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# NAVAL INTELLIGENCE MANUAL (1949)



ONI 19 (B)

DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
OFFICE OF NAVAL INTELLIGENCE

JUNE 1949

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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D. C.

1 JUNE 1949.

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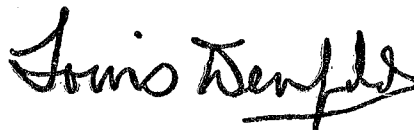
4. ONI 19 (B) is a regulatory publication within the meaning of Article 1202, 5., United States Navy Regulations, 1948. The Director of Naval Intelligence, as a representative of the Chief of Naval Operations, is charged with the administration of all matters considered in this manual and is responsible for the origination of any changes therein.

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Admiral, USN  
Chief of Naval Operations.

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Errata to Ch. 1	26 Nov. 1950	M. D. " "
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## RECORD OF CORRECTIONS

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## Chapter I

## BASIC AUTHORITY

## 1001

1. The responsibilities of Naval Intelligence to, and its relationship with, the Naval Establishment are as follows: **RESPONSIBILITIES**

a. Naval Intelligence, under the Chief of Naval Operations, is the organization charged with the execution of the intelligence and counter-intelligence mission of the Naval Establishment.

b. The head of Naval Intelligence shall be known as the Director of Naval Intelligence, and his office as the Office of Naval Intelligence.

c. He has cognizance of Naval Intelligence activities, which, except for matters within the administration and operation of the Naval Communication Intelligence Organization, include all phases of collection, processing, and dissemination of all types of intelligence in the Naval Establishment.

d. He has cognizance of Naval Attachés, Naval Intelligence Officers, and Naval Intelligence activities abroad.

e. He advises the Chief of Naval Personnel on personnel requirements of Naval Intelligence and on the training thereof.

f. He has cognizance of the security of classified information, including the clearance of foreign visitors to make visits of inspection to naval vessels, naval shore establishments and/or private plants having classified contracts with the Navy; and the control of disclosures of naval classified information to foreign governments.

g. The Director of Naval Intelligence shall disseminate promptly to activities of the Naval Establishment any intelligence of interest to them, although such intelligence may pertain to matters not within the immediate jurisdiction of the Office of the Chief of Naval Operations.

h. The Director of Naval Intelligence is charged with the coordination of the Intelligence activities of the Navy and all intelligence organizations within the Naval Establishment shall coordinate intelligence matters with the Office of Naval Intelligence.

## 1002

1. The mission and objectives of Naval Intelligence are accomplished through an organization under the primary control and direction of the Chief of Naval Operations. **ORGANIZATION**

2. The Director of Naval Intelligence is charged by the Chief of Naval Operations with the administration, operation, and maintenance of Naval Intelligence. Administration, operation, and maintenance of the Naval Communication Intelligence Organization are under the cognizance of the Chief of Naval Communications.

3. Naval Intelligence consists of:

a. The Office of Naval Intelligence.

b. Intelligence Foreign Posts (Attachés, Observers, and Liaison Officers).

c. Naval District and River Command Intelligence organizations.

*d.* Intelligence sections and units of the operating forces, including advance bases.

*e.* Naval sections of intelligence activities sponsored jointly by Navy with Army and/or Air Force.

1003

DNI ONLY  
MISSION  
DERIVED  
FROM NAVY  
REGULATIONS

1. The Director of Naval Intelligence is charged with certain specific duties which devolve upon the Chief of Naval Operations in accordance with Articles 0204 and 1502 United States Navy Regulations, 1948. The duties which are the responsibility of the Director of Naval Intelligence are:

*a.* To collect, process, and disseminate all types of intelligence information required within the Naval Establishment.

*b.* To supervise Naval Attachés.

*c.* To prepare publications, and such other detailed instructions, as are necessary to ensure proper control of classified matter (also see Art. 3201 of this manual).

1004

EXECUTION  
OF NAVAL  
POLICY

1. The following military information policy of the United States Navy (as contained in the Statement of Fundamental Naval Policy, promulgated by the Secretary of the Navy on 23 January 1948) is to be executed by the Director of Naval Intelligence:

*a.* To acquire accurate intelligence, in cooperation with other agencies of the Government, both civil and military, concerning the political, military, naval, economic, health, technical, and industrial policies and activities of all foreign countries.

*b.* To analyze and preserve military information for ready reference and for historical purposes.

*c.* To disseminate useful military information systematically throughout the naval service and to other Government departments and agencies.

*d.* To provide proper security for military information and protection against espionage and sabotage, in cooperation with other departments and agencies.

## Chapter II

## DEFINITIONS

## 2001

1. The term Naval Intelligence, when capitalized as indicated, shall be used as the proper noun to designate the organization, which, under the Director of Naval Intelligence, is responsible for and carries out the intelligence mission of the Navy.

ORGANIZA-  
TION NAME

2. When used as an abstract noun to designate the material obtained, processed, and disseminated to appropriate naval authority, the term naval intelligence shall be spelled in small letters as indicated.

## 2002

1. The following general definitions are applicable within Naval Intelligence and are for guidance of Naval Intelligence personnel:

*a. Information* is defined as knowledge derived from reading, observation, or instruction, especially unorganized or unrelated facts or data. As applicable to the work of Naval Intelligence, information consists of facts, data, or reports as received from the source before being processed into intelligence.

INFORMATION

*b. Intelligence* may be defined as the product resulting from the collecting and processing of information concerning actual and potential situations and conditions relating to foreign activities and to foreign or enemy held areas. This processing includes the evaluation and collation of the information obtained from all available sources, and the analysis, synthesis, and interpretation thereof for subsequent presentation and dissemination. Thus naval intelligence is the product of the collection, evaluation, collation, analysis, synthesis, and interpretation of information.

INTELLIGENCE

*c. Counterintelligence* is that aspect of intelligence relating to all security control measures, both active and passive, designed to ensure the safeguarding of information, personnel, equipment, and installations against the espionage, sabotage, or subversive activities of foreign powers and of disaffected or dissident groups or individuals which constitute a threat to the national security.

COUNTER-  
INTELLIGENCE

## 2003

1. The information from which naval intelligence is produced comes from many sources: From aircraft, surface vessels, submarines, ground forces, various Government agencies, etc. By far the greater part of intelligence in peacetime is termed overt intelligence because it is derived from information normally obtained from open sources, such as exchange arrangements, trade reports, public documents, periodicals, etc. The information upon which it is based is usually collected in the normal course of legitimate business by recognized agencies such as the Department of State, Department of Commerce, Immigration and Naturalization Service, Bureau of Mines, and American commercial agents abroad. The other portion of intelligence is termed covert intelligence because it comprises information collected or produced by secret or covert operations.

SOURCES OF  
INTELLIGENCE

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TWO PHASES  
OF INTELLI-  
GENCE

2. The production of intelligence may be divided into two main phases: First, *information*, and second, *intelligence*. The *information* phase includes the collection and evaluation of the source of material. The *intelligence* phase includes the collation, analysis, synthesis, and interpretation of the information, and the dissemination of the resulting intelligence to those who require it.

3. In most cases, the collection or production of *information* is incidental to the performance of some other function, or it is a specialized process requiring different training, experience, procedures, or facilities for each type of source. The production of *intelligence*, on the other hand, involves the synthesizing of all related facts, and hence requires close integration of operations for completeness. Thus the *information* function may in effect logically lead to separation of *information*-producing activities because of incidental or specialized operations, whereas the *intelligence* function requires consolidation of *intelligence*-producing activities for *composite* results. It is of prime importance, however, that Naval Intelligence furnish proper guidance to the information-producing activities in order that optimum results be obtained in the production of intelligence.

COMMUNICA-  
TION INTELLI-  
GENCE

4. This concept explains why communication intelligence activities are organizationally a part of the Naval Communication Service rather than of Naval Intelligence. Actually they are *information*-producing rather than intelligence-producing activities. The information received from Communication Intelligence activities is *combined* with other information produced by such sources as Naval Attachés, Naval Observers, and reconnaissance agencies of the operating forces. This combined information is then processed into intelligence by Naval Intelligence. Communication Intelligence activities are operated under that agency which can best support their specialized functions. In this case because, essentially, communications equipment, facilities, personnel, and techniques are employed, the work can be most efficiently and economically performed in close association with communication activities. The situation is identical with that in the case of reconnaissance aircraft. There, also, are units whose function is to obtain information for intelligence purposes. For practical reasons reconnaissance aircraft are actually operated by aviation rather than by intelligence agencies.

2004

1. The following definitions and descriptions henceforth define the basic concepts in Naval Intelligence and are a guide to the personnel of Naval Intelligence in executing its mission:

a. DEFINITIONS:

NAVAL  
INTELLIGENCE

(1) Naval Intelligence—the product of collection, evaluation, collation, analysis, synthesis, and interpretation of information of naval interest, received from all sources, needed for determination of naval policy and for planning and execution of naval operations. Naval intelligence includes:

STRATEGIC  
INTELLIGENCE

(a) Strategic Intelligence—intelligence pertaining to the intentions and capabilities of foreign nations needed by naval commanders charged with determination of policy and with planning.

OPERATIONAL  
INTELLIGENCE

(b) Operational Intelligence—intelligence needed by naval commanders in planning and executing operations, including battle.

## b. DESCRIPTIONS:

(1) Strategic Intelligence—intelligence of the intentions and capabilities of possible or actual enemies within the field of naval warfare.

(a) It is needed by naval commanders charged with:

1. Formulating naval policy supporting national policy and interests;
2. Preparing plans to put the Navy into an effective state of readiness;
3. Planning projected naval operations to complete the Navy's mission;
4. Planning and directing the necessary logistic activities which will ensure adequate naval operation; and
5. Safeguarding the security of the Naval Establishment and of naval information.

(b) It is divided into the following general categories:

1. Political: Disclosing intentions of foreign powers which, in pursuit of their own interests, may collide with interests of the United States;

2. Economic: Disclosing the war potential or capabilities, and the strength and weakness of a foreign power including finance, industry, commerce, agriculture, and transportation;

3. Logistic: Disclosing the capabilities of a foreign power or area to provide production, storage, transportation, distribution, maintenance, supplies and equipment, and other facilities required by a naval commander to plan and support an operation;

4. Geographic Elements: Disclosing topographic, hydrographic, and meteorological data;

5. Technical and Scientific: Disclosing the scientific research on and the technical development of new materials, techniques, and munitions of war;

6. Naval Power: Disclosing the organization, strength, disposition, readiness, doctrines, command, policy, strategy, tactics, weapons, ship and aircraft characteristics, procurement of personnel, supplies and material, training and bases of the navy of a foreign power; the capability of that power's merchant marine to support or aid the navy, the other armed forces, and the national economy, and the capabilities of the armed forces, including the air force, to support or assist the navy or interfere with United States Naval Operations;

7. Personalities: Disclosing data on the personalities in a position to direct the foreign policy or the war-making facilities of a foreign power, and those who could be influenced to our advantage;

CATEGORIES  
OF STRATEGIC  
INTELLIGENCE

OPERATIONAL  
INTELLIGENCE

8. Sociological: Disclosing political, ideological, and ethnic forces within a foreign country, psychological characteristics, castes, education, propaganda, and so forth.

(2) Operational Intelligence—intelligence needed by naval commanders charged with (a) the operation and logistic support of operations of naval forces in theaters of operations, and (b) the successful employment of forces under their command against enemy or hostile forces in the immediate zone of combat and those areas from which the issue of battle can be materially influenced or affected before, during, and immediately after battle. This second category is sometimes called Combat Intelligence, meaning the intelligence needed by naval commanders actually engaging with enemy forces during the comparatively short time of a naval battle as distinguished from a more extensive and time-consuming naval operation. This type of intelligence is usually based upon information collected in the field, frequently amplified by intelligence produced in the Department of the Navy.

2005

ESSENTIAL  
ELEMENTS OF  
INFORMATION

1. Essential Elements of Information—specific information about the enemy, the terrain, hydrographic or meteorological conditions in territory not under United States control which a commander needs in a particular situation in order to accomplish the commander's mission. The essential elements may also include information requested by higher, lower, adjacent, supporting, or attached units.

2006

INTELLIGENCE  
ESTIMATE

1. Intelligence Estimate—an appraisal of the elements of intelligence relating to a specific situation or condition. It is normally based upon capabilities and potentialities. It is the consideration, in logical sequence, of those factors which are the responsibility of Intelligence and which are necessary to assist a commander in the solution of a military problem. The presentation of these factors includes the known information and intelligence relative to the problem and the essential elements of information required. The Intelligence Estimate is used by naval commanders in making an estimate of the situation. The initial Intelligence Estimate is changed as phases of the Intelligence Plan are executed or as developments in the situation dictate; this is called the "Running Intelligence Estimate."

2007

INTELLIGENCE  
COLLECTION  
PLAN

1. Intelligence Collection Plan—results from the Intelligence Estimate. It is a detailed procedure based on the essential elements of information for a specific intelligence requirement and designed to coordinate and direct the activities of the collecting and producing agencies. It may include a list of the phases of an operation: The essential elements of information, an analysis (indications) of the essential elements of information, a list of the agencies that are to collect the information, the facts to be reported on by each collecting agency, and the time and place to which the information is to be reported.

**2008**

1. The Intelligence Annex—an annex to a commander's operation order or operation plan providing the necessary intelligence for the task organization to accomplish its assigned tasks.

**INTELLIGENCE  
ANNEX****2009**

1. A Logistical Intelligence Annex—an annex to a commander's logistical plan which gives information on resources available or deficiencies which must be considered in providing necessary logistic support to operating forces or for area operations.

**LOGISTICAL  
INTELLIGENCE  
ANNEX****2010**

1. Presentation—the selection of the medium of conveyance and arrangement of intelligence into the most suitable form for clear and full understanding. It may take the form of oral, graphic, and written media or combinations thereof.

**PRESENTATION**

## Chapter III

## OFFICE OF NAVAL INTELLIGENCE

## Section 1

## ORGANIZATION AND FUNCTIONS

## 3101

1. The Office of Naval Intelligence is a Division of the Office of the Chief of Naval Operations, and is the headquarters of the Director of Naval Intelligence in the Department of the Navy.

