

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

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21 October 1944

From: Director of Naval Intelligence.
To: All District Intelligence Officers; Intelligence Officers,
Potomac River Naval Command and Severn River Naval Command.
SUBJECT: Policy Governing Release of Information from the Personnel
Records of Members and Former Members of the Naval Service.

1. The Bureau of Naval Personnel has adopted the following policy governing the release of information from personnel records of members and former members of the Naval Service.

A. The Navy Department (including Marine Corps and Coast Guard); the War Department and the Veterans' Administration may be furnished:

- a. A complete transcript of service with character of discharge.
- b. If requested, reasons for discharge.
- c. Full written answers to specific questions concerning individual's Naval Service.

B. Other Federal agencies and Members of Congress may be furnished:

- a. A complete transcript of service with character of discharge.
- b. Reasons for discharge only when it is clearly in the best interest of the Government.
- c. Written answers to specific questions.

C. Local State and Municipal Governments; veterans' organizations; American Red Cross and Fleet Reserve Association may be furnished:

- a. A complete transcript of service with character of discharge if favorable.
- b. No unfavorable information will be furnished without written authorization of individual or power-of-attorney.

2. The above statement of policy refers only to service records and does not include the release of information from medical records. Such information, by joint agreement with the War Department, can not be furnished to anyone outside the Naval Service.

3. When service or medical records are obtained, addressees should exercise every precaution to insure compliance with the policy described herein.

Declassified by [redacted] /s/ Rhea Whitley

Auth: E012958

Rhea Whitley,
By direction.

Date: 22 SEP 98 Unit: NCIS 22

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Authority NND 73643