

U. S. NAVAL AIR STATION  
Navy Number 28  
c/o Fleet Post Office  
San Francisco, California

1 April 1946

To: Robert Drummond, Snapper Toolmaker

Subj: Notice of Reduction in Force

1. The Commanding Officer regrets that it will be necessary to demote you from Snapper Toolmaker to Machinist 1/c because of a reduction in force made necessary by the conversion of the Assembly and Repair Department to Class "C". Your last day in your present rate will be 15 April 1946 or at the expiration of accrued annual leave (not to exceed 90 days).
2. Your services have been satisfactory, and your selection for demotion has been made in accordance with the Civil Service Commission's regulations governing reductions in force, which take into account the nature of your appointment, whether or not you are entitled to veteran preference, your efficiency rating, and your length of Federal service. If you wish to examine these regulations or to inspect the retention register and records, you should contact the Industrial Relations Department.
3. If you are in doubt as to the basis on which this action is taken, or if you feel that an error has been made or that the regulations have been violated, you may discuss the matter with the Industrial Relations Department.
4. If you feel that veteran preference rights or rights under the Civil Service Commission's regulations have not been recognized in your case, you may appeal to the U.S. Civil Service Commission, Honolulu, T.H., within 10 days after receipt of this notice. The specific grounds on which your appeal is based should be set forth.

By direction of the Commanding Officer:

*Glenn F. Baker*  
GLENN F. BAKER  
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