

WOMEN'S RESERVE



Information

SEPARATION
PAMPHLET

NAVPERS 15023

OFFICERS: You will be processed in accordance with the appointments on your Schedule Card.

PROCESSING

ORIENTATION

Orientation and Rights and Benefits meetings will be held. The processing steps which you will take while at this Unit will be explained to you as well as your rights, benefits and privileges as veterans.

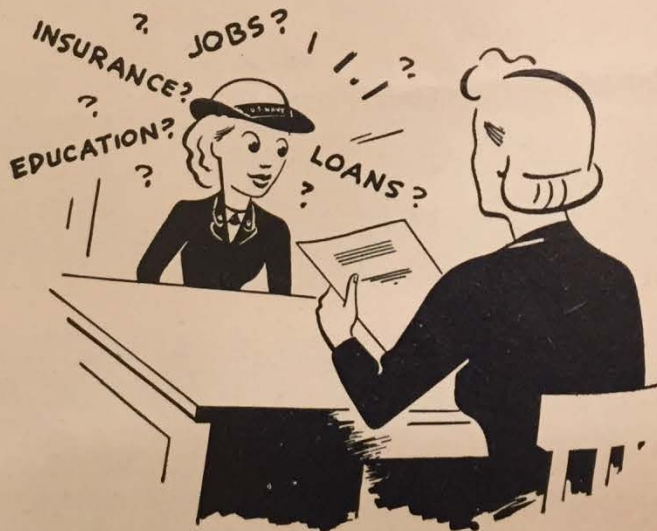
MEDICAL EXAMINATION

You will be given a complete physical examination. Inform the Medical Officer of any illness or injury you have incurred since entry into the Service. If you wish to file a claim because of disability you will have an opportunity to do so at this time without interfering with or delaying your separation.

NATIONAL SERVICE LIFE INSURANCE

You will be informed fully about your insurance and will be told what you must do to continue it. Insurance Officers will be available. Make sure you are fully informed.

PERSONAL INTERVIEW



Trained interviewers will discuss during a personal and private interview your civilian and military experiences, and will prepare a

form which will be of use to you after separation in obtaining a job or applying for benefits as a veteran.

Do not hesitate to ask questions on any problems on which you need assistance. There is no time limit on these interviews.

If you wish additional information or assistance concerning your educational, vocational and personal problems—arrangements will be made for an appointment with the following:

NAVY OFFICERS

1. Educational Services Officer
2. Legal Assistance Officer
3. Benefits and Insurance Officer
4. Chaplain

REPRESENTATIVES OF ORGANIZATIONS

1. Veterans Administration
2. United States Employment Service
3. United States Civil Service
4. United States Selective Service
5. American Red Cross

WEARING OF THE UNIFORM

You are permitted to wear your uniform from the place of separation to your home provided that you go there within three months after the separation date, if separated under honorable conditions except for reasons of inaptitude or unsuitability. It is unlawful to wear the uniform after you arrive home. Until you do take off your uniform, wear it properly and with pride. The discharge certificate or final orders, or photostatic copy thereof, should be carried when in uniform.

RECORDS AND PAY

Questions concerning your records and pay will be answered.

You will receive all pay due. Deductions will be made for any claims the government may have.

You will receive the travel pay to which you are entitled. Travel pay is computed on the basis of travel by Pullman, but you may travel by coach if you like.

If you are entitled to mustering-out-pay you will receive \$100 of the amount due. Any balance due will be mailed to you in a monthly installment.

If you wish to invest in War Bonds, or buy travelers checks—such arrangements can be made.

YOU WILL RECEIVE

1. A discharge pin if honorably discharged
2. Discharge certificate—Final Orders for officers
3. Certificate of Satisfactory Service if eligible
4. Notice of Separation
5. Rating description for enlisted personnel—Qualification jacket for officers
6. A Referral Sheet

These are valuable and will be very useful to you in the future.
TAKE GOOD CARE OF THEM.

SUGGESTIONS

1. Veterans are entitled to a special discharge rate of $1\frac{1}{4}$ ¢ per mile for railroad travel in coaches to the place they choose to go within one month after separation. A certificate which is necessary to purchase this special ticket will be issued here at the time of separation.

2. Keep your Referral Sheet—A referral sheet will be given to you by the interviewer containing addresses which you may need.

3. If questions arise concerning your rights and benefits as a veteran, contact by phone, mail or person your District Civil Readjustment Officer.

4. If your mustering out check or checks fail to reach you after your separation, write to the Bureau of Supplies and Accounts, Field Branch, Cleveland, Ohio.

5. In correspondence with any branch of the service or with the Veterans Administration or other organizations, be certain to give the same name which appears on your discharge certificate or final orders, your birth date, rank or rating, and serial or file number.

THINGS TO DO WHEN YOU ARRIVE HOME



Have the Recorder or County Clerk record your discharge certificate. You can then obtain a certified copy any time in the future if the original is lost or destroyed.

Put on civilian clothes. It is unlawful to wear the uniform after you arrive home, except for ceremonies and special occasions. Your uniform may be converted into a civilian suit by removal of all naval insignia and buttons. The white and seersucker hat tops, gray seersucker garrison cap, havelocks, and ties may not be worn.

Make arrangements for conversion of your insurance and for your premium payment if you intend to keep it.

“GOODBYE

WAVE

GOODLUCK

CIVILIAN”