiary.
3. The remarriage of a divorced wife or the termination of the order or written agreement decreeing alimony or separate maintenance.
4. The attainment of the 18th year by a brother, sister, child, or grandchild, except those physically or mentally incapable of self-support.
5. The marriage of a brother, sister, child, or grandchild.
6. The cessation of dependency of a Class B dependent (parents, brothers, sisters, or grandchildren).
7. The enlisted man's request that the payment of monthly allowance to any Class B relative be discontinued.
8. Notice of conviction of desertion of the enlisted man, or after the enlisted man has been absent in desertion for two months, whichever is earlier.

b. Class A payments are discontinued only for those persons who become ineligible, but Class B allowances may be terminated by the enlisted man at any time. When a man is in the status of missing, his dependents continue to receive their allowance until he is determined to be dead.

c. Since the post office does not forward allowance checks to a new address, dependents who change their address will receive prompt payment only if they give immediate notice of such change to the Field Branch, Bureau of Supplies and Accounts (Family Allowance Division), Navy Department, Cleveland, Ohio.

SECTION XVI

MONEY ALLOWANCES IN LIEU OF QUARTERS

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74. Provisions of law and eligibility.—*a.* Under the terms of Public Law 607, approved June 16, 1942, each enlisted man of the first, second, or third pay grade in the active Military, Naval, or Coast Guard Service of the United States, having a dependent (as listed below), shall be entitled to receive a money allowance in lieu of quarters for any period during which public quarters are not provided and available for his dependent. However, no man while in a non-travel status will be credited with a quarters allowance in his own right, as well as a money allowance for quarters for his dependent, unless because of orders his dependent is prevented from dwelling with him at his duty station.

b. If the dependent is a wife, or an unmarried child under 21 years of age, the enlisted man's disbursing officer may credit the allowance to the man's account without proof of actual support: their dependency is presumed. The term "child" includes a stepchild and an adopted child when such stepchild or adopted child is in fact dependent upon the person claiming dependency allowance.

(1) If the dependent is a mother, father, stepchild, or adopted child, a determination of dependency must be made by a designated subordinate of the Secretary of the Navy. An enlisted man, claiming the allowance for a mother, father, stepchild, or adopted child, files a claim through his commanding officer. Upon receipt of this claim in the Bureau of Naval Personnel, an investigation is made to ascertain the facts upon which to base a proper determination of dependency.

(2) Upon a finding that the claimed dependent is in fact dependent on the enlisted man for his or her chief support, notice to that effect is sent to the disbursing officer of the claimant, authorizing him to credit the man's pay account with the allowance. The allowance is not paid to the dependent relative. If the claim is disallowed, the man is notified to that effect.

75. How paid.—When the claim is allowed, the man's disbursing officer is authorized to credit the approved allowance for a period not exceeding one year from the date of the letter of determination from the Bureau of Naval Personnel. Prior to the expiration of the year following the date of such letter, further investigation will be conducted to determine whether or not the allowance will be continued. It is not necessary for the claimant to file a new claim for this further period.

76. Notification of changes.—Both the dependent and claimant are expected to notify the Bureau of Naval Personnel immediately of any change in dependent's circumstances which would operate to change the situation that prevailed at the time the original determination was made.

SECTION XVII

SOLDIERS' AND SAILORS' CIVIL RELIEF ACT OF 1940

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77. General.—The primary purpose of the Soldiers' and Sailors' Civil Relief Act of 1940 as amended October 6, 1942 is to relieve members of the naval

service from worry over their inability to liquidate their contract obligations by reason of reduced income. The act does not declare a moratorium on all debts of persons in the naval service during service. Instead, each case is decided by the appropriate court on its own merits upon all the relevant facts. The important element is whether or not the individual concerned is less able to pay his obligation by reason of his naval service. Furthermore, during his period of naval service, or 6 months thereafter, the person may affirmatively apply to a court for relief with respect to obligations incurred prior to naval service for any tax or assessment whether falling due prior to or during period of naval service. The court may on certain conditions stay the enforcement of such obligations.

78. *Court proceedings.—a. Court appearance.*—Where suit is instituted or in existence involving a person in the naval service as plaintiff or defendant, the court will appoint an attorney to appear for such person, or he may appoint an attorney himself, without appearing personally if he is unable so to do. A certificate signed by his commanding officer or Chief of Naval Personnel will be acceptable to the court as proof that the person is actually in naval service.

b. Stay of proceedings.—At any stage of a court proceeding in which a person in naval service is a plaintiff or defendant, the court at its discretion may stay proceedings during the time of such naval service and for 6 months thereafter, if in the opinion of the court the ability of the person either to prosecute or defend the case is materially affected by reason of his naval service. In addition the court may vacate or stay any attachment or garnishment of property, money, or debts in the hands of another, or stay foreclosure of any storage lien.

79. *Sureties, guarantors, accommodation makers, etc.*—Sureties, guarantors, accommodation makers, or indorsers on contracts of persons in naval service receive the same protection and relief as granted to naval personnel.

80. *Insurance.*—For protecting the payment of premiums on commercial life insurance, under Article IV of this act, see paragraph 64.

81. *Eviction for nonpayment of rent.*—Dependents of persons in naval service whose rental payments do not exceed \$80 per month may claim the protection of this act for a period not exceeding 3 months, providing ability to pay is materially affected by reason of such naval service, but the court may enter such order as may be just. The Secretary of the Navy may order an allotment of the pay of a person in naval service in a reasonable proportion to discharge the rent of premises occupied for dwelling purposes by the wife, children, or other dependents of such person.

82. *Contract obligations secured by mortgage and leases.—a.* Contracts entered into prior to the period of naval service of the individual either by the individual or his dependents come under the protection of the act, and where nonpayment results because of naval service, the proper court may provide for deferment in payments or for such other relief as the facts warrant.

b. Where a proceeding to foreclose a mortgage upon or to resume possession of personal or real property, or to rescind or terminate a contract for the purchase thereof, has been stayed, the court may, unless in its opinion an undue hardship would result to the dependents of the person in naval service, appoint three disinterested parties to appraise the property and, order such sum, if any, as may be just, paid to the person in naval service or his dependents, as a condition of foreclosing the mortgage, resuming possession of the property, or rescinding or terminating the contract. Leases covering the premises occupied for dwelling, business, agricultural, or similar purposes, executed by or on the behalf of a person who subsequently enters the military service, is subject to termination through a notice in writing given to the lessor or his agent by such person at any time following the

beginning of the period of his naval service, but this action may be reviewed by an appropriate court.

83. Taxes.—A person may, at any time during his period of naval service or within 6 months thereafter, apply to a court for relief in respect to any tax (including taxes on income both State and Federal, or taxes on real or personal property) whether falling due prior to or during his period of naval service, and if the court be of the opinion that such person's ability to pay such indebtedness has been materially impaired by reason of his naval service, may stay the enforcement thereof during the applicant's period of naval service and for six months thereafter. For information relative to Federal Income taxes due by persons outside of the continental limits of the United States, see section XIX.

NOTE.—As a patriotic contribution to the welfare of the armed services, the American Bar Association in cooperation with the State Bar Associations has established committees in each State to provide the necessary legal counsel, without charge, for those in the military service who could not reasonably be expected to employ their own counsel. Many of the problems that will necessitate legal counsel will, no doubt, arise in connection with the provisions of the Soldiers and Sailors Civil Relief Act of 1940 as amended; however, such legal service need not be limited to this. All inquiries should be addressed to the State Chairmen, a list of whom, effective April 1, 1943, follows:

E. Burns Parker, Federal Building, Montgomery, Ala.; Fred Blair Townsend, Luhrs Tower, Phoenix, Ariz.; A. L. Barber, 1408 Donagher Building, Little Rock, Ark.; Arnold Praeger, Rowan Building, Los Angeles, Calif.; Benjamin E. Sweet, 725 E and C Building, Denver, Colo.; Samuel H. Platow, 152 Temple Street, New Haven, Conn.; Hon. P. Warren Green, Equitable Trust Building, Wilmington, Del.; William R. Lichtenberg, National Press Building, Washington, D. C. (Committee on Legal Assistance for Servicemen); Charles A. Mitchell, Vero Beach, Fla.; Hugh Dorsey, Jr., 1425 C and S National Bank Building, Atlanta, Ga.; William F. Galloway, Boise, Idaho; George S. McGaughey, 226 W. Washington Street, Waukegan, Ill.; Jeremiah L. Cadick, Fletcher Trust Building, Indianapolis, Ind.; Tim J. Campbell, 505 Maytag Building, Newton, Iowa; Harry W. Colmery, National Bank of Topeka Building, Topeka, Kans.; Everett E. Steerman, Emporia, Kans. (cochairman); Henry J. Stites, Starks Building, Louisville, Ky.; Alvin R. Christovich, 1914 American Bank Building, New Orleans, La.; Clement F. Robinson, 85 Exchange Street, Portland, Maine; B. Harris Henderson, 231 St. Paul Street, Baltimore, Md.; Francis X. Reilly, Keating Building, Westborough, Mass.; Carl H. Smith, Bay City Bank Building, Bay City, Mich.; Hon. Albin S. Pearson, District Court, St. Paul, Minn.; Forrest G. Cooper, Indianola, Miss.; Harry S. Rooks, 407 North Eighth Street, St. Louis, Mo.; J. B. C. Knight, Anaconda, Mont.; Barton H. Kuhns, 930 First National Bank Building, Omaha, Nebr.; John E. Robinson, First National Bank Building, Reno, Nev.; Louis E. Wyman, 45 Market Street, Manchester, N. H.; Hon. Richard Hartshorne, Hall of Records, Newark, N. J.; Hon. John C. Watson, Santa Fe, N. Mex.; Edward Schoeneck, State Power Building, Syracuse, N. Y.; John S. Bradway, Durham, N. C.; Andrew Joyner, Greensboro, N. C.; O. B. Burtness, Grand Forks, N. Dak.; Lawrence C. Spieth, Union Commerce Building, Cleveland, Ohio; Randell S. Cobb, Assistant Attorney General, Oklahoma City, Okla.; Hon. Walter L. Tooze, Sailing Building, Portland, Oreg.; Joseph W. Henderson, Packard Building, Philadelphia, Pa.; W. L. Frost, 1016 Union Trust Building, Providence, R. I.; Pinckney L. Cain, 1001 Palmetto Building, Columbia, S. C.; Clifford A. Wilson, Hot Springs, S. Dak.; J. Mac Peebles, National Life Building, Nashville, Tenn.; Claude V. Birkhead, 1512 Majestic Building, San Antonio, Tex.; H. P. Thomas, Templeton Building, Salt Lake City, Utah; John J. Deschenes, Burlington, Vt.; A. Russell Bowles, Mutual Building, Richmond, Va.; Thomas H. Wilcox, National Bank of Commerce Building, Norfolk, Va.; Charles H. Paul, White Building, Seattle, Wash.; Charles McCamic, National Bank of West Virginia Building, Wheeling, W. Va.; Reginald I. Kenney, Wells Building, Milwaukee, Wis.; Marshall S. Reynolds, Cheyenne, Wyo.

