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INSTRUCTIONS.

Bureau of Navigation,
Navy Department,
Navember 1, 1916.

- 1. All marks are made up on scale of 0 to 4.
- 2. This record is to be used for all classes of the Naval Reserve Force, except the Fleet Naval Reserve. Except when a man is employed on active service, the record will be kept in the office of the commandant of the naval district to which the man is attached. When a man is ordered to active duty, a copy of his orders, his enrollment record, and health record will be forwarded to the commanding officer of the ship or station to which the man has been assigned for active service. The commandant of the naval district shall enter in the record any comment that would be of use in assignments to special duty, such as the trade at which the man has been employed in civil life.

L. C. PALMER,
Chuf of Bureau.

MOISCHARG	EV
IONORABLY DISCHARG	E
FROM U. S. NAVAL RESERVE FORCE	
30 SEPT. 1921	7
IN ACCORDANCE WITH ALMAY.	

Discharged at	
on account of	
thisday of	, 19
Recommended for reenrollment. Ye	rase one)
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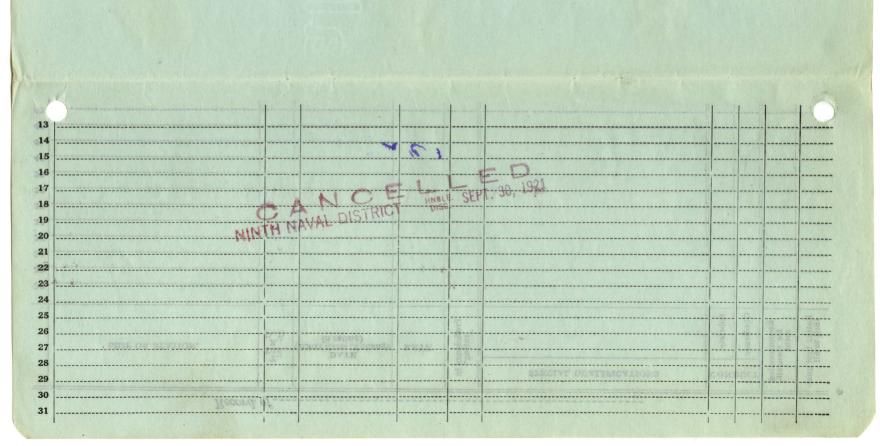
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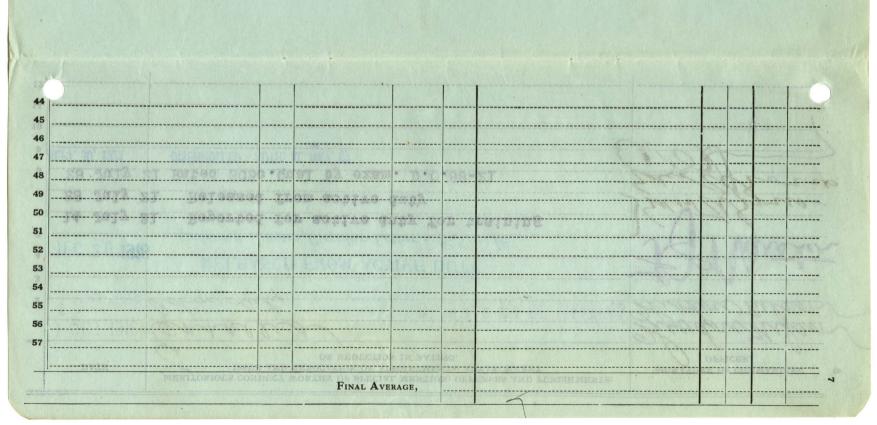
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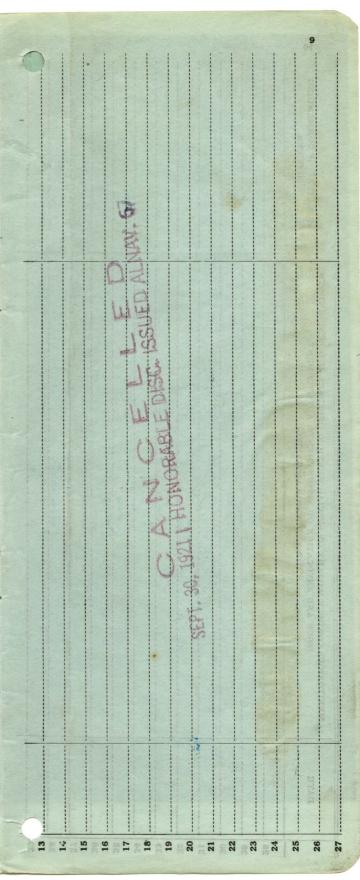
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28 July 8 SEPT. 30, 1921	DISENROLLED - AUTH. AL NAV. 67	May 200
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UNIFORM GRATUITY

