

THE SECRETARY OF THE NAVY

Washington

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November 18, 1941

From: The Secretary of the Navy
 To: The Chief of the Bureau of Yards and Docks
 The Chief of the Bureau of Navigation
 The Chief of the Bureau of Ordnance
 The Chief of the Bureau of Ships
 The Chief of the Bureau of Supplies and Accounts
 The Chief of the Bureau of Medicine and Surgery
 The Chief of the Bureau of Aeronautics
 Commandants, All Naval Districts
 Commandant, Washington Navy Yard
 Commandant, Naval Station, Guam
 Commandant, Naval Station, Tutuila, Samoa
 All Inspectors of Ordnance
 All Supervisors of Shipbuilding
 All Inspectors of Machinery
 All Inspectors of Naval Aircraft
 All Inspectors of Navigational Material
 All Inspectors of Naval Material

Subject: Aliens - Employment of on Navy National Defense Contracts.

1. United States Statutes do not prohibit the employment of aliens by private employers engaged in National Defense industries. They do provide that an employer must secure the consent of the Secretary of the Navy to employ aliens on work being performed under Navy classified (secret, confidential, restricted) or aeronautical contracts. The procedure for obtaining consent to employ aliens on Navy classified and aeronautical contracts has heretofore been established, and the Secretary of the Navy has granted many such consents where applications have been properly made by a contractor on alien questionnaires (Form NNI-132).

2. All employers who have already received Navy classified or aeronautical contracts should already have been furnished with questionnaires (Form NNI-132). They should be advised that the Navy Department has not restricted the employment of aliens but has required an alien questionnaire (Form NNI-132) to be filled out by aliens having access to work on Navy classified or aeronautical contracts.

3. Questionnaire Forms NNI-132 should be forwarded by the Inspector to the cognizant technical bureaus as soon as each individual

questionnaire has been properly executed, and neither the company nor the inspector should wait until all questionnaires of one company have been completed. Delay in forwarding the completed questionnaire of any individual alien may work a hardship on the individual and slow up production of the company. The Navy Department is interested in causing the slightest possible delay and inconvenience to both employer and employee.

4. Each question of the alien questionnaire (Form NNI-132) should be completely answered. Reasons for inability to answer any question should be stated on the form. Your attention is directed to the questions in the form requesting information on past employment. The complete history of employment of the alien as requested should be given. Any unaccounted-for period of time should be explained.

5. The fact that an application has been filed with the Secretary of War for consent to employ aliens on War Department contracts or that consent has been granted by the Secretary of War for employment on War Department contracts in no way, under present arrangements, relieves the employer of his statutory obligation to secure the consent of the Secretary of the Navy for the employment of aliens on Navy classified or aeronautical contracts.

6. It is requested that the information contained herein be widely distributed among all contractors holding Navy classified or unclassified contracts, and among those contractors who are expected to receive such contracts.

FORRESTAL