SECTION XVIII

AUTOMOBILE

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84. **Title.**—The ownership of an automobile is determined not by possession but by the certificate of title, usually on file with the State bureau of motor vehicles. Where the title of an automobile is in the name of a husband only, in the event of his death the wife cannot keep the car without court order, and it becomes a part of the husband's estate, subject to sale, if such is necessary, to carry out the orders of the probate court. It is important, therefore, that title be held in the name of the husband and wife "jointly with right or survivorship." In the event of death under such circumstances, the car automatically becomes the property of the survivor.

85. **Change of title.**—Where an automobile is now held in individual ownership, this can be changed by forwarding a proper application to the State bureau of motor vehicles wherein the car is registered, asking that the title be placed in the name of the husband and wife "jointly with right of survivorship." Upon the death of either party, notice of this fact should be given to such bureau and the title will be then vested in the survivor. If the car is sold while title is held jointly, both husband and wife must sign the bill of sale to change the title to the purchaser.

86. **Insurance.**—Whether or not the automobile is owned jointly, the policy of insurance should cover the husband and/or the wife and in addition any other member of the family who drives the car. Fire, theft, public liability and property damage, and collision are the usual policies carried.

SECTION XIX

FEDERAL INCOME TAX RETURNS AND PAYMENTS

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87. **Protective provisions.**—*a. Statutory.*—The Act of Congress approved March 7, 1942, provides that when any individual in the naval service is (a) a prisoner of war or otherwise detained by any foreign government with which the United States is at war, or (b) on duty outside the continental limits of the United States (meaning the United States and the District of Columbia) when a Federal income-tax return would otherwise become due or Federal income tax become payable, then such return or payment shall not become due until one of the following dates, whichever is the earliest:

(1) The fifteenth day of the third month following the month in which the individual ceases to be a prisoner of war, or to be detained by any foreign government with which the United States is at war, or to be a member of the military service on duty outside the continental United States.

(2) The fifteenth day of the third month following the month in which the present war is terminated, as proclaimed by the President.

(3) The fifteenth day of the third month following the month in which an executor, administrator, or conservator of the estate of the taxpayer is appointed.

b. Personal.—Make available for your dependent a copy of the last income-tax return filed.

SECTION XX

MEDICAL AND HOSPITAL TREATMENT OF DEPENDENTS

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88. Entitlement.—Under regulations prescribed by the Secretary of the Navy in accordance with law, dependents of naval personnel are entitled to medical and hospital treatment when appropriate facilities of the Medical Department of the Navy are available.

89. Medical attendance.—Medical officers on duty at navy yards and naval stations are authorized to furnish dispensary and out-patient treatment to members of the families of naval personnel, active and retired, residing within the yard or station or within such reasonable distance of the dispensary as may be determined by competent authority. Medical officers on detached duty also may be designated by the Navy Department to attend families of naval personnel residing within a prescribed area. Except in cases of emergency, medical attention will be available only during the regular working hours of the yard, station, or office, and provided it may be accorded without interference with the medical officer's other duties. Officers and enlisted men will exact of their families' consideration in their relations with medical officers and will require those who are physically able to visit the dispensary wherever one has been established.

90. Hospitalization.—*a.* Certain Naval Hospitals have been designated to admit dependents of naval personnel within the limits of the accommodations available, for which a uniform charge of \$3.75 per day has been prescribed. On admission the patient, or the agent on whom the patient is dependent, shall deposit sufficient funds to cover charges for the probable number of days of hospitalization, or for such advance period as the commanding officer may consider reasonable, and thereafter shall maintain sufficient funds on deposit to cover additional advance periods. Any sum deposited in excess of the number of days of hospitalization will be returned upon discharge of the patient.

b. Application for admission will be made through the medical officer in attendance on the case or to the commanding officer of the hospital direct, who shall determine the availability of suitable accommodations and the need for hospitalization. Dependents shall be admitted only for acute medical and surgical conditions exclusive of nervous, mental, or contagious diseases, chronic conditions or those requiring domiciliary care.

Coast Guard.—Under authority of the Secretary of the Navy, dispensary and out-patient treatment and hospitalization at certain Naval Hospitals may now be furnished to dependents of Coast Guard personnel under the same requirements and conditions in all respects as apply to dependents of the personnel of the Navy and Marine Corps.

91. Dental treatment.—No dental treatment will be administered.

92. Who may be eligible.—Dependents as construed by the regulations shall include only a lawful wife, unmarried child (or children) under age 21, and the mother and father of the officer or enlisted man if in fact dependent. The term "child or children" shall include a natural or adopted child or stepchild. The widows of deceased naval personnel, active or retired, also shall be entitled

to the same privileges. Dependents of personnel of the Regular Navy, Marine Corps and Coast Guard, including those on the retired list, of Reserves on active duty other than training duty, and of members of the Fleet Reserves transferred thereto after 16 or 20 years of service are eligible for this care by the Medical Department.

93. **Proof of dependency.**—The application of a dependent for medical care should be accompanied with a "Dependent Identification Certificate" completed by the officer or enlisted man on whom the applicant claims dependency. Dependents should not wait until medical treatment is necessary to get this certificate completed. It may be obtained at any time by the dependent through the nearest naval activity or by the officer or enlisted man concerned so that it may be immediately available should occasion arise for its use.

94. **Medical care by other than the Medical Department of the Navy.**—Except as stated in the next succeeding paragraphs, there is no authority of law or regulation under which the Navy may pay the costs of civilian medical or hospital care for dependents, or provide for such care by other federal medical services, such as the Army or Veterans' Administration. Only medical and hospital care by and within the available facilities of the Medical Department of the Navy can be rendered.

95. **Obstetric, prenatal and postnatal care under Children's Bureau.**—
a. Arrangements have been made by the Children's Bureau of the United States Department of Labor with the State Health Agencies of certain States to provide medical, nursing, and hospital maternity and infant care for wives and infants of enlisted men in the armed forces of the United States of the fourth, fifth, sixth and seventh pay grades. There is no charge for this service which includes obstetric, prenatal, and postnatal care.

b. Dependents of naval personnel can obtain information as to the availability of this service from the nearest State, county, or city public health agency or the home service of the local Red Cross chapter. Authorization for this service should be obtained from the local Public Health Agency by the physician or clinic chosen by the patient.

c. This provision expires on June 30, 1943, although there is now legislation before Congress to continue it throughout the fiscal year 1944.

SECTION XXI

NAVY RELIEF SOCIETY

WASHINGTON, D. C.

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96. **Purpose.**—The Navy Relief Society was incorporated January 23, 1904, under the laws of the District of Columbia to fill the need for an organization which would relieve personal distress in the families of naval personnel when the source of support had been incapacitated by disability or removed by death. The primary responsibility of the Navy Relief Society is to provide relief and aid for dependent widows, minor orphan children and dependent mothers of missing and deceased naval personnel, which includes personnel of the Marine Corps and of the Coast Guard while acting as a part of the Navy in time of war. In addition, the Society assists in providing hospitalization, medical and surgical care for dependents of naval personnel and gives financial aid, in time of emergency need to naval personnel and their dependents. Wherever possible de-

pendents are assisted in meeting and solving their problems by giving them wise counsel, a well considered plan, help in finding employment and in other ways not involving financial expenditure. Every effort is made to grant relief promptly. The only delay is the time required to make a preliminary investigation to determine the merits of the case.

97. Scope.—The Organization serves the personnel of the Navy of the United States regardless of rank, rate or length of service. The funds of the Society are raised by voluntary contributions, by payment of membership dues, and from the proceeds of entertainment, and benefits usually provided by naval personnel. Relief may be granted in the form of money as a gratuity, or a loan without interest, and by assistance in securing pensions, six months gratuity, insurance, allotments, and other benefits.

98. Where and how to apply.—*a.* The Navy Relief Society has been decentralized to effect prompt action. Auxiliaries of the Society have been established at all of the larger naval stations in the United States, including Hawaii and the Canal Zone, and Branches of these Auxiliaries are in operation at some of the smaller stations. Additional Auxiliaries and Branches are being established as the needs for them arise. The American Red Cross cooperates with the Navy Relief Society in assisting those who reside in areas not served by an Auxiliary or Branch.

b. Naval personnel should apply to the local Auxiliary or Branch for relief for themselves or their families, and to the Red Cross in those localities not served by an Auxiliary or Branch. The Red Cross should be informed that the assistance of the Navy Relief Society is desired. These cases are referred by the Red Cross to the headquarters of the Society in Washington, D. C., for action. Dependents of naval personnel should likewise apply to an auxiliary or a branch of the Navy Relief Society, or to the Red Cross. They may apply to the Navy Relief Society, Anderson House, Navy Department, Washington, D. C., if representatives of the Navy Relief Society or Red Cross are not available in their locality. Dependents should include in their application the full name of the service man upon whom they are dependent together with his rank or rate, service number, and last known mailing address.

SECTION XXII

CHAPLAINS AND THEIR SERVICES TO NAVAL PERSONNEL AND THEIR DEPENDENTS

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99. General.—Chaplains in the Navy are prepared to be of service to all the personnel in the command to which they are attached. Furthermore, all Chaplains are always available and on call, as circumstances permit, to the personnel of units to which Chaplains are not attached. Through experience and indoctrination Naval Chaplains are prepared to furnish counsel, advice, or information which may be of value to service personnel in solving almost every type of problem—personal, secular, and religious. There is the widest possible cooperation between the Chaplains of the various denominations and there need be no hesitation on the part of any person in conferring with the local Chaplain who

will carefully protect the personal and religious interests of all who come to him no matter the type or character of the problem presented.

