

ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON 25, D. C.

16 January 1961

MANPOWER, PERSONNEL AND RESERVE

MEMORANDUM FOR THE SECRETARIES OF THE MILITARY DEPARTMENTS  
THE DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
THE CHAIRMAN, JOINT CHIEFS OF STAFF  
THE ASSISTANT SECRETARIES OF DEFENSE  
THE GENERAL COUNSEL  
THE ASSISTANTS TO THE SECRETARY OF DEFENSE

SUBJECT: State Department-Defense Department Exchange Program

The Secretaries of the State and Defense Departments have agreed upon a program to exchange a limited number of civilian and military personnel between their organizations. The primary purpose of this program is to provide training which will promote mutual understanding and cooperation between the two departments, and the personnel thereof, since close working relationships and a common perspective are essential to the national welfare in the area where foreign policy and military policy come in contact or overlap.

Personnel selected for assignment to the State Department under this program should be of highest caliber, and future assignments should be visualized which will derive optimum benefit from the experience. These individuals will become, upon assignment as trainees, working members of the State Department and will in no way be considered representatives of the Department of Defense. At the present time a duty tour of two years is visualized.

Department of Defense nominees for this program will be assigned to the Office of the Secretary of Defense for such training duty with the State Department. Evaluation reports on these personnel will be submitted by appropriate superiors in the State Department, utilizing the normally applicable military or civilian forms and procedures.

The Director of Administrative Services, OSD, in conjunction with the Office of the Assistant Secretary of Defense (ISA) will arrange suitable briefings for all participants for both Departments prior to their reporting to the new duty assignments. Continuing contact will be maintained by the Office of the Assistant Secretary of Defense (ISA) with Defense personnel Assigned to the Department of State under the program, to ensure that assignments are working out to the mutual advantage of the individual and the State Department. The appropriate contact point within that Department is the Office of the Deputy Under Secretary for Political Affairs. Matters of an administrative nature pertaining to the program will be referred within the Department of Defense to the Office of Personnel Policy, Office of the Assistant Secretary of Defense (MP&R).

/s/

Charles C. Finucane