"Members of the Naval Reserve Force shall, upon first reporting for active service for training during each period of enrollment, be credited with a uniform gratuity of \$50 for officers and \$30 for men.

"Upon reporting for active service in time of war or national emergency the uniform gratuity shall be \$150 for officers and \$60 for men, or the difference between these amounts and any amounts that may have been credited as a uniform gratuity during the current enrollment: *Provided*, That should any member of the Naval Reserve Force sever connections with the service without compulsion on the part of the Government before the expiration of his term of enrollment, the amount so credited shall be deducted from any money that may be or may become due him." (Act Aug. 29, 1916.)



NAVY DEPARTMENT

WASHINGTON

N-HH

to

29 September 1921

100943-21 17 FT 1982

From:

Navy Department.

To:

Espect Toylor TYIN SCHO 2987211

SUBJECT:

Disenrollment from Naval Reserve Force.

Enclosure:

- (A) Blank request for transfer to Volunteer Naval Reserve.
- (B) Blank acknowledgment.

1. Owing to the Congress having greatly reduced appropriations for the present fiscal year, the Department finds it necessary to materially reduce the expenditures for the pay of the Naval Reserve Force. The Department made a conservative estimate of about \$12,000,000 as necessary for the Reserve Force for this purpose. Congress appropriated only \$7,000,000. Notwithstanding the various economies already instituted, a considerable part of the \$7,000,000 appropriated has been already disbursed or obligated.

2. To keep within the appropriation for this purpose the Department finds it necessary to institute

immediately a drastic reduction of the Naval Reserve Force.

3. The Department regrets being forced to adopt this course of action, and particularly to have to inform you that you are hereby disenrolled from the U.S. Naval Reserve Force from 30 September 1921.

4. The Department values greatly the services and cooperation of the patriotic men who form the Naval Reserve. It depends on them not only for service in a national emergency but also in large measure for disseminating a correct idea of the Navy and its activities through the country. The Department appreciates, furthermore, that the large majority of those in the Reserve Force serve not for money but for love of the country and the Service; therefore, it desires and would be greatly pleased if the members of the Reserve Force, realizing the unfortunate condition brought about by lack of funds, would transfer to or enroll in Class VI, the Volunteer Naval Reserve—and continue to serve with the Navy.

5. If you desire to transfer to Class VI (Volunteer Naval Reserve), it will be sufficient for you to signify your intention on the enclosed blank form. The Department will complete the transfer.

6. The Department avails itself of this opportunity to again express its commendation of the services rendered by you to the Navy and to your Country, which tended so greatly to the victory gained during the World War.

7. An honorable discharge will be mailed to you as soon as it can be prepared.

8. Please acknowledge receipt of this letter on attached form.

(Signed) EDWIN DENBY.

Countersigned:

A.G. Berry jr by direction

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	(Date of reporting)	(Signature of supply officer)

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dependent relative before payment is made, I then designate as my beneficiary under said act the	
following dependent relative, my	
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(Place) (Date)	
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I do solemnly swear (or affirm) that the facts	
stated and disclosed in the foregoing beneficiary slip are true to the best of my knowledge and belief.	
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(Mail name of child)	
(Name)	
U. S. N. R. F.	
(blide (Rating)	
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day of 191	
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INSTRUCTIONS. Two of this form are fastened in each record. When a man is enrolled	
both forms will be executed; one removed from the service record and filed with the shipping articles, the other to remain in the record.	
This form must be sworn to before an officer of the United States Navy or Marine Corps authorized to administer oaths, or before a notary public.	
The full names and addresses of the beneficiaries should be carefully stated. If a married woman, her own Christian name should be given not	
that of her husband: thus, "Mrs. Anna May Smith," not "Mrs. John Smith." New beneficiary slips should be filled out and forwarded to the Comman-	
dant of the Naval District to which the man is attached in all cases in which	

such action becomes necessary by reason of change in the status of the officer or man, or of his beneficiaries, due, for example, to marriage, death, birth of children, or the fact that a designated beneficiary should cease to be dependent. In any event the payment will be made to the widow or children, if any, of the officer or enlisted man, whether designated or not.

