

OFFICE ORDERS

OFFICE OF

NAVAL INTELLIGENCE

NAVY DEPARTMENT  
OFFICE OF NAVAL INTELLIGENCE  
WASHINGTON

Op-16-X  
RESTRICTED

January 12, 1942

SUBJECT: Office of Naval Intelligence Office Order Book, 1942 Revision.

1. This book is a guide to the internal organization and practices of the Office of Naval Intelligence. It should be studied in connection with the Office Orders of the Office of the Chief of Naval Operations of which ONI is a division.
2. Additions to or corrections of the Office Order Book will be promulgated over the signature of the Director or Assistant Director or their authorized representatives.
3. Each change will be filed in the binder at the proper place and its presence noted on the Correction Record in the front of the book.
4. Certain abbreviations and initials such as ONI (Office of Naval Intelligence) are used in the following text for the sake of brevity.
5. Detailed instructions as to the forms of correspondence will be found in the ONI Correspondence Manual.
6. Material contained in this book is classified as "Restricted".
7. Office Memoranda will not be filed in the Office Order Book.
8. This is a revision of a previous Office Order Book. It is realized that work of this character must be amended in the light of experience gained from its use. Therefore, while this Office Order Book will become effective immediately upon issue, it will be considered subject to comment and study by all Branches and Sections of the Office of Naval Intelligence. Suggestions and recommendations for changes are invited and will be submitted to the Head of the Administrative Branch whenever necessity for change arises.

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SUBJECT: Office of Naval Intelligence Office Order  
Book, 1942 Revision.

9. IT SHOULD BE REMEMBERED AT ALL TIMES THAT  
DECISIONS RELATING TO OR AFFECTING THE ONI OR NAVY DEPARTMENT  
POLICY MUST BE REFERRED TO THE DIRECTOR.

*T.S. Wilkinson*

T. S. WILKINSON,  
Rear Admiral, U. S. Navy,  
Director of Naval Intelligence.

Distribution List:

|                                                   |           |
|---------------------------------------------------|-----------|
| Office of Chief of Naval Operations               | 5 copies  |
| Each Branch and Section Head of ONI               | 1 copy    |
| Commandant each Naval District                    | 5 copies  |
| Commandant Washington Navy Yard                   | 5 copies  |
| Superintendent, United States<br>Naval Academy    | 5 copies  |
| Office of Naval Intelligence, (Reserve<br>Copies) | 25 copies |

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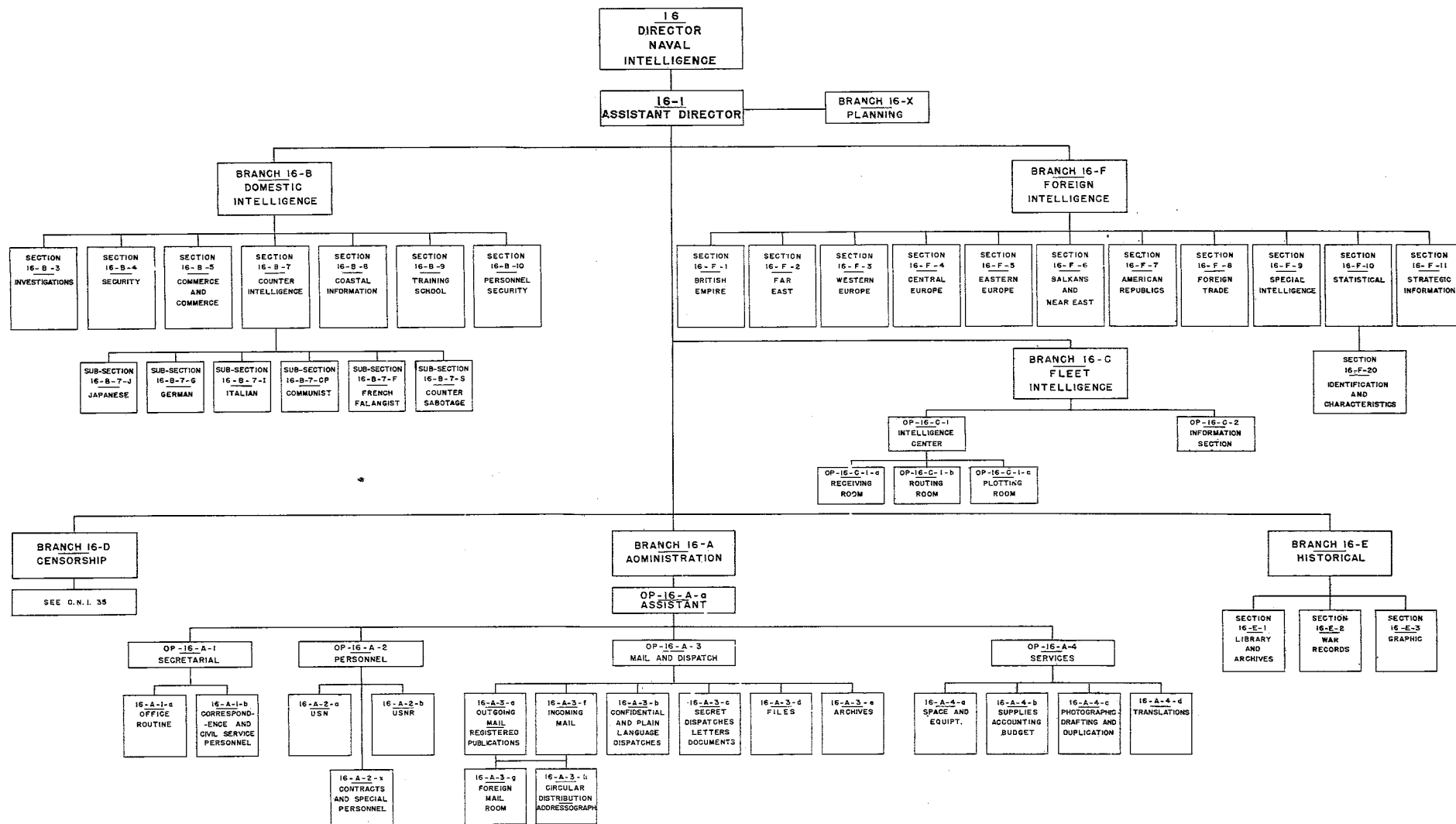


ORGANIZATION

O. N. I. ORGANIZATION DIAGRAM NO. 1  
 CORRECTED JANUARY 1942  
*T. S. Wilkinson*  
 T. S. WILKINSON, REAR ADMIRAL, U. S. NAVY  
 DIRECTOR NAVAL INTELLIGENCE

RESTRICTED

# NAVAL INTELLIGENCE DIVISION OFFICE OF CHIEF OF NAVAL OPERATIONS NAVY DEPARTMENT



Chapter I

ORGANIZATION OF THE OFFICE OF NAVAL INTELLIGENCE

1. GENERAL ORGANIZATION

(a) The Office of Naval Intelligence, is a Division of the Office of the Chief of Naval Operations. The Director of Naval Intelligence is responsible to the Chief of Naval Operations for the proper functioning of the ONI.

(b) The ONI is responsible for securing, evaluating, classifying, recording, and disseminating such information as will: (1) assist in the formulation and facilitate the execution of Navy Plans; (2) assist in the protection of the Naval Establishment, and (3) assist in preventing the transmission of information of value to unfriendly interests.

(c) The organization of ONI is as established by the Director. As of December, 1941, the organization was established on a functional basis in accordance with the Organization Diagram in this Book.

(d) The general duties of the various branches are given below for information only and are not to be construed as directives.

2. FOREIGN INTELLIGENCE (Op-16-F)

(a) Secures all classes of pertinent information concerning foreign countries, especially those affecting naval and maritime matters, with particular attention to the strength, disposition and probable intentions of foreign naval forces.

(b) Evaluates the information collected and disseminates as advisable.

(c) Directs the activities of U. S. Naval Attaches.

(d) Maintains liaison with Naval Missions.

(e) Maintains liaison with Foreign Naval Attaches accredited to the United States.

## Chapter I (Continued)

(f) Maintains liaison with other Government Departments for the exchange of foreign information.

To execute these tasks the Foreign Intelligence Branch of ONI is organized as follows: -

| <u>SECTIONS</u> | <u>DESIGNATION</u>                                              |
|-----------------|-----------------------------------------------------------------|
| F               | Head of Foreign Intelligence                                    |
| F-x             | British Agencies Liaison<br>(Exchange of Technical Information) |
| F-1             | British Empire                                                  |
| F-2             | Far East                                                        |
| F-3             | Western Europe                                                  |
| F-4             | Central Europe                                                  |
| F-5             | Eastern Europe                                                  |
| F-6             | Balkans and Near East                                           |
| F-7             | American Republics                                              |
| F-8             | Foreign Trade                                                   |
| F-9             | Special Intelligence                                            |
| F-10            | Statistical                                                     |
| F-11            | Strategic Information                                           |
| F-20            | Identification & Characteristics.                               |

The Head of the Foreign Intelligence Branch, under the Director and Assistant Director of Naval Intelligence, administers the Foreign Intelligence Branch.

### 3. DOMESTIC INTELLIGENCE (Op-16-B)

(a) Secures all classes of pertinent information pertaining to naval and maritime matters, with particular attention to ENEMY, ENEMY agents and sympathizers.

(b) Evaluates the information collected.

(c) Disseminates to the Naval Establishment and to other Government Agencies concerned, information of value.

(d) Maintains liaison with other Government Departments for the exchange of domestic information.

(e) Prevents the transmission of information of military value to the enemy.

Chapter I (Continued)

To execute these tasks the Domestic Intelligence Branch of the ONI is organized as follows:

| <u>SECTIONS</u> | <u>DESIGNATION</u>            |
|-----------------|-------------------------------|
| B               | Head of Domestic Intelligence |
| B-3             | Investigations                |
| B-4             | Security                      |
| B-5             | Commerce and Travel           |
| B-7             | Counter Intelligence.         |
| B-8             | Coastal Information           |
| B-9             | Training School               |
| B-10            | Personnel Security            |

The Head of Domestic Intelligence, under the Director and Assistant Director of Naval Intelligence, administers the Domestic Intelligence Branch.

4. CENSORSHIP (Op-16-D)

(a) Provides detailed plans and personnel for the censorship of the international radio and cable communications of the general public.

(b) Prepares regulations for Naval Censorship of personal communications originating or received within the Naval Establishment.

5. ADMINISTRATION (Op-16-A)

(a) Handles matters of Administration for the ONI.

(b) To execute this task the Administrative Branch of the ONI is organized as follows:

| <u>SECTIONS</u> | <u>DESIGNATION</u>                           |
|-----------------|----------------------------------------------|
| A               | Head of Administrative Branch                |
| A-1             | Secretarial                                  |
| A-2             | Navy Personnel, Legal and Special Personnel. |
| A-3             | Mail and Despatches                          |
| A-4             | Services                                     |

## Chapter I (Continued)

(c) The Head of the Administrative Branch, under the Director and Assistant Director of Naval Intelligence, administers the Administrative Branch. This Branch assists with its facilities the other branches of the ONI.

6. FLEET INTELLIGENCE (Op-16-C)

(a) Intelligence Center - receives and plots all operational information concerning enemy or other non-ally nations.

(b) Fleet Information Section - issues news bulletins to Fleet.

7. HISTORICAL (Op-16-E)

(a) Administers the Navy Department Library and Archives.

(b) Selects, indexes and files the most important Naval records in such manner that they will be available for reference and printing.

(c) Receives, records, classifies and distributes as necessary, photographs of current or potential strategic or historical interest.

(d) Prepares for issue to the Naval Establishment necessary instructions covering the preparation and disposal of War Diaries.

8. PLANNING (op-16-X)

(a) Reviews and keeps corrected to date, War Plans under the jurisdiction of ONI.

(b) Prepares plans pertaining to Naval Intelligence, not under the cognizance of any particular Branch of ONI.

9. ORGANIZATION OF SECTIONS

Officers in charge of sections keep on file a corrected copy of the organization of their sections. This file must contain the general duties of the section and the

## Chapter I (Continued)

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Chapter 2

OFFICE ROUTINE AND PROCEDURE

1. Office Hours

The normal office hours of the Navy Department are from 8:00 a.m. to 4:30 p.m., Monday through Friday; and Saturday 8:00 to 12:00 Noon, with one-half hour for luncheon, Saturday excluded.

2. Officers' Lunch Hour

During office hours, officers attached to the ONI should in general arrange to have lunch between noon and one o'clock.

3. Absence of Officers

Officers contemplating absence from the Navy Department during the day on official business must inform their Branch Heads as to the nature and the necessity of the business to be transacted, with an estimate of the time they expect to be absent. Branch Heads should inform the Director or Assistant Director in similar manner. If they are to be absent from their desks, but within the building, officers should leave information as to their whereabouts with some appropriate person who will answer calls in their absence.

4. Information for the Director

Officers must promptly furnish the Director with any information which they believe is of interest to him.

5. "Information for Employees"

Instructions covering Navy Department rules and regulations affecting civilian employees are contained in Information for Employees, Navy Department, Sept. 15, 1941.

6. Office Closing at Night

Employees must leave their desks in proper shape at the end of each working day. Classified documents must be locked



Chapter 2 (Continued)

up over night. Where clerks have typewriter desks, the machines should be closed in the desks when practicable to do so; otherwise a cover must be put on each machine. (See 32-41, No.3).

7. Employees' Time of Arrival and Departure - Record of

All civilian employees will note the time of their arrival in the morning, and departure in the evening on the file provided in the office of the Chief Clerk of the ONI, except that in the case of the Domestic Intelligence Branch they will report the time of arrival and departure in the Administrative Section of that Branch.

