

HEADQUARTERS U. S. MARINE CORPS
WASHINGTON
ADMINISTRATIVE DIVISION

AS

HQMCO 5511.2
AB-2704-pms
16 Mar 1956

HEADQUARTERS MARINE CORPS ORDER 5511.2

Subj: Naval Intelligence Investigative Case Files; handling
procedure for

1. Purpose. The purpose of this order is to prescribe the procedure for the handling of "Naval Intelligence Investigative Case Files" at Headquarters, U. S. Marine Corps.
2. Background. Information contained in Naval Intelligence Investigative Case Files is extremely sensitive in character and its security must be preserved by carefully safeguarding its existence and source. In no case, if the report covers an investigation of an individual, shall the report be shown to the subject, nor shall he be informed that such a report exists, nor shall copies be made of it, nor shall Naval Intelligence or any other agency contributing material to the report be mentioned in connection with any unclassified action taken on the basis of such report. In addition, all information contained therein is considered to be personal in nature regardless of classification, and full consideration must be given to protecting the rights of the individual concerned by privacy of administrative handling.
3. Procedure. In order to insure that the foregoing requirements are met insofar as the handling of Naval Intelligence Investigative Case Files within this Headquarters is concerned, the following measures are directed:
 - a. Office of receipt, custody and record. The Assistant Chief of Staff, G-2 (AO-2A) will be the office of receipt, custody and record in Headquarters, Marine Corps for Office of Naval Intelligence and Potomac River Naval Command Investigative Case Files. All such case files will be requested from and returned to the Office of Naval Intelligence or Potomac River Naval Command by the Assistant Chief of Staff, G-2 (AO-2A).
 - b. Action Officers. The Assistant Chief of Staff, G-2 (AO-2A), will hand carry Naval Intelligence Investigative Case Files directly to the "action officers". Action officers are considered to be those officers who have been designated by the head of the department, division or

HQMCO 5511.2
16 Mar 1956

separate office to perform staff action on such matters.

c. Additional routing. Except in case of routing to other interested personnel on a need-to-know basis within the same department, division or separate office, recommended additional routing will be accomplished by the Assistant Chief of Staff, G-2 (AO-2A) only.

d. Custody. All investigative case files will be handled by a continuous system of custody receipts. All persons handling Naval Intelligence Investigative Case Files, in any manner whatsoever, will affix their names on the disclosure record.

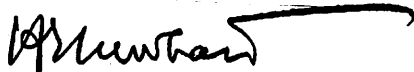
e. Extent of dissemination. Action officers will insure that the contents of Naval Intelligence Investigative Case Files are discussed only with persons having a distinct "need-to-know", and that persons not officially concerned do not have opportunities for access thereto.

f. Stowage. Naval Intelligence Investigative Case Files remaining in custody of action officers at the close of office hours will be stowed apart from other classified matter in such a manner that casual perusal or access thereto by other than action personnel will be discouraged (e. g., in a sealed envelope marked with the name of the action officer).

g. Transmission. Naval Intelligence Investigative Case Files will be hand carried by G-2 personnel or action personnel within the limits of Headquarters, Marine Corps and by G-2 personnel between Headquarters, Marine Corps and the Office of Naval Intelligence. Under normal circumstances, G-2 will receive and return Potomac River Naval Command Investigative Case Files by registered mail.

V. E. MEGEE
Lieutenant General, U. S. Marine Corps
Chief of Staff

Authenticated:



H. G. NEWHART
Colonel, U. S. Marine Corps
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