2. All of the functions of the Office of Naval Intelligence are distributed among the following Branches and Sections, responsible to the Director of Naval Intelligence:

Security Branch.....	Op-321
Intelligence Branch.....	Op-322
Administrative Branch.....	Op-323
Plans and Policies Section.....	Op-32B1
Foreign Liaison Section.....	Op-32B2
Secretariat.....	Op-32S

## ORGANIZATION

## 3102

1. The activities of the Office of Naval Intelligence are divided into three major functions, (a) the security function, (b) the intelligence function, and (c) the support function.

2. The security function includes the collection, processing, and dissemination of intelligence from all sources revealing situations or trends threatening the security of the Naval Establishment; the supply of information and intelligence required by the appropriate action authorities to protect the Naval Establishment against espionage, counterespionage, sabotage, and subversion; and the formulation and promulgation of policies and procedures to protect the security of classified information.

3. The intelligence function includes the collection, processing, and dissemination of intelligence on foreign powers in order to keep responsible naval authorities informed of the war-making capabilities and intentions of foreign nations, the characteristics of actual or potential theaters of operation, and other intelligence needed for plans and operations.

4. The support function includes the development and promulgation of techniques, procedures, and methods which will enable Naval Intelligence personnel most effectively and economically to carry out the assigned mission and objectives; the sponsorship and assistance in procurement; training, and assignment of personnel; and various other administrative services, such as mail, finances, and supplies.

## FUNCTIONS

## 3103

1. Naval Intelligence participates in the activities, and receives the benefits, of the Central Intelligence Agency of the National Security Council, as a constituent member. The Director of Naval Intelligence is a member of the Intelligence Advisory Committee of CIA.

2. Close collaboration with other governmental investigative agencies, particularly the Federal Bureau of Investigation; the Intelligence Division, General Staff, United States Army; and the Office of Special Investigations,

RELATIONS  
WITH OTHER  
GOVERNMENT  
AGENCIES



Inspector General, United States Air Force, is maintained in order to provide maximum security to the Naval Establishment.

3. Close liaison with the Federal Bureau of Investigation; the Intelligence Division, General Staff, United States Army; and the Office of Special Investigations, Inspector General, United States Air Force, on matters involving espionage, sabotage, and subversion is maintained in Washington by the Office of Naval Intelligence and in the Naval Districts by the District Intelligence Officers.

4. Liaison with the Department of State is maintained for intelligence purposes and for administrative purposes in connection with the assignment and maintenance of Naval Attachés, Observers, and Liaison Officers.

5. Liaison for intelligence purposes is maintained with the following additional Government departments and agencies:

- a. United States Coast Guard.
- b. Civil Aeronautics Board.
- c. Department of Commerce.
- d. Department of Justice.
- e. Maritime Commission.
- f. Post Office Department.
- g. Treasury Department.
- h. National Defense Research Committee.
- i. Research and Development Board.
- j. Atomic Energy Commission.

6. The Head of the Security Branch is a member of the National Censorship Readiness Measures Coordinating Committee of the National Security Resources Board. The Navy, (DNI), is charged with initial responsibility for operation of Civilian Telecommunication censorship if and when imposed.

## Section 2

### MISSION AND OBJECTIVES

3201

#### Op-32—DIRECTOR OF NAVAL INTELLIGENCE

#### DIRECTOR OF NAVAL IN- TELLIGENCE

1. MISSION: To administer, operate, and maintain Naval Intelligence in order:

- a. To inform naval authority of the war-making capabilities and intentions of foreign nations.
- b. To provide naval authority with the intelligence needed for plans and operations.
- c. To warn naval authority of threats to the security of the Naval Establishment.
- d. To contribute the naval components to national intelligence.

2. OBJECTIVES:

- a. To exploit all sources in the collection of information of naval interest.
- b. To process the information collected into intelligence needed by the Naval Establishment.
- c. To supply information and intelligence needed by policy, planning, operations, and logistics officers of the Naval Establishment.

*d.* To maintain an Operational Intelligence Section to ensure immediate dissemination of necessary operational intelligence to the Operations Division of the Office of the Chief of Naval Operations and to commanders of the operating forces, which will be expanded quickly in time of emergency.

*e.* To supply information and intelligence required to protect the Naval Establishment against espionage, counterespionage, sabotage, and subversion.

*f.* To formulate and promulgate policies and procedures to protect the security of classified information.

*g.* To coordinate intelligence activities of the Naval Establishment.

*h.* To maintain working liaison, in matters pertaining to intelligence, with the Army, Air Forces, Department of State, the Central Intelligence agency, and other Federal intelligence agencies.

*i.* To conduct or participate in joint intelligence activities.

*j.* To sponsor and assist in the procurement and training of Naval Intelligence personnel, Regular and Reserve.

*k.* To prepare, and maintain current, the Naval Intelligence Manual and necessary Naval Intelligence directives required for efficient functioning of Naval Intelligence.

*l.* To formulate and promulgate policies and procedures for the administration of naval censorship; to plan and organize, and in the event of imposition of national censorship to operate initially, civilian telecommunication censorship.

## 3202

## Op-32B—ASSISTANT DIRECTOR OF NAVAL INTELLIGENCE

1. MISSION: To serve as the principal assistant to the Director of Naval Intelligence. To perform such duties and functions as the Director of Naval Intelligence may direct; and to act for the Director in his absence. To coordinate the activities of the Branch Heads, Office of Naval Intelligence. To direct the activities of the Plans and Policies Section, the Foreign Liaison Section, and the Secretariat.

ASSISTANT  
DIRECTOR OF  
NAVAL  
INTELLIGENCE

## 3203

## Op-32B1—PLANS AND POLICIES SECTION

1. MISSION: To administer, operate, and maintain the Plans and Policies Section; to formulate plans for efficient functioning of Naval Intelligence; and to perform special staff functions as directed by the Director and Assistant Director of Naval Intelligence.

PLANS AND  
POLICIES  
SECTION

## 2. OBJECTIVES:

*a.* To formulate plans and prepare necessary directives providing for efficient functioning of Naval Intelligence.

*b.* To coordinate organizational problems of Naval Intelligence.

*c.* To coordinate Naval Intelligence planning with all other planning groups of the Department of the Navy.

*d.* To maintain liaison with planning groups of other Government departments and agencies on matters pertaining to Naval Intelligence.

- e.* To prepare operating plans for the Office of Naval Intelligence.
- f.* To prepare the Naval Intelligence Annex to the Basic Naval Establishment Plan, the Navy Basic Mobilization Plan, and other Navy plans as required.
- g.* To prepare the Manual of Naval Intelligence and coordinate the Naval Intelligence directives and plans of ONI Branches and Sections.
- h.* To perform such staff functions as may be assigned by the Director and Assistant Director of Naval Intelligence.

3204

Op-32B2—FOREIGN LIAISON SECTION

FOREIGN  
LIAISON  
SECTION

1. MISSION: To administer, operate, and maintain the Foreign Liaison Section; to maintain official liaison between the Office of Naval Intelligence and foreign naval and air attachés, with certain foreign missions, and with distinguished foreign visitors; to coordinate matters pertaining to foreign liaison with appropriate offices of the National Defense Establishment; to advise and assist United States naval officers in matters of protocol.

2. OBJECTIVES:

- a.* To arrange presentation of foreign attachés and distinguished foreign visitors to officials of the Department of the Navy.
- b.* To provide a list of foreign naval and air attachés accredited to the Department of the Navy, with monthly revision, for distribution to the offices of the foreign attachés, and to offices of the National Defense Establishment concerned.
- c.* To assist and advise foreign attachés in solving their various problems and to maintain effective liaison with them.
- d.* To maintain liaison with the Policy and Control Section of the Security Branch with respect to processing requests from foreign attachés for various classified and nonclassified information.
- e.* To organize visits of foreign naval attachés and naval missions to United States naval installations, arranging necessary travel and accommodations.
- f.* To assist and advise United States Navy and Marine Corps officers (including those proceeding to foreign attaché posts and their wives) regarding official functions, matters of protocol, procedure, and courtesy; to assist when required with arrangements for social functions given by the Director of Naval Intelligence or other officials of the Department of the Navy.
- g.* To prepare and issue Handbook of Social Usage and Protocol for the guidance of United States naval officers on duty abroad and in Washington.
- h.* To prepare suitable dispatches and letters for the Secretary of the Navy, Chief of Naval Operations, and Director of Naval Intelligence on the occasion of foreign national holidays, and regarding promotions and deaths of distinguished United States and foreign officials.
- i.* To make appointments for United States Navy and Marine Corps officers proceeding to foreign posts with representatives of the Departments of State, the Army, and the Air Force, and with appropriate foreign naval attachés.

3205

## Op-321—SECURITY BRANCH

1. MISSION: To administer, operate, and maintain the Security Branch; to collect intelligence, within the cognizance of the Security Branch, on foreign powers which originates within the Naval Districts; to collect, evaluate, and disseminate intelligence from all sources revealing situations or trends threatening the security of the Naval Establishment; and to support the Naval District Intelligence Officers and personnel.

SECURITY  
BRANCH

## 2. OBJECTIVES:

a. To exploit all domestic sources in order to collect information of naval interest.

b. To supply information and intelligence, obtained from domestic sources, of value to the policy, planning, operating, and logistics officers of the Navy.

c. To supply information and intelligence required by the appropriate action authorities to protect the Naval Establishment against espionage, counterespionage, sabotage, and subversion.

d. To formulate and promulgate policies and procedures to protect the security of classified information.

e. To coordinate intelligence activities in the Naval Districts.

f. To maintain liaison, on intelligence matters within the cognizance of the Security Branch, with other Bureaus and Offices of the Department of the Navy and with the Department of State, of Justice, of the Army, of the Air Force, and the Central Intelligence Agency, and other Federal Intelligence agencies.

g. To conduct or participate in joint intelligence activities within the cognizance of the Security Branch.

h. To collaborate with the Training Section of the Administrative Branch in the training and qualification of Naval Intelligence personnel assigned to Security Intelligence billets, both Regular and Reserve.

i. To direct and coordinate the preparation of operating plans and directives required for efficient operation of the Security Branch and its subordinate units.

j. To conduct inspections of the Naval District Intelligence Organization to ensure its adequacy to carry out its mission.

3206

## Op-322—INTELLIGENCE BRANCH

1. MISSION: To administer, operate, and maintain the Intelligence Branch; to collect, process, and disseminate intelligence of naval interest on foreign powers in order to keep responsible naval authorities informed of the war-making capabilities and intentions of foreign nations, and the characteristics of actual or potential theaters of operation, to provide naval authorities with intelligence needed for plans and operations; to coordinate naval intelligence activities on foreign posts; to provide intelligence on foreign air power; and to ensure dissemination of operational intelligence to the Operations Division of the Office of the Chief of Naval Operations, and to the commanders of operating forces.

INTELLIGENCE  
BRANCH

CONFIDENTIAL

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ORIGINAL

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Authority AND 937004

## 2. OBJECTIVES:

*a.* To exploit all sources to obtain information concerning the war capabilities and intentions of foreign nations and actual or potential theaters of operation which may be of naval interest.

*b.* To process the information in subparagraph *a*, above.

*c.* To supply intelligence on foreign powers and on theaters of operation as required by the policy, planning, operations, and logistics agencies of the Navy.

*d.* To maintain working liaison, in matters pertaining to foreign intelligence, with the Department of State, of the Army, and of the Air Force, the Central Intelligence Agency, and other Federal intelligence agencies.

*e.* To conduct or participate in joint intelligence activities as directed by the Director of Naval Intelligence.

*f.* To collaborate with the Training Section of the Administrative Branch in the training and qualification of Naval Intelligence personnel, Regular and Reserve, assigned to billets under the cognizance of the Intelligence Branch.

*g.* To direct and coordinate the preparation of directives, operating plans and manuals required for the efficient operation of the Branch and its subordinate Sections.

## 3207

## Op-323—ADMINISTRATIVE BRANCH

## ADMINISTRATIVE BRANCH

1. MISSION: To administer, operate, and maintain the Administrative Branch to relieve the other Branches of the Office of Naval Intelligence of as many administrative duties as possible (including personnel matters, finances, supplies, and other services) in order that they may devote their activities to intelligence duties.

## 2. OBJECTIVES:

*a.* To fill all Naval Intelligence billets and positions with qualified personnel, and to maintain a reserve of officers and enlisted personnel for mobilization purposes.

*b.* To furnish such office services to all Branches and Sections of ONI as duplicating and reproduction work, preparation and editing of publications, and maintaining a mail and central filing system.

*c.* To sponsor, supervise, and coordinate the training of Naval Intelligence personnel.

*d.* To furnish translations of foreign languages.

*e.* To supervise the preparation of annual budgets, the allotment of funds, the accounting of funds, and the furnishing of supplies to Naval Intelligence.

## 3208

## Op-32S—SECRETARIAT

## SECRETARIAT

1. MISSION: To administer, operate, and maintain the Secretariat in order to relieve the Director of Naval Intelligence of as much administrative detail as possible.

ORIGINAL

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DECLASSIFIED

Authority AND 937004

## 2. OBJECTIVES:

a. To maintain close working liaison, in matters pertaining to policy, with the ~~Deputy~~ <sup>Assistant</sup> Director of Naval Intelligence, and the Heads of the Security, Intelligence, and Administrative Branches.

ch. 1

b. To review correspondence, reports, and dispatches, to ensure their accuracy of detail, and to direct into proper channels that which does not require the attention of the Director of Naval Intelligence.

c. To perform such special duties and functions as directed by the Director of Naval Intelligence or the ~~Deputy~~ <sup>Assistant</sup> Director of Naval Intelligence.

ch. 1

## 3209

## MARINE CORPS PARTICIPATION

1. Marine Corps personnel are assigned to intelligence duties in the Office of Naval Intelligence and at foreign posts by the Commandant of the Marine Corps at the request of the Director of Naval Intelligence. Marine Corps Officers serving as Naval Attachés or Assistant Naval Attachés execute in all respects the mission and objectives of Naval Intelligence, as herein defined, and submit reports direct to the Director of Naval Intelligence.

