

From Lowell Benson's personal professional files. This is an example of part of the process required for a pending assignment to work on a classified program.

**SPERRY RAND** **UNIVAC** DIVISION  
INTERCOMMUNICATION

TO: DRAWSTRING Clearance Applicants

FROM (NAME & EXT): W. R. Olson

LOCATION & DATE: St. Paul, Minn., 11/26/73

DEPARTMENT & M.B.: Special Applications, MS 2201

CARBONS: J. M. Alton  
S. G. Dumwiddie

SUBJECT: Personal History Statements

Just a few comments are in order on completing the necessary forms for application for the level of clearance required for access to Project DRAWSTRING.

First, you should understand that receiving this clearance implies present and continuing responsibilities. The most immediate is to limit discussions of your connection with the sponsoring agency and this clearance to only those who need to know in order to accomplish project work. After the completion of a background investigation in which your references and others will be contacted, you will be required to take a polygraph examination. A continuing requirement will be that the sponsoring agency be given prior notification of all foreign travel and that travel to certain sensitive areas such as iron curtain countries may be "Discouraged".

Secondly, a few notes on filling out the forms so as to not cause processing delays:

1. Be as complete and as accurate as possible.
2. Give Zip codes for all addresses. Use the post office zip code service if necessary.
3. Try to list references to cover the last 15 years.
4. If there are items of an extremely confidential and private nature which you would rather not reference on the forms, but which an investigation might uncover, make them known to the polygraph interviewer in private.
5. Arrange with George Pizzala, X 3139, Plant 5, to have two sets of fingerprints made.
6. If at all possible, have forms typed, SIGN and return to: W. R. Olson, MS 2201 in a sealed envelope for forwarding to the sponsoring agency. If that is not possible, record information by item number on separate sheets and return to us for typing.
7. Keep a copy for your files.
8. Be sure to sign and have witnessed where required.
9. As soon as we receive the additional forms, we will forward a National Agency Check Request.
10. Please return forms instructions to Special Applications.

If you have other questions, contact Wayne Olson on X 3180 or Stan Dumwiddie on X 3173, Plant 2.

*Wayne R. Olson*  
Wayne R. Olson

Enclosures: PHS Packet

UDS-508 REV. 10-69

Although this instruction letter is dated 1973, my file has a completed fingerprint form copy dated 11/4/74 signed by Tom Kunz who was the UNIVAC security coordinator at that time. He passed away a few years ago as did two other people noted in the memo, i.e. Wayne R. Olson and Stan Dunwiddie. John Alton's career summary is part of our Legacy Anthology.

**GUIDE FOR COMPLETING**

**THE DEPARTMENT OF DEFENSE NATIONAL AGENCY CHECK REQUEST (DD FORM 1584)**

The following instructions are numbered to correspond to the items on the DD Form 1584. All entries must be typed.

Item 1: Enter your full name to include maiden name, if applicable (e.g., Smith, Susan Anne nee: Brown)

Item 2 thru 6: Enter required information

Item 7: Leave blank

Item 8a: Place "X" in industrial box  
8b: Leave blank  
8c: Enter "NSA"

Item 9 thru 12: Enter required information on your mother, father and spouse. If you are not married, enter "None" in Item 9c.

Item 13a thru e: On the first line enter the last address appearing on your previous Statement of Personal History (SPH) followed by the addresses of all of your residences after the date of your last SPH. In columns a and b (From/To), enter month and year.

Item 14: Enter employments since date of last SPH. If no change, enter current employment with dates.

Item 15a thru d: Enter required information. Enter the information for the last civilian school listed on your previous SPH.

9. Item 16d: Enter "X" in the "Yes" box. Do not answer questions a, b, c, e, f and g.

Item 17a: Enter "X" in "NSA" box only  
17b: Enter "X" in "BI" box only

Item 18: Immediately under "Remarks" enter the following: "16d - NSA contractor employee." Do not make any other entry in this item. If additional space is required for any item, use a sheet of plain bond paper.

**NOTE:** Do not separate the forms. Do not remove the carbon paper. Return all five copies.

This was 45 years ago; you could ask but I won't give an answer to what, where, and why nor other participant names. Wikipedia doesn't know either.

*Lowell G. Brown*