

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

Mr. Ogden Williams
Inter Agency Coordinator Rehabilitation
Programs (Chieu Hoi), US AID to Vietnam

April 15, 1968

Dear Mr. Williams:

In accordance with Civil Service Commission regulations, employees in critical sensitive positions are required to submit an updated security questionnaire five years after appointment, and at least once each succeeding five years.

Since our records indicate you come within the above requirement, it would be appreciated if you would send us updated security information at your earliest convenience. Four copies of SF-86 are enclosed for this purpose.

Please execute this form carefully and completely to avoid return to you for completion of any unanswered questions. As to Item 8 (Residence), Item 10 (Education), and Item 15 (Employment), you need only answer for the period subsequent to 6-7-62, the date of your most recent security questionnaire of record. You may retain one copy of the executed SF-86. The original and two copies must be signed, dated and returned to us within 30 days in the attached, pre-addressed envelope. Your reply will be handled on a confidential basis.

A record check of the Metropolitan Police Department, Washington, D. C., will be routinely made when conducting updating investigations where an employee has resided in the Washington, D. C., area. Recently issued regulations of the District of Columbia require a signed authorization for this check. Accordingly, the lower portion of P.D. Form 70, attached, must be dated and signed by you if you have resided more than 60 days in the Washington, D. C., area during the past five years. The Office of Security will complete the balance of the form.

In the event any individuals are contacted as part of the "updating" of your security file, they will be informed that such contact is part of a routine "updating/re-investigation program".

Sincerely yours,

Charles A. Randall
Charles A. Randall
Acting Director
Office of Security

Enclosures:

1. 4 - SF-86
2. 1 - Pre-addressed Envelope
3. 1 - PD Form 70