FOREIGN  
POSTS AND  
ONI

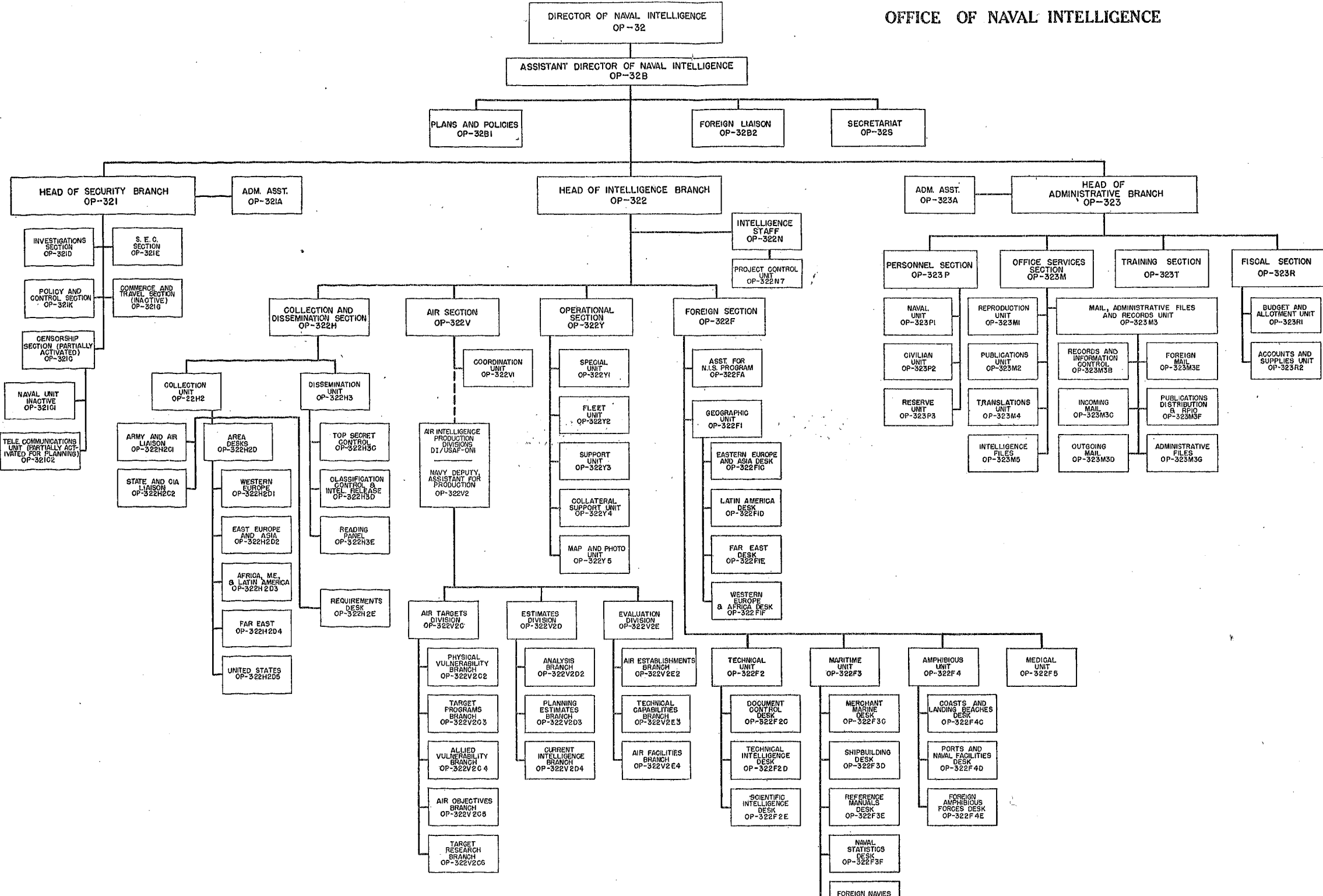
2. The table of organization allowances for intelligence personnel in the operating forces is established by the Commandant of the Marine Corps. All assignments of Marine Corps personnel to fill allowances are made by the Commandant of the Marine Corps. The principles for the functioning and for the guidance of Intelligence Officers are outlined in the Staff Manual, United States Marine Corps, and in other pertinent intelligence directives including those issued by the Director of Naval Intelligence.

OPERATING  
FORCES

## 3210

1. The current organization of the Office of Naval Intelligence is shown in Chart I.

OFFICE OF NAVAL INTELLIGENCE



## Chapter IV

## NAVAL DISTRICTS AND RIVER COMMANDS

4001

Ch. 1

1. General Order No. <sup>19</sup>245 states: "(6) *Intelligence*.—The Commandant shall maintain within the District an efficient intelligence service, including such intelligence matters as affect the security of naval activities within the District, and such operational intelligence matters as are required by the Commander of the Sea Frontier in which the District is located. Close relations with Intelligence Officers in the Forces Afloat shall be maintained."

RESPONSIBILITY OF COMMANDANT

4002

1. The Commandant's responsibility for maintaining an intelligence organization within the District is discharged through the District Intelligence Officer. This officer is specifically detailed to the billet by the Bureau of Naval Personnel from nominations made by the Director of Naval Intelligence.

DIO

4003

1. The District Intelligence Officer is a member of the staff of the Commandant and is in charge of Naval Intelligence activities and personnel performing intelligence duties within the District. The District Intelligence Officer is under the military command and the administrative control of the Commandant. (Ref: General Order No. <sup>19</sup>245.)

ON STAFF OF COMMANDANT

(omc.1)

4004

1. The mission of the District Intelligence Officer is:

MISSION

- a. To administer, operate, and maintain the District Intelligence Organization as an integral part of Naval Intelligence.
- b. To supply the Commandant and the subordinate commands of the District with the intelligence required to perform their duties, with special reference to situations and trends threatening the security of the Naval Establishment.
- c. To supply the Sea Frontier Commander or Sea Frontier Task Group Commander with operational intelligence as required.
- d. To provide the intelligence needed by the Office of Naval Intelligence.
- e. To assist in executing the mission and objectives of the Director of Naval Intelligence.

4005

1. The District Intelligence Officer in each District within the area of a Sea Frontier Command shall maintain a branch to supply the Sea Frontier Commander or Sea Frontier Task Group Commander with operational intelligence obtained within the District and the adjacent sea areas, or received from Naval Intelligence sources. The Operational Intelligence Section shall be designated Section Y. It will be maintained in an inactive status in peacetime but ready for prompt activation in time of emergency or war, upon instructions from the Director of Naval Intelligence. In peacetime, all operational intelligence functions required to meet the needs of the District shall be executed by the District Intelligence Officer with his existing organization.

DISTRICT OPINTEL SECTION

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ORIGINAL

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4006

RELATION-  
SHIP OF SEA  
FRONTIER

1. When the Commandant of a Naval District also is Commander of a Sea Frontier or a Sea Frontier Task Group Commander, the District Intelligence Officers shall be designated Sea Frontier Intelligence Officer, or Intelligence Officer of the subordinate command, and issued appropriate additional duty orders as such. Other District Intelligence Officers within Sea Frontier Commands shall be issued such additional duty orders with the Sea Frontier Command as are necessary. District Intelligence personnel performing operational intelligence duties will be given such additional duty orders for duty in the Sea Frontier Command as are required. (See Art. 6020.)

4007

DIRECT COM-  
MUNICATION  
OF DNI WITH  
DIO

1. The Director of Naval Intelligence is authorized to communicate directly with the District Intelligence Officer in matters pertaining to routine intelligence or integration of intelligence activities, or when maximum security and speed are required, but only within established policy. It is the responsibility of the District Intelligence Officer to keep the Commandant fully informed regarding all such matters.

4008

DIO COMMU-  
NICATION  
WITH CNO  
AND ONI

1. The District Intelligence Officer has no authority to communicate directly with the Chief of Naval Operations. When questions arise regarding policy and major administrative matters they should be submitted to the Chief of Naval Operations by the Commandant. With the permission of the Commandant, the District Intelligence Officer may communicate directly with the Director of Naval Intelligence on minor administrative matters, and in matters pertaining to routine intelligence or integration of intelligence activities, or when maximum security and speed are required, but only within established policy.

4009

COMMUNICA-  
TION BETWEEN  
DIO'S

1. District Intelligence Officers are authorized and directed to communicate directly with each other on matters pertaining to specific cases in which there is mutual interest and to exchange information and intelligence pertaining thereto.

4010

DISSEMINA-  
TION TO ONI

1. The District Intelligence Officer is charged with the responsibility for appropriate dissemination of information and intelligence developed within the District to the Office of Naval Intelligence and to agencies of the operating forces concerned.

4011

INTELLIGENCE  
OFFICER SEA  
FRONTIER

1. In his capacity as Intelligence Officer in the Intelligence Organization of the Sea Frontier Commander, the District Intelligence Officer shall be charged with the proper coordination of the operational intelligence activities of the Naval Establishment within the Naval District.

4012

RANK OF DIO

1. District Intelligence Officers should be of the rank of Captain. Prior to proceeding to their post of duty they should be ordered to temporary duty in the Office of Naval Intelligence for preliminary training and indoctrination.

ORIGINAL

## 4013

1. In general the District Intelligence Organization follows the organization of the Office of Naval Intelligence in performing the following functions: **ORGANIZATION SIMILAR TO ONI**
- Administrative and service.
  - Investigations covering alleged or suspected espionage, sabotage, and subversive activities on the part of naval personnel, and such other matters, as directed by competent naval authority.
  - Ensuring the security of the Naval Establishment by preventing the improper transmission of information, the disclosure of which would adversely affect the security of the Naval Establishment.
  - Collection of intelligence on foreign powers originating within the Naval Districts.
  - Evaluation of information, collected from all sources, pertaining to espionage, sabotage, and subversion and dissemination of intelligence derived therefrom to appropriate naval authority to enable such authority to plan and execute effective counter and protective measures.
  - Operational intelligence.
2. The activities of the various sections should be similar to the corresponding units of ONI, in order to promote uniformity and obtain maximum effectiveness by concerted action. (See Art. 4026.) An administration section may be established if deemed necessary by the DIO. The Operational Intelligence Section will be activated on instructions of the Chief of Naval Operations (DNI). A Foreign Intelligence Section will not be established.

## 4014

1. The District Intelligence Officer shall maintain, in addition to the necessary administrative files, the following special files on matters and activities within the District: **SPECIAL FILES**
- A central file of intelligence material;
  - files of suspects who are dangerous or potentially dangerous to the security of the Naval Establishment; and
  - files of those persons who, on a voluntary basis, are enrolled, or who are potential candidates for enrollment, in certain highly classified intelligence collection programs. The special files (a), (b), and (c) must be closely guarded.

## 4015

1. The District Intelligence Officer is required to maintain effective liaison, for intelligence purposes, with the appropriate intelligence units of Army or Air Force command or commands, the Field Divisions of the Federal Bureau of Investigation, and appropriate Coast Guard Intelligence Officers in the District. **LIAISON MAINTAINED**
- The District Intelligence Officer shall cooperate with appropriate officials of other nonnaval Federal intelligence or security agencies, when necessary, such as the Customs Service, the Immigration and Naturalization Service, the Department of Commerce, the Civil Aeronautics Board, and the Maritime Commission in the District, under proper security control. Cooperation with State, county, and municipal authorities is desirable, provided security is assured.

## 4016

EXCHANGE  
OF INFORMATION AND INTELLIGENCE

1. Intelligence and information originated by Naval Intelligence may, in the discretion of the District Intelligence Officer, or by direction of the Director of Naval Intelligence, be exchanged with nonnaval Federal intelligence or security agencies when necessary, provided the source is adequately protected. The District Intelligence Officer shall not pass on to a nonnaval third agency material or information received from another agency outside of Naval Intelligence, except when the material is received from a foreign source without specific notation for retention within the naval service. When information or intelligence is passed on to a nonnaval agency the Director of Naval Intelligence shall be fully advised.

## 4017

(amc 2) OUTLYING  
OFFICES AND  
UNITS

1. As <sup>and when approved by the Director of Naval Intelligence,</sup> circumstances require, the Commandant may, ~~at his discretion,~~ establish outlying offices of the District Intelligence Organization within the District. In such cases the offices established to supervise intelligence work over a sizeable area shall be known as Zone Offices, with the Officer-in-Charge responsible to the District Intelligence Officer. Outlying offices of lesser area responsibility shall be known as Subzone Offices or Field Offices and shall function under either the direct control of the District Intelligence Officer, or the Zone Intelligence Officer, whichever is more appropriate and effective. Intelligence activities within subordinate commands of the District, or assigned to independent commands, shall be designated Intelligence Units. All such offices and units should be manned by Intelligence personnel. (See Art. 4019.) The Director of Naval Intelligence shall be informed promptly when Zone, Subzone, Field, or Unit Offices are opened or closed. When the Zone Office is required to be large it should be organized along lines similar to those of the District Intelligence Organization.

## 4018

UNITS AT  
SUBORDINATE  
COMMANDS

1. Intelligence Officers in charge of Intelligence units at subordinate or independent commands within Naval Districts are under the military command of the respective commanding officers of the activities concerned. These officers have a dual responsibility to the commanding officer of the naval activity, and to the District Intelligence Organization, of which they are an integral part. As such they are authorized to deal directly with the District Intelligence Officer on intelligence matters, at the same time keeping their immediate commanding officer informed. The District Intelligence Officer has the same relationship to all Intelligence units in the District as the Director of Naval Intelligence has to the District Intelligence Organizations. This shall not be construed as curtailing the responsibility of any local commandant or commanding officer for the proper and efficient operation of the Intelligence unit under his command.

## 4019

INTELLIGENCE  
PERSONNEL  
ROLES

1. All Intelligence personnel on active duty within the District command, unless assigned to offices of Attachés, Observers, or Liaison Officers, will be carried on the rolls of the District Intelligence Organization and will be charged against its complement.

## 4020

1. The District Intelligence Officer is responsible for initiating action to maintain proper and adequate intelligence personnel not only for District headquarters, but also for all Zone, Subzone, and Field Offices and Intelligence Units within the District. If the intelligence requirements of subordinate independent commands do not justify assignment of full-time Intelligence personnel, the intelligence needs shall be covered by the nearest Intelligence Officer in the District Intelligence Organization.

MAINTENANCE OF  
PERSONNEL

## 4021

1. When no Intelligence personnel are assigned to a naval activity, other personnel attached to the activity shall be designated to perform the duties required in the execution of the mission of the Director of Naval Intelligence, in close liaison and cooperation with the nearest Intelligence Officer in the District Intelligence Organization. (See Art. 4020.)