8. Employees' Leave, Pay, Etc.

(a) The instructions governing employment, leave, pay, etc., of civilian employees are contained in the Navy Regulations and will be followed carefully.

(b) Civilian employees submit their requests for annual leave to the Head of the Section, Head of Branch, and Chief Clerk. Requests are to be in the hands of the Branch Head forty-eight hours before leave begins, except in emergency cases.

(c) Requests for sick leave for civilian employees are approved by the Head of the Administrative Branch and by the Chief Clerk.

9. Promotion of Clerks

The Officer-in-Charge of each Section is empowered to recommend promotions of the clerks in his office to the Head of the Administrative Branch via the Head of Branch concerned.

10. Transfer and Resignation of Civilian Personnel

For the information of civilian employees, the following is quoted from the Navy Department Circular Letter dated September 17, 1941:

"(a) Transfers to positions at the same or lower pay may be approved only after the completion of one (1) year's service in the Navy Department, and provided it can be shown the employee

Chapter 2 (Continued)

can render better service to the Government in the position to which the transfer is requested than in his present position.

- "(b) Transfers to positions at higher pay may be approved only after the completion of six (6) months' service in the Navy Department, and provided that such transfer, if within the Naval Establishment, is to the benefit thereof, or if the transfer is outside the Navy Department, it can be shown the employee can render better service to the Government in the position to which the transfer is requested than in his present position.
- "(c) Transfers may be approved if in the interest of the Naval Establishment, or where refusal would work peculiar hardship upon the employee.
- "(d) Resignations are accepted, without prejudice. If an employee persists in resigning even though he is apprised of the fact that his services are essential or even indispensable in his present position, notation of the circumstances will be made in the record for appropriate consideration in the event of receipt of his application for reinstatement, or a request for his release to accept other Government employment.
- "(e) Reasonable notice, consistent with the circumstances in each individual case, may be required before accepting the resignation of an employee. An employee who resigns from his position without giving reasonable notice thereof may be discharged with prejudice or his resignation accepted with prejudice."

11. Telephone Procedure

Telephone calls should be answered with a brief identification, such as : "ONI, Jones Speaking", or "Captain Smith's Office", or in such manner as best suits the needs of the office concerned.

12. Civilian Employees to Familiarize Themselves with Office Routine, Policies, etc.

Chapter 2 (Continued)

Due to the frequent changes in officer personnel, the clerical force is an essential element in the administration of the ONI. The successful operation of the ONI depends in a great measure upon the intimate knowledge of each individual not only of the general duties and policies of the ONI, but particularly upon the specific duties, policies, etc., of the Section to which he is attached. It is, consequently, expected that all of the civilian personnel will so fit themselves as to be able to handle, in conformity with Navy Regulations, the procedure and policies of the ONI, any routine matter and, to a certain extent, the more important affairs that pass over their desks. Officers in immediate supervision of the personnel will lend all aid and assistance in the accomplishment of this object.

13. Annual Reports on Efficiency of Civilian Employees

In order to have a progressive record of the relative capabilities and progress of each member of the clerical force, so that at the close of the fiscal year promotions and increases of pay may be justly awarded, each officer will submit an annual report to the Head of the Administrative Branch on the efficiency and qualifications of the civilian personnel under his supervision. This report will be made out on the service rating form (Form 3200) -April 1935) for civilian employees, excepting that analysts will be judged and reported on service rating form (Form 3201 - April 1935). Any comments which may be necessary will be placed on the back of this form, in the blank space under "Conduct Report." The reports should be completed so as to reach the reviewing officer on or shortly before the required date of submission.

14. Changes in Assignment

No changes in the assignment of civil personnel in ONI are made from one Branch to another until the Heads of the Branches concerned have been given an opportunity to make recommendations and comments on any changes contemplated. Such comments are given full consideration before changes are made. In case agreement cannot be reached between the Administration Branch and the Branch Heads concerned, the matter is referred to the Assistant Director and, if necessary, to the Director.

15. Control within and among Sections

So far as practicable Branch Heads have complete control over the assignment of civil personnel within and among the various Sections of their Branches. Changes in assignments are reported to the Administrative Branch for purposes of record and administration.

Chapter 2 (Continued)

16. Supplies Procurement

(a) A commissioned officer, the Assistant to the Chief of the Administrative Branch for Equipment, Upkeep, and Space, is charged with the procurement of all office supplies and any other permissible purchases as may be necessary and authorized under the appropriation, "Contingent Expenses," and included in the Current "Appropriation Act," provided it is within the amount allotted to the Office by the Secretary of the Navy and approved by the Administrative Officer.

(b) Except for that part pertaining to the publication of the Naval Records of the War, the Assistant Chief Clerk is charged with the expenditures under "Printing and Binding" and shall have such printing of letterheads, envelopes, special bulletins, etc., as may be required, within the amount allotted.

17. Upkeep of Storeroom

The Administrative Assistant for Equipment, etc., is in charge of the ONI storeroom and will take the necessary steps to safeguard the contents and make periodic inspection to see that it is kept in good order and that the material is properly preserved.

S E C U R I T Y

Chapter 3.

SECURITY

1. Room Security

(a) Officers-in-Charge of units are responsible for the security of their rooms. They must be assured that windows, safes and file cabinets are locked, desks cleared and closed, typewriters covered, fans and electric lights turned off and doors locked at the end of each working day.

(b) Rooms must not be left empty at lunch time.

(c) Unoccupied rooms must be locked.

2. Keys.

Keys to open all ONI offices may be obtained either from the Duty Officer or the Mail and Despatch section.

3. Classified Matter

(a) Monographs, Confidential or Secret documents must not be left on or in unoccupied desks. They must invariably be placed in a safe when the person using them leaves the room.

(b) A check is made of all monographs at the end of the day to ascertain the presence of all volumes.

(c) A similar check is made the following morning. Any loss or tampering is reported immediately.

(d) Monographs may not be loaned to officers outside of the ONI under any circumstances. In the case of War Plans a custody receipt will invariably be required. Officers wishing to consult the monographs may do so under the following conditions:

- 1) In the office of the officer having custody of the Monograph in question:
- 2) The officer having custody of the Monograph may take it to the officer concerned, remaining with it and returning with it;
- 3) Extracts from the Monograph on the subject desired may be prepared and forwarded to the officer desiring the information.

Chapter 3 (Continued)

(e) Duty Officers of the Domestic and Foreign Intelligence Branches inspect all offices of their respective Branches (the Duty Officer of Op-16-F includes the offices of Op-16-D in his inspection) immediately after the close of normal office hours. Administration arrange that a Marine orderly or a civilian messenger with pass-keys facilitate this inspection.

(f) In case the inspecting officer finds safes or file cabinets open or classified correspondence or documents exposed, he will notify the Head of the Section concerned. In appropriate cases, the Head of the Section or another responsible officer appointed by the Head of the Section and acceptable to the Duty Officer is required to examine and inventory, if necessary, the contents of the safes or file cabinets to ascertain whether material has been removed. Reports of violations of security provisions are made on the following morning to the Director who requires that the officer responsible submit a report to him.

4. Combinations of Safes

(a) All custodians submit to the Head of the Administrative Branch, in sealed envelopes, the combinations to their safes, such envelopes to be submitted in duplicate, one copy being forwarded to the Office of the Chief of Naval Operations, the other being retained in the Administrative Branch.

(b) The following data is shown on the outside of each envelope containing the combination:

- (1) ONI safe number
- (2) Room number.
- (3) Date.
- (4) The signature of the officer submitting the combination.
- (5) Names of persons knowing the combination.

(c) When the combination of any safe under the jurisdiction of ONI is altered, or when additional personnel is made cognizant of such combinations as exist, a new set of envelopes shall immediately be submitted. The previous envelopes will then be returned to the custodian of the safe for disposal.

5. Special Marking of Doors

The Security Plan provides for special markings on doors of the Navy Department as follows:

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### Chapter 3 (Continued)

(a) Doors to remain locked at all times except when in actual use, RED DISK.

(b) Doors to be locked after working hours or when room is unoccupied, BLUE DISK.

#### 6. Special Markings of Safes and Cabinets

(a) All safes and each drawer of file cabinets should be marked with identification data in a conspicuous place, preferably near the top of door on safes and top of drawer on cabinets.

(b) In the center of the marker give the number assigned. These numbers should be assigned as follows: take the last two numbers of the room number, that will be the number to be used on all safes and file cabinets, if there are more than one in a room, they will be lettered after the number, if there are more than one drawer to a file cabinet, they will be numbered after the letter.

#### EXAMPLE

Only one (1) safe in Room #2633, the number will be #33; if more than one (1) they will be numbered #33-A, #33-B, #33-C, etc. File cabinets will be numbered from top to bottom and left to right as follows: first row #33-A-1, #33-A-2, #33-A-3, second row #33-B-1, #33-B-2, #33-B-3, etc.

(c) If a safe or file cabinet is found open after the close of office hours, the Duty Officer will secure it and a written report will be sent to the officer concerned, with the safe or file cabinet concerned properly numbered for identification.

(d) There is posted inside the door of each safe the names of at least two persons able to check its contents. However, in any case where only one person has the combination to a safe, and where only one person can verify the contents of the safe, the notice inside the door should include a statement of the circumstances.

#### 7. Security Inspection

(a) A system of inspection by the Head of each office must be instituted to insure compliance with the foregoing.



## Chapter 3 (Continued)

(b) Pertinent extracts from the Assistant Director's Memorandum to the Division of Naval Intelligence, A3-2/EN3-10, Serial 3273416, dated Dec.19,1941 are quoted as follows:

"2. Each Head of Branch, Section Head, and Head of each Office Space, will pay particular attention to promote and insure the security of his office. Officers and others in charge of, or assigned to, offices will:

(a) See that all safes and file cabinets are secured at the close of working hours each day, except those which are definitely required for work continued after the close of normal office hours. Similarly, all papers and documents, except the relatively limited number which may be required for continued work after the close of normal office hours, will be secured.

(b) Institute a system of inspection to insure compliance with the foregoing.

3. The Duty Officer of the Domestic Intelligence Branch will inspect all offices of that Branch. The Duty Officer of the Foreign Intelligence Branch will inspect the office space of the Censorship Branch included in the Navy Department building proper, in addition to the space under the cognizance of the Foreign Intelligence Branch. The Branch Head of the Censorship Branch will institute his own system of inspection in the Medical Center building. The Administration Branch, which maintains a Security Watch Officer, will institute its inspection through its regularly detailed Security Watch Officer.

4. In case the Inspecting Officer finds safes or file cabinets open or classified correspondence or documents exposed, he will notify the Head of the Section concerned. In appropriate cases, the Head of the Section, or another responsible officer appointed by the Head of the Section and acceptable to the Duty Officer, will be required to examine and inventory, if necessary, the contents of the safes or file cabinets to ascertain whether material has been removed. Reports of violations of security provisions will be made in writing to the Branch Head on the following morning. If the violation is of sufficient moment, the Branch Head will report the circumstances to the Assistant Director.

5. This memorandum will be brought to the attention of new personnel, including officers and others on temporary duty, immediately upon their reporting to the Administrative Branch. It will be recalled to the attention of other personnel at sufficiently frequent intervals to keep the matter of security fresh in the minds of the personnel of this Division. "

## Chapter 3 (Continued)

8. Security during cleaning of rooms.

(a) Sentries of the Marine Corps OPnav Security Guard are provided with keys to all ONI offices.

(b) Sentries carry out all general orders for sentinel on post.

(c) Each day after working hours, the sentries open the offices, one at a time, to admit the cleaning women. He sees to it that no unauthorized person enters.

(d) The sentry inspects a room as soon as he has entered to see that desks, files and safes are closed. He again makes an inspection when the cleaning is completed to see whether or not those items have been tampered with and whether the windows are locked, the transoms closed. He turns out lights and switches off electric fans before securing for the night.

(e) Security is the sole duty of the sentry.

(f) Cleanliness of the offices is the responsibility of the foreman of night labor.

9. Fire Regulations.

(a) Op-16-A-4 will act as Assistant Fire Marshal for the Division.

(1) He will be responsible for the assignment of personnel to fire stations and, subject to orders of the senior officer present, will take charge of fire fighting operations within the quarters occupied by ONI.

(2) He will be on the lookout for and correct, or report to the Navy Department Security Officers, the existence of any hazardous conditions.

(3) He will familiarize himself and all personnel detailed to the fire stations with the fire equipment and its use in the event of fire.

(4) He will keep the fire bill up to date in the ONI Office Order Book.

