



PERSONNEL TRANSFER LETTER

(THIS IS NOT A TRAVEL ORDER)

28 January 1951

TO: **Mr. Edmund X. Klipa**

1. Pursuant to authority vested in me, your official station is hereby established as \_\_\_\_\_.  
Upon receipt of proper Travel Orders you will proceed from \_\_\_\_\_  
\_\_\_\_\_ to such station, via \_\_\_\_\_

2. The travel to your new station is to be accomplished as soon as practicable after receipt of proper Travel Orders. This transfer is not for your convenience or benefit, or at your request, but in the best interests of the Government.

3. In accordance with the provisions of applicable agency regulations, and subject to the availability of funds, the shipment at Government expense of your household goods and personal effects, including packing, crating, unpacking, uncrating, drayage, and temporary storage not to exceed ninety days, within the prescribed weight allowance, is authorized.

4. Subject to the availability of funds, the movement of your immediate family at Government expense is authorized in accordance with agency regulations.

5. Authorization for the shipment of a personally owned automobile at Government expense, when consistent with agency regulations, is hereby authorized.

\_\_\_\_\_

CHIEF, EMPLOYEES DIVISION

APPROVED FOR  
RELEASE  DATE:  
06-Jul-2010