

**COPY**ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON 25, D. C.

MANPOWER

MAR 23 1961

MEMORANDUM FOR THE SECRETARY OF THE ARMY  
THE SECRETARY OF THE NAVY  
THE SECRETARY OF THE AIR FORCE  
DIRECTOR, NATIONAL SECURITY AGENCY  
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF DEFENSE

SUBJECT: Proposed DOD Directive

Attached is a draft of a proposed Directive to be issued by the Secretary of Defense which will establish authorities for the approval of certain personnel actions affecting key personnel in the Department.

Please let me have your concurrence or comments on this draft not later than 29 March 1961.

/s/ Carlisle P. Runge  
/t/ CARLISLE P. RUNGE

Attachment

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I. Purpose

To establish authorities for certain personnel actions affecting key personnel in the Department of Defense.

II. Definition

As used herein "key personnel" means, with respect to Schedule C positions, incumbents and proposed appointees of positions above the GS-11 level; and with respect to positions other than Schedule C, incumbents and proposed appointees of GS-16, GS-17, GS-18, and Public Law 313 positions.

III. Authorities

- A. No appointment, promotion, or removal of Schedule C key personnel shall be made except with the prior approval of the Secretary of Defense or the Deputy Secretary of Defense.
- B. No appointment, promotion, or removal of key personnel other than Schedule C shall be made except with the prior approval:
1. In a military department, of the Secretary or the Under Secretary;
  2. In the National Security Agency, of the Director or the Deputy Director; and,
  3. In any other component of the Department of Defense, of the Secretary of Defense or the Deputy Secretary of Defense.

IV. Implementation

Insofar as they are inconsistent, all existing regulations delegating authority for personnel actions will be revised to conform with this Directive.