(b) In the event of fire in or near Naval Intelligence Offices:

(1) The person discovering the fire will sound the alarm from the nearest box. Alarm boxes in the 7th and 8th wings, 3rd floor Navy Building are located as follows:

Outside room 3063

Outside room 3820

Outside room 3073

Outside room 3739

Outside room 3718

Outside room 3839

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Chapter 3 (Continued)

- (2) The officer in charge of each room will have doors, transoms and windows closed, and all electrical equipment, except lights, turned off. He will then have all men who are not on the fire details fall in in one squad and all women in another, and will hold them in readiness, either to send the men to the scene of the fire or to vacate the building upon orders from the senior officer present.
- (3) The men detailed to special stations will go to those stations at double time and will stand by for orders from the Assistant Fire Marshal.
- (4) The details of personnel and locations of fire equipment are as follows:

|         |             |                                          |          |
|---------|-------------|------------------------------------------|----------|
| 2 men   | 16-A-1-b--2 | fire extinguishers-near room             | 3063     |
| 2 men   | 16-A-1-b--2 | " " " "                                  | 3073     |
| 2 men   | 16-A-2-a--2 | " " " "                                  | 3718     |
| 2 men   | 16-A-3-a--2 | " " " "                                  | 3820     |
| 2 men   | 16-A-3-a--2 | " " " "                                  | 3738     |
| 2 men   | 16-A-3-a--2 | " " " "                                  | 3838     |
| 2 men   | 16-A-3-a--1 | fire hose - - - -                        | " " 3063 |
| 2 men   | 16-A-3-a--1 | " " - - - -                              | " " 3073 |
| 2 men   | 16-A-3-a--1 | " " - - - -                              | " " 3718 |
| 2 men   | 16-A-3-a--1 | " " - - - -                              | " " 3820 |
| 2 men   | 16-A-3-a--1 | " " - - - -                              | " " 3738 |
| 2 men   | 16-A-3-a--1 | " " - - - -                              | " " 3838 |
| 1 man   | 16-A-3-a--1 | Fire plug - - - -                        | " " 3063 |
| 1 man   | 16-A-3-a--1 | " " - - - -                              | " " 3073 |
| 1 man   | 16-A-3-a--1 | " " - - - -                              | " " 3717 |
| 1 man   | 16-A-3-a--1 | " " - - - -                              | " " 3817 |
| 1 man   | 16-A-3-a--1 | " " - - - -                              | " " 3732 |
| 1 man   | 16-A-3-a--1 | " " - - - -                              | " " 3837 |
| 1 man   | 16-A-4-b--  | Exit stairs - - - - 7th wing, front      |          |
| 1 man   | 16-A-4-b--  | Exit stairs-7th wing, 1st cross corridor |          |
| 1 man   | 16-A-4-b--  | Exit stairs-7th wing, wnd cross corridor |          |
| 1 man   | 16-A-4-b--  | Exit stairs-8th wing, 1st cross corridor |          |
| 1 man   | 16-A-4-b--  | Exit stairs-8th wing, 2nd cross corridor |          |
| 1 man   | 16-A-2-x--  | Clear 7th wing - Mens' wash rooms        |          |
| 1 woman | 16-A-2-x--  | Clear 7th wing - Womens' wash rooms      |          |
| 1 man   | 16-A-4-a-   | Clear 8th wing- Mens' wash rooms         |          |
| 1 woman | 16-A-4-a-   | Clear 8th wing--Womens' wash rooms       |          |

Chapter 3 (Continued)

(c) If the order is given by the senior officer present to vacate the building:

- (1) The officers in charge of rooms will direct that valuable papers be removed and carried to safety, as shall have been previously arranged.
- (2) The officers in charge of rooms will move their squads in double file to the nearest exits and out of the building, not stopping until at least 50 yards clear of the exits.

(d) In the 7th wing, ground floor, the same general instructions will apply.

- (1) Op-16-A-4-c will act as Assistant Fire Marshal for this space.
- (2) The details of personnel and location of fire equipment are as follows:

|       |               |                          |      |          |
|-------|---------------|--------------------------|------|----------|
| 2 men | 16-A-4-c--for | fire extinguishers--near | room | 1719     |
| 2 men | 16-A-4-c--for | fire hose                | ---  | " " 1719 |
| 1 man | 16-A-4-c--for | fire plug                | ---  | " " 1719 |
| 1 man | 16-A-4-c--for | fire axe                 | ---  | " " 1719 |
| 1 man | 16-A-4-c--for | pike                     | ---  | " " 1719 |

(e) In the Annex the same general instructions will apply.

- (1) Op-16-B-2 will act as Assistant Fire Marshal for ONI space in that building.
- (2) There are no alarm boxes installed. Alarm will be by word of mouth announcing location of fire.
- (3) The details of personnel and locations of fire equipment is as follows:

|         |                      |                            |       |      |
|---------|----------------------|----------------------------|-------|------|
| 3 men   | Op-16-B-2--for       | 3 fire extinguishers--near | room  | 2A76 |
| 3 men   | Op-16-B-6 and B-10-3 | fire                       | " " " | 2A96 |
| 2 men   | Op-16-B-6 and B-10-  | for fire hose              | " "   | 2A76 |
| 2 men   | Op-16-B-6 and B-10   | " fire hose                | " "   | 2A96 |
| 1 man   | Op-16-B-6 and B-10   | " fire plug                | " "   | 2A76 |
| 1 man   | Op-16-B-6 and B-10   | " fire plug                | " "   | 2A96 |
| 1 man   | Op-16-B-6 and B-10   | " fire axe                 | " "   | 2A96 |
| 1 man   | Op-16-B-6. and B-10  | pike                       | " "   | 2A96 |
| 3 men   | Op-16-B-2--to        | clear mens' wash rooms     |       |      |
| 2 women | Op-16-B-2--to        | clear womens' wash rooms   |       |      |
| 1 man   |                      | traffic on #3 stairway     |       |      |
| 1 man   |                      | traffic on #4 stairway     |       |      |

(f) In the event of a fire at night, the personnel on watch will turn in the alarm and with the nearest equipment, will make all possible effort to put out or control the fire.

## Chapter 4

## SECURITY IN CONVERSATION

1. Officer, enlisted, and civilian personnel of the Navy and their immediate families must avoid discussing classified information at home. All persons connected with the Navy must be particularly watchful of their conversations in public or at social gatherings. Careless conversations may endanger the lives of men with the fleet, or workers in industrial plants. Emanating from Service personnel, such conversations indicate a reckless disregard for the provisions of paragraph 5 (c), Article 75 $\frac{1}{2}$ , U. S. Navy Regulations.
2. Personnel employed in ONI should at all times be guarded in their official conversations concerning classified matter when there are persons in the vicinity not entitled to knowledge, who might overhear their conversations.
3. Contractors' representatives engaged in the installation or repair of communication facilities, painters and janitors are continuously employed throughout ONI. Every precaution should be exercised lest they become aware of any classified information.

## Chapter 5

## VISITORS TO THE OFFICE OF NAVAL INTELLIGENCE

1. Reception of Visitors

The Reception Room is the initial point of contact for all visitors to the ONI who are not on duty in the Navy Department. A Marine Orderly is on duty there to receive visitors and to notify the officers concerned of their callers.

2. Access to Offices

Only U. S. Military and Naval personnel, civilian employees of the Navy Department, and properly identified officials of other government departments, are permitted direct access to the various offices. All officers, except the Director and Assistant Director, must interview their callers in the Reception Room, except as provided below.

3. Private Interviews

Because of lack of adequate facilities in the Reception Room to privately interview visitors, it occasionally may be desirable to conduct visitors to private offices. This practice is authorized when the necessity for complete seclusion is realized. With the permission of Branch Heads, certain visitors who make frequent calls in the Navy Department for the conduct of their business may be permitted direct access to the office wherein their business is to be conducted.

4. Visitors to be Accompanied from and to Reception Room

When visitors are authorized to go to individuals' offices, they must be accompanied from the Reception Room and back by an officer of the Section concerned. Also, should a visitor desire to leave one office to visit another, the officer in charge of the office to which the visitor desires to go must be consulted by telephone prior to the visit in order to avoid disclosure of the identity of persons doing business with the ONI. In all such cases the visitors must be accompanied.

## Chapter 5 (Continued)

5. Procedure

The following procedure is to be followed in regard to visitors to the ONI:

(a) All visitors to any Section of the ONI will be announced by calling the Reception Room of the ONI.

(b) The Marine Orderly in charge of the Reception Room will advise as to whether the visitor shall, or shall not be admitted. If instructed in the affirmative, the visitor will be registered, badge issued, and Marine Sentry summoned for the purpose of escorting the caller to the Reception Room.

(c) At the completion of his business, the visitor will be instructed to return to the ONI Reception Room, at which time the Marine Orderly will request the Information Desk to provide a Marine Sentry for escort of the visitor out of the building - with the regular procedure adhered to in return of the Visitor's Badge and issuance of pink pass to be handed to the guard at the door.

6. Special Consideration - Officer Escort

(a) Visitors deserving special consideration, such as Naval Attaches, Members of Congress, etc., should be escorted by the officer concerned directly to the main entrance of the Navy Building in order to save them the time necessary for the Information Desk to provide an escort from the main lobby. However, when this procedure is carried out, the officer acting as escort should notify the Reception Room that the visitor has left the building, in order that he may be checked out from the Reception Room.

(b) It is directed that when a Senator, Congressman, Government Official or any other person entitled to especial courtesy shows enough interest in any case either to telephone personally or to call personally in the Department, the Officer or Clerk to whom the first call is made shall make every effort to see that the person calling obtains the desired information or is escorted if necessary to the office having cognizance of the matter of interest, but great care and discretion must be exercised in giving information by phone because of inability to identify the inquirer with certainty, and because of danger of leaks.

## Chapter 6

RECEIPT SYSTEM FOR SECRET DOCUMENTS AND CONFIDENTIAL PUBLICATIONS FORWARDED TO ADDRESSEES OUTSIDE THE ONI BY FOREIGN INTELLIGENCE SECTIONS F-1, F-2, F-3, F-4, F-5, F-6, AND F-7.

1. Secret Documents

(a) A uniform receipt system covering transmittal of certain types of Secret Documents to addressees outside of the ONI is followed by Foreign Intelligence Sections F-1 to F-7 inclusive.

(b) When one of these Foreign Sections has a Secret document which is to be routed outside of the ONI it enters the same serial number with the use of a numbering machine provided for the purpose in the space provided therefor on (a) a return receipt post card, (b) a tracer coupon attached thereto and (c) each and every copy of the document in the possession of the Foreign Section regardless of whether only certain of these copies will be forwarded outside of the ONI.

(c) When entries have been made on the return receipt post card and the coupon attached, as provided above, the return receipt post card and tracer coupon is attached to the document, and the document delivered to the Mail and Despatch Section in accordance with correct procedure covering the handling of secret documents.

(d) Upon the receipt of the document and the return receipt card and tracer coupon attached thereto in the Mail and Despatch Section, the latter enters a document number on the return receipt post card and the tracer coupon which is attached thereto with a numbering machine provided for the purpose. At the same time it inserts the addressee's name on the tracer coupon in the space provided therefor. The Mail and Despatch Section attaches the return receipt post card to the document with return receipt card attached.

(e) After the return receipt post card has been received in the Mail and Despatch Section, it is checked against tracer coupons outstanding; the return receipt post card is filed and the corresponding tracer coupon destroyed.



## Chapter 6 (Continued)

2. Confidential Publications

(a) In the distribution of Confidential Publications, such as Monographs, Information Bulletins, Strategic Studies, and similar publications, the system outlined in (1) above is followed, except that receipt cards, tracer coupons, and the Confidential documents are numbered in the Mail and Despatch Section by means of the numbering machine of the Section originating the publication or requesting its distribution. (NOTE: Field Monographs are distributed by the Registered Publications Section, Office of Naval Communications.)

(b) Foreign Sections contemplating distribution of Confidential Publications under the return receipt card system of the types mentioned in the paragraph above should first consider their contents and the circumstances under which they were prepared and issued. Decision must be reached as to the classification at the time of distribution, whether it is permanent or whether the matter is of such a nature that it may be burned by local custodians, after it has received sufficient local dissemination; and action as to whether or not such burning will require the formality of a report of destruction. Documents must clearly indicate the decision reached.

P E R S O N N E L

## Chapter 7

## REQUESTS FOR ORDERS - OFFICERS

1. All requests for orders for officers are made by the Administrative Branch.
2. Heads of Branches desiring orders for officers make a memorandum request for them to the Administrative Branch. This request contains the substance of the desired orders. In the case of orders to duty in ONI the memorandum contains information as to the Section to which the officer will be assigned and whether or not he is intended as the relief of an officer already on duty.
3. The Administrative Branch handles the matter with the Bureau of Navigation through the Chief of Naval Operations. All requests for orders involving a change of duty or requiring travel are prepared for the signature of the Chief of Naval Operations.

## Chapter 8

## OFFICER PERSONNEL - REPORTING FOR DUTY

Officers Reporting for Duty

1. When officers report for duty in the ONI they first present themselves at the Administrative Branch where they are taken up in the records of ONI and informed of the formalities of reporting. In the case of officers reporting for indoctrination in preparation for transfer to Foreign duty, the officers at this time are furnished a checkoff list and preparations started for this further assignment.
2. The Administrative Branch prepares a memorandum to the Section having cognizance, via the Branch Head, giving a resume of the duties which have been planned for the officer, a copy of this memorandum being sent direct to the cognizant Section.
3. An officer from the Administrative Branch accompanies the reporting officer and presents him to the Director, Assistant Director, and cognizant Branch and Section Head. If the Director, Assistant Director or Branch Heads are unable, due to press of work, to see the officer when he is originally presented, it will devolve upon the Section Head to make the presentation later at some convenient time. Upon presenting the officer to the Section Head the officer of the Administrative Branch informs the Officer-in-Charge of the Section whether or not the officer has already met the prescribed senior officers.
4. The above instructions, so far as the presentations are concerned, do not apply to Special Naval Observers reporting to London. However, nothing in this order is to preclude the making of courtesy calls by senior officers (senior Commanders and Captains) who are to be Special Naval Observers.
5. The Head of the Administrative Branch requires officers ordered permanently to the ONI to read the following publications and to report the fact to him when accomplished:
  - (a) Organization of the Office of the Chief of Naval Operations.
  - (b) Office Orders of the Office of the Chief of Naval Operations.

Chapter 8 (Continued)

(c) Office Orders of the Office of Naval Intelligence.

(d) ONI 19.