100. Marriage.—All Chaplains are available to perform marriage ceremonies, subject to the Laws of the State, the regulations of the Navy, and the rules and religious requirements of the respective churches of the interested parties. When a Chaplain cannot function personally in such cases, he will be glad to help secure the services of a Chaplain who can do so. Persons planning marriage will do well to confer with the Chaplain in advance.

101. Funerals.—All Chaplains are available to conduct appropriate funeral services for the personnel of the Navy, active and retired; and for the dependents or families of service personnel. It is customary for the Chaplain to call on the families in time of bereavement, at which time the wishes of the family regarding the funeral services will be ascertained and all possible help rendered in order that expressed wishes are carried out. The military details are arranged through the proper Naval authorities, and the Chaplain is prepared to inform the families how to get in touch with those authorities.

102. Advice and assistance.—The Chaplain of a ship or station is prepared to give advice and extend assistance to naval personnel and their dependents concerning government pensions, benefits, and gratuities. The Chaplain will be glad to assist persons who desire to make wills, purchase insurance, register allotments, execute the power of attorney, or are in need of help in connection with the preparation of other legal papers. In all cases, if he cannot take care of the matter himself, he will be able to inform the applicant or interested party of the location of the agency or individuals who are best qualified to help with such problems. The Chaplain is also conversant with sources where aid and assistance may be secured from the various welfare agencies, such as the Veterans' Administration, U. S. O., and the American Red Cross.

103. Navy Relief Society.—The Chaplain is usually an officer in the Navy Relief Society or in close touch with the Navy Relief Society. He is acquainted with those who are in charge of the local or nearest Auxiliary of the Navy Relief Society and is in a position to advise naval personnel concerning the rules and regulations covering loans, gratuities, hospitalization, educational scholarships, and emergency grants provided by the Society to naval personnel or their families who are in financial distress.

104. Denominations.—All Chaplains are cognizant of the needs, rites and rituals of the various faiths—Protestant, Catholic, and Jewish—and they stand ready to extend assistance or secure necessary assistance for persons desiring the ministrations of a Chaplain of a particular faith or of an available local clergyman of the faith desired. Furthermore, Chaplains usually have in their custody various types of devotional material such as rosaries, prayerbooks, missals, medals, Bibles and New Testaments, which are provided for distribution to naval personnel.

105. Primary duty.—The Chaplain's primary duty is to minister to the spiritual needs of naval personnel and their dependents, and he is available at any hour, day or night, to serve his constituents, no matter what the need or the problem.

SECTION XXIII

EMPLOYMENT FOLLOWING DISCHARGE

Reemployment.....	Paragraph 106
Employment of Disabled Naval Personnel.....	107

106. Reemployment.—*a.* The Reemployment Division of the Selective Service System has been established in accordance with Section 8, Selective Serv-

ice Act of 1940, as amended, to protect the interests of all discharged service personnel who may desire to return to their former employment or require other assistance in readapting themselves to civilian life. One or more Reemployment Committeemen are attached to each local Selective Service Board to confer with discharged service men in connection with this problem.

b. The Reemployment Division of the Selective Service System works closely in the administration of its responsibilities with the U. S. Employment Service, the American Red Cross, the Vocational Rehabilitation Division of the United States Office of Education, and the Veterans' Administration.

107. **Employment of Disabled Naval Personnel.**—*a. General.*—So long as the provisions of Public Law 337 (77th Congress) of December 13, 1941, remain in effect, enlisted men of the Regular Navy and Naval Reserve who have become disabled for general service by conditions originating in the line of duty, which under peacetime conditions would lead to their separation from the service, may be retained for the convenience of the government and assigned to duty commensurate with their physical disabilities under provisions of directives issued by the Navy Department.

b. *Civilian Employment.*—The Navy Department, in conjunction with the Veterans' Employment Division of the U. S. Employment Service of the War Manpower Commission, has established a reemployment program for honorably discharged disabled naval personnel. The program provides that all naval personnel disabled in line of duty will be interviewed prior to discharge by representatives of the U. S. Employment Service. Because of the Nation-wide scope of the U. S. Employment Service, employment opportunities can be arranged in any section of the country and are not necessarily confined to the place of discharge or the home address of the individual concerned. It is the desire of the Navy Department and the U. S. Employment Service to provide honorably discharged disabled naval personnel with the immediate opportunity for civilian employment in naval shore establishments, in other essential Government work, or in vital war industries.

c. The Veterans' Employment Division of the U. S. Employment Service cooperates with the U. S. Civil Service Commission, the Veterans' Administration, the Vocational Rehabilitation Division of the U. S. Office of Education, the Selective Service System, and other Federal and State agencies.

NOTE: On March 24, 1943, the President approved an Act (Public Law No. 16) which establishes a new system of vocational training to be administered by the Veterans' Administration for veterans disabled in the present war. The purpose of this rehabilitation is to restore employability lost by virtue of a handicap due to service-incurred disability.

The following is quoted from the Act:

"Any person who served in the active military or naval service at any time after December 6, 1941, and prior to the termination of the present war, who is honorably discharged therefrom, and who has a disability incurred in or aggravated by such service for which pension is payable under laws administered by the Veterans' Administration, or would be but for receipt of retirement pay, and is in need of vocational rehabilitation to overcome the handicap of such disability, shall be entitled to such vocational rehabilitation as may be prescribed by the Administrator of Veterans' Affairs to fit him for employment consistent with the degree of disablement: *Provided*, That no course of training in excess of a period of four years shall be approved nor shall any training under this part be afforded beyond six years after the termination of the present war."

For further information in connection with this training program, inquiries should be directed to the Veterans' Administration, Washington, D. C.

SECTION XXIV

AMERICAN NATIONAL RED CROSS

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108. **General.**—The American National Red Cross covers all naval activities by assigning, on request of Commanding Officers, Field Directors to bases and stations. These Field Directors assigned to naval bases and hospitals are instructed to supplement the Government's provisions for the care of sick men, to aid men to receive news of illness in their families, to arrange with the approval of the commanding officer for a timely departure when enlisted men are needed at home, and to meet other social problems which may affect the welfare or morale of the service man. Red Cross chapters are the channels between the field directors and the local communities. The chapters are expected to give financial aid for special needs not provided for from public funds, to provide a basis of maintenance when public relief is not available, and to aid in the plans for family adjustments necessary by reason of military service.

109. **Specific functions.**—The Red Cross conducts a program of home service to the able-bodied in hospitals and social services for patients. This program is carried out with the following functions:

a. Communication and information services.—Assistance with communications between service men and their families and inquiry in regard to their welfare; information concerning relatives and legislation affecting service men and ex-service men and their dependents.

b. Reporting services.—Cooperation with the military and naval authorities by obtaining social history material required for medical treatment, and by making reports on home conditions needed by commanding officers in deciding questions of discharge, furloughs, or clemency.

c. Claims service.—Assistance to disabled service men returning to civilian life and their dependents, and to dependents of deceased men in presenting claims for pensions and other benefits.

d. Family service.—Financial aid for special needs and basic maintenance when other resources are not available, or pending arrangements for long-time care; consultation and assistance directed toward meeting those family difficulties which do not require financial aid; welfare service enabling clients to make use of resources or other organizations providing services not within the armed service program. The persons entitled to such Red Cross services include—

(1) Officers, navy nurses, and enlisted personnel in all branches of the active service and their families.

(2) Disabled ex-service men who have disabilities caused by military service, and their dependents.

(3) Dependents of men whose death is caused by military service.

(4) Civilians who are serving with the armed forces under conditions which render them liable to the hazards of military service.

110. **How to obtain assistance.**—In order to obtain the assistance of the American National Red Cross, individuals needing such services should contact the field director assigned to the military installation located nearest the individual's home, or at which the individual is serving, or last served.

SECTION XXV

FUNERAL AND BURIAL OF DECEASED PERSONNEL

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111. **Entitlement.**—The law provides for interment locally at place of death, in a National or Naval cemetery, or for shipment to other place designated by the next of kin, of the remains of deceased members of the Navy and Marine Corps, who die while on active duty, or who are retained in a Naval Hospital for treatment after discharge from active duty, and also of accepted applicants for enlistments. Local interment (not shipment) may be authorized at Government expense for inactive retired personnel, inactive members of the Fleet Reserve transferred after 16 to 20 years' service, and Naval pensioners when death occurs while under treatment in a Naval Hospital. For information in connection with reimbursement for certain expenses including shipment of remains of certain discharged personnel and for inactive retired personnel, see section XIV.

112. **Arrangements.**—*a.* Officers and enlisted men of the Navy or Marine Corps are entitled to burial in the National Cemetery at Arlington, Virginia (near Washington, D. C.); in the Golden Gate National Cemetery, San Bruno, California (near San Francisco); or in any of the National or Naval cemeteries located throughout the country, and if the family of the deceased shall request the Navy to assume entire charge of the burial arrangements, interment is usually made in the National or Naval cemetery nearest to the home of the family.

b. If interment in a National or Naval cemetery is not desired, the Navy Department will arrange for local burial or will forward the remains to a locality designated by the next of kin for private burial. If the remains are to be sent home or to another designated point, transportation may be by express without escort, or in passenger service under the escort of one person as the next of kin may elect. Traveling expenses of the escort are paid by the Government. When desired and practicable, a member of the family of the deceased may act as escort.

113. **Expenses.**—*a.* There will be no expense to the family for local interment by the Navy, for interment in a National or Naval cemetery, nor for transportation of the remains to such cemetery or other place as may be designated by the next of kin.

b. If the remains are forwarded to the next of kin for private burial in a locality other than where death occurred, the expenses of preparation, encasement, and transportation will be borne by the Navy Department, and after the remains have arrived at the designated place, the Navy Department may allow not to exceed \$50.00 for expenses in connection with the funeral, applicable only to one or more of the following items: Hearse hire, transportation for immediate relatives to cemetery, undertaker's services, clergyman's services (not to exceed \$5), cost of single grave site, opening and closing of grave. This allowance may be paid by the Navy Department in one of the following ways:

If the funeral expenses HAVE BEEN PAID, claim for reimbursement in the allowable amount may be submitted by letter to the Bureau of Medicine and Surgery, Navy Department, Washington, D. C. (or in the case of Marine Corps personnel, to The Quartermaster, Headquarters, U. S. Marine Corps.

Washington, D. C.), accompanied by the funeral bill or bills, in duplicate, receipted to show by whom payment was made, and itemized to show the nature of the services, the dates on which rendered, and the cost of each item. On each receipted bill should be placed the certificate "Correct and just; payment not received," which should be signed by the person who has paid the expenses.