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	ngine, etc.	EX. OFF. SIGNATURE													
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Name(Surname first)
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(Christian name) (Christian name)
U. S. S.
(Place) (Date)
Under the provisions of the act approved August 29, 1916, all officers and men of the Naval Reserve Force shall, when actively employed, be entitled to the same pay, allowances, gratuities, and other emoluments as officers and enlisted men of the naval service on active duty of corresponding rank. Under the provisions of the act approved August 22, 1912, and as modified by the act approved August 29, 1916, relating to the payment of six months' pay to the widow or children or dependent relative of any officer or enlisted man on the active list of the U. S. Navy, U. S. Naval Reserve Force, or Marine Corps who dies from wounds or disease not the result of his own misconduct, I give below the name and address of my wife and the name and address of each of my children.
(Full name of wife; if not married, so state)
(Address of wife)
I do solemnly swear (or approx) that the parts
(Full name of child; if none, so state)
are true to the best of my knowledge and belief.
(Address of child)
(Full name of child)
(Address of child)
The R. N. J. R. P.
(Full name of child)
(Address of child)
In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative, my
· (Relationship)
halteness and whose (Name in full) were much will be only
(Address)
Marine Corps authorized to administer or the perfect enoting authors The full names and addresses of the beneficiaries should
ed. If a married woman, her own Christian name should be coreal and that of her husband; thus, "him, Anna May Smith," not "Mrs. (charfullt "
ADDRESS TO THE PROPERTY OF THE
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birth of children, or the fact that a designated beneficiary should sease to
(On lines above state briefly wherein dependency consists, such as "allotments registered," "monthly contributions by Government check," etc.)

See reverse side

In the event of the death of the above-named
dependent relative before payment is made, I then designate as my beneficiary under said act the
following dependent relative, my
(Relationship)
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Address) 12
conduct, I give below the pures and eddress of my wife and the name and address of each of my children.
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(Full name of wife; if not tner chelves stake)
#(Code L.) 0 1 1
*(State briefly wherein dependency consists)
I do solemnly swear (or affirm) that the facts
stated and disclosed in the foregoing beneficiary slip
are true to the best of my knowledge and belief.
(b)tr(Name).lvtA)
(Rating) U. S. N. R. F.
Subscribed and sworn to before me, this
In the court of my leaving no widow or child, or
South a dependent relative, my
[SEAL]
· Refutionship :
INSTRUCTIONS.
Two of this form are fastened in each record. When a man is enrolled both forms will be executed; one removed from the service record and filed with the shipping articles, the other to remain in the record. This form must be sworn to before an officer of the United States Navy or

This form must be sworn to before an officer of the United States Navy of Marine Corps authorized to administer oaths, or before a notary public.

The full names and addresses of the beneficiaries should be carefully stated. If a married woman, her own Christian name should be given, not that of her husband: thus, "Mrs. Anna May Smith," not "Mrs. John Smith."

New beneficiary slips should be filled out and forwarded to the Commandant of the Naval District to which the man is attached in all cases in which such action becomes necessary by reason of change in the status of the officer or man, or of his beneficiaries, due, for example, to marriage, death, birth of children, or the fact that a designated beneficiary should cease to be dependent. In any event the payment will be made to the widow or children, if any, of the officer or enlisted man, whether designated or not.

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U. S. S.
(Place) (Date)
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(Full name of wife; if not married, so state)
(Address of wife)
(Full name of child; if none, so state)
(Address of child)
Address of child)
(Full name of child)
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(Full name of child)
(Address of child)
In the event of my leaving no widow or child, or of their decease before payment is made, I then designate as my beneficiary under the said act the following dependent relative, my
(Relationship)
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Both forms will be executed; one (address) and the agrace record and hird with the shipping a forles, the other to remain in the record
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(On lines above state briefly wherein dependency consists, such as "allotments registered," "monthly contributions by Government check," etc.)

See reverse side