## Chapter 9

## ABSENTEES, OFFICERS AND ENLISTED PERSONNEL

1. Paragraph 10, Office Orders, Office of the Chief of Naval Operations, is quoted herewith:

"Sick List.

(a) When on account of illness, an officer or enlisted man (who is assigned to duty in the Navy Department by proper authority)

- (1) is excused for the day and instructed, either in person or by telephone, to go or remain home; or
- (2) is recommended to be placed on the sick list;

he will give his full name, rank or rating, and office to the Medical or Dental Officer attending his case. The Record Room, upon receiving report from the attending medical or dental officer, will enter the name of the officer or enlisted man on the sick list and so inform the head of the Office or Bureau concerned."

2. It must be understood that this order requires that all Naval personnel report immediately by telephone or in person to the Naval Dispensary, in the event of illness, so that proper authorization may be obtained to be absent from duty.

3. Officer or enlisted personnel absentees must be reported by the Head of each Branch by 0930 daily. This report is made in writing to the Administrative Officer. If no report is made, it is understood that there are no absentees.

C O R R E S P O N D E N C E

## Chapter 10

PREPARATION OF CORRESPONDENCE -- INSTRUCTION OF  
PERSONNEL1. Instructions - General

All clerks, stenographers, and service personnel who are required to prepare correspondence must be provided with: -

- (a) Office Orders of the Chief of Naval Operations.
- (b) Office Orders of the Office of Naval Intelligence.
- (c) Extracts from Navy Regulations covering pertinent subjects.
- (d) An ONI Stenographers' Handbook.

The senior clerk or stenographer instructs junior personnel in the above matters.

Persons dictating must instruct their stenographers as to the classification of the matter dictated, the units to which the correspondence is to be routed for initialing before being signed, where copies are to be sent, and for whose signature it is to be prepared.

2. Copying of Papers and Extracts

Copies of papers should be carefully compared with the original text. The two words COPY and COMPARED (in capital letters), with the appropriate office symbols and initials of typist and date copied, should be placed in the upper left-hand corner.

In copying papers or making quotations, text that is omitted in the copying should always be indicated by an ellipsis. An ellipsis which appears in the text of a document which is being copied should also be indicated in extracts therefrom or copies thereof and a footnote reference added at the end of the ellipsis and a bracketed footnote added at the end of the page, reading: /The ellipsis here indicated appears in the original text./



## Chapter 10 (Continued)

3. Instructions - Security

In order to insure the proper safeguarding of Secret and Confidential correspondence originating or handled in the ONI, all officers in charge of desks are charged with indoctrinating their personnel in the following procedure:

(a) Stenographic Notebooks

No stenographic notebooks may be used except those drawn from the Chief Clerk. The Chief Clerk marks all notebooks before they are issued and keeps a record of them. After the notebooks have been fully used, they are returned to the Chief Clerk. Sections having any unrecorded notebooks on hand must turn them in to the Chief Clerk.

(b) Carbon Paper

Carbon paper used to make copies of SECRET correspondence must be destroyed immediately after being used once. Carbon used on CONFIDENTIAL correspondence must be destroyed at the end of each day, or given the same stowage as other confidential documents. If destroyed it must be torn and placed in the "burn bag", in the same manner as other confidential material.

(c) Stencils and Stencil Tissue

Tissue removed from stencils used in duplicating secret or confidential material must be destroyed in the manner as prescribed in paragraph 2 (b) above.

4. Care must be taken in safeguarding CONFIDENTIAL and SECRET stencils that are retained for future use. They should be handled in such a manner as to provide the same degree of security as given the original documents.

## Chapter 11

## CORRESPONDENCE REQUIRING SPECIAL HANDLING

1. White House Correspondence

Communications from the President or the White House which are referred by the Secretary of the Navy to a Bureau or Office for the preparation of a reply by the Secretary or by the President shall be completed and delivered with the original communication within 24 hours to the Mail and Despatch Section. Should it be impossible to deliver a prepared reply within 24 hours, written acknowledgement to the President of the receipt of the correspondence is prepared for the signature of the Secretary of the Navy. The acknowledgement must indicate briefly the reason for the delay and that a full reply will be made at the earliest possible moment.

2. Correspondence with Members of Congress

All mail received from Members of Congress or Cabinet Officers is treated as URGENT and reply prepared thereto within 24 hours of the time of receipt. If because of the necessity of routing the mail to more than one bureau or for any other reason it is impossible to reply within 24 hours, an acknowledgement must be prepared by the officer first receiving the communication. This acknowledgement should explain the reason for the delay.

If, because of misdirection or erroneous routing, a branch or section should receive a communication from a Member of Congress or a Cabinet Officer concerning matters not within its cognizance, an acknowledgement should be mailed immediately and the basic letter forwarded to the proper office.

Because of the present emergency the provisions for the Secretary of the Navy to sign all congressional mail have been suspended until further notice. The Chief of Naval Operations or the Director of Naval Intelligence will sign such Congressional mail involving the ONI unless in their judgment the matter should be called to the attention of the Secretary of the Navy.

EXCEPTION: Routing letters in reply to inquiries from Members of Congress, or those transmitting information concerning personnel of interest to them and not involving matters of a controversial nature may be signed by the Administrative Officer.

## Chapter 12

## INCOMING CLASSIFIED CORRESPONDENCE

1. SECRET

The Chief of Naval Operations requires that all incoming secret correspondence be cleared and routed through the Secret and Confidential File Room.

All Secret correspondence received directly by the Mail and Despatch Section of the ONI is sent via the Secret Subsection to the Secret and Confidential File room where it is recorded. It is then returned to the ONI and delivered by its Mail and Despatch Section to the addressee.

Secret correspondence may be received only by a person authorized to do so. Signed receipts are required upon the transfer of such documents. The classification of secret documents must be prominently marked and safeguarded at all times as prescribed by Article 75 $\frac{1}{2}$  and 76, Navy Regulations.

Periodic accounting for Secret documents is required. It is the responsibility of all officers charged with Secret documents to have them available for citation and accounting purposes at any time. For accounting purposes "Secret Documents" are defined as documents delivered under cover of a receipt coupon routing slip of the Secret and Confidential File Room.

If an unclassified letter is received in the Mail and Despatch Section which should obviously be classified as Secret, it is so stamped and delivered to the Secret Subsection thereof and handled as provided above.

If a Secret letter or document is no longer required for action or immediate reference, it is sent to the Mail and Despatch Section for logging out and thence returned to the Secret and Confidential File Room where it is exchanged for a signed receipt.

2. Confidential

ONI Confidential correspondence which is specifically interesting to ONI is not cleared through the Secret and Confidential File Room. Such material is received directly by ONI.

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Chapter 12 (Continued)

Should any of it have a general interest for other divisions of CNO, it may be routed to the Secret and Confidential File Room for recording, after which it may be routed to the activity having a paramount interest in the subject. It becomes the responsibility of the activity to which the letter is primarily routed to give it further routing as circumstances require.

Chain envelopes must be used to safeguard confidential documents during routine transmission from one section or office to another. Unless the material is exceptionally confidential, the envelope need not be sealed. Chain envelopes are for use only within the ONI.

## Chapter 13

## OUTGOING MAIL - PREPARATION OF

1. In general the ONI follows the instructions set forth in the Office Order Book of CNO. Detailed instructions for the preparation of correspondence originating in this office will be found in the ONI Stenographers' Handbook. Both these sources should be studied.

2. Dictating officers are responsible for:

- (a) Accuracy of subject matter,
- (b) Correctness of form,
- (c) Correctness of address,
- (d) Giving interested Bureaus and Offices an opportunity to review the text,
- (e) Correct classification,
- (f) Correct routing.

3. Tracers:

Officers writing letters or endorsements which require an answer keep in their Section files a white tracer copy on which is marked the date by which an answer should be received. When the tracer date arrives, the originating Section checks with the Mail and Despatch Section, and if the answer is not at hand necessary steps are taken to obtain it. This may be done by telephone, within the Navy Building, or by sending a copy bearing the following legend:

## TRACER COPY

No reply to this letter having been received, information is requested as to when reply may be expected.

4. Listing of References and Enclosures

(a) When a letter is in reply to or refers to previous correspondence, quote under "References" the file number(s), serial number(s), and date(s) of such correspondence. In quoting references

## Chapter 13 (Continued)

care should be taken that the exact references are quoted, and every distinguishing mark cited. When more than one reference is given enumerate by small letters as: (a), (b), (c), etc., and list them in the order in which they appear in the text. For example, the first reference taken up in a letter would be reference (a) in the heading. The remaining references would follow serially as reference (b), (c), etc. Abbreviations authorized for naval communications are used in listing references, OPNAV, BUSHIP, CNO, etc.

(b) To facilitate identification of letters from units which initiate requests for information, the file copies of the actual letters prepared by the ONI should list such letters as references

(c) Enclosures are lettered in capital letters in the heading and each enclosure marked for identification, as "Enclosure (A) to Serial \_\_\_\_\_," preferably at the bottom of the enclosure. If the enclosure is of such a nature that it is impracticable to type or write the identification data thereon, enclosure slips bearing the necessary information may be attached to the respective enclosures. Where necessary, the method of forwarding enclosures, whether enclosed with the letter or under separate cover, and means of transmittal, is indicated either by an explanatory note included in the listing at the head of the letter or by a paragraph in the text.

5. Marking of Classified Mail Matter:

Each page of every copy of classified correspondence is stamped at the top and bottom with appropriate classification. This mark should appear as near the top and bottom as practicable and preferably on the right-hand side of the page.

6. Delivery to Mail and Despatch Section:

(a) Secret correspondence shall not be given to Messengers to deliver, nor shall it be placed in the mail baskets for delivery, unless sealed in envelopes.

(b) When Secret or Confidential mail is taken to the Mail and Despatch Section, the attention of the clerk shall be called to the nature of the correspondence.

7. Dating:

(a) Outgoing mail will not be finally dated at the time of writing. It will be dated in the Mail and Despatch Section on the day of mailing.

## Chapter 13 (Continued)

(b) Letters, papers, maps, photographs, diagrams, sketches, tabulations, or other material of interest, transmitted enclosures to letters or memoranda, or transmitted separately, should have stamped thereon the date of preparation or the date to which such papers or documents have been corrected.

(c) In case a paper is received from an outside source undated or without sufficient identification, it should be dated; additional information placed thereon to sufficiently clarify its contents for future files or use.

8. Filing Copies of Outgoing Mail:

(a) The daily record of outgoing letters and telegrams is kept by filing the pink copies sent to the Mail and Despatch Section on the file board provided for that purpose. At the end of the month, the file will be cleared and all pink copies placed in chronological order in the regular file case.

9. Outgoing Classified Mail Handled by S&C File Room

The following types of outgoing mail are handled by the S&C File Room:

(a) All Secret Mail.

(b) Confidential mail, prepared for signature of the Chief of Naval Operations or Assistant Chief of Naval Operations, the Secretary of the Navy, Under Secretary or Assistant Secretary.

(c) Confidential Mail signed by the Director of Naval Intelligence in the following cases:

- (1) to addressees outside continental United States other than those listed in Paragraph 2 (b) below;
- (2) to Divisions in Naval Operations;
- (3) to the Secretary of the Navy;
- (4) to the Judge Advocate General's Office, Navy Department.

## Chapter 13 (Continued)

10. Outgoing Classified Mail Handled by the Office of Naval Intelligence and Despatch Section.

Confidential mail signed by the Director of Naval Intelligence is handled by the ONI Mail and Despatch Section in the following cases:

(a) When addressed to destinations within the continental limits of the United States.

(b) When addressed to Naval Attaches, Observers, and Consular Shipping Advisers.

(c) When addressed to Bureaus and Offices in the Navy Department, except the Judge Advocate General's Office.



## Chapter 14

## SIGNING OF OUTGOING MAIL

1. Correspondence with District Intelligence Officers:

The Director of Naval Intelligence is authorized to communicate information and orders directly to District Intelligence Officers, when in his judgment the exigencies and secrecy of the undertaking warrant his so doing.

2. Classes of Mail to be Signed by the Secretary of the Navy, Under Secretary of the Navy, Assistant Secretary of the Navy, Chief of Naval Operations:

See Office Orders of the Chief of Naval Operations, Sections 58, 64 and 65.

3. Classes of Mail Submitted to the Assistant Chief of Naval Operations:

See Office Orders of the Chief of Naval Operations, Sections 66a, 66b and 67.

4. Routine Correspondence with other Government Departments:

Heads of Branches in the ONI are authorized to sign correspondence addressed to other Executive Departments on subjects of which the respective Branches have cognizance when matters of policy are not involved. Such letters should be written in the third person.

5. Mail will be prepared for signature as follows:

(a) Mail which may be signed by Branch Heads, in accordance with the general policy on this subject as announced by the Director, is prepared for the signature of such Branch Heads. Branch Heads are authorized to and will ordinarily sign all letters originating in their Branches falling under the following categories:

- (1) routine administration or matters within the cognizance of their Branches;
- (2) requests for information upon which to base a reply;
- (3) correspondence on inventions, etc.;
- (4) correspondence concerning the exchange of technical information, equipment, etc., which is within well defined practice and usage, or within specially defined existing policy;

## Chapter 14 (Continued)

(5) correspondence of a more or less routine or usual character within an existing policy and procedure.

(b) Correspondence of the character outlined in (a) above, which Branch Heads may consider on the border line and which they, therefore, in the exercise of their discretion consider should be signed by the Director, are presented to the Assistant Director. In the absence of the Assistant Director, such correspondence is presented direct to the Director by the Branch Head.

