

UNCLASSIFIED

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

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Serial 0292916

29 January 1944

*NOTE:
Superseded by #111*

From: Chief of Naval Operations.
To: Distribution List Appended.
Subject: Security Investigations of Personnel.

1. The number and type of security investigations of Naval personnel, service and civilian, requested by responsible authorities indicates a wide divergence of opinion as to the necessity for and extent of these investigations.

2. Due to reduction of investigative personnel in the Naval Intelligence Service and the inability of any other investigative agency to assist in this work, it is imperative that requests for these investigations be screened.

3. Security investigations of personnel conducted by the Naval Intelligence Service may be grouped under three general types:

(a) Complete Background Investigation. This type of investigation includes all appropriate sources of information concerning the individual and should only be requested for personnel who will have full access to vital classified material.

(b) Limited Background Investigation. This type of investigation includes a name check (below) and the more obvious and immediate sources of information, such as recent employment, activities, and associates and should be sufficient for personnel who will have only limited access to classified information.

(c) Name check. This type of investigation consists of a routine check of Naval Intelligence, Military Intelligence Division, Federal Bureau of Investigation, police, credit, and other available agency records for any information concerning the individual and should be requested for personnel having access to Naval Establishments but to whom the availability of important information is extremely limited.

*This TP
Amended
by #94*

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Date: 22 SEP 98 Unit: NCIS 22

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4. It is desired that all requests for personnel security investigations be based on the fact that they are considered essential for security, and also that the type of investigation considered necessary in each case - "COMPLETE", "LIMITED", or "NAME CHECK" - be indicated.

5. Requests for these investigations will be handled normally in accordance with importance as indicated by the type, and in order of receipt.

6. It is contemplated that this letter will limit future requests or directives for investigations to those which are essential; limit the scope of investigations and the expenditure of time and effort to the extent necessary to meet security considerations; and permit the Naval Intelligence Service to give earlier attention to all requests.

/s/ W. S. FARBER
Sub Chief of Naval Operations

Distribution:
List 6a to p, inclusive.
List 7a.
List 11.

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