If the funeral expenses **HAVE NOT BEEN PAID**, the unpaid bill or bills, in duplicate, may be forwarded to the Bureau of Medicine and Surgery, Navy Department, Washington, D. C., (or in the case of Marine Corps personnel, to The Quartermaster, Headquarters, U. S. Marine Corps, Washington, D. C.). The bill or bills should be itemized as described above, and should bear the certificate "Correct and just; payment not received," which should be signed by the payee. In addition, the bill or bills should bear or be accompanied by a statement signed by the next of kin requesting that payment of the authorized allowance be made to the person or persons who rendered services, and acknowledging that services were satisfactorily rendered as stated. When a bill is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company per John Smith, Secretary," or "Treasurer," etc., as the case may be. **THERE ARE NO BLANK FORMS TO BE FILLED OUT IN CONNECTION WITH THE ABOVE.**

c. If the remains are claimed at the place of death for private burial, the services of the Government being refused, the next of kin or family of the deceased thereby relieves the Government of any responsibility or obligation for payment of funeral, burial, or transportation expenses.

d. When death occurs at the home of an officer or enlisted man where the services of the Government are not available, a local undertaker may be employed for preparation of the remains and encasement for burial at a cost not to exceed \$200.00. If interment is made locally no further allowance may be made but, if transportation is made to a locality other than where death occurred, the cost of transportation will be defrayed by the Navy Department and in addition not to exceed \$50.00 will be allowed for funeral and burial. Bills in such cases should be prepared and submitted as outlined above.

114. **Funeral Flag.**—If the remains are to be sent home or to another designated place for private burial, a United States flag to drape the casket will accompany the remains and may be retained by the family after funeral services. When death occurs at a place where a National flag cannot be obtained from a naval activity, the nearest county seat postmaster may be requested to furnish a flag, which will be replaced by the Navy Department through the Veterans' Administration.

115. **Honors.**—When burial is made in a cemetery in the immediate vicinity of a naval station, military honors will be provided at the funeral if practicable and if requested by the next of kin. However, it is not possible for the Navy Department to provide military honors at cemeteries that are not located in the vicinity of naval stations and in such cases it will be necessary for the relatives to arrange for the funeral services.

116. **Headstones.**—The graves in National and Naval cemeteries are marked with suitable headstones and are assured perpetual care. Where burial is made in private cemeteries, a Government headstone to mark the grave may be obtained upon application by the family to the office of The Quartermaster General, U. S. Army, War Department, Washington, D. C.

117. During the present war bodies of deceased naval personnel will not be returned to continental United States where death occurs outside continental United States. At the termination of hostilities every effort will be made to return such bodies where the next of kin so requests.





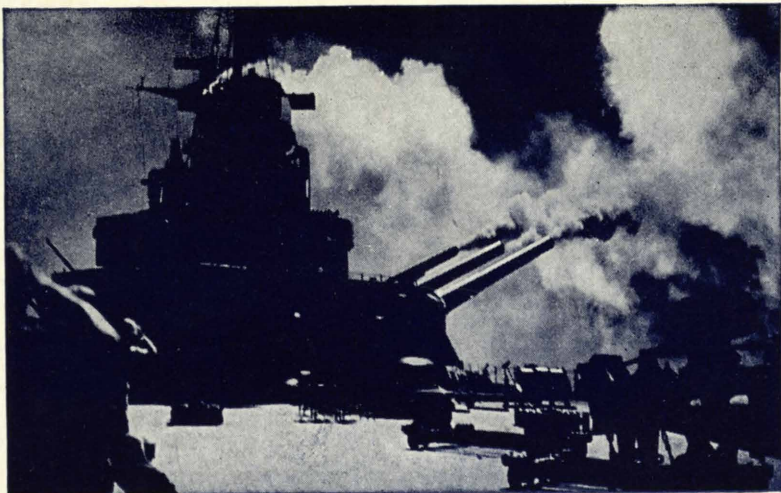
THE NAVAL OFFICERS' UNIFORM PLAN

COMMISSIONED OFFICERS • CHIEF WARRANT OFFICERS • WARRANT OFFICERS • CHIEF PETTY OFFICERS

under Direct Supervision

of

The U.S. Navy Department



SEE INSERT FOR LIST
OF APPROVED DEALERS



Only those retail stores showing this certificate from the Navy Department have been appointed as official distributors of the Navy-sponsored uniforms and equipment.



All uniforms produced and sold under supervision of the Navy Department carry this official garment label. Look for it.

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From Assistant Paymaster General of the Navy

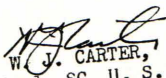
In reply address not the signer of this letter, but the Bureau of Supplies and Accounts and Refer to No.

NAVY DEPARTMENT
BUREAU OF SUPPLIES AND ACCOUNTS
WASHINGTON, D. C.
January 1, 1943

MEMORANDUM TO ALL NAVAL OFFICERS

SUBJECT: The Naval Uniform Plan.

1. The Naval Officers' Uniform Plan was developed by the Navy Department for the benefit of Naval Officers.
2. The uniforms developed under this Plan and shown in this catalog are produced and sold under the supervision of the Navy Department. This supervision covers responsibility for adherence to specifications for these quality garments, their production, their prices, and the service rendered by retail stores approved to sell them.
3. All uniforms have an identifying label and are available to Commissioned Officers, Warrant Officers, and Chief Petty Officers at locations designated by the United States Navy.

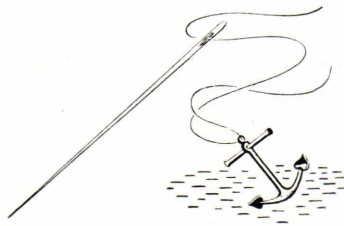

W. J. CARTER,
Rear Admiral, SC, U. S. Navy,
Assistant Paymaster General of the Navy.



FAULTLESS PERFECTION OF FIT

achieved through

"Moulded Tailoring"



THESE UNIFORMS and coats will fit the average Naval Officer with faultless perfection.

This is no accident. For they are made by manufacturers famed for their skill and long experience with fine civilian clothes where fit, with a minimum of alteration, is vital.

The neck-hugging collars, the flat-laying lapels, the smoothly contoured shoulders, the natural, easy "hang"—all of these essential elements in attaining perfect fit are achieved

through a combination of scientifically balanced design and "Moulded Tailoring".

"Moulded Tailoring" involves basting, under-pressing, hundreds of little stitches at strategic points—in other words, it means that the fit is *sewn in*—not merely pressed in.

Thus, these garments will retain their fit and shape through the most arduous wear and service. Their original perfection of fit will endure as long as the garments.



ACTUAL PHOTOGRAPH

\$40

Commissioned and Warrant Officers'

SERVICE BLUE UNIFORM

COAT AND TROUSERS—The cloth used in this uniform is a fine quality, 16-ounce, 2-ply, pure worsted serge. It meets all government specifications as to wool stock, yarn, weight, dye, shrinkage, finish and tensile strength.

★

With appropriate insignia, also regulation
for Officers of U. S. Coast Guard and Mari-
time Service.

Extra Trousers...\$10



ACTUAL PHOTOGRAPH

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Commissioned and Warrant Officers'

OVERCOAT

THIS BEAVER-FINISH CLOTH is a pliant and durable wool fleece, 30-ounce, 2-ply Kersey. It meets all government specifications as to wool stock, yarn, weight, dye, shrinkage, finish and tensile strength.

★

With appropriate insignia, also regulation for Officers of U. S. Coast Guard and Maritime Service.



ACTUAL PHOTOGRAPH

\$37⁵⁰

Commissioned and Warrant Officers'

RAINCOAT

with Removable All-Wool Lining

THIS COAT is made of a fine quality, 16-ounce, 2-ply, pure worsted serge, Cravenetted and rain-resistant. The button-in "Warmer" is of a pure wool flannel, providing excellent insulation against cold.

★

Also regulation for
U. S. Coast Guard and Maritime Service.



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ACTUAL PHOTOGRAPH

Commissioned and Warrant Officers'

**NAVAL AVIATION
WINTER WORKING UNIFORM**

COAT AND TROUSERS—A Forestry Green uniform in a fine 18-oz. pure worsted elastique. It is color-fast to light, crocking and perspiration. The cloth has been pre-shrunk by the London Cold Water Process.

Extra Trousers...\$12



ACTUAL PHOTOGRAPH

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Chief Petty Officers'

SERVICE BLUE UNIFORM

COAT AND TROUSERS—This uniform is made of a fine quality, 16-ounce, 2-ply, pure worsted serge. It conforms completely with government specifications for wool stock, yarn, weight, dye, shrinkage, finish and tensile strength.

★

Also regulation, with appropriate insignia,
for U. S. Coast Guard and Maritime Service.

Extra Trousers...\$8



ACTUAL PHOTOGRAPH

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Chief Petty Officers'

OVERCOAT

THIS BEAVER-FINISH CLOTH is a pliant and durable wool fleece, 30-ounce Kersey. It meets all government specifications as to wool stock, yarn, weight, dye, shrinkage, finish and tensile strength.

★

Also regulation for
U. S. Coast Guard and Maritime Service.



ACTUAL PHOTOGRAPH

\$37⁵⁰

Chief Petty Officers'

RAINCOAT

with Removable All-Wool Lining

THIS COAT is made of a fine quality, 16-ounce, 2-ply, pure worsted serge, Cravenetted and rain-resistant. The button-in "Warmer" is of a pure wool flannel, providing excellent insulation against cold.

Also regulation for
U. S. Coast Guard and Maritime Service.



ACTUAL PHOTOGRAPH

\$50

Chief Petty Officers'
NAVAL AVIATION
WINTER WORKING UNIFORM

★

COAT AND TROUSERS—A Forestry Green uniform in a fine 18-oz. pure worsted elastique. It is color-fast to light, crocking and perspiration. The cloth has been pre-shrunk by the London Cold Water Process.

Extra Trousers...\$12

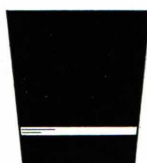
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on Braid, Lace, Devices, Shoulder Marks, Pin-on Shirt Ornaments,
Caps, Cap Covers, Cap Devices, Rating Badges, Chin Straps, etc.