NO INTELLIGENCE  
PERSONNEL  
ASSIGNED

## 4022

ch.1 1. The District Intelligence Officer shall keep a register of Naval Reserve officers, ~~S (1) and W (1)~~ *code designator 1635*, residing in the District, and shall maintain contact with them to determine and report on their professional fitness. (See Arts. 7106 and 7107.)

RESERVE  
REGISTER

## 4023

1. The District Intelligence Officer is charged with the responsibility of carrying out the specialized intelligence training program, under the direction of the Director of Naval Intelligence, for Naval Reserve officers, ~~S (1) and W (1)~~ *code designator 1635* *ch.1*, residing in the District. Training and indoctrination of naval officers in non-intelligence subjects is under the cognizance of the Bureau of Naval Personnel and its agencies. The Bureau of Naval Personnel and the Naval Intelligence School have cognizance over the basic general course in Naval Intelligence.

RESERVE  
TRAINING

## 4024

1. The District Intelligence Officer is responsible for the preparation of war plans for the District Intelligence Organization in accordance with the Navy Planning System.

WAR PLANS

2. District war plans and subsequent changes thereto must be in accord with the basic plans prepared by the Plans and Policies Section of the Office of Naval Intelligence as to form, captions, substance, etc. The proper procedure is given in the System of War Planning, United States Navy.

3. The District Intelligence Officer is responsible for the preparation of such other plans as may be required from time to time by the Office of Naval Intelligence to maintain the maximum efficiency of Naval Intelligence as an integrated organization.

## 4025

1. Funds are allocated to the District Commandant by the Director of Naval Intelligence for the collection and classification of information pertaining to Naval Intelligence.

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DISTRICTS

4026

TYPICAL  
DISTRICT  
ORGANIZA-  
TION

1. A typical District Intelligence Organization is presented in diagrammatic form in Chart II.
2. The over-all organization is divided into Headquarters and Outlying Activities, both under the supervision of the District Intelligence Officer and the Assistant District Intelligence Officer.

4027

DIO SECTION  
OBJECTIVES

1. The functions of Headquarters are accomplished by sections. The objectives of the District over which the sections have cognizance are:

- a. To perform administrative and service functions required to maintain the District Intelligence Organization.

- b. To collect, process, and disseminate information and intelligence required to protect the Naval Establishment against espionage, sabotage, and subversion; to exploit sources of intelligence within the District; and to ensure the security of naval information.

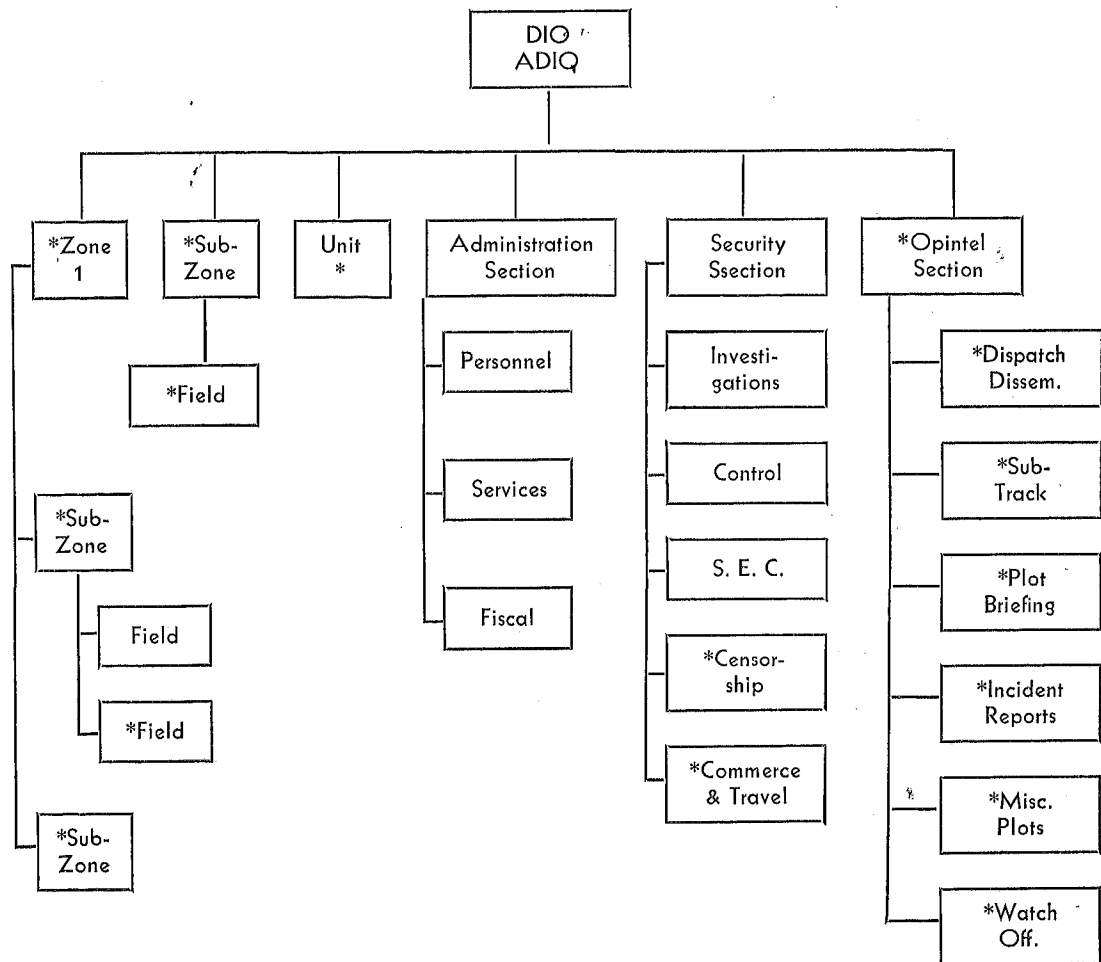
- c. To collect, process, and disseminate operational intelligence to the operating forces of the Naval District, or the Sea Frontier, or both, as appropriate, or to other operating forces concerned.

DIO ORGAN-  
IZATION  
CHART

2. Those sections which are marked with asterisks in Chart II are normally activated only in wartime, when all sections are fully manned. While the functions of other Headquarters sections are continued in peacetime, a consolidation of sectional functions may be necessary owing to the limited peacetime complement. In any case, integration of work within Headquarters and between the District Office and field units is essential. The organization outlined in Chart II is not to be regarded as a standard. It is a guide for District organizations and should be modified to meet local requirements.

CHART II

TYPICAL NAVAL DISTRICT INTELLIGENCE ORGANIZATION



\*Activated when required and approved.

## Chapter V FOREIGN POSTS

### 5001

1. Naval Attachés, Naval Liaison Officers, and Naval Observers are an integral part of Naval Intelligence and are under the cognizance of the Director of Naval Intelligence. For Intelligence purposes they are under the immediate cognizance of the Collection Unit, Collection and Dissemination Section of the Intelligence Branch of ONI (Op-322H2). Personnel matters, finances, supplies, mail and dispatches, and the preparation of directives relating to administration of foreign posts are under the cognizance of the Administrative Branch of ONI (Op-323).

COGNIZANCE

### 5001½

1. The Office of the Naval Attaché is a naval activity under the senior naval attaché as commanding officer. In the latter capacity the naval attaché exercises the responsibilities of a commanding officer as set forth in Navy Regulations.

COMMAND  
STATUS

### 5002

1. Naval Attachés are assigned by the Department of the Navy and designated by the Department of State to reside and/or to be accredited to the seats of the various diplomatic missions as naval interest requires. They are nominated by the Director of Naval Intelligence.

NOMINATION  
AND ACCRED-  
ITATION

### 5003

1. It is the policy of the Office of Naval Intelligence to designate the Naval Attaché as Naval Attaché for Air also. The designation as Naval Attaché for Air authorizes official relations with the foreign governmental agency controlling its aviation activities, whether that agency be under the Army, or the Navy, or a separate Air Force.

NA AND NA  
FOR AIR

### 5004

1. Every Naval Attaché has a dual responsibility. He is ordered to report to the Chief of the Diplomatic Mission for duty, and under his supervision, is required to carry out the orders and directives of the Director of Naval Intelligence. Should the Naval Attaché receive conflicting instructions, which cannot be resolved locally and in his opinion prevent him from carrying out the assigned intelligence mission, he shall carry out the instructions of the Chief of the Mission and report the circumstances fully to the Director of Naval Intelligence.

RELATION-  
SHIP OF NA TO  
CHIEF OF  
MISSION

### 5005

1. The Naval Attaché is a member of the official staff of the Diplomatic Mission of the United States to the country to which he is accredited, and is the direct representative of the Department of the Navy. He is a member of the personal staff of the Chief of the Diplomatic Mission and takes precedence with other members of the staff in accordance with Executive orders currently in effect.

NA MEMBER  
OF MISSION  
STAFF

2. By General Order No. 14 (Executive Order No. 9998, dated 14 September 1948), the President of the United States prescribed that service attachés shall take place and precedence next in succession after the counselors of embassy or legation or, at a post where the Department of State has assigned no counselor, after the senior secretary. Military, Naval, and Air Attachés shall

PRECEDENCE

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take precedence among themselves according to their respective military ranks and seniority therein. Assistant Military, Naval, and Air Attachés shall take precedence next after the lowest ranking second secretary. At a post to which there is no second secretary assigned, Assistant Military, Naval, and Air Attachés shall take precedence as a group among the officers of the Foreign Service of rank equivalent to second secretaries as the Chief of Mission may direct. Assistant Military, Naval, and Air Attachés shall take precedence among themselves according to their respective grades and seniority therein.

5006

RELATION TO  
PERSONNEL  
OF MISSION

1. The Naval Attaché, as the representative of the Navy on the Diplomatic Mission to which he is assigned, is the Naval Advisor to the Chief of Mission and members of the Mission on naval questions. The need for the greatest possible harmony between all members of a foreign post, particularly between the Naval Attaché and his associate Military and Air Attachés and also the Chief of Mission, cannot be too strongly stressed. On questions of mutual interest, the Naval Attaché shall coordinate his work as closely as possible with that of the Chief of Mission and of his associate Military and Air Attachés. On other than naval matters, he shall be guided by the findings and opinions of other attachés or Mission personnel in matters relating to their specialties; in cases where he disagrees with their findings and opinions, he shall report the facts to the Director of Naval Intelligence together with the reason for his disagreement.

5007

RELATION TO  
FORCE COM-  
MANDERS

1. The Department of the Navy has repeatedly laid down the principle that a naval force commander on his own station cannot issue an order to a Naval Attaché. This, of course, is intended in no way to diminish or handicap complete cooperation, which should exist between force commanders and Naval Attachés. Where United States naval forces are maintained in foreign areas, the Naval Attachés assigned to the countries concerned shall forward, direct to the commander of such forces, copies of their intelligence reports that may be helpful or required. Personal contact between the Naval Attaché and the Intelligence Officer of a naval force commander regularly operating in the vicinity of the Attaché's station is desirable. The Naval Attaché should endeavor to supply such intelligence as may be desired by the naval commander in the execution of his mission.

5008

DIPLOMATIC  
IMMUNITY

1. The Naval Attaché is not recognized by law as a Foreign Service Officer, although he has a diplomatic passport and has diplomatic immunity. Naval Attachés, although entitled to diplomatic immunity shall carefully observe all the laws of the country in which they are stationed. If charged with a violation, they may not surrender this immunity except through the Chief of the Mission.

5009

NAVAL  
LIAISON  
OFFICERS,  
NAVAL  
OBSERVERS

1. Naval Liaison Officers and Naval Observers are assigned to foreign areas as the representatives of the Department of the Navy in those areas. They are nominated by the Director of Naval Intelligence. Both classes of officers are issued special passports, but they do not have the diplomatic immunity of a duly accredited Naval Attaché. Those officers do not report to



the Department of State Mission in the area to which assigned, but they are required to pay due deference to the senior Department of State representative in the area.

## 5010

1. The Naval Attaché is required to familiarize himself with "Foreign Service Regulations" issued by the Department of State.

INSTRUCTIONS  
TO DIPLO-  
MATIC  
OFFICERS

## 5011

1. Naval Attachés shall conduct themselves at all times in a manner creditable to the United States Government. In all their dealings they will exercise the dignity, restraint, and tact demanded by their diplomatic and official status.

PERSONAL  
CONDUCT OF  
NA'S

2. Naval Attachés shall at all times maintain frank and cordial relations and cooperate fully with the Chief of the Diplomatic Mission, members of his staff, United States consular officers, and other official representatives of the United States.

3. Naval Attachés shall scrupulously observe appropriate local customs regarding social relationships and obligations.

## 5012

1. The Naval Attachés deal directly with the Admiralty or Ministry of Marine or Air Ministry, and where the military, naval, and air departments are combined, with the Ministry of Defense. The Naval Attaché shall call upon the civilian heads of the foreign naval and air establishments corresponding to the Secretary of the Navy and the Secretary of the Air Force, and/or the Secretary of National Defense, as well as upon the military chiefs of these activities. As a rule it is not accepted by foreign governments that the Naval Attachés have assumed their official duties until after these audiences. After the above audiences NA's will make official calls in accordance with local customs. Official dealings with any other agencies of the Government should be conducted through or with the permission of the Chief of the Diplomatic Mission.

OFFICIAL  
CALLS

2. The proper official and courtesy calls must be made also upon detachment.

## 5013

1. It is inadvisable for naval officers on foreign posts to make any comment either in conversation or in unofficial or personal correspondence, on the wisdom or effect of domestic or foreign policies currently being pursued by the United States Government or any responsible official thereof. Similarly, Naval Attachés shall scrupulously avoid unofficial criticism or endorsement of the policy being pursued by the government of the country to which accredited. Any comment of this nature, when deemed to be of intelligence value, shall be made the subject of official correspondence.

