



REPLY TO  
ATTENTION OF  
SGPS-PSP

DEPARTMENT OF THE ARMY  
OFFICE OF THE SURGEON GENERAL  
5109 LEESBURG PIKE  
FALLS CHURCH, VA 22041-3258



3 December 1991

Mr. Curtis Wadlington  
BEBASHI  
1528 Walnut Street, Suite 200  
Philadelphia, PA 19102

Dear Mr. Wadlington:

Thank you for your participation in the conference "AIDS/HIV in the Second Decade: Prevention Strategies for the Military Community". By all accounts the conference was a complete success, and your contribution was instrumental in that regard.

I have enclosed the necessary form which must be completed in order for you to recover your expenses for lodging, meals, and incidentals (DD Form 1351-2, Enclosure 1). Please enter your social security number, daytime phone number and the address to which you want your check sent in the appropriate blocks at the top of the form, then sign and date block #14. You must submit original copies of lodging and transportation receipts, airplane tickets, as well as receipts for any expenses of \$25 or more, with your travel claim.

The remaining portions of DD Form 1351-2 will be completed by our office. Please fill out the worksheet provided at Enclosure 2, which will facilitate processing of your claim, then return both forms to this office utilizing the enclosed pre-addressed envelope.

If you are any questions concerning this matter, please contact Major Patton at (703) 756-0138.

Sincerely,

J. PITT TOMLINSON  
Colonel, Medical Corps  
Disease Control Consultant

3 Enclosures  
as stated