Braid and Lace

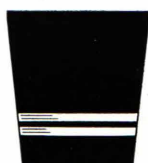
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2.30 Per Uniform



LIEUTENANT, J. G.
4.00 Per Uniform



LIEUTENANT
4.60 Per Uniform



LT. COMMANDER
6.30 Per Uniform



COMMANDER
6.90 Per Uniform



CAPTAIN
9.20 Per Uniform



REAR ADMIRAL
8.25 Per Uniform



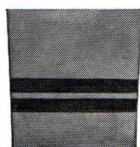
VICE ADMIRAL
10.50 Per Uniform



ADMIRAL
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FLAT BLACK MOHAIR BRAID

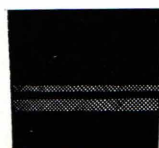
Fine quality — U. S. Navy "Approved"



Ensign	.20 Per Uniform
Lieutenant, Junior Grade	.25 Per Uniform
Lieutenant	.35 Per Uniform
Lieutenant Commander	.45 Per Uniform
Commander	.50 Per Uniform
Captain	.70 Per Uniform

TUBULAR MOHAIR BRAID

Fine quality — U. S. Navy "Approved"



Ensign	.35 Per Uniform
Lieutenant, Junior Grade	.60 Per Uniform
Lieutenant	.65 Per Uniform
Lieutenant Commander	.90 Per Uniform
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WARRANT
1/4" — 2.00 Per Uniform



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1/2" — 2.60 Per Uniform

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Gold or Silver Plated acid test, safety clasp



ADMIRAL
2.10 Per Pair



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REAR ADMIRAL
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CAPTAIN
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** LIEUTENANT
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LIEUTENANT
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.75 Per Pair



DENTAL
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SUPPLY
.75 Per Pair



CHAPLAIN
.75 Per Pair



CHAPLAIN
(Jewish)
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CIVIL
ENGINEER
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All Branches — .75 Per Pair



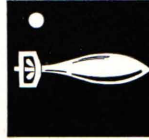
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AEROGRAPHER



PHOTOGRAPHER



TORPEDOMAN



RADIO
ELECTRICIAN



GUNNER



BOATSWAIN



MACHINIST



CARPENTER



PHARMACIST



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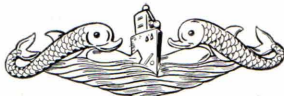


ELECTRICIAN

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Large—Metal 1.25 Each



SUBMARINE BADGE
Large—Metal 1.05 Each



FLIGHT SURGEON WING
Large—Metal 1.40 Each



NAVAL AVIATION WING
Miniature—Metal .80 Each



SUBMARINE BADGE
Miniature—Metal .90 Each



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NAVAL-OBSERVER WING
Large—Metal 1.75 Each



NAVAL AVIATION WING
Hand Embroidered 990—2% Gold
Bullion on finest quality broadcloth.

3.85 Each

Embroidered—Gilt Bullion and thread
on finest quality broadcloth . . 3.30 Each



NAVAL OBSERVER WING
Miniature—Metal 1.05 Ea.

*Chief Warrant—Silver Ornaments
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**Gold

SHOULDER MARKS • *Commissioned Officers*

Finest quality broadcloth, ornament 1/20-10K Gold filled on Sterling Silver, stripes of U. S. Navy approved lace

RANK	LINE	MEDICAL	DENTAL	SUPPLY	CHAPLAIN	CHAPLAIN JEWISH	CIVIL ENGINEER	PHARMACIST
ENSIGN	 3.85 PR.	 4.15 PR.		 4.15 PR.			 4.15 PR.	 4.15 PR.
LIEUTENANT JUNIOR GRADE	 4.35 PR.	 4.65 PR.	 4.65 PR.	 4.65 PR.	 4.65 PR.	 4.65 PR.	 4.65 PR.	 4.65 PR.
LIEUTENANT	 4.55 PR.	 4.75 PR.	 4.75 PR.	 4.75 PR.	 4.75 PR.	 4.75 PR.	 4.75 PR.	 4.75 PR.
LIEUTENANT COMMANDER	 5.00 PR.	 5.25 PR.	 5.25 PR.	 5.25 PR.	 5.25 PR.	 5.25 PR.	 5.25 PR.	 5.25 PR.
COMMANDER	 5.25 PR.	 5.35 PR.	 5.35 PR.	 5.35 PR.	 5.35 PR.	 5.35 PR.	 5.35 PR.	 5.35 PR.
CAPTAIN	 6.00 PR.	 5.95 PR.	 5.95 PR.	 5.95 PR.	 5.95 PR.	 5.95 PR.	 5.95 PR.	 5.95 PR.
REAR ADMIRAL	 12.00 PR.	 13.30 PR.	 13.30 PR.	 13.30 PR.			 13.30 PR.	
VICE-ADMIRAL	 13.30 PR.							
ADMIRAL	 14.70 PR.							

SHOULDER MARKS • *Warrant Officers*

Finest quality broadcloth, ornament 1/20-10K Gold filled on Sterling Silver, stripes of U. S. Navy approved lace

	YEOMAN	AEROG-RAPHER	PHOTOG-RAPHER	TORPEDO-MAN	RADIO ELECTRICIAN	GUNNER	BOATSWAIN	MACHINIST	CARPENTER	ELECTRICIAN	PHARMACIST	PAY CLERK
WARRANT OFFICER	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.	 4.05 PR.

SHOULDER MARKS • *Chief Warrant Officers*

Finest quality broadcloth, ornament 1/20-10K Gold filled on Sterling Silver, stripes of U. S. Navy approved lace

	YEOMAN	AEROG-RAPHER	PHOTOG-RAPHER	TORPEDO-MAN	RADIO ELECTRICIAN	GUNNER	BOATSWAIN	MACHINIST	CARPENTER	ELECTRICIAN	PHARMACIST	PAY CLERK
CHIEF WARRANT OFFICER	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.	 4.20 PR.

CAPS • Commissioned, Warrant and Chief Petty Officers



FLAG RANK CAP

White Cover, Sterling Silver 1/20-10K Gold filled, cap device and Navy approved lace lacquered chin strap26.25



CAPTAIN & COMMANDER CAPS

White Cover, Sterling Silver 1/20-10K Gold filled, cap device and Navy approved lace lacquered chin strap19.10



COMMISSIONED OFFICERS' CAP

White Cover, Sterling Silver 1/20-10K Gold filled, cap device and Navy approved lace lacquered chin strap .10.50 Blue Cover.11.30



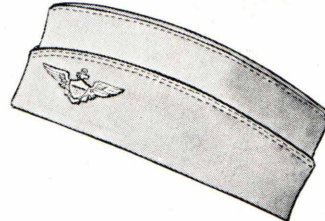
WARRANT OFFICERS' CAP

White Cover, cap device and chin strap9.50



CHIEF PETTY OFFICERS' CAP

White V. H. Cloth, patent leather chin strap and black braid...3.00 Blue Cover3.80



AVIATION GARRISON CAP

Forestry Green elastique.....2.00

KHAKI GARRISON CAP

2-ply combed yarn—twill..... .70

CAP COVERS



WHITE CAP COVERS

V. H. Cloth or Tackle Twill....1.05



KHAKI CAP COVERS

2-Ply Combed Twill..... .90



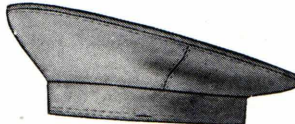
RAINCOVERS

Clear Oil Silk..... .40



BLUE CAP COVERS

Fine Quality Broadcloth.....1.85



FORESTRY GREEN CAP COVERS

Worsted Elastique2.05

CHIN STRAPS



1/2" CHIN STRAP—U. S. Navy Approved Lace Lacquered2.40



1/4" CHIN STRAP—U. S. Navy Approved Lace Lacquered1.95

CAP DEVICES



COMMISSIONED OFFICERS' Sterling Silver-Gold filled Cap Device—complete.4.35



WARRANT OFFICERS' Sterling Silver-Gold filled Cap Device—complete.....3.65

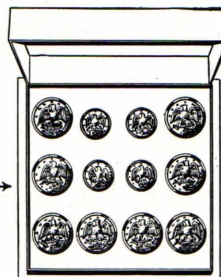


CHIEF PETTY OFFICERS' Cap Device—complete .50

BUTTON SETS



← **COMMISSIONED OFFICERS' 5-36 line and 4-24 line; bodkin fasteners. Set, 1.10**



→ **CHIEF PETTY OFFICERS' 8-30 line and 4-24 line; bodkin fasteners. Set, 1.35**



Handmade; Silver Bullion on blue serge.

RED Chevrons 4.55 each

GOLD Chevrons 4.95 each

Handmade; Silver Bullion on Forestry Green elastique.

RED Chevrons 4.55 each

GOLD Chevrons 4.95 each

Silver-plated thread embroidered on blue serge.

RED Chevrons 3.00 each

GOLD Chevrons 4.20 each

Machine made

Red on Blue60 each

Blue on White55 each

Blue on Khaki55 each

Scarlet on blue15 per stripe →

Scarlet on Forestry green elastique

.19 per stripe

Gold on Blue Serge .70 per stripe

Blue on khaki twill .15 per stripe

Blue on white twill .15 per stripe

CHIEF PETTY OFFICERS' *Specialty Marks*

AEROGRA- HER'S MATE	AV. CARPEN- TER'S MATE	AVIATION RADIOMAN	AVIATION PILOT	AV. MACHIN- IST'S MATE	AVIATION METALSMITH	AV. ORDNANCE MAN
BANDMASTER	SHIP FITTER METALSMITH	BOATSWAIN'S MATE	MACHINIST'S MATE	BUGLEMASTER	CARPENTER'S MATE	PARACHUTE RIGGER
CHIEF COMM. STEWARD	CONSTRUCTION BATTALION	AV. GENERAL UTILITY	OFFICERS' COOK	ELECTRICIAN'S MATE	FIRE CONTROLMAN	GUNNER'S MATE
MOTOR MACH. MATE	PHARMACIST'S MATE	PHOTOGRAPH- ER'S MATE	PRINTER	QUARTER- MASTER	RADIO MAN RAD. TECHNICIANS	SIGNALMAN
STOREKEEPER	TORPEDOMAN'S MATE	TURRET CAPTAIN	YEOMAN	RADAR MAN	ATHLETE	GUNNER
INT. BUS. MACH. OPER.	MAIL CLERK	ORDNANCE INSPECTOR	PHOTOGRAPHER	RECRUITER	TRANSPORT AIRMAN	WELFARE

THE NAVAL UNIFORM

And Its Care

Addressed to Newly Commissioned Officers

Necessity for Care of Uniform and Equipment.—The longest service of the various articles of the prescribed uniform can be obtained only by proper care and maintenance. The information contained in this chapter is presented in order that the useful life of uniforms and equipment may be prolonged, and also that they may be worn with the justifiable pride which should distinguish a naval or military uniform.