COMMENT ON  
FOREIGN  
POLICY

## 5014

1. Personnel assigned to duty at a foreign post should have complete command of the language of the country to which accredited. Those who

QUALIFICA-  
TIONS

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lack this qualification upon appointment should take immediate steps to obtain such knowledge. ~~The Naval Attaché shall report on their progress in the semiannual report.~~ Personnel at a foreign post should be familiar with the customs, culture, history, domestic, and foreign political trends, and general background of that country. Officers should be particularly familiar with its naval, military, and air organization. In the interests of his own country, the officer should display a sincere friendliness, sympathy, and helpfulness for the naval officers, military and other officials, and citizens of the country.

ch. 1

5015

INDOCTRINATION

1. After being detailed for duty abroad and before reporting for duty at their posts, Attachés shall report to the Office of Naval Intelligence for at least 1 month's temporary duty for the purpose of indoctrination. During this time, the officer should spend as much time as possible with the officer in charge of the desk of the country to which he is assigned. He should become familiar with the material on hand and read reports that have been submitted, and the critiques and evaluations of these reports. His indoctrination should include a briefing on security by the Security Branch, at which time he will be informed of any particular conditions known to exist at his post. He should also be thoroughly indoctrinated in the administrative and fiscal policies and procedures applicable to Naval Intelligence foreign posts.

5016

MISSION

1. The mission of Naval Attachés, Naval Liaison Officers, and Naval Observers is to collect, evaluate, and report all information and intelligence, including air intelligence, of interest to the Navy that may be obtainable in the area to which they are assigned.

2. In the execution of this mission, Naval Attachés, Naval Liaison Officers, and Naval Observers shall perform the following tasks:

a. The collection, preliminary evaluation, and forwarding to the Director of Naval Intelligence of information and intelligence concerning the war-making capabilities and intentions of foreign nations and concerning actual or potential theaters of operation which may be of naval interest.

b. Cooperation with other United States agencies abroad in the collection, preliminary evaluation, and dissemination of intelligence of interest to other Government agencies.

c. The preparation and maintenance of up-to-date plans for the expansion or curtailment of activities of his office in the event of strained relations, or of war.

d. In time of war, collection of information on the composition of enemy forces, their numbers and probable intentions, and cooperation with other Government agencies in the collection of war information.

5017

PRIMARY TASK

1. The primary task of a Naval Attaché, Naval Liaison Officer, or Naval Observer is to collect, evaluate insofar as is possible, and transmit intelligence of naval interest on the country or countries to which he is accredited. This task is so important that it should never be relegated to secondary consideration

in favor of other miscellaneous duties. The Attaché is a collector and evaluator of all information which might affect the plans and strategy of the United States Navy. Consequently, it is necessary that he maintain a continuous flow to ONI of intelligence, including air intelligence, of interest to the Navy, such as naval and air order of battle, construction programs, technical developments, repair facilities, harbors, coastal defenses, air facilities, port facilities, merchant marine, coastal terrain, bases and lines of communication, etc. The Naval Attaché must keep ONI advised as to the naval potential and policy of the country concerned, the current concepts of strategy and tactics, the extent and results of operations, the efficiency of personnel and material, the characteristics of military leaders plus biographical data, and any information which shows the real spirit which prevades the navy and the air force reported on.

## 5018

1. The nonintelligence duties of the Naval Attaché in time of peace are numerous and time-consuming. For example, he performs duties of protocol and executes requests from the Chief of the Mission to which he is attached; he receives visiting United States naval vessels, arranges recreation for officers and men, and supervises the procurement of stores and provisions; he personally encodes and decodes messages; he acts as disbursing and supply officer; and he handles general administrative reports. Most of these duties are also performed by Naval Liaison Officers and Naval Observers.

## MISCELLANEOUS DUTIES

## 5019

1. The Senior United States Representative in each foreign area where the United States maintains a foreign post is responsible for the coordination of all normal intelligence collection activities within his area.

## COORDINATION ACTIVITIES

2. It shall be the duty of the Naval Attaché:

- a. To cooperate in the coordination measure prescribed above.
- b. To bring promptly to the attention of the proper representatives of other departments or agencies in the area any intelligence information or material of concern to them.
- c. To collect information and prepare intelligence reports other than of naval interest when specifically directed by the DNI or the Chief of Mission.

## 5020

1. To assure the most efficient utilization of personnel and to achieve maximum effectiveness in the execution of their missions, the Intelligence activities of the service attachés should be closely coordinated in each country by the following measures:

## COORDINATION BETWEEN NA, MA, AND AA

- a. Procurement of adjacent office space.
- b. Maintenance of a joint intelligence library accessible to all service attachés and their staffs.
- c. Exchange of pertinent data and allocation of assignments for intelligence work to avoid duplication of effort.
- d. Such other measures as may be directed or found to be expedient.

## 5021

COLLECTION  
RESPONSIBILITIES

1. By joint agreement between the Director of Intelligence, General Staff, United States Army and the Director of Naval Intelligence, United States Navy, the following allocation of responsibilities was established for the collection and reporting of intelligence:

a. Subjects allocated to the Naval Attaché:

- (1) Military geography of coastal areas and navigable streams.
- (2) Coastal hydrography and oceanography.
- (3) Climate and meteorology.
- (4) Resources and trade (foreign trade, shipbuilding, and closely related resources).
- (5) Communications and transportation (waterways, radio communications, except radio aids to air navigation, and cable communications).
- (6) Port facilities.
- (7) Cities and towns, coastal.
- (8) Navy.
- (9) Navy air.

b. Subjects allocated to Military Attachés:

- (1) Military geography of interior areas.
- (2) Resources and trade, domestic trade, and resources other than those specified in a (4) above.
- (3) Communications and transportation (roads, railroads, telephone, telegraph, commercial aviation, and radio aids to air navigation).
- (4) Cities and towns, inland.
- (5) Army.
- (6) Army air.

2. With the establishment of the Air Attaché system, the Air Attachés assumed the dominant interest in collecting air intelligence. Naval Attachés shall continue to collect air intelligence of interest to the Navy.

3. The responsibility for collecting the various broad categories of intelligence is laid down in Articles 8003 and 8005 of this manual.

## 5022

INTELLIGENCE  
REPORTS

1. The Naval Attaché is charged with the responsibility for forwarding promptly such intelligence as is required to support fully the mission and objectives of the Director of Naval Intelligence. This intelligence is reported on the standard Intelligence Report Form (ONI Form 352-2) (32F-96). This form should always be used for reporting intelligence, except when the intelligence is of such an urgent nature that it is necessary to forward it by dispatch. All intelligence information, whether originating with the Naval Attaché or in response to a request from the Director of Naval Intelligence, will be sent on standard Intelligence Report Form and not in letter form.

2. The following instructions apply to the preparation of intelligence reports:

- a. Reports shall be numbered, commencing with No. 1 at the beginning of the calendar year. Separate series should be maintained for Top

Secret, for Secret, and for reports of Confidential or lower rating, numbered thus: 1-TS-49; 1-S-49; 1-49.

b. At the beginning of a report, more than one page in length, there should appear a brief summary or statement on the principal matter covered. This summary should contain the substance of the report succinctly stated and include important facts, names, places, etc.

c. The Naval Attaché should include his personal comment on *all* reports submitted. This can best be stated in a *final* paragraph marked "Naval Attaché Comment." This comment should set forth clearly the significance of the information to the Naval Attaché. This type of "on the spot" evaluation of information is invaluable to ONI in analyzing and converting information to intelligence.

d. Lateral dissemination is desired whenever the subject reported on is also of interest to operational commands (Naval, Army, Air Force) and to contiguous or interested ONI posts.

e. The Director of Naval Intelligence does not encourage the submission of information in the form of clippings. If the information is considered to be of sufficient naval interest to be forwarded to ONI, it should be in such a form that proper dissemination may be given, i. e., type-written on ~~form OpNav-32F-96~~<sup>ONI Form 382-2</sup>. In certain cases however, where the information in the clipping is not of sufficient naval interest to be collated and written up as an ~~OpNav-32F-96~~<sup>ONI Form 382-2</sup> report, but is nevertheless of some background interest to ONI, it may be sent as an enclosure, using ~~form OpNav-32F-96~~<sup>ONI Form 382-2</sup> as a cover sheet. In this case the cover sheet should have a summary or synopsis of the enclosed clipping and contain the Naval Attaché's comments as to its significance. Clippings and publications submitted as enclosures to ~~form OpNav-32F-96~~<sup>ONI Form 382-2</sup> cannot be readily reproduced for dissemination, consequently most addressees on the dissemination list receive copies of the cover sheet unaccompanied by the enclosure. This makes the report of little value to the recipient.

f. The Intelligence File Index numbers and the instructions accompanying the Intelligence File Index must be followed in preparing intelligence reports.

3. The procedure of preparing and submitting joint intelligence reports on subjects of mutual interest by the Naval, Military, and Air Attachés, and Department of State representatives is acceptable by the Director of Naval Intelligence. **JOINT INTELLIGENCE REPORTS**

4. An excellent example of such joint reporting is the Joint Weeka. This is a brief summary of carefully considered observations, comments, and opinions pertaining to significant events of the preceding week. It should *not* include a résumé of events that have been reported. It is unusually made up of the following sections:

**JOINT WEEKA**

- a. Political.
- b. Economic.
- c. Military.
- d. Naval.
- e. Air.
- f. Miscellaneous.

5. The preparation and submission of Joint Weekas is a joint coordinated

local effort by Service Attachés and Department of State representatives and is authorized and encouraged by the Director of Naval Intelligence.

6. When Joint Weekas are submitted, the Naval Attaché should be responsible for the *Naval* section and for providing air items of interest to the Navy for inclusion in the *air* section. Although the Naval Attaché may assist, if requested, in the preparation of sections of the Weeka, other than those for which he is responsible, such assistance should not interfere with his primary function of reporting naval intelligence including air intelligence required for naval purposes.

5023

SEMIANNUAL  
REPORTS

1. Semiannual reports shall be submitted by Naval Attachés as of 1 January and 1 July for the preceding 6-month period. These reports should be of an informal nature, should be completed for the period covered, and should contain information of a character that would be imparted to the Director of Naval Intelligence in a personal conference. While not restricted in any way, the report shall include such points as the following:

a. Names of officers, enlisted, and civilian personnel attached to the office, dependents residing with them, dates of reporting, dates of detachment, and changes occurring since last report; and duties and capabilities of officers, analysts, and clerical personnel.

b. A brief discussion of what has been accomplished during the period, and that which is planned for the succeeding 6 months, status of work on requests contained in "Intelligence Needs," foreign naval and governmental personalities contacted, inspections made, travel performed, and courtesies extended by foreign government officials.

c. Status of preparation of plans to expand facilities of office to meet war or limited emergency requirements in accordance with Intelligence directives. This should include an estimate of the increase in funds to provide for expanded facilities.

d. Relations existing between the personnel of the Attaché's office and personnel attached to the Mission.

e. Coordination and cooperation between the Military, Naval and Air Attachés.

f. Relations existing between the personnel of the Attaché's office and the naval officials of the country.

g. Location, size, cost and suitability of office space, type of electric current available, anticipated change or additional expenditures, and recommendations for economies.

h. Office procedure, system of filing, preparation of reports, coding of dispatches, receiving of visitors, security provisions, watches, and so forth.

i. Degree of security in accord with the United States Navy Security Manual for Classified Matter regarding files, safes, and offices, and suggestions for improvement of security.

j. Status of files, such as the file of the United States Navy and Marine Corps Retired and Reserve Officers resident in the country, Naval Attachés Intelligence Record, and so forth.

k. Proficiency of American personnel in the language of the country.

l. Security measures in force and to be enacted in the event of an emergency.

ORIGINAL

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CONFIDENTIAL

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## 5024

1. Letters, endorsements, etc., shall be numbered in a separate series, beginning with No. L-1 at the first of the calendar year. An Attaché assuming duty during the calendar year shall continue the numbered series of his predecessor for that year.

ADMINISTRATIVE CORRESPONDENCE

## 5025

1. Official mail shall be transmitted by diplomatic pouch. The Naval Attaché, when using the diplomatic pouch, shall comply with Department of State and Naval Intelligence circular letters regarding mail regulations.

USE OF DIPLOMATIC POUCH

## 5026

Deleted by Change No. 1.

## 5028

1. Naval Attachés should make a determined effort to become familiar with the names, addresses, status, and capabilities of United States Navy and Marine Corps Retired or Reserve officers, and of dependable and loyal American citizens residing in or near countries to which accredited, who might be available for possible service in an emergency. Contact, ostensibly social in character, should be maintained with such persons as far as practicable. In pursuance of the above, Naval Attachés in all countries are required to maintain a register of United States Navy and Marine Corps Retired or Reserve officers currently resident in their respective areas, corrected to date, showing each officer's name, rank, and classification; and name, address, and telephone number of business or activity with which connected. Official permission to Retired and Reserve officers to leave the United States requires them to report in person or by letter to the Naval Attaché on arrival in foreign areas. At the foreign post they should be received by a commissioned officer.

RECORD OF RESERVE OFFICERS

2. Naval Attachés shall inform the Office of Naval Intelligence of the expected return to the United States of those Reserve/Retired officers and other American citizens whom they consider to be potential Intelligence sources by reason of their occupation or residence abroad. Such a report should contain the following information:

- a. Name, including rank and classification when appropriate.
- b. Countries, areas or special subjects known.
- c. Occupation while abroad.
- d. Expected date of arrival and port of debarkation.
- e. U. S. home address.
- f. Other pertinent facts.

5029

EXCHANGE  
OF INFORMATION

1. Information is exchanged between the United States Department of the Navy and its foreign counterpart through United States Naval Attachés abroad and foreign Naval Attachés in Washington on a reciprocal basis under the security control established by the Director of Naval Intelligence. To aid in making reciprocity effective, the Naval Attaché shall:

*a.* Obtain specific approval from the Director of Naval Intelligence to request an invitation to witness classified or important experiments, unless time does not permit.

*b.* Forward to the Director of Naval Intelligence a copy of all official requests for information and for visits to public and private installations with a report on the action taken by the foreign government.

*c.* Report all information unofficially offered by the foreign government and information volunteered by the Naval Attaché.

*d.* On official and unofficial visits or inspections report fully on information offered, commenting on the professional and technical intelligence gained, biographical information on naval officers, engineers, or important officials met, the degree of cordiality and frankness of the visit or inspection, location of installations visited, plans thereof, if possible, whether photographs were permissible or obtainable, and extent of courtesies rendered and entertainment, if any.

*e.* Report on significant questions asked by any foreign representative and answers given.