(c) Branch Heads do not sign letters on matters which are a departure from an established and authorized policy or procedure, or on matters tending to establish a new policy or to set a precedent. Such letters will be presented for signature by the Director and sent through the Assistant Director for initialing.

(d) Correspondence on matters affecting the cognizance or interest of other Branches of the ONI must pass through (1) such cognizant Section and (2) Branch Head for initialing by them.

(e) Where doubt exists as to whether mail may be appropriately signed by a Branch Head, the typing of the same for signature by the Director or the Assistant Director is omitted. In such cases, the Branch Head determines whether he is to sign such letters or whether they will be signed by the Director or Assistant Director.

(f) Mail prepared for the signature of the Chief of Naval Operations or the Assistant Chief the Director of Naval Intelligence or the Assistant Director, does not bear a typed name or title. The Assistant Director decides whether such mail will be signed by the Director, the Assistant Director "By direction", or by the Chief of Naval Operations or the Assistant Chief.

## Chapter 15

## REPORTS

1. General Information Concerning

Copies of reports, of which the original was not addressed to the ONI, such as copies of reports from Consular Officers, or Military Attaches, are routed to the Section concerned. The Officer-in-Charge of this Section shall make a notation as to the disposal of the copy, such as: "File", "Destroy", "BU.Aero. retain or dest. etc. This procedure is important in order to avoid congesting the Archives with material which is clearly of no value to the ONI.

2. Reports to be Briefed

(a) Frequently information contained in several reports can be condensed, or elaborated on by the ONI and sent out in the form of a digest to great advantage. When this is done sufficient copies are made for all interested parties, including the Service afloat and ashore.

3. Reports to be condensed for the Director

Lengthy reports intended for the Director should be condensed. When convenient for him, they should be explained in a personal interview.

4. Reports to War College, General Board, Etc.

The Officers in each section of Foreign Intelligence may exercise their discretion in forwarding reports and information to the General Board, War College, Chief of Naval Operations and Bureaus. In general, reports are routed to the War College and Bureaus only if they are of immediate interest.

5. Aviation Information for Hydrographic Office

All information received concerning aviation landing fields, hangars, aviation routes, beacons, seaplane anchorages, etc., is routed to the Hydrographic Office. Spare copies may be routed to the Bureau of Aeronautics, but this is not essential.

## Chapter 15 (Continued)

6. Annual Report Data

(a) The Assistant Director keeps a running record of all items of interest which may be considered suitable for inclusion in the annual report of the Chief of Naval Operations.

(b) This data will be submitted to the Chief of Naval Operations by the Director of Naval Intelligence upon call usually about July first.

7. Reports Annual, Sections

Officers-in-Charge of Sections make annual reports to the Director of Naval Intelligence regarding the activities of the Section during the year, with such recommendations for the future as they consider desirable. A report covering the period from last annual report to time he is relieved of his duties be submitted by each officer on being relieved. A copy of these reports will be kept by the author for the use of his successor.

8. Reports, Semi-Annual - Naval Attaches'

Officers-in-Charge of Sections concerned must advise the Assistant Director whenever the semi-annual reports of the various Naval Attaches have been received or have been delayed.

## Chapter 16

## MEMORANDA

1. Memoranda to the Chief of Naval Operations

(a) Memoranda to the Chief of Naval Operations, as such should be confined to matters of information requiring no action, reports on specific requests from him for information, or reports on action taken.

(b) If the ONI recommends a course of action to the Chief of Naval Operations, the necessary papers should be prepared for signature to carry out the action desired. They may be accompanied by such explanatory memorandum as need not or should not appear in the correspondence.

2. Memoranda to the Director of Naval Intelligence

(a) When it is desired that action be taken by the Director of Naval Intelligence, the matter is presented in a prepared action letter. In case explanation or amplification of the action letter is needed, it will be covered by a memorandum to accompany the action letter.

(b) All memoranda addressed to the Director or addressed to other units outside of ONI for the Director's signature is filed in his office. In order to maintain this file, all memoranda must be received in the Director's Office in duplicate, so that those memoranda on which the Director places a note or question can be returned to the originating desk, and a copy of same held in the file in his office.

(c) Memoranda are written on 8" x 10 $\frac{1}{2}$ " paper and have identification symbols, initials of the author and typist, and date of preparation typed in the upper left-hand corner. Pages are numbered consecutively.

(d) Unofficial communications, whether letters, memoranda, tables of information, estimates, studies, etc., should bear the name of the author and the date of preparation.

## Chapter 17

## DISPATCHES

1. Orders and Instructions

Dispatches in general are handled in accordance with "Instructions Governing the Use of Naval Communication Facilities At Washington, D. C.", promulgated by the Chief of Naval Operation

Modification of the above orders and amplifying instructions for the handling of traffic in the ONI are contained herein.

2. Incoming Dispatches Requiring Action.

All incoming dispatches requiring action by ONI or referring to subjects of interest to ONI are delivered to the Mail and Dispatch Section of ONI. The Mail and Dispatch Section receives, records and routes these dispatches to interested Branches and Sections by inserting thereon the Section or Branch Symbols of the activities to which routed.

A symbol number with ACTION written after it indicates that the particular Section or Branch is required to take ACTION on the dispatch and is responsible for a reply if one is necessary. A symbol number with COPY written after it indicates that a copy of the dispatch has been delivered to the activity indicated for information. A symbol with no designation after it indicates that the dispatch is routed to that particular activity for information only. All dispatches received by ONI from the Communications Division for action or information are routed to the responsible branch or Section.

3. Communications Watch

A twenty-four hour watch is maintained by the Mail and Dispatch Section. Between 1600 and 0800 one of the five copies of all incoming dispatches is delivered to the ONI duty officer immediately upon its receipt by the Mail and Dispatch Watch Officer. If immediate action is necessary the ONI duty officer directs such action. Likewise, during this period all incoming Secret dispatches are delivered by Naval Communications Division to the Mail and Dispatch Watch Officer whose duty it is to show same to the ONI Duty Officer.

## Chapter 17 (Continued)

The Mail and Dispatch Section Watch Officer on duty from 1600 to 0800 logs all outgoing dispatches and delivers them to the Communications Division. All incoming dispatches other than Secret are routed by him, the copies properly segregated and made ready for prompt distribution at 0800.

4. Incoming Messages Other Than Secret

Incoming plain language restricted and confidential messages are received in books of five. They are receipted for by Mail and Dispatch Section. Confidential Dispatches are always paraphrased.

One copy of each message is routed to each of the following:

- (a) The Director.
- (b) The Assistant Director.
- (c) The Branch Head of the Section having cognizance of the subject.
- (d) The Section having cognizance of the matter contained in the dispatch.
- (e) One copy remains on the board and is initialed by all who are included in the distribution. Copies are prepared for other Branches or Sections having an interest in the subject of the dispatch.

The copy routed around on the board, after all concerned have initialed it, is placed in the Communication file, where it is available for ready reference. The Communication file is retained as such for 15 days, at the end of which time the message is filed, indexed, broken down, and placed in the general file according to subject matter.

Mail and Dispatch Section does not maintain a tickler file for replies. Therefore, it is the duty of the Office receiving an Action Copy of a dispatch to accept the Action responsibility and prepare replies when necessary.

## Chapter 17 (Continued)

5. Disposition of Copies

Two types of pads of outgoing unclassified dispatch blanks are supplied to each office. One pad is a standard dispatch book of six copies; the other entirely of white blanks. The pad of white blanks is furnished for use in preparing additional copies required under certain conditions.

The use and disposition of the sheet's composing the standard dispatch book are prescribed below.

Sheet 1, PINK: Original. Used for release and deliver to the Communication Office, where it is used for transmission and retained in file. The release signature is required in full on this copy.

Sheet 2, GREEN: Copy. Delivered to the Communication Office, where it is time stamped and returned to the file room of the Naval Intelligence Division.

Sheet 3, WHITE: Copy. This sheet is for delivery to the Communication Office as one of the two required white sheets.

Sheet 4, YELLOW: Copy. Retained as desk copy of the originator.

Sheet 5, WHITE: Copy. This sheet is for delivery to the Communication Office as one of the two required white sheets.

EXTRA WHITE COPIES: Extra copies are required by the Communication Office for each addressee over one for all plain language messages. (These are not necessary for restricted messages.) These additional white copies need not exceed ten in number unless a communication is a Mailgram, in which case the originator furnishes one white copy for each addressee. All copies must be legible.

Extra White Copies for Delivery to Other Offices or Bureaus in the Navy Department: Whenever the originator desires the call sign of another department, office, or



## Chapter 17 (Continued)

bureau included in the address of the message and actually transmitted, he should place the name of such activity in the space provided in the upper right hand corner of the blank, and distribution indicated will be effected by the Mail and Dispatch Watch Officer. Such copies going to bureaus will be delivered through the departmental mail service. To facilitate handling by Mail and Dispatch Watch Officer, such Navy Department addressees should also be shown near the bottom under notation: "Copies to \_\_\_\_\_",

Whenever it is desired that another bureau or office of the Navy Department be furnished copies without actually including such activities in the address, they should be shown near the bottom of the blank under the notation: "Copies to \_\_\_\_\_". Distribution to these offices or addressees is effected by the Mail and Dispatch Watch Officer. Copies going to other offices in the Naval Intelligence Division and Naval Operations are delivered by messenger, and those to bureaus and offices outside of Operations are delivered through the departmental mail service.

Extra White Copies for Originator: If an extra white copy of a dispatch is forwarded with the rainbow, the Mail and Dispatch Section advises the originator thereof of the date and hour at which the dispatch was delivered to Naval Communications for transmission.

When dispatches are released, they will be delivered to the Mail and Dispatch Section where the necessary copies for inter-departmental distribution and for the file room will be removed and delivered. The pink, green, and two white copies will be delivered to the Communication Office for transmission, plus the requisite number of additional white copies where multiple addresses are indicated.

When the green copy is returned from the Communication Office, it will be routed in the same manner as an incoming dispatch for the purpose of informing all concerned that the dispatch has actually been transmitted.

Whenever a dispatch is improperly routed, the Officer-in-Charge of Mail and Dispatch Section should be so informed at once in order that the routing may be corrected and the proper Action Addressee indicated.

## Chapter 17 (Continued)

6. Incoming Secret Dispatches

Incoming secret dispatches are logged in a running log by subject matter, source, and date time group by the Officer in-Charge of the Secret Sub-section. This officer then routes them to various interested sections within the Office of Naval Intelligence and also to those Divisions of Operations and Bureaus of the Navy Department which may be interested in the subject matter.

These incoming dispatches are carried around by Office Messenger only and are not left in another office without a written receipt for same. After the dissemination has been completed, the dispatches are returned to the Code Room, and a receipt obtained therefor.

War Department incoming Secret Dispatches are given a number and are routed in much the same manner as incoming Naval Secret Dispatches, the only difference being that enough copies are made so that each distributee may have one, and as they are delivered, they are signed for on the original which is then filed.

7. Classification and Precedence

Dispatches which should have a "restricted" classification must be so marked. Omission of the word "restricted" in the space provided therefor on dispatch rainbows will result in the dispatch going forward in plain language, unless, of course, the dispatch is prepared for transmission by confidential and secret systems. Mention of this point is not designed to invite overclassification of dispatches relating to purely routine matters the transmission of which in plain language is not contrary to public interest.

All dispatches are handled with deferred precedence unless "priority" or "routine" is specifically indicated. Whenever practicable allow the message to go deferred precedence as this will not tax communication facilities.

8. Dispatch Replies

Except as hereinafter specifically mentioned, dispatch replies should be prepared for transmission in the same classification as that under which the incoming dispatch was received. Where the addressee refers to only the time group of the incoming dispatch and places after it one of the following six words: Affirmative, Negative, Reply, Comply, Cancel, or Comment, he may answer any classification. Example, a confidential dispatch from Alusn London time group No. 111514 asks whether Smith is enroute to Lo

## Chapter 17 (Continued)

a reply could go to Alusna London in answer to this dispatch in ~~plain~~ language as follows: "YOUR 111514 AFFIRMATIVE", or "URDUS 111514 AFFIRMATIVE". No enlargement of the language is permitted where the above-mentioned method of replying to an incoming dispatch in a different classification is utilized.

9. Outgoing Confidential Dispatches

Pads of confidential blanks are furnished each office. When a confidential dispatch is to be sent, only one plain language copy is prepared. Outgoing confidential dispatches are prepared and delivered only by persons qualified to handle same in accordance with Articles 75 $\frac{1}{2}$  and 76 of U. S. Naval Regulations.

If an outgoing Confidential Dispatch is in reference to a teletype message, word the text in such a manner that Naval Communications will know that the reference cited is a teletype message and not in its files.

The originating office does not retain a file copy of outgoing Confidential Dispatches.

Confidential Dispatches are paraphrased by the Coding Officer of the Communication Division, and five copies of the paraphrase are delivered to the Mail and Dispatch Watch Officer. These copies are routed in the same manner as incoming messages. One copy goes to each of the following:

- (a) The Director of Naval Intelligence.
- (b) The Head of the Branch originating the dispatch.
- (c) The Section or Branch originating the dispatch.
- (d) The board and is initialed by all who are included in the distribution. After this copy has been routed around on the board and all concerned have initialed same, it is placed in Mail and Dispatch file, where it is available for ready reference. The Communication file will be retained as such for approximately 15 days at the end of which time the messages will be filed, indexed, broken down, and the messages placed in the general file according to the subject matter of the dispatch.
- (e) Any other Branch Head or Section whose interest in the subject requires this distribution.