General Care.—No matter how well fitting a uniform, and especially the coat, is when new, it will not continue to look its best or keep its shape unless it is carefully put on and kept buttoned. The carrying of large or heavy objects in the pockets will speedily destroy the shape of the best coat. Uniforms should always be kept on hangers when not in use.

To Fold a Coat.—Spread it out, lining down, on a table and turn up the collar. Straighten out the sleeves and fold each side from the lapel notch, bringing lower corners to center seam. Fold the coat over once on center seam. If the container will not allow the coat to be packed at its full length, turn the sleeves up at the elbow before folding the coat.

Moths.—Frequent brushing and exposure to sunshine and fresh air will effectually prevent moths. If uniforms are to be put away for a long time and

left undisturbed, thoroughly clean and then pack away with camphor balls, naphthalene, cedar wood, or balls of cotton saturated with turpentine.

To Remove Oil or Grease From Blue Uniforms.—Soak a piece of blue cloth in chloroform, carbon tetrachloride, petroleum benzine, benzol, or acetone, and rub the spot briskly. The stain will be washed out. The solvent will be rapidly evaporated.

To Remove Kerosene.—Wash in a solution of warm soapy water.

To Remove Stains From Blue Uniforms.—Paint stains, while still fresh, can be removed by use of the method given above for removing oil or grease. Old and hard paint stains are difficult to remove and oftentimes impossible. The best treatment for old paint stains is to rub them hard with a piece of blue cloth saturated in turpentine.

Paraffin, Wax, Etc.—Place blotting paper over the spot and apply a hot iron to the blotting paper. Continue this, using clean blotting paper, until the spot is removed.

Iodine Stains.—Iodine stains can be readily removed by applying a solution of "Hypo" (sometimes called "anticolor") used in photography, or sodium hyposulphite, and then rinsing thoroughly with water. It may also be removed by using starch as prepared for laundry purposes. Immerse

the stained part in the starch and boil; it first turns blue then disappears.

Chocolate.—Cover the stain with borax and wash with cold water, then pour boiling water on the stain and rub vigorously between the hands. When dry, sponge with a little naphtha, chloroform, or benzine.

To Remove Rust, Ink, or Fruit Stains From White Uniforms.—Soak the stained part in a solution of oxalic acid, or put some powdered oxalic acid or sodium or potassium acid oxalate on the stain previously moistened with water and rub with a piece of white cotton or linen. The stain will dissolve and can be washed out with water. Oxalic acid and its soluble salts are very poisonous, and care should be taken in handling them.

Care of Gold Lace.—Gold lace will rapidly tarnish and deteriorate if in contact with or hung near any substance containing sulphur, such as rubber or ordinary manila and kraft wrapping paper.

To Remove Tarnish from Gold Lace.—Gold lace may be cleaned by dipping it in a solution of potassium cyanide and rinsing it thoroughly with water. The use of potassium cyanide is very dangerous, as it is a powerful poison, and extreme care must be exercised. Never under any consideration use it when hands bear cuts or scratches. In any case, it is far safer to have an experienced tailor clean gold lace.

Mildew.—If stain is recent, simply use cold water. If it is an old stain, bleach.

To Clean Buttons That Have Turned Green.—Buttons sometimes turn green when the gold plating is worn off and the copper base becomes covered with green copper carbonate due to exposure to moist air. This can be removed by rubbing gently with acetic acid or

any substance containing this acid, such as vinegar or Worcestershire sauce, followed by a thorough washing in fresh water and drying.

To Remove Shine from Serge Uniforms.—The spot to be treated should be steamed by laying a wet cloth over it and pressing with a hot iron and then rubbing it very gently with a piece of "00" sandpaper or emery cloth. This should be done by a regular tailor.

To Repair a Clean Cut in a Serge or Cloth Uniform.—A clean cut in a serge or cloth uniform can be repaired by being rewoven with threads drawn from the material in another part of the garment. This must be done by an experienced tailor. This process is rather expensive, but a cut so repaired cannot be detected after being rewoven.

To Remove a Singe Mark.—A light singe mark on a blue serge or cloth should be rubbed vigorously with the flat side of a silver coin. This will in many cases make a great improvement in appearance. It is, however, not effective in the cases of bad singes or scorches.

Cap Devices.—These and other embroidered insignia may be kept new and bright by scrubbing them occasionally with a nail brush and ammonia which has been diluted with water. This should be done as soon as there are any signs of tarnishing or corrosion. If corrosion has been allowed to continue until it has gained a stronghold, the device cannot be restored to its original condition.

Metal Cap Devices.—The gold part of this device may be cleaned by washing it with soap and water or by rubbing it with any kind of polishing cloth; the sterling silver part can be cleaned with any silver polish.

★ *Check List* ★

OF COMMISSIONED AND WARRANT OFFICERS' REQUIRED APPAREL

This list may be used as a valuable check-off list
for needed items and its careful study is advised.

QUANTITY	ARTICLE	LIST PRICES	CHECK ✓ COLUMN	TOTAL
2	Service blue uniform (coat and trousers)			
3	Service dress white uniform (coat and trousers)			
4	Coat, khaki			
8	Trousers, khaki			
8	Shirts, khaki, uniform			
1	Raincoat			
1	Overcoat			
1	Muffler, white, silk			
1	Belt, plain black			
1	Belt, plain white			
1	Belt, khaki, web			
2	Caps, complete with chin strap and device and white cover			
2	Covers, white			
2	Covers, khaki			
1	Cover, blue			
1	Cover, rain			
2 pr.	Shoulder Marks			
1 pr.	Devices, collar, metal pin-on			
2 pr.	Shoes, black			
2 pr.	Shoes, white			
1 pr.	Overshoes			
1 pr.	Leggings			
1 pr.	Gloves, gray			
2 prs.	Gloves, white			
2	Neckties, black, four-in-hand			
1	Necktie, black, bow			
6	Shirts, white, neck-band			
12	Collars, white, turn-down, starched			
2 sets	Buttons, Uniform			
2 sets	Collar Buttons			
1 pr.	Cuff Links, gold, plain			
6 pr.	Socks, white			
6 pr.	Socks, black			
6	Undershirts, light			
6	Drawers, light			

★ *Check List* ★

OF CHIEF PETTY OFFICERS' REQUIRED APPAREL

This list may be used as a valuable check-off list
for needed items and its careful study is advised.

QUANTITY	ARTICLE	LIST PRICES	CHECK ✓ COLUMN	TOTAL
	Caps—complete with devices and white covers			
1	Cover, blue			
1	Cover, white			
1	Cover, khaki (working uniform)			
2	Service blue uniforms, coat and trousers			
4	White uniforms, coat and trousers			
2	Khaki (working uniforms) coat and trousers			
6	Collars, white			
	Drawers:			
2	Heavy			
4	Light or medium			
2	Dungaree, suits			
	Gloves:			
1	Woolen, pair			
1	Working, pair			
12	Handkerchiefs			
1	Leggings, pair			
1	Necktie			
1	Overcoat			
1	Overshoes			
1	Raincoat			
	Shirts:			
2	Chambray			
2	Flannel			
6	White			
2	Khaki (working uniform)			
	Shoes:			
1	White, pair			
2	Black, pair			
	Socks:			
4	Cotton			
2	Woolen			
	Trousers:			
2	Blue			
4	White			
2	Khaki (working uniform)			
	Undershirts:			
2	Heavy			
4	Light or medium			
1	Waistcoat			



LOOK FOR THIS LABEL ON THE SLEEVE



INSTRUCTIONS TO OFFICER IN RECEIPT OF ACTIVE DUTY ORDERS

ON RECEIPT OF YOUR ORDERS TO REPORT FOR DUTY, EXAMINE THEM CAREFULLY, NOTING ALL DETAILS. IF THERE IS ANY PART THAT IS NOT FULLY UNDERSTOOD, CONTACT THE OFFICE FROM WHERE YOU RECEIVED YOUR ORDERS FOR AN EXPLANATION. GUARD YOUR ORIGINAL ORDERS CAREFULLY SO THAT THEY WILL NOT BE LOST. YOU SHOULD MAINTAIN A PERMANENT PERSONAL FILE OF ALL ORIGINAL ORDERS THAT YOU RECEIVE. INSERT PLACE, DATE AND TIME ORDERS WERE RECEIVED (WHEN ORDERS ARE MAILED, RETURN RECEIPT FOR ORDERS IMMEDIATELY IN THE ENCLOSED ENVELOPE).

BE SURE TO EXECUTE YOUR ACCEPTANCE AND OATH OF OFFICE BEFORE PROCEEDING TO THE PLACE OF PHYSICAL EXAMINATION AS DIRECTED BY YOUR ACTIVE DUTY ORDERS. ANY NAVAL OFFICER OF THE RANK OF LIEUTENANT (JG) OR ABOVE OR NOTARY PUBLIC CAN NOTARIZE YOUR OATH OF OFFICE. NO MILEAGE CAN BE CLAIMED IF THESE PAPERS HAVE NOT BEEN OFFICIALLY EXECUTED.

ADDITIONAL PAPERS WHERE ORDERS ARE RECEIVED

1. AFFIDAVIT RE PENSION OR DISABILITY ALLOWANCE - All three copies must be executed and held, pending reporting for duty.
2. BENEFICIARY SLIP - Fill out completely in duplicate and forward the original to the Bureau of Naval Personnel, Navy Department, Washington, D.C., the copy to be forwarded to the Naval District Headquarters having jurisdiction over the area wherein your official address is located, for inclusion in your file. This form must be sworn to before a Naval officer of the rank of Lieutenant (jg) or above, or before a notary public. Under Alnav 190 of 1942, a father, mother, brother or sister is presumed to be a dependent and no evidence of actual dependency is required.
3. REPORT OF COMPLIANCE WITH ORDERS - This form will be filled out and forwarded to the Bureau of Naval Personnel by your commanding officer after you report.
4. PERSONAL HISTORY SHEET - Fill out in duplicate as soon as practicable and forward (with photographs, preferably in uniform, attached) to the Bureau of Naval Personnel, Navy Department, Washington, D.C.
5. UNIFORM GRATUITY - Hold this form until you have reported for active duty. When you have the required minimum uniforms in your possession and have received the initial \$150.00 uniform allowance from your disbursing officer, you will claim reimbursement for the additional \$100.00 gratuity by submitting this form, accompanied only by three certified copies of orders bearing the required endorsement of the disbursing officer to the effect that payment of \$150.00 was made, to the Bureau of Supplies and Accounts, Field Branch, Master Accounts Division, Cleveland, Ohio. The minimum uniforms required to be eligible for the \$100.00 gratuity are as follows:

Service dress blue	Overcoat (or reincoat)
Service dress white	Aviation working dress (if an aviator)
6. If you have had more than three years of service as provided in Alnav 268, 1942, a statement of service for pay purposes will be furnished the disbursing officer of the activity to which you report for duty.