2. A word of caution is necessary concerning direct requests made by an Attaché to foreign governments for specific information. Custom prescribes that such a request carry with it the implication that corresponding United States data will be given in exchange. The Director of Naval Intelligence, therefore, definitely prefers to acquire information through Attachés on an unofficial basis unless a direct official request is authorized. The same rules apply when the Attaché requests permission to attend, or accepts invitations to witness confidential trials and experiments. It is likely that the government to which the Attaché is accredited will expect reciprocal privileges in return. The Attaché should know, *and advise the officials of the foreign country*, what the attitude of this Government is with respect to the exchange of information or the extension of reciprocal privileges.

5030

ASSISTANCE  
OF FOREIGN  
GOVERNMENTS

1. In matters of obtaining information and making inspections of naval interest, the Naval Attaché shall keep the Director of Naval Intelligence and the Chief of Mission informed of the facilities and assistance, or lack thereof, made available by the government to which he is accredited.



## 5031

1. Naval Attachés shall keep the Director of Naval Intelligence informed of any restrictions or prohibitions which may be placed by the foreign government or officials on their activities, including travel and the collection of information. The DNI transmits to Naval Attachés copies of letters to representatives of foreign governments in the United States, in order that they may be aware of information furnished and courtesies extended. Naval Attachés who do not receive reciprocal privileges should inform the Director of Naval Intelligence in order that appropriate action may be taken.

TRAVEL RE-  
STRICTIONS

## 5032

1. It is the policy of the Department of the Navy, in times of peace, never to resort to methods of obtaining information that might cause a loss of prestige in the eyes of a foreign government. Accordingly, Naval Attachés shall employ only such means as are consonant with their official position and the diplomatic relations maintained with the government to which accredited. This should not be interpreted, however, to mean that an Attaché should ignore any means of investigating matters of importance that bear on the national defense. (See also Art. 8012 of this manual.)

MAINTAINING  
PRESTIGE

2. During the indoctrination period in the Office of Naval Intelligence the Naval Attaché will be specifically briefed in this regard by the Deputy Director of Naval Intelligence.

## 5033

1. The Naval Attaché or one of his assistants usually is designated "Special Disbursing Agent" by the Secretary of the Navy. Except as specified by Article 5034, the Special Disbursing Agent is responsible for the administration of all funds made available to the Naval Attaché for the conduct of his office.

DISBURSING  
DUTIES

## 5034

1. Funds are allocated to Naval Attachés by the Director of Naval Intelligence for the collection and classification of information pertaining to Naval Intelligence.

C AND CI  
FUND

## 5035

1. The Naval Attaché is responsible for the maintenance and continuous improvement of security both in the office under his control and in the conduct of the official duties of himself and his subordinates. For protection of naval and other intelligence material, the Naval Attache shall approve or devise, with the collaboration of the Military and Air Attaches, specific measures, in the event of an emergency, for speedy and effective destruction or removal to safety of all classified equipment or matter which conceivably could become of possible use or value to inimical interests.

SECURITY  
RESPONSIB-  
ITY

2. Precaution shall be taken to ensure that alien personnel do not have access to classified information. In unfriendly countries, the Naval Attaché must realize that each one of his local employees reports periodically to the local security police on what has been observed in the operation of the Naval Attaché's office. Also the Naval Attaché must realize that he and his American personnel are under almost continuous surveillance. Experience has shown that unfriendly governments will not stop at anything to discredit the United

States Government or the Navy, including such measures as "planting" information and "frame-ups."

5036

DEPARTMENT  
OF STATE  
SECURITY  
OFFICER

1. The Department of State has assigned a Security Officer to United States Embassies and Legations. This Officer has responsibility for the security of the Mission and all smaller posts within the geographic area. Security Officers are appointed as Staff Officers in the Foreign Service, bear the title of Attaché or Assistant Attaché, and have diplomatic status.

2. By CNO restricted directive of 30 January 1948 (Serial 998P32), Naval Intelligence Officers on foreign posts are directed to cooperate with the Security Officer at their respective posts in every possible way. These instructions, however, in no way relieve ONI representatives of their normal security responsibilities.

5037

STRAINED  
RELATIONS  
AND WAR

1. In the event of outbreak of hostilities, the Naval Attaché must obtain and report all intelligence relating to enemy activities in the enemy country and dependencies, in neutral countries, on the high seas, and in the air.

2. In the event of strained relations between the United States and any foreign power, the Naval Attaché may find restrictions imposed on his means of communications or the movements of himself and his subordinates. It may even become inadvisable to dispatch highly classified matter through the diplomatic pouch. It is of vital importance, however, to forward notice of all events indicative of attack, and the Naval Attaché, to ensure reliable communication, may employ couriers or other means at his discretion for the conveyance of information to the Director of Naval Intelligence or to another Attaché or United States agency.

3. The transmittal of information concerning the initial movements and disposition of foreign naval forces during a period of strained relations, a period of mobilization, or at the time of hostilities, is of paramount interest to the Department of the Navy and shall be communicated by the speediest means available.

4. Upon the eve of war or the breaking off of diplomatic relations, the Naval Attaché will receive orders and instructions in regard to the closing of his office and change of station.

5038

LEAVING  
COUNTRY TO  
WHICH  
ACCREDITED

1. Commanding officers at ONI foreign posts shall submit their own requests for leave to the Director of Naval Intelligence for approval.

2. Authority is granted Naval Attachés and Naval Liaison Officers, operating under the cognizance of the Director of Naval Intelligence, to grant leave to their naval personnel up to 1 month to be spent in the country to which assigned or in the United States. If the leave is to be spent in any other country, the authority of the Bureau of Naval Personnel is required. Requests for authority to spend leave in a foreign country other than the one to which accredited should be addressed to the Chief of Naval Operations (Director of Naval Intelligence), stating the *countries to be visited*. The Chief of Naval Operations will get the necessary clearance from the Bureau of Naval Personnel.

3. Commanding officers have authority to issue TAD orders to themselves

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and their personnel to travel within the country or countries to which accredited. However, if travel is to be performed in a foreign country other than the one to which they are accredited, the authority of the DNI is required. Requests for authority or travel orders to visit another country on official business should include sufficient information as to the purpose of the visit to enable the Director of Naval Intelligence to take proper action.

4. Commanding officers requesting authority for themselves to depart from the country to which assigned on leave or Temporary Additional Duty travel shall indicate whether or not such requests are concurred in by the Chief of Mission.

5039

1. Fitness reports on the senior officer on each foreign intelligence post will be marked, signed, and forwarded to the Bureau of Naval Personnel by the Director of Naval Intelligence.

FITNESS  
REPORTS

5040

1. In time of war or national emergency, the Director of Naval Intelligence, when circumstances require, may designate an officer to assist United States Consular Officers in the capacity of Consular Shipping Adviser. Such officers serve in civilian capacity and perform duties assigned by the Director of Naval Intelligence.

CONSULAR  
SHIPPING  
ACTIVITIES

## Chapter VI OPERATING FORCES

### 6001

1. Article 0504, United States Navy Regulations, 1948, states that a commander shall maintain an effective intelligence organization and keep himself informed of the political and military aspects of the national and international situation.

**RESPONSIBILITY OF COMMANDERS**

2. Article 0506, United States Navy Regulations, 1948, states that a commander shall keep his immediate superior appropriately informed of intelligence information which may be of value.

### 6002

1. The organization of the staff of the Commander in Chief shall include an Intelligence Section headed by a line officer designated as Flag Intelligence Officer.

**FLAG INTELLIGENCE OFFICER**

### 6003

1. In accordance with Article 0916, United States Navy Regulations, 1948, the operations officer of a ship, under the commanding officer shall be responsible for the collection and analysis of intelligence information.

**OPERATIONS OFFICER**

### 6004

1. Each capital ship and such other vessels as conditions warrant shall have on board a line officer assigned as Intelligence Officer, under the operations officer.

**SHIP'S INTELLIGENCE OFFICER**

### 6005

1. The mission of any Intelligence Officer assigned to duty with the operating forces is:

**MISSION**

a. To provide his commander or commanding officer with the strategic, logistic, and operational intelligence required for the execution of his mission.

b. To deny to the enemy or hostile forces all information of United States forces.

c. To combat sabotage and subversion in United States forces.

d. To supply the Office of Naval Intelligence with information and intelligence of value to it.

### 6006

1. Intelligence organizations of the operating forces are under the operational and administrative control of the appropriate operating force commander. They also are an integral part of Naval Intelligence, and their activities shall be coordinated with the execution of the Navy's intelligence mission in accordance with the provisions of Article 0204, United States Navy Regulations, 1948, this manual, and such other directives as are issued by the Chief of Naval Operations (Director of Naval Intelligence).

**RELATIONSHIP WITH NAVAL INTELLIGENCE**

### 6007

1. Intelligence Officers assigned to flagships shall be in addition to the Flag Intelligence Officer assigned to the staff.

**ASSIGNMENTS TO FLAGSHIPS**

6008

INTELLIGENCE  
OFFICER'S  
DUTIES

ch. 1

1. The duties of the Intelligence Officers assigned to the operating forces shall include:

a. Collection, processing, and dissemination of intelligence in accordance with the mission set forth in Article 6004 of this manual.

b. Maintenance of intelligence files, including dispatches having intelligence value.

c. Maintenance of situation plots indicating the location, strength, disposition, and characteristics of enemy or hostile forces in the zone of operations.

d. Briefing the commander and other authorized personnel of the command on intelligence matters.

e. Preparation of intelligence summaries.

f. Dissemination of detailed target information, and information concerning areas of operation.

g. Preparation of the Intelligence Annex to Operation Orders and Plans.

h. Preparation of the Logistical Intelligence Annex to the Logistical Plan.

i. Collaboration in preparation of action reports.

j. Collaboration in the preparation of orders for maintenance of security of the force from enemy or hostile espionage, sabotage, and subversion.

k. Further detailed instructions may be found in the United States Naval Intelligence Directive "Operational Intelligence," Short Title ONI-Y-1 (Classification, Confidential).

6009

ASSIGNMENT  
OF AIR  
INTELLIGENCE  
OFFICER

1. Intelligence Officers assigned to aircraft carriers, seaplane tenders, and staffs concerned with air operations, including shore-based aviation activities, are designated as Air Intelligence Officers. In cases where aircraft squadrons are shipboard based, the Air Intelligence Officer assigned to the ship shall be a separate individual from the Air Intelligence Officer assigned to the group or squadrons.

6010

DUTIES OF AIR  
INTELLIGENCE  
OFFICERS

1. The duties of an Air Intelligence Officer shall include:

a. Collection, processing, and dissemination of intelligence in accordance with the mission set forth in Article 6005 of this manual.

b. Maintenance of air intelligence files, including dispatches having intelligence value.

c. Collection and dissemination of survival and air-sea rescue information.

d. Collection and dissemination of detailed target information concerning areas of operation.

e. Collection and dissemination of intelligence concerning alien air tactics, aviation equipment, and air forces.

f. Maintenance of situation plots indicating the location, strength, disposition, and characteristics of enemy or hostile naval and air units in the zone of operation.

g. Briefing the commander and other authorized aviation personnel of the command on intelligence matters.

h. Collaboration in preparation of action reports.

i. Collaboration in the preparation of orders for maintenance of security of the squadron from enemy or hostile espionage, sabotage, and subversion.

## 6011

1. Intelligence and Air Intelligence Officers in the operating forces may be assigned other duty, provided it does not interfere with their intelligence duties.

ASSIGNMENT  
OF COLLATERAL  
DUTY

## 6012

1. Intelligence and Air Intelligence Officers in the operating forces shall maintain close liaison with the Combat Information Center of their unit and shall have access to all information from the Center required to fulfill their intelligence mission and duties.

LIAISON WITH  
CIC

## 6013

1. Intelligence and Air Intelligence Officers in the operating forces shall maintain liaison as practicable with the intelligence section, or unit of higher, lower, and collateral naval commands.

LIAISON WITH  
OTHER UNITS

## 6014

1. Commanders of operating forces are authorized and directed to conduct or participate in such joint intelligence activity with United States Army or Air Force units as may be required for successful execution of the mission of the command. The Chief of Naval Operations (Director of Naval Intelligence) is to be kept advised of such joint intelligence activities.

JOINT INTELLIGENCE  
ACTIVITIES

## 6015

1. Participation of commanders of operating forces in joint intelligence activities or maintenance of unilateral intelligence liaison with foreign individuals or organizations is subject to the prior approval of the Chief of Naval Operations (Director of Naval Intelligence) and, if approved, shall be in accordance with instructions issued by the Chief of Naval Operations (Director of Naval Intelligence). Nothing in this Article shall be construed as prohibiting the receipt of information or intelligence from a foreign source. (See Ch. 9, Sec. 4, United States Navy Security Manual for Classified Matter.)

FOREIGN  
LIAISON

## 6016

1. Theater, area, or fleet commands engaged in directing combat operations require the services of a large Intelligence agency to collect, process, and disseminate the huge amount of intelligence material needed by the operating forces concerned. This agency should be separate from the commander's staff intelligence section, which should remain reasonably small. Since time is a vital factor, the agency should be located in the area concerned in order to reduce collection and dissemination intervals.

INTELLIGENCE  
CENTER

2. The form and size of the agency will depend upon the characteristics and responsibilities of the command concerned. During World War II such an agency was known as an Intelligence Center. It served not only the staff

intelligence section of the Area or Fleet Commander, but all the units of the armed forces serving thereunder.

3. If possible, Intelligence Centers should be "joint," in order to consolidate the intelligence efforts of all branches of the armed forces, thereby eliminating duplication, yet filling the needs of all concerned. The Joint Intelligence Center, Pacific Ocean Area, of the last war was an excellent example of such unified effort. The personnel requirements of such a center are extensive, covering such specialist fields as photography, photographic interpretation, hydrography, cartography, target analysis, flak analysis, interrogation, and translation.

4. While the Intelligence Center serves the Theater or Fleet Commander, it does not function in the capacity of a staff section of the commander. The commander is initially directed by the Chief of Naval Operations to activate the Center. Thereafter, the Officer-in-Charge of the Center is responsible to the commander for such administrative and operational control as is required to accomplish successfully the mission of the Center. All intelligence material produced by the Center is available to the commander through his Flag Intelligence Officer.

## 6017

DETAIL OF  
FLAG  
INTELLIGENCE  
OFFICERS

1. From nominations made by the Director of Naval Intelligence, the Chief of Naval Personnel will detail officers of the line to duty specifically as Flag Intelligence Officers, as required to fill necessary billets.