## Chapter 17 (Continued)

10. Outgoing Secret Dispatches

Secret dispatch blanks are furnished each office or may be obtained from the Secret Sub-section. When a secret message is to be sent, only one plain language copy is prepared. This copy must be delivered for initialing and release by an Officer-Messenger of the originating section or by an Officer of the Secret Sub-section. One paraphrased copy of the outgoing Secret Dispatch is returned by the Code Room to the Secret Sub-section. It is then logged and disseminated in the same manner as an incoming secret dispatch.

11. Dispatches originated by other Offices and Bureaus in the Navy Department.

Copies of dispatches originating in other offices and bureaus of the Navy Department are furnished to ONI for information. These messages are routed in the same manner as the returned green copies of dispatches originated in the ONI, after which they are placed in the Communications file, for ready reference, where they are retained for a period of 15 days at the end of which time the messages will be file indexed, broken down, and the messages placed in the general file according to the subject matter of the dispatch.

12. Outgoing Plain Language and Restricted Dispatches Preparation of

All dispatches (except secret dispatches, which may be prepared in longhand) are typed in capital letters with double spacing between the lines of the text. The telephone extension and office symbol of the originator are placed in the upper left hand corner of each copy. The date will be typed on all copies. All dispatches originated in the ONI are sent out as originating in "OPNAV".

Under "Address to", type in the titles of the activity to which the message is addressed for ACTION and for Information.

When the dispatch is a reply to an incoming dispatch, even though there is no actual reference made in the text to the incoming dispatch, the space at the bottom of the blank should show the reference numbers of the dispatch replied to with the substance of the message. When the reply is to a restricted incoming dispatch, the letter "CR" should be added to the reference number of the incoming dispatch. When replying to a restricted message, this space should never be left blank.

## Chapter 18

DUPLICATED MATERIAL - PROCEDURE FOR EFFECTING  
DISTRIBUTION OF1. Preparation

The originator must note on the copy submitted for duplication (stencil, master ditto, or any other method employed) the exact distribution desired and must show thereon the distribution appearing on the original signed document, including number of copies, if in excess of one, to any recipient.

2. Distribution

Upon duplication, the original document with the duplicated copies is delivered to the Mail and Dispatch Section with a written directive (in memorandum form) to proceed with the distribution indicated on the document. Any special features of distribution which are required, as for example an unusual method of delivery (Air Mail, etc.), is included in the Directive to the Mail and Dispatch Section.

3. Filing

Upon completion of the required distribution, the Mail and Dispatch Section "finish-files" the original document, a copy of the duplicated material, and the authorization to distribute, after noting on the latter the date of distribution and any comment regarding the dissemination which may be deemed necessary as a matter of future reference.

Chapter 19

CIRCULAR LETTER SERIES

1. Several series of circular letters have been established, the designation and numbers of which are indicated as follows:

(a) Unclassified and restricted circulars consist of one series, i.e.-

| <u>SERIES NOS.</u>     | <u>Addressees for Standard Distribut</u>                                                                                    |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| NA 1-41 and up.        | All Naval Attaches.                                                                                                         |
| ANA 1-41 and up.       | All Assistant Naval Attaches Maintaining Separate Offices away fr the Naval Attache's Office.                               |
| NO 1-41 and up.        | All Naval Observers.                                                                                                        |
| NA&NO&CSA 1-41 and up. | All Naval Attaches, Assistant Naval Attaches Maintaining Separate Offices, Naval Observers, and Consular Shipping Advisers. |

(b) Confidential circulars consist of a series made up in the same manner as the above series with the exception that (C) is inserted between the series designation and number in each case. EXAMPLE: NA (C) 1-41 indicates the first Confidential circular to all Naval Attaches in 1941

(c) If it should become necessary to start a Secret series, (S) will be used in place of (C).

2. A new series for each category will begin on the first day of each calendar year.

3. The standard distribution for each series is fixed as shown in paragraph 1 and is changed by circular letter or by administrative order.

NOTE: This distribution does not include Naval Missions. If it is desired to send any of the information contained in letters issued under the foregoing series, special reference of distribution to Naval Missions must be made on the original and reproduced copies thereof.

## Chapter 19 (Continued)

4. For the purpose of ready identification, circular letters are headed as follows:

SAMPLE: NAVAL INTELLIGENCE CIRCULAR LETTER NUMBER NA 1-41

Subject: (Pertinent to subject matter of the circular letter).

5. Serial numbers for circular letters in these series may be obtained from the File Room, Mail and Dispatch Section.

6. Each circular letter must be authenticated by the signature of the Director of Naval Intelligence.

7. Each Office maintains a complete file of each series of circular letters received.

NOTE: Certain matters which heretofore have been transmitted by the ONI Circular Letter to Commandants of Naval Districts, District Intelligence Officers, and other agencies not directly under ONI will henceforth be transmitted as multiple address letters either directly by the Chief of Naval Operations or by direction thereof.

ONI circulars which are of interest to other activities of the Navy may be circulated thereto by recording at the bottom any additional distribution. Such distribution will usually include the following:

All District Intelligence Officers;  
 Governor of GUAM;  
 Governor of SAMOA;  
 CINCUS;  
 COMROLFOR;  
 CINCAF;  
 (Flagship) CINCAF

## Chapter 20

## STANDARD CIRCULAR DISTRIBUTION

1. Mailing lists are maintained by the Mail and Dispatch Section for the distribution of general orders, circular letters, and other circular publications to the Naval Service, to Bureaus and Offices of the Navy Department, the Fleet, and other activities of the Navy located outside of Washington, D. C. They are quoted below for the use of Sections originating material for general or selected distribution to Naval Activities.
2. The list is so arranged that each ship and shore activity of the Navy appears once without duplication in the first eight lists. In this way it is hoped that correct mailing addresses may be kept with a minimum chance of error. The list follows the organization as published in the Navy Directory, and mailing addresses are carefully checked each month by the Bureau or office concerned.
3. The whole list or any part of it may be used by the office originating the letter, but on the last page in the lower left hand corner shall be noted the addresses and the methods of distribution in accordance with this list:
 

EXAMPLE:  
Department distribution: I, II, III, IV (for VI, VII, (a), (b), and (c), VIII, V, IX, X.
4. In this manner it will be apparent to flag officers afloat that the distribution afloat has been made direct and no other action on their part on distribution is required. Commandants of Naval Districts are responsible for distribution to minor shore stations and to minor shore activities in their districts, but not to major shore stations which have been covered direct. Radio stations are not included; responsibility for transmitting any necessary information to them lies with the District Commandants.
5. List X is special for the bureau or office originating the letter, the method of application of this list and the extent of its use being no concern of the other addressees.
6. Marine Corps organizations, other than those forming part of a naval command, are not included in these lists, their distribution being handled by Marine Corps Headquarters.



## Chapter 20 (Continued)

7. The subdividing of the numbered lists indicates the extent and character of the distribution under any given list. It is to be understood that the method of filing the addressograph plates used in connection with the distribution lists is optional with the bureaus and offices concerned.

LIST I ----- Fleet, force, squadron, division, and detachment commanders.

- |                  |                                  |
|------------------|----------------------------------|
| (a) Cincus       | (f) Fleet Base Force             |
| (b) Cincpac      | (g) Scouting Force               |
| (c) Cinclant     | (h) Control Force                |
| (d) Cincaf       | (i) Naval Transportation Service |
| (e) Battle Force | (j) Detached Service             |

LIST II ----- Commanding officers of ships in commission other than vessels attached to districts, stations, and yards.

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| (a) Flagship, United States Fleet | (f) Asiatic Fleet                |
| (b) Battle Fleet                  | (g) Special Service Squadron     |
| (c) Fleet Base Force              | (h) Naval Transportation Service |
| (d) Scouting Force                | (i) Detached Service             |
| (e) Control Force                 |                                  |

LIST III ----- Ships building--Future commanding officers of vessels building or fitting out.

Vessels to be placed on this list when monthly directory shows officers attached or when request is made by officer on duty connecting fitting out. To be removed from list when vessel goes into commission.

LIST IV----- Commandants of naval districts.

LIST V ----- Major shore stations.

- |                        |                                                |
|------------------------|------------------------------------------------|
| (a) Navy Yards         | (e) Naval War College                          |
| (b) Naval Stations     | (f) Naval Academy                              |
| (c) Naval Bases        | (g) Naval Training Stations and Camps.         |
| (d) Naval Air Stations | (h) Naval Proving Grounds and Ordnance Plants. |

## Chapter 20 (Continued)

LIST VI ----- Minor shore stations.

- |                                                                                                   |                                                            |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| (a) Submarine and destroyer bases.                                                                | (f) Main recruiting stations.                              |
| (b) Ammunition and mine depots.                                                                   | (g) Hydrographic offices.                                  |
| (c) Supply depots, fuel depots,<br>and fuel-oil plants.                                           | (h) Navy Purchasing officers.                              |
| (d) Torpedo stations, torpedo<br>storehouses, Naval Gun Factory.                                  | (i) Naval aircraft factory,<br>Philadelphia, Pennsylvania. |
| (e) Naval Medical Center, naval<br>hospitals, naval medical<br>supply depots, naval dispensaries. |                                                            |

LIST VII ----- Communication officers and radio stations.

- |                                                               |                                         |
|---------------------------------------------------------------|-----------------------------------------|
| (a) Coast and district communi-<br>cation officers, Atlantic. | (d) Naval radio stations At-<br>lantic. |
| (b) Coast and district communi-<br>cation officers, Pacific.  | (e) Naval radio stations, Pa-<br>cific. |
| (c) Coast and district communi-<br>cation officers, Asiatic.  | (f) Naval radio stations, Asi-<br>atic. |

LIST VIII----- Minor shore activities.

- |                                              |                                                       |
|----------------------------------------------|-------------------------------------------------------|
| (a) Recruiting inspectors.                   | (g) Naval representative helium-<br>production plant. |
| (b) General inspectors of naval<br>aircraft. | (h) Superintending contractors.                       |
| (c) Inspectors of naval aircraft.            | (i) Cost inspectors.                                  |
| (d) Inspectors of naval material.            | (j) Naval Attaches.                                   |
| (e) Inspectors of navigational<br>material.  | (k) Marine expeditionary forces.                      |
| (f) Engineering experimental<br>station.     | (l) Inspectors of machinery.                          |

LIST IX ----- Navy Department.

- |                                                                     |                                           |
|---------------------------------------------------------------------|-------------------------------------------|
| (a) Bureaus and offices, includ-<br>ing Headquarters, Marine Corps. | (b) Stations in Washington dis-<br>trict. |
|---------------------------------------------------------------------|-------------------------------------------|

LIST X ----- Special Lists.

- |                                                                  |                                                 |
|------------------------------------------------------------------|-------------------------------------------------|
| (a) Divisions (sections, etc.)<br>of bureau or office of origin. | (c) Any addresses desired not<br>covered above. |
| (b) Private individuals, firms, etc.                             |                                                 |

## Chapter 21

## CORRESPONDENCE - TRANSMISSION OF

1. Within ONI

On all classes of correspondence routing slips should be securely fastened with wire staples and all enclosures clipped thereto should be fastened to the incoming letter so that they will not become detached, mislaid, or lost in handling. Under no circumstances shall routing slips, enclosures, other notes or memoranda, or portions thereof attached to correspondence be removed therefrom in the course of intra-divisional handling.

2. Outside ONI

All documents and correspondence to be transmitted to other activities of the Navy Department must bear Opnav routing slips. (NNI-122)\* (NNI-123)\*\*. These slips must be made out in duplicate, showing the section symbol and a serial number; the serial number is entered on the records of the Mail and Dispatch Section (in lieu of the long title of the document) before it leaves the Office of Naval Intelligence. One copy of the slip accompanies the document to be used for receipting at its destinations; one copy is retained by the section forwarding the material.

\*NNI-122 is confidential routing slip.

\*\*NNI-123 is slip used on unclassified or restricted material.

3. Secret Matter

No secret matter may be sent outside the Office of Naval Intelligence except through the Secret Subsection of the Mail and Dispatch Section.

Transmission of secret matter within or to points outside the Office of Naval Intelligence is by officer or qualified messenger only. If an officer of the transmitting section is not available for this duty, a qualified messenger may be obtained calling Extension 3696 (Mail and Dispatch Section).

Chapter 22

DAILY COURIER SERVICE

1. Hours of Departure and Destinations

The regular schedule of trips presently made by the ONI Courier Service is as follows:

|     | <u>Time of Departure</u> | <u>Destination</u>                                                                                                                                                 |
|-----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 1000                     | Censorship - (Clarendon)<br>Training School (Columbian Bldg.)                                                                                                      |
| (b) | 1100                     | State Department<br>British Embassy                                                                                                                                |
| (c) | 1400                     | State Department<br>British Embassy<br>Federal Bureau of Investigation<br>U.S. Coast Guard (M&L 4th Sts. SW)<br>Training School (Columbian Bldg.)<br>Visa Division |
| (d) | 1600                     | Censorship - (Clarendon)<br>Office of Coordinator of Information                                                                                                   |

2. Directions for Preparation of Courier Mail

Persons having material for delivery to the above destinations should observe the following procedure:

(a) Assign a serial number to the outside envelope of each item of outgoing material, prefaced by the symbol of the originating Branch or Section. The envelope or container may hold more than one letter if it is so desired.

(b) Write COURIER SERVICE on the outside envelope.

(c) Send by messenger to the Mail and Dispatch Section, calling the attention of the receiving clerk to the fact that the mail is to be delivered by courier. The Mail and Dispatch Section records the serial number of the package or envelope and places it in a special container for transmission by courier.

