

IN REPLY ADDRESS
COMMANDANT
TWELFTH NAVAL DISTRICT
AND REFER TO

OFFICE OF COMMANDANT
TWELFTH NAVAL DISTRICT
SAN FRANCISCO, 2, CALIFORNIA



ND12-64-DH-my

7 November 1946

From: Commandant Twelfth Naval District
(District Director Naval Reserve)
To: All inactive Naval Reserve Officers.
Subject: Procurement, Custody, Maintenance and Disposition of records
of Officers in the Naval Reserve.
Reference: (a) Naval Reserve Multiple Address Letter No. 30-46.

1. In accordance with reference (a) the Commandant has been directed by the Bureau of Naval Personnel to obtain the Officers Qualification Record Jacket (Form NavPers 305) and included forms now in the individual custody of all Naval Reserve Officers in an inactive status.

2. Upon receipt of these jackets the Commandant will maintain them as an integral part in the file jacket of the Officers concerned.

3. At present the Commandant has custody of the Officers file jacket and health records.

4. For your convenience a self addressed mailing envelope is enclosed. Receipt of the individual officer's qualification record jacket (NavPers 305) will be acknowledged.

A handwritten signature in cursive script, appearing to read "D.N. Cone".

D.N.CONE

By direction of the Commandant