

ADDRESS OFFICIAL COMMUNICATIONS TO  
THE SECRETARY OF STATE  
WASHINGTON, D. C.



DEPARTMENT OF STATE  
WASHINGTON

November 25, 1942

L-341  
P1/2

Mrs. Philinda Jones,  
761 Scotland Road,  
Orange, New Jersey.

Madam:

The Department takes pleasure in appointing you as a Clerk in the American Foreign Service Auxiliary with salary of \$1800 per annum. You are assigned for duty in the American Consulate at Lagos, Nigeria, it being understood that you will proceed to that post at your own expense.

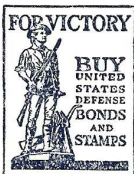
On the date you depart from your home en route to your post, you should take oath as a Clerk in the American Foreign Service Auxiliary and a form for this purpose is enclosed. There are also enclosed a form of Personal History Statement and a Personnel Affidavit which you should execute and return to the Department with your oath of office.

In accordance with the provisions of the existing regulations, the required deduction of five percent will be made from your salary for deposit in the Civil Service Retirement and Disability Fund.

You should make application for a passport with the United States Passport Agency, International Building, 630 Fifth Avenue, New York, New York. You will please inform the Department immediately upon receipt of your passport properly visaed for travel in order that priority space may be requested for you.

The Department desires a written acceptance or non-acceptance of this offer in accordance with the terms

herein



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herein stated as soon as possible after the receipt of  
this letter.

Very truly yours,

For the Secretary of State:



G. Howland Shaw  
Assistant Secretary

Enclosures:

Forms nos. 6, 8, and 47.