## 6018

DETAIL OF  
INTELLIGENCE  
OFFICERS

1. The Chief of Naval Personnel may detail officers of the line to duty specifically as Intelligence Officers to subordinate units of the operating forces, as required to fill necessary billets. Where no regular Intelligence Officer has been designated, the commanding officer shall designate an officer of his command to act as Intelligence Officer in accordance with Articles 6003-6008 of this manual.

## 6019

INTELLIGENCE  
SECTION  
PERSONNEL

1. The intelligence section of each command shall have enough personnel to handle intelligence of a scope commensurate with the size of the command. The section shall be organized and equipped to fulfill its mission.

## 6020

SEA FRONTIER  
COMMAND-  
ERS

1. Sea Frontier Commanders shall utilize the facilities of District Intelligence Organizations within the area of their command. When necessary to coordinate the operational intelligence activities of two or more District Intelligence Organizations, a Sea Frontier Commander shall have an officer on his staff designated as Sea Frontier Intelligence Officer. (See Arts. 4004, 4006, 4011, and 4027.)

## 6021

INTELLIGENCE  
REPORTS

1. A commanding officer shall require the officers of his command to cooperate in acquiring information for intelligence reports. He shall also require Marine Corps officers under his command to make intelligence reports upon such subjects as the commanding officer may direct.

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2. Commanding officers of naval vessels visiting in foreign areas may be directed by the Chief of Naval Operations (Director of Naval Intelligence) to obtain specific information or intelligence in the areas visited.

6022

1. In time of peace an Intelligence Officer shall keep his commander informed as to requirements of personnel and material deemed necessary for expansion of the Intelligence section in the event of mobilization or national emergency.

REQUIRE-  
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TION

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Chapter VII  
**GENERAL ADMINISTRATION**

Section 1

PERSONNEL

**7101**

1. The personnel of Naval Intelligence consists of officers of the Navy and Marine Corps; officers of the Naval Reserve, code designator 1635; officers of the Marine Corps Reserve; enlisted personnel of the Navy, Marine Corps, Naval Reserve, and Marine Corps Reserve; and of appropriate civilian personnel.

**PERSONNEL  
COMPONENTS**

**7102**

1. Officers of the Regular Navy, who are qualified, but who are not SDO (I) officers, will be assigned to billets in Naval Intelligence in accordance with the principle of rotation between shore and sea duty. As soon as practicable it will be the policy to assign officers of the Regular Navy to Intelligence billets who have completed satisfactorily the Postgraduate School course in Naval Intelligence, or who have special aptitudes and qualifications needed by Naval Intelligence.

**ASSIGNMENT  
OF REGULAR  
OFFICERS**

**7103**

1. So far as possible only officers who have successfully completed the Naval Intelligence course of the Postgraduate School and the junior course at the Naval War College will be assigned to duty as Flag Intelligence Officers.

**FLAG  
INTELLIGENCE  
OFFICERS**

**7104**

1. Officers of the Regular Navy who have successfully completed the Naval Intelligence course of the Postgraduate School may, when there is a vacancy, be considered eligible to qualify as SDO (I) officers. Officers so qualified will serve continuously in Intelligence billets.

**SDO (I) CLASSI-  
FICATION**

**7105**

1. Upon receipt of his or her commission as an officer in the Naval Reserve, code designator 1635, each officer will be required to become familiar, immediately, with provisions for the safeguarding of classified matter as contained in the United States Navy Security Manual for Classified Matter. (See Art. 7117.) Each newly commissioned officer of the above-mentioned classifications shall be required to complete, within 2 years, the following training courses:

**RESERVE  
OFFICER RE-  
QUIREMENTS**

a. Basic Courses:

(1) Navy Regulations.

(2) Additional courses necessary to meet requirements for promotion.

b. Intelligence Specialty Courses:

(1) Naval Intelligence Correspondence Course administered by the Naval Intelligence School.

(2) Additional courses necessary to meet requirements for promotion.

7106

NI MOBILIZATION PLAN

1. Naval Reserve officers, code designator 1635, will be assigned to the Organized and Volunteer categories of the Naval Reserve in accordance with the basic NI Mobilization Plan and shall comprise the Reserve Component of Naval Intelligence. All such officers shall be assigned a mobilization station in accordance with the NI Mobilization Bill maintained by the Director of Naval Intelligence.

7107

ADMINISTRATION OF RESERVE BY DIO

1. The administration of the Reserve Component of Naval Intelligence within a Naval District is the responsibility of the District Commandant. The District Intelligence Officer shall advise and assist the Director of Training in the organization and administration of the training program of Reserve Intelligence components of the Naval Reserve, and furnish curricula and training courses to the Director of Training. The District Intelligence Officer shall exercise management and technical control of the Reserve Intelligence components under the direction of the Chief of Naval Operations, (Op-32).

7108

TRAINING FOR RESERVES

1. Naval Reserve officers, code designator 1635, shall be encouraged to take advantage of the Navy's program of training in order to qualify themselves fully as intelligence specialists and for promotion. Officers of the Organized Reserve are required to attend regular drills, and to perform 2 weeks' training duty each year. They may be released from this obligation under certain conditions for good and sufficient reason. Officers of the Volunteer Reserve are urged to attend regular drills, and also to perform 2 weeks' training duty each year that funds are available and training facilities permit. Visits to various naval activities and to District Intelligence Headquarters should be encouraged and arranged for as training duty without pay. The District Intelligence Officer shall make entries in each officer's record of the mark received in such training activities, together with such comment as he deems appropriate.

7109

RESERVE OFFICERS STUDY

1. All Naval Reserve officers, code designator 1635, should be encouraged to pursue continuous study, on their own behalf, of such subjects as will broaden their background and increase their efficiency as intelligence officers. The District Intelligence Officer will render such assistance and guidance as is feasible.

7110

QUALIFICATIONS FOR RESERVE

1. The qualifications for commission, promotion, and retirement in the Naval Reserve, code designator 1635, are established by the Chief of Naval Personnel, with the advice of the Director of Naval Intelligence, and are set forth in the BuPers Manual, Part H, and in BuPers Circular Letters and procurement directives.

7111

RESERVE ENLISTED PERSONNEL

1. Activities of Naval Intelligence require the assignment of personnel of several varied specialist ratings. The Bureau of Naval Personnel will maintain the enrollment of enlisted Naval Reserve personnel in the specialist ratings required. Because of security requirements it is not feasible or desirable to give

enlisted personnel specialized training or instruction in intelligence work or techniques, except when they are in full active-duty status. Exception to this is made in the case of enlisted members of the Naval Intelligence component, Organized Reserve, who attend drills or perform work assignments which provide instruction in their specialty, and they are required to complete certain basic training courses to improve their usefulness in performing intelligence duties. They shall perform annual training duty in the District Intelligence Office, in the Office of Naval Intelligence, or in any other activity deemed advisable by the District Intelligence Officer.

## 7112

1. Civilian employees of Naval Intelligence are divided into three classes: **CLASSES OF CIVILIAN EMPLOYEES**  
(a) Civil-service employees; (b) contract employees, and (c) special employees.

## 7113

1. The three categories of civil-service employees are: **CIVIL SERVICE EMPLOYEES**

a. General Service (GS): Those whose duties and responsibilities are based on the principles of a profession or science and require incumbents who have had scientific and professional training equivalent to graduation from a college or university of recognized standing; those whose duties and responsibilities assist or lead to professional work; those whose duties and responsibilities are of a clerical, administrative, or fiscal nature.

b. Crafts, Protective, and Custodial (CPC): Those whose duties are in a recognized trade or craft, or police or fire-protective work, or domestic or other manual duties.

c. Alien: Those aliens at foreign posts who are appointed on the recommendation of the commanding officer in ratings designating the type of duties to be performed; e. g., chauffeur, janitor, messenger, etc. Rates of pay are established in accordance with local prevailing wages.

2. Rules and regulations governing working conditions of civil-service employees are established by the Civil Service Commission and the Department of the Navy.

## 7114

1. Agents and Special Agents are contract employees authorized by the Director of Naval Intelligence to act in any investigative or special assignment capacity under the jurisdiction of Naval Intelligence. They may be assigned to duty in the United States, in the territorial possessions, in foreign areas under the control of the United States, or in foreign countries friendly to the United States when such friendly powers have acquiesced. Contracts specifying salaries and other terms and conditions of employment are negotiated individually by each operative and the Director of Naval Intelligence or his representative. In no circumstances may a contract or amendment thereto be executed without the express permission of the Director of Naval Intelligence, nor shall an operative be permitted to enter on duty at any time before a contract has been executed. **CONTRACT EMPLOYEES**

## 7115

1. Special Employees may be engaged by the Director of Naval Intelligence or by the District Intelligence Officers, with the prior approval of the **SPECIAL EMPLOYEES**

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Director of Naval Intelligence, for specific tasks of a temporary nature. They may carry such identification as may be designated other than credentials of Agents or Special Agents.

7116

PERSONNEL  
INVESTIGATION

1. All personnel, service or civilian, to be assigned to Intelligence billets or applying for enrollment in the Naval Reserve, code designator 1635, or employed in intelligence work shall be investigated and a report made to the appropriate officer of Naval Intelligence before being actually assigned such duties or enrolled. The investigation shall be conducted so as to reveal the loyalty, reliability, stability, and general character of each subject. Only personnel of unquestioned loyalty, reliability, etc., shall be employed by Naval Intelligence. When doubt exists it shall be resolved in favor of the United States and such personnel shall not be employed by Naval Intelligence. Copies of all such investigative reports shall be forwarded to the Office of Naval Intelligence.

7117

SECURITY  
INDOCTRINATION

1. All personnel, service or civilian, assigned to Intelligence billets or employed on intelligence work must be thoroughly indoctrinated in security requirements appropriate to their billet or work. Personnel must be specifically instructed not to discuss intelligence matters with persons outside of the office, including close friends and members of the family, and to confine discussion in the office to those whose duties require them to have knowledge of such matters.

7118

TRANSLATORS

1. Since on mobilization the services of many trained translators and interpreters will be required, the District Intelligence Officers should maintain a list and furnish to the Office of Naval Intelligence information concerning persons who are proficient in the more difficult languages.
2. Great care should be taken, in dealing with such persons, especially those of foreign extraction, to prevent "leaks" of information useful to a foreign government or to a hostile group.

## 7119

1. Officers in charge of Naval Intelligence units shall be required to maintain current Emergency Station bills, in accordance with those of the command, to ensure the safety of personnel and the security of intelligence material in the event of fire, collision, abandon ship, boarding, air raids, riots, and other disturbances. Each unit will issue such office orders and instructions as are necessary to maintain at all times proper security of the office or premises used for intelligence purposes.

EMERGENCY  
STATION  
BILLS

## 7120

1. Credentials for Naval Intelligence Agents and Special Agents, which consist of identification cards and badges, shall be issued only by the Director of Naval Intelligence. In the case of Agents employed in the Districts, at naval bases, and at outlying naval stations, they shall be issued only on request of the appropriate commandant.

CREDENTIALS

2. Special Employees may carry such identification as their respective commands prescribe, except Agents' credentials.

3. Commissioned officers assigned to Naval Intelligence and performing investigative duties may be issued credentials of Agents or Special Agents upon the recommendation of the District Commandant, or, if assigned to the Office of Naval Intelligence, upon the recommendation of the Head of the Investigations Section. Reserve officers on inactive duty may not hold such credentials.

4. Persons to whom credentials are issued shall be made fully cognizant of the fact that loss or compromise of such credentials is a serious matter and must be reported immediately to the issuing authority. Appropriate disciplinary action shall be taken when loss or compromise is the result of negligence.

## Section 2

## FINANCE

## 7201

1. Commanders of operating forces, Commandants of Naval Districts, and commanding officers, ashore and afloat, shall provide adequate working space, supplies, and transportation for the operation of the Intelligence units attached to the command. In allocation of space, security requirements shall be given due consideration.

SPACE—  
SUPPLIES—  
TRANSPORTA-  
TION

## 7202

1. Living quarters afloat shall be assigned to personnel engaged in intelligence duties in accordance with rank and grade.

LIVING  
QUARTERS  
AFLOAT

## 7203

1. Funds for operation of offices of Naval Attachés, Naval Observers, or Naval Liaison Officers are obtained as follows:

FUNDS FOR  
ATTACHÉS

a. As far as practicable, in order to avoid unnecessary exchange transactions, foreign funds should be obtained from any excess funds held by other Navy, Marine Corps, or Coast Guard Disbursing Officers or Special Disbursing Agents, or of Army Finance Officers, as a transfer of funds, exchange for cash check, or exchange for United States currency.

The transfer of funds will be made at the rate of exchange carried by the officer making the transfer. Checks issued in exchange for cash will be made payable to the issuing officer and endorsed in favor of the officer from whom the funds were received.

b. In instances where the Treasurer of the United States maintains special foreign accounts consisting of accumulated funds which are available for official purposes, the Bureau of Supplies and Accounts (Accounts and Reports Division), Washington 25, D. C., on request, will make arrangements for the transfer of available funds to the accounts of Special Disbursing Agents for official use.

c. When funds are not available from Government sources, foreign currency may be purchased from commercial sources by the sale of Treasury checks or in those areas where control regulations permit, by exchange of United States currency.

d. In a country where the rate of exchange is fixed or agreed to by the United States Government, the purchase of foreign currency from commercial sources shall be accomplished by the Special Disbursing Agent by issuance of exchange for cash check or by exchange of United States currency at a fixed or agreed rate without formality of obtaining bids. When foreign currency is obtained from commercial sources in a country where the rate of exchange is not fixed or agreed to by the United States Government, written quotations in duplicate will be obtained from not less than three sources. The best of such bids is to be accepted by the Special Disbursing Agent.

e. Exchange for cash checks drawn to obtain foreign currency will be drawn in favor of issuing officer and endorsed to the order of the commercial or banking institution furnishing the funds. These funds are carried under "General Account of Advances" until expended and charged to an appropriation. The account may be used for payment of any purchases under approved requisitions or contracts, and all other authorized payments chargeable to any naval appropriation.

