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

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Per-315-III

5 November 1945

MEMORANDUM

To: All Bureaus, Boards and Offices, Navy Department.

Subj: Orders for release from active duty.

1. The average time for processing the orders of officers being released from active duty is now approximately three days. Completion of processing of these orders is materially delayed by the many requests for special handling of orders and the many inquiries that are made by officers awaiting orders, both in person and by telephone. It is estimated that nearly 50% of the workload of the personnel handling these orders is caused by inquiries.

2. In order that the time of processing may be held to a minimum and that all officers may be treated on an equal basis, it is urged that no requests for special handling be made and that officers awaiting orders be strongly advised not to inquire as to the status of their orders.

/s/ W. M. Fechteler

William M. Fechteler,
Assistant Chief of Naval Personnel

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