

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
WASHINGTON

ESB/EV

In replying refer to No.

February 18, 1918

Mr. Kellogg D. McClelland,
656 North Prairie St.,
Galesburg, Illinois.

Sir:

1. The Chief of Ordnance directs me to inform you that he authorizes you to appear before the Examining Board, Ordnance Reserve Corps, now in session at Washington, D.C., for examination for commission.

2. You should apply for physical examination at the Army Medical School, 462 Louisiana Avenue, Washington, D. C., between the hours of 9 a. m. and 11 a. m. or 1:30 p. m. and 3:30 p. m. on any week day and then report to Lieutenant Brush, room 509, 1330 F Street, N. W. for further instructions.

3. Due to the considerable increase in clerical work devolved upon this office, it will be impracticable to notify you of the findings of the Board, except as follows:

If found not qualified for commission, you will be promptly notified upon receipt of the report of the Board to that effect. This finding is final so far as your application for commission in the Ordnance Reserve Corps is concerned.

If found qualified, recommendation will be made to The Adjutant General of the Army that you be commissioned in the grade recommended by the Board. As the recommendation of this office is subject to review by the Secretary of War, it would avail you nothing to be informed merely of the recommendation. Accordingly, the first information which you will receive, if found qualified, will be the letter of appointment from The Adjutant General's office transmitting commission and oath of office.

4. Upon receipt of letter tendering commission, you should accept the commission promptly by letter and, if practicable, inform this office to that effect in addition to the acceptance required by The Adjutant General's office.

Respectfully,

E. S. Banister
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Lieutenant, Ordnance Reserve Corps.