## Chapter 22 (Continued)

3. Delivery and Collection - Receipt and Records

A receipt is required for each item by its serial number in the department or office of addressee. This receipt is returned by the courier to the ONI Mail and Dispatch Section, where it is held for any necessary reference. All incoming packages or envelopes sent by courier to addressees in the Navy Department by the above departments or offices are delivered to the Mail and Dispatch Section where such delivery is properly recorded. Addressees must acknowledge receipt of such material to the Mail and Dispatch Section by signing the receipt book provided for this purpose.

## Chapter 23

## RECORDS AND FILES

1. Records

The Mail and Dispatch Section maintains records of all incoming and outgoing correspondence which it handles. These records aid in the location of correspondence which has been subject to primary and secondary routing and furnish information on correspondence which has left the ONI. Enclosure lists, serial number indices, originator, and subject files, and similar records are referenced to facilitate the ready location of all such mail.

2. Filing

When incoming correspondence has been subject to final action and has been reviewed by all interested parties, it is stamped "Finished File", initialed by an officer or his authorized assistant, and sent to the File Room of the Mail and Dispatch Section. The designation "Finished File" may appear on either the incoming letter or the routing slip attached thereto. Routing slips, however, may be finished filed only by an individual in the section in which they originate. (This is necessary in order that the tracer carbon held in that section may be properly cancelled). In either event the routing slip becomes a part of the official record and is filed with the incoming correspondence.

The green copy furnished on all outgoing correspondence is filed in the proper jacket along with incoming material on the same subject.

3. Access to Files and Archives

Only officers attached to the ONI, or civilian and enlisted personnel within the ONI who have been fully investigated and so designated, are permitted to withdraw files from the File Room or Archives except upon the authorization of the Director or a Branch Head. No material for which the File Room or Archives is the designated depository is permitted to go outside the ONI except upon the specific authorization of the Administrative Officer or an officer designated by him. In all such instances a written receipt is required of the recipient prior to the delivery. In the routine course of withdrawing material from the File Room, Mail and Dispatch Section, no material may be withdrawn or released until the signature

## Chapter 23 (Continued)

of the party withdrawing the file has been placed in the "Out Book". An "Out Card" must be signed by the individual drawing the file. This card will be retained by the File Room until the folder which it covers is returned. When files have served their purpose in the Branch or Section withdrawing them, they are returned to the File Room. This return is made within ten days unless further retention is authorized and the file records are so marked. When file jackets are returned to the files, "Out Cards" which cover them are withdrawn and the record of the removal of the file cancelled.

4. Removal of Material from File Jackets

No correspondence or other material may be removed from file jackets without the permission of the Head of the Administrative Branch or an officer designated by him.

A T T A C H E S A N D M I S S I O N S



## Chapter 24

## U. S. NAVAL ATTACHES

1. Appointment and Instruction of U. S. Naval Attaches

(a) When a vacancy is to be filled, ascertain from the Bureau of Navigation the officers who have requested such duty, and also those available for it. Check over the records, making a list of those considered desirable. (See ONI-43, Art. 500, 501).

(b) The selection is then made by the Chief of Naval Operations after conference with the Director of the Intelligence Office and the Chief of the Bureau of Navigation.

(c) A personal letter is written to the officer giving the details of the assignment, and asking if he will accept it, and if a language course is desired.

(d) It is Navy Department policy to order officers going abroad as attaches or as assistants to temporary duty in the Intelligence Office for preliminary instruction and preparation. The length of time depends upon the circumstances of each case. A month can be put to profitable use.

(e) The Assistant Director prescribes the instruction and preparation of newly appointed Naval Attaches. The officer in charge of the desk concerned cooperates with the new Attaches and aids them in every way to prepare themselves for their prospective duty.

(f) When an officer is selected for detail as an Attache or Assistant Attache, a letter is addressed to the Department of State giving the desires of the Navy Department and containing, as a minimum, the following information concerning the officer:

- (1) Date of graduation from the Naval Academy or entry in the Service
- (2) Present station
- (3) Married or single
- (4) Composition of family
- (5) Members of family that will accompany officer to foreign station.

Except as noted below, the Department of State then transmits this information to our Ambassador or Minister in the country concerned with the request that the Foreign Ministry be advised of the appointment.

## Chapter 24 (Continued)

(g) At the same time, the Department of State addresses a letter of transmittal to the Navy Department enclosing the appointment of Naval Attache. The letter includes a statement that appropriate instructions have been addressed to the Missions concerned. Assistant Attaches do not receive appointments but do receive a letter similar to the letter of transmittal. Appointments are delivered to Attaches, while in Washington if possible. A copy of each appointment is sent to ONI files.

(h) It is considered that all appointments are satisfactory unless the foreign country concerned advises to the contrary

(i) Exceptions to the above prevail in the cases of the following countries:

|           |             |
|-----------|-------------|
| Argentina | Italy       |
| Brazil    | Spain       |
| Hungary   | Switzerland |

(j) In these countries, the Department of State first ~~makes~~ inquiry, through our Ambassador or Minister, as to whether the designation as Attache is acceptable and does not issue the appointment until positive affirmation is received. It will be noted that this procedure holds in the cases of Attaches only. Assistant Attaches are designated without prior references as in the first case.

(k) Additional exception holds in the case of Italy. The names of Assistant Attaches as well as those of Attaches must be submitted for approval prior to designation.

(l) During the time the officer is in the ONI he will, together with any other matters that arise, use the following as a check-off list of matters to be accomplished:

- (1) Op-16-A writes the Bureau of Navigation requesting orders.
- (2) Op-16-A prepares letter for signature of the Secretary of the Navy to the Secretary of State requesting designation. Not required for Assistant Attaches.
- (3) Op-16-A writes letter to Bureau of Navigation requesting orders as Special Disbursing Officer. This applies to Attaches or Assistant Attaches depending upon which is the disbursing officer of the Attache office concerned.

## Chapter 24 (Continued)

- (4) Op-16-A prepares letter for signature of the Secretary of the Navy granting maintenance allowance.
- (5) Op-16-A will write letter to BuNav requesting course in language if it is desired.

(m) The officer must obtain Naval Observer's and special passports and visas for himself and family.

(n) He should arrange with the Attache he is to relieve for the free entry of household effects, automobile, etc., on his arrival.

NOTE: There is no fixed practice governing the free entry of Attaches' baggage, etc., into the countries to which accredited. A safe rule is to write personally to the Attache to be relieved, (or to the Secretary of the Embassy or Legation concerned) and have the matter arranged in accordance with the practices obtaining in the country in question. The Department does not ask for free entry into foreign countries. When calling on the Embassy or Legation in Washington, of the country to which he will be accredited, for the purpose of passport visas, it is permissible and proper to request also a "Laissez Passer" which will facilitate entry of effects into the country, and which will be freely issued, if customary in that country.

2. Preparation for Foreign Service

The officer concerned should

- (1) Read over ONI files of information on country, and talk with officer having cognizance of that country.
- (2) Confer with officer in charge of the ONI Planning Branch.

3. Calls to be made within the Navy Department

(a) Consult with Technical Aide to the Secretary of the Navy.

## Chapter 24 (Continued)

(b) Consult with technical bureaus and offices of the Navy Department in order to ascertain latest U. S. developments and to find out on what subjects these bureaus and offices particularly desire information

(c) Obtain from the Administrative Examination Division of the Bureau of Supplies and Accounts instructions as to how to keep his accounts; and from the Supply and Accounting Section of the ONI, information regarding funds advanced by the Director.

(d) Arrange through Bureau of Supplies and Accounts for Dollar Account with Treasury Department. Leave signature and get symbol number and request check book.

(e) Obtain from Code and Signal Section instructions as to the use and safeguarding of the codes and ciphers assigned to his office. Also, in the Communication Division study the Manual of Cryptographic Security.

(f) Call on the Secretary of the Navy before leaving for post of duty.

(g) Report to the Chief of Naval Operations before leaving, so as to receive any parting advice or instructions.

(h) Call on the General Board.

4. Calls to be made outside the Navy Department

(a) Call on the Diplomatic Representatives in Washington of the countries to which he is to be accredited. (Arranged by Assistant Director).

(b) Call on M.I.D. (Foreign Liaison Officer and Director) and on the Chief of the Geographical Division in the State Department who has cognizance of the countries to which he is to be accredited. (Arranged for and accompanied by Assistant Director).

5. Suggestions that may be helpful

(a) Consider advisability of buying new clothes in New York City - much cheaper than in Washington.

## Chapter 24 (Continued)

- (b) Arrange with Section concerned to notify D.I.O. at point of departure of date of arrival, sailing, etc.
- (c) Obtain data about currency and exchange regulations pertaining to foreign country to which ordered.
- (d) Study Foreign Navy List - Names of People.
- (e) Study U. S. Foreign Service List - Names of People.
- (f) Study U. S. Foreign Service Register - Biographical sketches.
- (g) Leave a small sum of money with the Mail and Dispatch Section, ONI to cover postage on personal mail, etc.
- (h) Calling cards (see ONI-43, Par.511 (b), (c);  
 (1) Forms suggested are:  
 A. Rank and Name  
 Naval Attache and Naval Attache for Air  
 to the American Embassy  
 Rio de Janeiro  
 B. Rank and Name  
 Assistant Naval Attache for Air  
 to the American Embassy  
 London  
 C. Rank and Name  
 Assistant Naval Attache  
 to the American Embassy  
 Berlin  
 (2) Note: Separate calling cards should be had for each country to which accredited.

6. Relief of Attaches and Assistants

- (a) The following procedure should be carried out in relieving Attaches and Assistants of their assignments:
- (1) Op-16-A advise resident Attache of the selection of his relief and probable date of his detachment.
- (2) Op-16-A requests BuNav to order retiring Naval Attache or Assistant Attache for about ten days temporary duty in the ONI.

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Chapter 24 (Continued)

- (3) Op-16-A prepares letter for signature of the Secretary of the Navy to the Secretary of the Treasury requesting free entry of household effects if requested. (See Chap. 27)
7. The ONI is to be advised when the change of Attaches is effected.

## Chapter 25

INFORMATION TO BE FURNISHED NAVAL ATTACHES  
ABROAD1. Naval Attaches to be informed when U. S. Naval  
Ships or Naval Officers proceed abroad

(a) In the event that a naval vessel of the United States should visit a foreign country on a "shake-down" cruise or on short temporary or other duty, our Naval Attache concerned should be advised promptly as to the proposed visit and a questionnaire furnished the commanding officer on information desired by the ONI.

(b) Should a U. S. Naval or Marine Officer or a government delegation proceed abroad on duty, the Naval Attache concerned will be informed promptly.

2. International Sports Events, Entry of American Competitors

The Assistant Director should notify Naval Attaches well in advance upon the following points regarding representative teams going abroad to compete in international athletic or other events:

- (1) Composition of team.
- (2) Date and place of arrival, name of vessel upon which arriving.
- (3) Amount and character of equipment.
- (4) Length of stay.
- (5) Arrangements regarding pay, subsistence, etc.
- (6) Any details which it is necessary for the Naval Attache to arrange, such as payment of entry fees for the competition, free entry of equipment, quarters, etc.

## Chapter 26

## NAVAL MISSIONS

1. Arrangements

The details of all arrangements for Naval Missions from the United States to Foreign Countries are either made or supervised by the ONI.

2. Contracts

Some Missions are sent collectively, or as a unit, the contract for the Mission being general, covering the whole Mission and executed between the respective governments. In this case no individual contracts are signed, and the members of the Mission are regularly ordered to the duty by the Navy Department. (Example: Brazil, 1935). Some Missions are composed of persons who make individual contracts with the Foreign Government with the consent of the Navy Department, and under the supervision of the ONI. (Example: Argentina, 1935).

3. Personnel

(a) Names of officers and chief petty officers available, desiring duty with the Missions, should be obtained from the Bureau of Navigation; and forwarded to the Chief of the Mission for approval before a definite selection is made.

(b) It is desirable to have officers going to duty with the Missions ordered to the ONI for temporary duty for about one month before sailing. This permits them

- (1) To take language course at Berlitz School (20) lessons. Letter to Bureau of Navigation requesting course. (Op-16-A)
- (2) To read over back reports from the Mission and ONI files on the country and the Mission.
- (3) To obtain from the Bureaus and Offices of the Navy Department the latest information on the work which they will handle when with the Mission.
- (4) To call on the naval and diplomatic representatives of the country to which they are going, and to sign any contracts, make arrangements for their transportation, etc.
- (5) To obtain special passports and visas for themselves and their families.



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Chapter 26 (Continued)

(c) It is not necessary for chief petty officers going to Brazil to come to Washington in person to arrange for their transportation. The Brazilian Embassy should be informed, as far in advance as practicable, of the name and rate of the chief petty officer, his date of sailing from New York, the number of his dependents, the ages of children, if any, and the approximate weight and volume of his household effects. The Head of the Mission does not desire chief petty officers to take automobiles to Brazil.

4. Correspondence

All correspondence between the Navy Department and the Mission should pass through the ONI. In order to obtain satisfactory action on requests received from the Mission, it is frequently necessary to do more than merely forward the request. This is particularly true when there is a likelihood of disapproval, when ~~the~~ approval or action of several different organizations is necessary, or where quick action is desired. The Missions should be made to feel that the ONI is actively engaged in looking out for their interests in the United States.

