

MEMORANDUM FROM THE CHIEF OF NAVAL PERSONNEL
TO ALL OFFICERS UPON THEIR SEPARATION FROM ACTIVE NAVAL SERVICE

The Navy has been charged by Executive Order with the responsibility of providing each person separated from active service with complete information regarding his rights and benefits as a veteran.

The Navy is carrying out this responsibility through the Civil Readjustment Program, - established to insure that every man and woman leaving active service for any reason whatsoever would be given a private and personalized exit interview by trained Civil Readjustment Interviewers.

In the process of your separation from active service you will report for a civil readjustment interview. For officers, this interview has four objectives:

1. To insure that you have the information concerning your rights and benefits that may be of value to you.
2. To inform you sufficiently concerning the operation of the Civil Readjustment Program that you may be of assistance to former naval personnel in their efforts to utilize the services available to them.
3. To give you such general information that you can discuss informatively with the public the Navy's program of Civil Readjustment.
4. To complete the Notice of Separation - Form 553.

I am sure that you will agree with me that Naval rank imposes an obligation on the individual that does not cease when the uniform is discarded. In your own communities you will be expected to represent the Navy accurately and correctly in civilian life.

Second only to winning the war is the necessity to prepare for peace. The Navy recognizes the fact that maximum employment in America is a prime objective of the postwar period. Through the Civil Readjustment Program it is making available materials to assist not only the man and woman separated from the service, but also prospective employers, toward the early readjustment and placement of veterans.

The Navy Department will appreciate your cooperation in this important program, which I believe will go far to insure that the men and women who have worn the Navy uniform will take up civilian life as constructive members of their communities.

/s/ RANDALL JACOBS

Chief of Naval Personnel