ORDERS TO ACTIVE DUTY

There are four general types of orders: (A) PROCEED
(B) PROCEED WITHOUT DELAY (C) PROCEED IMMEDIATELY (D) PROCEED AND
REPORT ON (certain date).

(A) PROCEED: Shall be obeyed within 4 days, exclusive of travel time. This means that within 96 hours of receipt of orders, the officer must be on his way by the most direct normal railroad route. If he uses other transportation, he must report within the time he would have taken had he travelled by train. Although newly commissioned officers are often ordered to "proceed and report for physical examination" and further, if found physically qualified, to "proceed and report," only one four-day-plus-travel period of delay can be taken.

(B) PROCEED WITHOUT DELAY: Requires reporting within 48 hours, exclusive of travel time. The explanation of type (A) applies also to type (B).

(C) PROCEED IMMEDIATELY: The officer must report within 12 hours, exclusive of travel time. The explanation of type (A) applies also to type (C).

(D) PROCEED AND REPORT ON (certain date): The officer must report before 2400 of the date given but he ought to report in the forenoon of that date, preferably at 0800 (or before 0900). Occasionally orders read to report "on or before" a certain date or "on or about" a certain date: In such cases, the prospective commanding officer should be contacted for more definite instructions. If he cannot be contacted, the new officer should report on or shortly before the given date.

ENDORSEMENT OF ORDERS

Orders to active duty must be endorsed as follows:

(a) RECEIVED: Place, date and hour of receipt of orders, signature of officer-recipient. This is done by new officer in this office. For example:

RECEIVED ONOP
San Francisco 6-1-42, 0930 /s/ John Paul Jones

(b) LEFT HOME: (This endorsement is left blank when physical examination is taken at ONOP immediately after commissioning (at ONOP)

(c) ARRIVED AT: (This endorsement is left blank under same circumstances.)

(d) REPORTED AND EXAMINED: Place, date and hour of medical examination signed by medical officer conducting examination. Findings are marked by him.

(e) PROCEEDED: Place, date and hour of departure for home after completion of examination, signed by officer-recipient. For example:

PROCEEDED ONOP
San Francisco 6-1-42, 1145 /s/ John Paul Jones

(f) RETURNED HOME: Place, date and hour of return to home, signed by officer-recipient. For example:

420 Gough Street

RETURNED HOME

San Francisco, 6-1-42 1230 /s/ John Paul Jones

(g) PROCEEDING: Place, date and hour of leaving home for active duty, signed by officer-recipient.

(h) REPORTED: Place, date and hour of reporting to active duty, signed by commanding officer.

NOTE: Only the original of your orders need bear signed endorsements. On the copies, all endorsements, including signatures, may be typed in. Be sure that all copies are completely conformed, including medical endorsements. Any officer may certify copies of his own orders in the following language: "Certified to be a true copy", accompanied by his signature.

COPIES OF ORDERS

Upon receipt of orders, the officer is given at least fifteen exact copies of active duty orders. These copies are needed for various important details, particularly the taking up of pay accounts.

PHYSICAL EXAMINATIONS

New officers who receive orders must take a physical examination after being sworn in. If a waiver of physical defects has been granted, it must be presented to the examining medical officer.

If the new officer is found physically disqualified and the defects have not been waived, he must return at once to the Active Duty Orders Section where he will be placed on inactive duty awaiting further action by the Bureau of Naval Personnel. If defects are waived, officer is instructed to carry out his original orders, which he must do immediately.

MISCELLANEOUS INFORMATION

The officer should note the numbers in the upper left-hand corner of Oath of Office. A typical example is:

Pers-3614-MG
149786-1

The second number -- 149786 -- is the officer's permanent file number and Navy Service Number. (The serial number "1" means only that this is the first item of correspondence sent to the new officer by the Bureau of Naval Personnel.) The file number must appear in the upper left-hand corner of all official correspondence initiated by the officer concerning himself.

No Erasure
or Alteration
Permitted

UNIFORM GRATUITY

(Officers—Naval Reserve)

File No. 343095
(Officer's)

May 16 - 1944
(Date)

From: Thelander Hulda Evaline Lt. Comdr.
(Surname) (First) (Middle) (Rank) U.S. N. R.
(Org. M. M. Vol.)

12 Marine Corps Hdqrs 100 Garrison
(N. D.) (Ship or station) (Location) San Francisco
Dept of War

To: BUREAU OF SUPPLIES AND ACCOUNTS (Retainer Pay Division). via paymaster Marine Corps Hdqrs

1. I CERTIFY that I now have in my possession the uniforms required by Bureau of Naval Personnel Manual and request to be reimbursed in the sum of \$ 250.00, as provided by section 302 of the Naval Reserve Act of 1938, 52 Stat. 1180.

2. I CERTIFY that I am not drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States.

H. E. Thelander MD
(Signature)

This form should be prepared in quadruplicate, the first, second, and third copies, with three certified copies of orders (certified by claiming officer) attached, should be forwarded to the Bureau of Supplies and Accounts (Retainer Pay Division). The fourth copy of the form will be retained by the claiming officer.

Check No. _____ (Date) _____ Symbol No. _____

Leave spaces
at right blank.

Amount, \$ _____ Appns., 19 _____

No Erasure
or Alteration
Permitted

UNIFORM GRATUITY

(Officers—Naval Reserve)

File No. 343 095
(Officer's)

May 16 - 44
(Date)

From: Thelander Hilda Evaline L. Condr U. S. N. R.
(Surname) (First) (Middle) (Rank) (Org. M. M. Vol.)

(N. D.) (Ship or station) (Location)

To: BUREAU OF SUPPLIES AND ACCOUNTS (Retainer Pay Division).

1. I CERTIFY that I now have in my possession the uniforms required by Bureau of Naval Personnel Manual and request to be reimbursed in the sum of \$ 250.00, as provided by section 302 of the Naval Reserve Act of 1938, 52 Stat. 1180.

2. I CERTIFY that I am not drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States.

H. E. Thelander MLD
(Signature)

This form should be prepared in quadruplicate, the first, second, and third copies, with three certified copies of orders (certified by claiming officer) attached, should be forwarded to the Bureau of Supplies and Accounts (Retainer Pay Division). The fourth copy of the form will be retained by the claiming officer.

Check No. _____ (Date) _____ Symbol No. _____

Leave spaces
at right blank.

Amount, \$ _____ Appns., 19 _____

No Erasure
or Alteration
Permitted

UNIFORM GRATUITY

(Officers—Naval Reserve)

File No. 343 095
(Officer's)

May 16 - 44
(Date)

From: Theodore Guido Evoline St. Condr U. S. N. R.
(Surname) (First) (Middle) (Rank) (Org. M. M. Vol.)

(N. D.) (Ship or station) (Location)

To: BUREAU OF SUPPLIES AND ACCOUNTS (Retainer Pay Division).

1. I CERTIFY that I now have in my possession the uniforms required by Bureau of Naval Personnel Manual and request to be reimbursed in the sum of \$ 250.⁰⁰/₁₀₀, as provided by section 302 of the Naval Reserve Act of 1938, 52 Stat. 1180.

2. I CERTIFY that I am not drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States.

H. E. Thelander HQ
(Signature)

This form should be prepared in quadruplicate, the first, second, and third copies, with three certified copies of orders (certified by claiming officer) attached, should be forwarded to the Bureau of Supplies and Accounts (Retainer Pay Division). The fourth copy of the form will be retained by the claiming officer.

Check No. _____ (Date) _____ Symbol No. _____

Leave spaces
at right blank.

Amount, \$ _____ Appns., 19 _____

STATUS OF PROFESSIONAL QUALIFICATION FOR PROMOTION

1. In accordance with NavPers 10840 Naval Reserve officers selected for promotion prior to 30 June 1950 must have completed in grade one or more of the below listed correspondence courses (or substitutes authorized), creditable for a minimum of two (2) basic promotion units, in order to qualify professionally prior to effecting the higher grade to which selected.

First Promotion Period-All Classifications

<u>Basic Courses</u>	<u>Promotion Units Credited</u>
NavPers 10900 - Naval Orientation	One (1)
NavPers 10901 - Naval Command and Administration	One (1)
NavPers 10740-A - Navy Regulations*	Two (2)
NavPers 10903 - Leadership	One (1)
*Navy Regulations NavPers 10740 if taken <u>in grade</u> is worth only one(1) promotion unit. NavPers 10740-A is a revised course.	

2. The records of the Bureau of Naval Personnel show that you have completed the basic courses listed below and have been credited with promotion units indicated.

Basic Correspondence Courses Completed in Grade

NavPers No.	Title	Units
10740	Navy Regulations and Customs	1
10716	Military Law	1
10717	International Law	1
	BUREAU OF NAVAL PERSONNEL	
	U. S. NAVAL RESERVE OFFICER PERFORMANCE RECORDING UNIT	
	NAVAL AND MARINE CORPS RESERVE CENTER	
	30TH & FORT STS.	
	OMAHA 11, NEBRASKA	
Total Basic Promotion Units		3

3. If the total of basic promotion units earned is two (2) or more, this certifies that you have qualified professionally for promotion. If the total is less than two (2) attention is directed to paragraph 1 of the instructions on the reverse of this sheet.

File Number	Name	Command Concerned
343095	THELANDER HULDA E	12

Enclosure (1)

Instructions for Effecting Promotion

Note: If you have not already done so, you must effect the permanent appointment tendered you in NavPers 15793 before accepting this appointment.