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## Chapter 27

OBTAINING FREE ENTRY FOR THE PERSONAL EFFECTS OF  
PERSONNEL RETURNING FROM ABROAD

1. By virtue of the authority delegated to the Director of Naval Intelligence to deal with the Department of the Treasury direct in the matter of securing the free entry of personal effects and household goods of personnel returning from duty abroad and pursuant to the verbal agreement of April 5, 1941, between the Department of the Treasury (Mr. E. T. Acken) and the Director of Naval Intelligence (Captain A. G. Kirk), the following procedure will be followed:

(a) The Administrative Officer (or his Assistant) of the ONI will telephone the request to the Department of the Treasury (Mr. E. T. Acken) giving the following information so far as it is available:

- (1) Name of person and members of his family accompanying him (or same for members of his family if they do not accompany him).
- (2) Name of ship in which arriving.
- (3) Port of debarkation.
- (4) Expected date of arrival.
- (5) Prepare a memorandum confirmation of the telephone conversation making the request and distribute as follows:
  - a. Original to the Department of the Treasury, addressed "Attention; Mr. E. T. Acken".
  - b. One copy to be filed in the passenger's jacket in ONI.
  - c. One copy to be filed in the general file of "Free Entry of Port".
  - d. One copy to Section concerned.
  - e. One copy to Personnel Officer's desk file.

## Chapter 28

## EXCHANGE OF INFORMATION

(Reference: Security Letter 1-41 para. 3).

1. Information Requests State Whether or Not on Exchange Basis

(a) Custom prescribes that a request to a foreign government for specific information carries with it the implication that corresponding data of our own will be given in exchange.

(b) In order that a definite understanding may be had concerning the policy to be followed in obtaining certain information, it is desired that all requests to the ONI for specific data or information shall contain a statement of the originator's desires in regard to:

- (1) Exchange of information on same subject,
- (2) Exchange of information on another kindred subject, or even non-related subject, but of commensurate importance; or
- (3) Non-exchange basis.

(c) The exchange of technical information with foreign governments shall be governed by the following policy:

- (1) The exchange must be advantageous to the U. S. Navy,
- (2) It may be effected only with the concurrence of the Bureau or Office having cognizance,
- (3) It must be negotiated by the ONI,
- (4) The party seeking information on an exchange basis will be required to specify the items which are offered in exchange for the items requested.

(d) An essential requirement is that each of the technical Bureaus shall determine, and keep the ONI informed of the following:

- (1) Specific items of information desired from each foreign Navy,
- (2) Specific items which may be exchanged for the desired items,
- (3) Specific items which will be released at a pre-determined date, in order that such items may be utilized for exchange value.

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Chapter 28 (Continued)

(e) The following procedure for handling requests by FOREIGNERS for technical information is hereby established:

- (1) Officers-in-Charge of Foreign Sections shall by close liaison with the several technical Bureaus keep themselves and their respective U. S. Naval Attaches informed of the specific items mentioned under paragraph 1 (c) (1), (2) above.
- (2) When foreign Attaches request information they should be advised the requests for technical information with regard to the U. S. Navy should be submitted to the Director of Naval Intelligence in writing, and when seeking information on an exchange basis should include a statement of the specific items to be furnished in exchange for those requested.

(f) When a request is received from a foreign Attache or other source for certain information, some of which is under the cognizance of a Bureau or Office outside the Office of the Chief of Naval Operations, the original request will not be forwarded to the Bureau concerned on a routing slip; instead, a letter will be sent from the Chief of Naval Operations (signed by the Director or his authorized representative, "By direction") to the Chief of the Bureau concerned, requesting that certain specific information be furnished.

2. Information - Dive Bombing

The Bureau of Aeronautics is of the opinion that any information relative to the development of dive bombing tactics or the development and operation of dive bombing equipment should be the subject of as little publicity as may be practicable.

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## Chapter 29

## DISPOSITION OF ATTACHE REPORTS

1. Procedure for Handling

(a) The procedure for handling Attache reports (NNI-96) is as follows: The pouch is opened and contents checked in the Mail and Dispatch Section. Attache report envelopes are opened by the file clerk (by Administrative Officer if marked SECRET) and contents checked against "Record of Correspondence - Naval Attache" Form NNI-99, one copy of which is retained by the Mail and Dispatch Section. Reports are "time stamped" and delivered intact with second copy of NNI-99 to Section concerned. The officer of that Section ~~again~~ checks contents against second copy of NNI-99.

(b) An original and six copies of all Attache reports should be received. Rating evaluation must be stamped on all copies. The following disposition will be made of these copies:

- (1) Original to Archives
- (2) 1 copy for the Monograph, if desired.
- (3) 1 copy for the Section's numerical file.
- (4) 1 copy for Section's loan file.
- (5) 3 copies for dissemination (Copies not needed to be filed with loan copy).
- (6) Extra copies as required will be made by the Ditto process.

(c) Loan copies are for the purpose of lending Attache reports to other Offices and Departments. Both the loan copies and numerical file copies will be filed numerically; the former may be destroyed after one year and the latter within two years.

(d) The routing of these reports is made by the section receiving them. Reports should reach the Director via Op-16-F.

(e) Sections will check classification of Attache reports before forwarding in order to insure security.

(f) The Archives register number is placed on the original only. The chronological record of Attache reports must contain both the Attache's serial number for that report and the Archives register number.

## Chapter 29 (Continued)

2. Evaluation Reports

(a) Evaluation Reports (NNI-106) are sent monthly to U. S. Naval Attaches in order that they may serve their purpose to the fullest extent. Evaluation of reports should be carefully made to indicate that they have been attentively reviewed.

(b) Since the proper briefing of Naval Attaches' reports is necessary for the expeditious dispatch of business, the Evaluation Report is used in all cases where it is necessary to call the Naval Attache's attention to the fact that specific reports have not been briefed properly, in accordance with the instructions on Naval Attache Report Forms, NNI-96, and with the ONI letter Op-16-B, A9/EN3-11 of 19 July, 1939.

## Chapter 29 (Continued)

2. Evaluation Reports

(a) Evaluation Reports (NNI-106) are sent monthly to U. S. Naval Attaches in order that they may serve their purpose to the fullest extent. Evaluation of reports should be carefully made to indicate that they have been attentively reviewed.

(b) Since the proper briefing of Naval Attaches' reports is necessary for the expeditious dispatch of business, the Evaluation Report is used in all cases where it is necessary to call the Naval Attache's attention to the fact that specific reports have not been briefed properly, in accordance with the instructions on Naval Attache Report Forms, NNI-96, and with the ONI letter Op-16-B, A9/EN3-11 of 19 July, 1939.

M I S C E L L A N E O U S



## Chapter 30

FOREIGN INTELLIGENCE RECEIVED FROM NAVAL  
DISTRICTS AND SHIPS' INTELLIGENCE OFFICERS -  
COGNIZANCE OF

1. Correspondence transmitting foreign intelligence received from Naval Districts will be handled as follows:
  - (a) From the Fourteenth Naval District -  
routed to the Far East Section (F-2);
  - (b) From the Fifteenth Naval District -  
routed to the American Republics Section (F-7);
  - (c) From the ~~Sixteenth~~ Naval District -  
routed to the Far East Section (F-2).
2. The Far East and American Republics Sections are responsible for the distribution of the information received.
3. Information received in the form of correspondence or regular Intelligence Reports from Naval Districts other than those noted in paragraph 1 and from Ships' Intelligence Officers are routed to the Section having cognizance of the subject reported upon, which Section is responsible for the dissemination thereof.

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## Chapter 31

VISITS OF FOREIGNERS TO THE NAVAL ESTABLISHMENT  
OR TO COMMERCIAL PLANTS

Reference: (a) Article 128 U. S. Navy Regulations.  
(b) Security Letter No. 5-38.  
(c) Security Letter No. 1-41.

1. All requests made by foreign officials for permission to visit the naval establishment or government plants executing contracts for the navy are referred for action to the Security Section of Domestic Intelligence (Op-16-B-4).

The Section in the Foreign Branch having cognizance of the official making the request cooperates with the technical bureau and the Security Section in effecting action.

2. The policy and practice of the Navy Department with regard to visit administration and information release is contained in references (b) and (c).

3. "Special Assignments in Event of Visits to Naval Academy"

The Superintendent of the U. S. Naval Academy desires that the following procedure govern the visits of foreign officials of high rank:

(a) Communicate with the Superintendent or his Aide in advance by telephone and arrange a date for the visit.

(b) Inform the Superintendent of the probable time of arrival and the number in the party. Give the rank, names, and nationalities of the visitors.

(c) Notify the Superintendent should the numbers of the party be increased or decreased - give names. This information is important and may be telephoned at the time of the departure of the visitors from Washington.

(d) Should the visitors be foreigners, report to the Superintendent whether or not they speak English in order that interpreters may be provided, etc.

(e) That several officers in the ONI be cognizant of the proposed visit in order that in the absence of the Director and Assistant Director there may be an officer with whom communication may be held in case of necessity.

## Chapter 32

VISITS OF UNITED STATES SHIPS TO FOREIGN PORTS  
AND FOREIGN SHIPS TO UNITED STATES PORTS1. Visits or Movements of Public Vessels or Aircraft  
within Foreign Jurisdiction

The Chief of Naval Operations is responsible for arranging the visits and movements of U. S. public vessels and aircraft within foreign jurisdiction. He is also charged with regulating the visits and movements of foreign public vessels and aircraft within the jurisdiction of the United States. To assist him,

(a) The Central Division is charged with:

- (1) Questions of policy and international relations;
- (2) Diplomatic arrangements;
- (3) Dealings with other Federal Departments;
- (4) General policy with respect to entertainment, and allocation of funds therefore;
- (5) Communications with Governors of Guam and American Samoa;
- (6) Questions regarding closed ports under the jurisdiction of the Navy Department.

(b) The Intelligence Division is charged with:

- (1) Dissemination of information with respect to prospective visits or movements of foreign public vessels or aircraft;
- (2) Collection and dissemination of information with respect to actual visits or movements of such units;
- (3) Dealings with Naval Attaches;
- (4) Exchange of information with M.I.D.;
- (5) Detailed arrangements for entertainment of foreign visitors so far as such arrangements need to be made in the Navy Department;
- (6) With respect to the functions of the Intelligence Division, the Central Division of the ONI has cognizance of International affairs, including relations and contacts of Naval forces, afloat and ashore, with governments or forces of other nations, direction and control of Naval forces foreign waters or territory, and matters pertaining to treaties and conventions.

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Chapter 32 (Continued)

2. Visits of Foreigners and Foreign Ships

In the case of proposed visits or movements of foreign public vessels or aircraft within United States jurisdiction which might be objectionable because of proximity to Naval activities, the Central Division appropriately consults all other divisions interested including War Plans and Fleet Training if they are concerned, as to the position this department should take.

3. Foreign Public Vessels and Aircraft - Whereabouts

In cases of visits of foreign public ships and aircraft a copy of the program of such visits is routed to the Public Relations Division and the Security Section is kept fully informed as to movements, prospective movements, programs, etc., while in U. S. waters.

4. Foreign Vessels and Officers - Entertainments

Entertainment of Foreign vessels and visiting Naval officers is under the cognizance of the Officer-in-Charge of the appropriate Foreign Intelligence Section.

The Chief of Naval Operations (Central Division) is concerned and shall be kept informed.

The chain of action extends downward through the District Commandants.

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## Chapter 33

## UNIFORMS FOR ENTERTAINMENT

1. Uniforms for entertainments prescribed by Chief of Bureau of Navigation

(a) The Chief of the Bureau of Navigation through his Aide will be informed of any official entertainments which come to the notice of the Intelligence Office, to which Naval Officers are invited and which are given by foreign Naval Attaches, by foreign representatives, or by the State Department, in order that uniform may or may not be prescribed for the occasion.

(b) Arrangements have been made with the Division of International Conferences and Protocol, of the State Department, to furnish information concerning State Department entertainments and those given by representatives of foreign governments.

## Chapter 34

## REGISTERED PUBLICATIONS AND THEIR CHANGES

1. Instructions for Preparation

All Confidential and Secret publications which are prepared in the ONI and bear registered numbers, and which it is intended shall be issued by the Registered Publications Section, are prepared in accordance with:

(a) Instructions for the Preparation of Registered Publications and their Changes. (R.P.S. No. 7)

(b) Registered Publications Memoranda, Articles 1089 and 1120.

Copies of (a) and (b) are retained in the Mail and Dispatch Section of the ONI and may be withdrawn as needed by Sections concerned.

2. Issuance

The Head of the Administrative Branch is Custodian of all registered publications issued by the Registered Publications Section of ONI. Assistant Custodians of Registered Publications are on duty in the Mail and Dispatch Section. All registered publications of the Registered Publications Section are issued only to the Custodian or Assistant Custodians for re-issue to officers on duty in the ONI, in accordance with the procedure outlined in Naval Regulations (covering the handling of registered publications).

3. Return

Officers detached from the ONI, Washington, D. C., turn into the Assistant Custodian, Mail and Dispatch Section, prior to their departure all registered publications which have been charged to them.

4. Flyleaf Receipts

Flyleaf receipts for all registered publications issued to officers on duty in the ONI must be returned to the Assistant Custodians, Mail and Dispatch Section, who, in turn, will deliver the receipts to the Registered Publications Section. This requirement arises through the fact that the Head of the Administrative Branch is charged with all registered publications issued to officers detailed to the ONI.

Chapter 34 (Continued)

5. Publications Received From Foreign Sources

All publications delivered by foreign governments for dissemination in the ONI will be deposited in the Registered Publications Section, Division of Naval Communications; the Assistant Custodians then withdraw the publications from the Registered Publications Section and delivers them on a personal receipt to the cognizant section.

6. Information Regarding Registered Publications

Calls for and inquiries relating to registered publications may be placed on Extension 2047.