

5 December 1961

## MEMORANDUM FOR THE GENERAL COUNSEL, DEPARTMENT OF DEFENSE

SUBJECT: NSA Procedures For Maintaining The Security Index

1. Executive Order 10450 requires the Civil Service Commission to maintain a security-investigations index covering Federal employees for whom a security investigation has been conducted. You have requested to be informed as to the methods NSA uses to furnish the Commission information appropriate for the maintenance of this index.

2. Present NSA procedures may be summarized as follows:


a. Pre-employment. Each applicant for an NSA position receives a national agency check prior to his employment. The preappointment NAC is initiated by the applicant preparing Standard Form 86 for submission by NSA to the Commission. The Commission sends the NAC report to NSA.

b. Post-employment. After employment, NSA conducts or, more usually, requests one of the military departments to make, the required full field investigation. The military department so selected files with the Commission Standard Form 79, Notice of Security Investigation. Upon completion of the investigation, the military department submits its report to NSA and files with the Commission Standard Form 74, Notice of Transmittal of Investigation Reports for Security Determination. NSA informs the Commission as to final action taken regarding the employee on Standard Form 72, Report of Action After Agency Full Field Investigation.

3. You have also requested to be informed as to the extent to which information regarding separation of NSA employees is reflected in the index. The Executive Order and the Commission implementing regulation appear to require only that such information be reported for employees whose employment is terminated pursuant to PL 81-733. However, the reason for any type of adverse action taken by the Agency to separate an employee is reported to the Commission routinely on NSA Form 3150, Notification of Personnel Action. In resignation cases, which constitute the bulk of separation actions within NSA, the NSA Form 3150 does not indicate that derogatory information has been developed except in those cases which NSA considers sufficiently serious to require notation on this form that the employee resigned "pending investigation", "while charges were being prepared", etc. In instances of this type, this

information would be noted routinely in the Commission's security index. The Agency's policy, with few exceptions, is that the information and admissions derived from polygraph interviews will not be disclosed either inside or outside the Agency. It follows, therefore, that in most cases the security index will not disclose that NSA files contain derogatory information concerning a former employee. However, the security index should certainly indicate to an employing agency that the applicant was given an NAC and a full field investigation at the request of NSA. It is considered that this information is sufficient notice to cause an employing agency to check with NSA concerning one of its former employees.

R. R. BANNER  
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cc: DIR   
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M3  
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MO2