Before you may present yourself for promotion you must complete the

1. Professional Qualifications.....

You must earn, in the grade of Lieutenant Commander, a minimum of two (2) promotion units thru the completion of basic correspondence courses. (See NavPers 10840) On the reverse of this sheet is the Bureau of Personnel's record of the units you have earned to date. If the total is less than two you are not yet professionally qualified. If you have reason to believe that this tally is in error you are invited to forward certified copies of the appropriate correspondence course certificates to the Bureau of Naval Personnel, Reserve Officers Performance Recording Unit, Omaha, Nebraska. Promotion units earned after receipt of this computation can be substantiated by presenting the correspondence course letter of completion. You may not present yourself for physical examination until the professional qualifications have been met.

2. Physical Qualifications.....

- a. Report in person or by letter to a Naval Activity. Present evidence of your professional qualifications and request a physical examination as outlined in Naval Reserve Multiple Address Letter 23-49.
- b. Be sure that your present address appears in the margin of the Standard Medical Form 83.
- c. Be sure that the medical examiner sends the report of physical examination to Your Commandant or if you are in the air program to the Chief of Naval Air Reserve Training. Officers on active duty forward via chain of command. When notified by appropriate authority that you are physically qualified you may

3. Accept This Promotion.....

- a. The renewal of your oath is no longer required, nor is the signature of a witnessing officer a necessity. (You may delete all after "appointment" in Paragraph 1 of NavPers 339)
- b. Be sure that your present address appears in the margin of NavPers Form.
- c. Send NavPers 339 to the Commandant or the Chief of Naval Air Reserve Training for endorsement 1, NOT to the Bureau of Naval Personnel.

EDWARD B. SHAW, M. D.
H. E. THELANDER, M. D.
JOHN J. PIEL, M. D.
3641 CALIFORNIA STREET
SAN FRANCISCO 18, CALIFORNIA
SKYLINE 2-0941

October 2, 1950

From: Lieutenant Commander Hulda Evaline Thelander, MC, USNR,
640 Sutter Street, San Francisco, California.

To: U. S. Naval Reserve Officer, Performance Recording Unit,
Naval and Marine Corps Reserve Center, Omaha, Nebraska.

Subject: Basic Correspondence Courses Completed.

Enclosed are certified copies of correspondence courses completed. Can any of these be substituted for the basic courses required for promotion from Lieutenant Commander to Commander, MC, USNR?

HET/lis

H. E. Thelander MD

*adj. ~~ccer.~~
Enter courses
in Kardex with correct
prom. pts. Then return
card & corr. to me.
hi*

17.aje-0

FIRST ENDORSEMENT

7 DECEMBER 1944.

HEADQUARTERS, DEPARTMENT OF THE PACIFIC, MARINE CORPS
100 Harrison Street, San Francisco 6, California

From: The Commanding General.
To: Lieutenant Commander Hulda E. Thelander, W-V(S)
(MC), USNR.

Via: The Departmental Medical Officer.

Subject: Correspondence Course for Medical and Dental
Officers of the United States Naval Reserve.

Ba Med 0

12 pts

1. Forwarded with congratulations.

William C. Wise, Jr. (signed)

WILLIAM C. WISE, JR.,

By direction

STATE OF CALIFORNIA

City and County of San Francisco

} ss.

I, VIOLET NEUENBURG, a Notary Public in and for the City and County of San Francisco, State of California, residing therein,
duly commissioned and sworn, do certify that on this 3rd day of October, 1950, I carefully

compared the annexed cop Y of Letter re
Correspondence Course for Medical and
Dental Officers of the United States
Naval Reserve dated Dec. 7, 1944

with the original thereof,

now in the possession of Lt. Cmdr. Hulda E. Thelander
of San Francisco, State of California, and that the same is a full, true, and exact
cop Y of said original Letter.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in
the City and County of San Francisco, the day and year in this certificate first above written.

Violet Neuenburg

Notary Public in and for the City and County of San Francisco, State of California

My commission expires January 3, 1951.

111 Sutter Street.

(Certificate of Notary to Copy of Document.)



Pll-1

#-343095

NAVAL RESERVE EDUCATIONAL CENTER
105 Market Street
SAN FRANCISCO, 5, CALIFORNIA

10 April, 1945.

From: The Officer in Charge.

To : Lt. Comdr. Hulda Evaline Thelander, MC, USNR
100 Harrison St.
San Francisco, Calif.

Via :

Subject: Correspondence Course in INTERNATIONAL LAW -
Completion of.

10717

12pts

1. On April 10, 1945 you successfully completed the correspondence course in the above subject with a mark of 3.77.

2. This Center, on behalf of the Chief of Naval Personnel, wishes to congratulate you on this evidence of your initiative and interest in increasing your efficiency as an officer of the Naval Reserve.

3. A copy of this letter will be placed on file with your official record.

Dan Blanchard (signed)

D. BLANCHARD.
Acting.

Copy to:
BuPers

STATE OF CALIFORNIA } ss.
City and County of San Francisco

I, VIOLET NEUENBURG, a Notary Public in and for the City and County of San Francisco, State of California, residing therein, duly commissioned and sworn, do certify that on this 3rd day of October, 1950, I carefully

compared the annexed copy of Letter dated April 10, 1945

re Correspondence Course in International Law

taken by Lt. Cmdr. Hulda Evaline Thelander

with the original thereof,

now in the possession of Lt. Cmdr. Hulda Evaline Thelander

of San Francisco, State of California, and that the same is a full, true, and exact

copy of said original Letter

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the City and County of San Francisco, the day and year in this certificate first above written.

Violet Neuenburg

Notary Public in and for the City and County of San Francisco, State of California

My commission expires January 3, 1951.

111 Sutter Street.

(Certificate of Notary to Copy of Document.)



P11-1

#-343093

NAVAL RESERVE EDUCATIONAL CENTER
105 MARKET STREET
SAN FRANCISCO, CALIFORNIA

18 August, 1944.

From: The Officer in Charge.

To : Lieutenant Commander Hulda E. Thelander, W-V(S), MC, USNR
12 Presidio Ave.
San Francisco, California

Via :

Subject: Correspondence Course in NAVY REGULATIONS AND CUSTOMS - 10740
Completion of..

1. On August 18, 1944 you successfully completed the correspondence course in the above subject with a mark of 3.74. 12 pts

2. This Center, on behalf of the Chief of Naval Personnel, wishes to congratulate you on this evidence of your initiative and interest in increasing your efficiency as an officer of the Naval Reserve.

3. A copy of this letter will be placed on file with your official record.

F. B. Melendy (signed)

F. B. MELENDY.

Copy to:
BuPers

STATE OF CALIFORNIA } ss.
City and County of San Francisco

I, VIOLET NEUENBURG, a Notary Public in and for the City and County of San Francisco, State of California, residing therein, duly commissioned and sworn, do certify that on this 3rd day of October, 1950, I carefully compared the annexed cop Y of Letter dated August 18, 1944 re correspondence Course in Navy Regulations and Customs taken by Lt. Cmdr. Hulda E. Thelander. with the original thereof, now in the possession of Lt. Cmdr. Hulda E. Thelander of San Francisco, State of California, and that the same is a full, true, and exact cop Y of said original Letter

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the City and County of San Francisco, the day and year in this certificate first above written.

Violet Neuenburg
Notary Public in and for the City and County of San Francisco, State of California

(Certificate of Notary to Copy of Document.)

My commission expires January 3, 1951.

111 Sutter Street.

P11-1

343095

NAVAL RESERVE EDUCATIONAL CENTER
105 Market Street
San Francisco, California

2 January 1945.

From: The Officer in Charge.

To : Lt. Cmdr. Hulda E. Thelander, (MC)-W-V(S), USNR
100 Harrison Street
San Francisco, Cal.

Via :

Subject: Correspondence Course in MILITARY LAW -
Completion of.

10716
- 12 ptes

1. On 2 January 1945 you successfully completed the correspondence course in the above subject with a mark of 3.81.
2. This Center, on behalf of the Chief of Naval Personnel, wishes to congratulate you on this evidence of your initiative and interest in increasing your efficiency as an officer of the Naval Reserve.
3. A copy of this letter will be placed on file with your official record.

F. B. Melendy (signed)

F. B. MELENDY.

Copy to:

STATE OF CALIFORNIA } ss.
City and County of San Francisco

I, VIOLET NEUENBURG, a Notary Public in and for the City and County of San Francisco, State of California, residing therein, duly commissioned and sworn, do certify that on this 3rd day of October, 1950, I carefully compared the annexed copy of Letter dated January 2, 1945 re Correspondence Course in Military Law taken by Lt. Cmdr, Hulda E. Thelander.

with the original thereof,
now in the possession of Lt. Cmdr. Hulda E. Thelander
of San Francisco, State of California, and that the same is a full, true, and exact
copy of said original Letter.

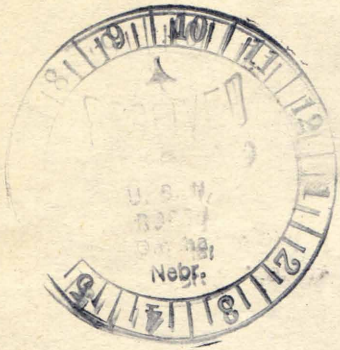
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the City and County of San Francisco, the day and year in this certificate first above written.

Violet Neuenburg
Notary Public in and for the City and County of San Francisco, State of California

My commission expires January 3, 1951.

111 Sutter Street.

(Certificate of Notary to Copy of Document.)



U.S. DEPARTMENT OF JUSTICE
DIVISION OF INVESTIGATION
WASHINGTON, D.C.

The Division is in receipt of

From:

Mr. J. Edgar Hoover, Director
U.S. Department of Justice
Washington, D.C.

To:

Re:

Communication received from
Mr. J. Edgar Hoover, Director
U.S. Department of Justice

Subject:

1. On January 15, 1908, a communication was received from Mr. J. Edgar Hoover, Director, U.S. Department of Justice, in which he stated that he had received information from a confidential source that a certain individual was planning to travel to Omaha, Nebraska, on January 18, 1908, for the purpose of conducting business with a certain firm. This communication was received from a confidential source who has provided reliable information in the past.

2. It was suggested that the Division should be kept advised of any further information received from this confidential source regarding the activities of this individual.

Very respectfully,
J. Edgar Hoover, Director
U.S. Department of Justice

Copy for
Mr. J. Edgar Hoover

