

(SC)LL/P19-1

Op-16-B-3

LL/ND

~~CONFIDENTIAL~~

Serial 0170316

UNCLASSIFIED

January 14, 1942

From: The Chief of Naval Operations.  
To : The Commandant, First Naval District,  
The Commandant, Third Naval District,  
The Commandant, Fourth Naval District,  
The Commandant, Fifth Naval District,  
The Commandant, Sixth Naval District,  
The Commandant, Seventh Naval District,  
The Commandant, Eighth Naval District,  
The Commandant, Ninth Naval District,  
The Commandant, Tenth Naval District,  
The Commandant, Eleventh Naval District,  
The Commandant, Twelfth Naval District,  
The Commandant, Thirteenth Naval District,  
The Commandant, Fourteenth Naval District,  
The Commandant, Fifteenth Naval District,

Subject: Civilian employees in the Naval Establishment, removal of.

References: (a) Act of June 28, 1940, Pub. No. 671, 76th Cong.  
(b) SecNav ltr., July 24, 1940, SOSED 4-SM, same subject.  
(c) SecNav conf. ltr., June 25, 1941, SC-LL/P19, SOSED-1-A-HD-6/24.

SOSED

1. Attention is invited to those cases in which civilian employees of Naval Establishments are investigated and their suspension or discharge is recommended pursuant to authority conferred by reference (a).

2. A review of a number of such cases reflects that in many of them there is no record of an interview with subject, if one was conducted.

3. While ordinarily it is a desirable policy during the course of an investigation to keep the subject from knowing that he is under suspicion, experience has shown that in most cases the investigation will reach a point where there is nothing to be lost by an interview with subject and such an interview might produce valuable information, either confirming or disproving allegations, which could not be obtained from any other source.

4. The suggested interviews should not be in the nature of formal hearings and it is usually desirable for the person investigating the case to conduct such interviews.

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5. Extreme caution should be exercised during the course of such interrogations in order to conceal the source and character of the information already obtained and interviews should, where practicable, be conducted in the presence of at least one other Naval Officer or Agent.

T. S. WILKINSON,  
By direction.

Redicated Jan. 12, 1942  
Redictated by Lt. Cdr. Whitley  
Typed by L. Johnson

Declassified / Downgrade to .....

Auth: E012958 .....

Date: 22 SEP 98 Unit: NCIS 22 .....

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