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NAVY DEPARTMENT

WASHINGTON

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June 19, 1940

C I R C U L A R L E T T E R

From: Assistant Secretary of the Navy (By direction).
To: The Chiefs of Bureaus, Boards and Offices, Navy Department, and
The Major General Commandant, Headquarters, U. S. Marine Corps.
Subject: Investigation by the U. S. Civil Service Commission of
persons being employed in National Defense Agencies.

1. The U. S. Civil Service Commission is recruiting a force of 200 investigators for the purpose of investigating persons being employed in National Defense Agencies, and these investigators are being trained by staff experts of the Bureau of Internal Revenue and the Federal Bureau of Investigation.

2. The following tentative decisions have been arrived at by the Department and the U. S. Civil Service Commission relative to the policies to be pursued in connection with the investigation of persons for positions in the Navy Department and its field services:

- (1) In all cases involving appointments to Navy Department positions, the Civil Service Commission will make a correspondence voucher investigation, will check Federal Bureau of Investigation fingerprint files and name files, will check the files of other investigating units of the Government, and will check date and place of birth with the Bureau of the Census.
- (2) The Commission will assume responsibility for personal investigations prior to appointment where the individual has been tentatively selected by the Department, will assume responsibility for investigating after appointment in all other cases where investigation is required as outlined in paragraph (3) hereafter, and will assume responsibility at the request of the Department for investigating proposed promotions, transfers or reassignments when said proposed promotions, transfers or reassignments involve confidential work.
- (3) In determining what cases are to be personally investigated in line with the general policy outlined in paragraph (2), the following considerations will control:

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- (a) If the fingerprint and name file search made by the Federal Bureau of Investigation or any other investigating agency reveals any information of a suspicious character, a personal investigation will be made no matter what positions may be involved.
- (b) If the persons concerned were born in certain foreign countries or have spent any considerable period of time in certain foreign countries, a personal investigation will be made no matter what positions are involved.
- (c) If the work is of a highly confidential character, a thorough investigation will be made even though no negative information was obtained from the Federal Bureau of Investigation files or the files of other investigating agencies.
- (4) The Navy Department will furnish to the Commission as soon as possible a list of the positions which involve work of a confidential nature, indicating the order of priority of investigation for such positions in order that the more urgent cases may be investigated more expeditiously.

3. Addressees are requested to furnish the Department immediately, a list of all positions or classes of positions involving work of a confidential nature, within their respective jurisdictions, including field establishments, indicating the desired order of priority of investigation.

/s/ Charles Piozet,
Director of Personnel.