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November 7, 1964

MEMORANDUM FOR THE ASSISTANT SECRETARY OF DEFENSE
(MANPOWER)

SUBJECT: Personnel Security Procedures

Over the past several years there have been numerous studies of personnel security procedures by the military departments and the Department of Defense. I consider it essential that the personnel security procedures of the Department of Defense be conducted with the maximum degree of fairness, efficiency, and effectiveness, in the interests of protecting our national security. Such procedures must be adequate to insure that clearances granted to personnel for access to classified information are based upon appropriate investigations, that such investigations are kept up-to-date, and that the procedures for coordination and exchange of information with other federal, state and local agencies are adequate.

I therefore request that you and Mr. Skallerup review the studies that have been made in the past and undertake a broad and detailed analysis of the entire Department of Defense personnel security program. Your analysis should include a study of the organization and management of all Department of Defense personnel investigative and inspection agencies, the manner of conducting background investigations, the effectiveness of such investigations, the criteria for evaluating the results of such investigations, and the granting, denial, withdrawal and suspension of clearances for access to classified information, and the means by which such clearances and the investigations which support them are kept up-to-date. The study should cover all components of the Department of Defense and all personnel security programs relating to military, civilian, and Defense contractor personnel. A detailed plan of study should be submitted to me by November 13, 1964.

You are authorized to draw upon the military departments and other components of the Defense Department to obtain the necessary personnel, support, and funds for the purpose of conducting this study.

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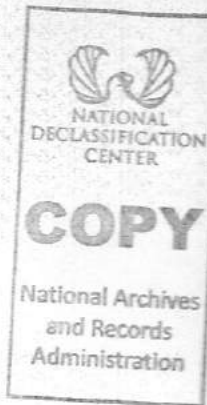
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The results of the study and the recommendations should be coordinated with the Assistant Secretary of Defense (Administration) and the General Counsel of the Department of Defense.

It is requested that you submit your study and recommendations for appropriate actions for improvement in procedures and organization, together with the comments of the Service Secretaries, by February 1, 1965.

Signed

ROBERT S. McNAMARA



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