7204

ANNUAL  
ALLOTMENTS

1. Annual allotments are granted to Naval Attachés for the following expenses of their offices:

- a. Maintenance of Attachés.
- b. Representation of Attachés.
- c. Salaries and allowances, civil employees.
- d. Office general operating expenses.
- e. Rent, heat, and utilities.
- f. Travel, (*TAD, Civilian and Military*)
- g. Transportation of things.
- h. Upkeep and operation of vehicles.
- i. Communications.
- j. Upkeep and operation of airplanes and boats (where applicable).
- k. Medical expenses (when required).

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*1. Photographic equipment and Supplies.*

## 7205

1. Funds for the collection and classification of information are provided in the annual Naval Appropriation Act. This money, under the control of the Secretary of the Navy, is administered by the Director of Naval Intelligence. In his capacity as Special Disbursing Agent, the Director of Naval Intelligence is authorized to advance official funds to naval personnel who act as his agents in the payment of expenses incident to the collection and classification of information relative to intelligence matters.

FUNDS FOR  
COLLECTION  
AND CLASSI-  
FICATION OF  
INFORMA-  
TION

## 7206

1. Advances of funds for the collection and classification of information are made, at the discretion of the Director of Naval Intelligence, to Commandants of Naval Districts for the use of District Intelligence Officers and to Naval Attachés, Naval Observers, and Naval Liaison Officers. Advances of funds for this purpose also may be made by the Director of Naval Intelligence to other naval commanders.

FUNDS FOR  
DIO'S

## 7207

1. Recipients of funds advanced for the collection and classification of information are responsible to the Director of Naval Intelligence for the proper expenditure of and accounting for the funds so advanced. Expenditures and accounting will be in accordance with current instructions issued by the Director of Naval Intelligence.

PROPER  
EXPENDITURE  
AND AC-  
COUNTING

## 7208

1. The accounts of funds advanced by the Director of Naval Intelligence for the collection and classification of information must be kept separate and distinct from all other disbursing accounts, and are not subject to any inspection by traveling auditors, except by a duly accredited representative of the Director of Naval Intelligence. Although the accounting for these funds is the primary responsibility of the officer to whom they are advanced, such funds may be placed in the physical custody of another officer under his command provided such other officer does not handle other Government funds.

C AND CI  
FUNDS DIS-  
TINCT

## Section 3

## CORRESPONDENCE

## 7301

1. Correspondence with and between Naval Intelligence units shall be by:
  - a. Letter.
  - b. Memorandum, including 3 by 5 cards.
  - c. Endorsement.
  - d. Dispatch.
  - e. ONI teletypewriter circuit (TWX) (continental Naval Districts only).
  - f. Telephone.
  - g. Printed matter.
  - h. Reports.

CORRESPOND-  
ENCE TYPES

7302

CLASSIFICATION OF CORRESPONDENCE

1. The originator of correspondence has the responsibility for establishing the correct degree of classification in accordance with provisions of Chapter 4, United States Navy Security Manual for Classified Matter, and other instructions issued by the Director of Naval Intelligence or the officer exercising military command over the unit.

7303

INSTRUCTIONS GOVERNING CORRESPONDENCE

1. Written correspondence shall be conducted in accordance with the provisions of United States Navy Regulations, 1948, the Navy Correspondence Manual, this manual, and instructions issued by other competent naval authorities.

7304

OFFICIAL LETTERS

1. The official letter form shall be used in written communication between units under separate military command. Communications between the Director of Naval Intelligence and a District Intelligence Officer, and vice versa, as authorized in Articles 4007 and 4008 of this manual, shall be by official letter form. Naval Intelligence Officers assigned to duty on foreign posts also will communicate in writing with the Director of Naval Intelligence by official letter form.

7305

MEMORANDA

1. The memorandum form shall be used only in intra-unit correspondence, within a single military command. The Commandant of a Naval District or commander of an operating force may authorize the use of the memorandum form between units under separate subordinate commands within their command.

7306

MEMORANDA—FORCE OF LETTER

1. Instructions and directives issued in memorandum form, in accordance with Article 7305, shall have the same force and effect as if issued in official letter form.

7307

3 BY 5 CARDS

1. The use of 3 by 5 cards for transmitting information and intelligence between Naval Intelligence units under separate military command is authorized as an exception to the provisions of Articles 7304, 7305, and 7306, as a matter of convenience. Under no circumstances shall a 3 by 5 card be used when specific action is required in connection with the information set forth on the card. Use of the 3 by 5 card will be governed by instructions issued from time to time by the Director of Naval Intelligence.

7308

ENDORSEMENTS

1. Endorsements shall be used in accordance with standard naval correspondence procedure.

7309

DISPATCHES

1. Dispatches shall be used, when necessary, in accordance with standing instructions of the command under which the Naval Intelligence unit serves and shall be prepared and handled in accordance with Communication Instructions, short title DNC-5, and the pertinent District or Fleet communication instructions and directives.



## 7310

1. The teletypewriter circuit of ONI (TWX) consists of teletypewriters installed in the Office of Naval Intelligence and in the Headquarters of District Intelligence Officers of Naval Districts within the continental limits of the United States. Use of the circuit shall be limited to transmission of intelligence in accordance with instructions issued by the Chief of Naval Operations (Director of Naval Intelligence). Administrative matters shall not be transmitted via this circuit unless necessary in an emergency.

TELETYPE  
CIRCUITS

## 7311

1. Naval Intelligence Officers on duty at foreign posts where naval communication facilities are not available should utilize commercial radio or cable facilities. The originating officer has full responsibility for maintenance of code security.

COMMERCIAL  
FACILITIES

## 7312

1. Telephone facilities shall be utilized when required by circumstances. Naval Intelligence Officers must constantly bear in mind that telephonic communication, even when various types of scrambling devices are used, is not secure. Consequently classified information or matter which may lead to compromise shall not be transmitted by the telephone, except where the necessity for quick transmission is greater than the danger of the consequences of compromise. This warning is applicable to interoffice telephones as well as outside lines.

TELEPHONE

## 7313

1. Printed matter shall be construed to include books, publications, newspaper and magazine clippings, translations, manuscripts, and other material received in prepared form. Such matter shall be forwarded as an enclosure, or enclosures, to a covering letter or report form which conveys such information about the enclosure as is necessary.

PRINTED  
MATTER

## 7314

1. Photographic material, including printed copies of photographs, sketches, and other graphic material, shall be accompanied by as much of the following identifying data as may be available: location, orientation of azimuth, date when made, identity of prominent objects, identity of persons, and any other data that will assist in full interpretation of the material. (See Art. 8015 of this manual.)

PHOTO-  
GRAPHIC  
MATERIAL

## 7315

1. Reports are divided into two classes: (a) Those prepared on administrative matters of Naval Intelligence and (b) those made on intelligence report forms containing intelligence material and including in some cases recommended action.

REPORTS

2. Reports of class (a) will always be forwarded in letter form or as enclosures to letters of transmittal. Reports of class (b) will always be made on or as enclosures to standard intelligence report forms.

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## 7316

## DISSEMINATION INDICATORS

1. When any type of Naval Intelligence correspondence, report, or the information contained therein, is disseminated by the originator to other agencies—naval or nonnaval—other than the Office of Naval Intelligence, the dissemination given shall be clearly indicated on the material sent to the Office of Naval Intelligence. Similarly, the Office of Naval Intelligence shall be advised of the dissemination made of information or intelligence received by a Naval Intelligence unit from an agency outside Naval Intelligence.

## 7317

## FILE, SERIAL NUMBERS

1. Letters, memoranda, except 3 by 5 cards, and endorsements shall carry the file and serial numbers appropriate to the military command under which the Naval Intelligence unit serves.

## 7318

## NAVAL ATTACHÉ SERIALS

1. Correspondence from Naval Attachés, Naval Liaison Officers, Naval Observers, and other Naval Intelligence personnel on independent duty at foreign posts shall be given serial numbers, commencing with No. 1 at the beginning of the calendar year. A separate serial shall be maintained for each degree of classification O preceding the number for CONFIDENTIAL, OO for SECRET and OOO for TOP SECRET. In case of letters and endorsements, a series with L preceding the number shall be maintained. A record of such serials is kept in the Office of Naval Intelligence for each post. The omission or duplication of numbers causes confusion, and may indicate compromise. Hence, great care shall be observed in maintaining the accuracy of the serial lists.

## 7319

## ADMINISTRATIVE AND INTELLIGENCE FILES

1. Each activity of Naval Intelligence shall maintain the following files:  
*a.* Administrative files—arranged in accordance with the Navy Filing Manual and containing copies of all correspondence and reports except intelligence reports.

*b.* Intelligence files—arranged according to name, subject, and/or the Intelligence File Index and accompanying instructions.

## 7320

## SECURITY OF CORRESPONDENCE

1. Classified correspondence shall be handled, transmitted, and stowed in accordance with the provisions of the United States Navy Security Manual for Classified Matter and other instructions issued by competent naval authority.

## 7321

## PERSONAL CORRESPONDENCE

1. Personal correspondence shall not be used for official business.

## Section 4

## REPORTS REQUIRED

## 7401

## REPORTS REQUIRED FROM DIO'S

Forms	Subject	To—	When	Copies
<small>ONI Form 382-2</small> <del>OpNav-32F-96</del>	Positive foreign intelligence collected from sources.	ONI	To report intelligence collected in United States.	Other DIO'S concerned.
NNI-119----	Investigation Report.	ONI	Report information collected during investigation.	
NNI-120----	Summary Report----	ONI	Summarize several lengthy investigation reports.	
NNI-157----	Monthly Administrative Report, D1 Section.	ONI	Monthly-----	Other DIO'S concerned.
Op-322H215 C. R.	Sources of positive foreign intelligence.	ONI	Upon discovery of---	

## 7402

## REPORTS REQUIRED FROM FOREIGN POSTS

Forms	Subject	To—	When	Copies
<small>ONI Form 352-2</small> <del>OpNav-32F-96</del>	Intelligence report--	ONI	When occurring---	To information addressees as appropriate.

7403

REPORTS REQUIRED FROM INTELLIGENCE UNITS OF OPERATING FORCES

Forms	Subject	To—	When	Copies
Letter—  OpNav 32-F 96.	Intelligence Organization and Activity Report.* Intelligence Report.	ONI  ONI	1 Jan., 1 Apr., 1 July, 1 Oct.  When occurring or requested.	To information addressees as appropriate.

\*This report should include information on the following:

(a) *Current Organization:*

- (1) Organization of the Intelligence Section.
- (2) Personnel assigned, officer and enlisted.
- (3) Previous intelligence experience of personnel.
- (4) Analysis of collateral duties assigned personnel.
- (5) Adequacy of present organization for current operational needs.
- (6) Description of physical facilities.

(b) *Wartime Organization:*

- (1) Plans for war-time expansion with regard to personnel requirements and physical facilities needed.

(c) *Training:*

- (1) Description of the Intelligence Training Program now in operation.

(d) *Command Support:*

- (1) Outline desired additional assistance, if any, from ONI.

## Chapter VIII COLLECTION

### 8001

1. The first of the primary functions of Naval Intelligence is the collection of information and intelligence of naval interest, including air and logistic intelligence, necessary to the support of naval missions.

**COLLECTION  
FUNCTION**

### 8002

1. The Director of Naval Intelligence prepares and issues to the Naval Establishment standing operating procedures and instructions for the collection of intelligence and information. These instructions are one in a series of Naval Intelligence directives entitled "Naval Intelligence Collection Instructions" (short title NICI). This publication is corrected from time to time in order to include the latest advances in collection procedures, techniques, practices, and requirements. These instructions are prepared in such a manner as to ensure the collection of the intelligence required by the essential elements of information of the Naval Establishment.

**NAVAL  
INTELLIGENCE  
COLLECTION  
INSTRUCTIONS**

### 8003

1. In order to avoid excessive duplication by foreign intelligence collecting activities, interdepartmental coordination of foreign intelligence activities abroad is essential. Naval Intelligence is primarily responsible for the collection of information and intelligence of naval interest, including air intelligence of interest to the Navy. The Department of State is primarily responsible for the collection of political, cultural and sociological intelligence; the Department of the Army for military intelligence; the Department of the Air Force for air intelligence, and each agency, in accordance with its respective needs, is responsible for the collection of economic, scientific and technological intelligence.

**COORDINA-  
TION OF COL-  
LECTION  
ACTIVITIES  
ABROAD**

2. The senior United States commander or representative in each area where the United States maintains a foreign post is responsible for the coordination of normal collection activities in his area. ~~(Art. 5023 of this publication requires the Naval Attaché to submit a statement in the semiannual report as to the nature, extent and effectiveness of this coordination.)~~

*ch. 1*

### 8004

1. When the Office of Naval Intelligence has a specific requirement for information which is of a nonnaval character, the department or agency having the dominant interest in the subject should be contacted through liaison channels to determine whether the information is available in that office. If the requirement cannot be satisfied in the department or agency having dominant interest, it should be made the basis of a formal request on that agency by ONI. Similarly, when other departments or agencies require information of naval interest they request ONI to furnish or collect such information from naval sources.

**LOCAL COL-  
LECTION**

8005

NONNAVAL  
INTELLIGENCE

1. If information and intelligence, not primarily of naval interest but of general value to the United States, is made available to Naval Intelligence, this information should be forwarded promptly to the cognizant field agency and to the Director of Naval Intelligence. If no cognizant field agency is available, the information will be forwarded direct to the Director of Naval Intelligence who will assume responsibility for proper dissemination.

8006

COLLECTION  
RESPONSIBILITY

1. The Intelligence Officer assigned to any area or naval command is charged with the responsibility for collection of information and intelligence of naval interest within the area or within the jurisdiction of the command. Collection shall be conducted so as to support fully the missions of the naval service. When assigned to an operational command, the Intelligence Officer is responsible for collection of all information within his capabilities. This information should be forwarded to the Office of Naval Intelligence as well as to the command under which he is serving.

8007

PEACETIME  
EFFORTS

1. Special effort must be made in times of peace to obtain the maximum amount of basic intelligence concerning foreign countries. This type of intelligence is of permanent nature and most important if actual operations become necessary. In normal times, collection of intelligence is relatively easy because of relaxed security measures and the few restrictions on movements and activities in areas under control of foreign powers. Also, the supply of intelligence of foreign areas to be found in the United States is greater because of the comparatively free movement of travelers, merchant vessels, and professional and businessmen. When international relations become strained there is a tightening of security controls, these sources become scarce or nonexistent, and collection of intelligence becomes extremely difficult. If events lead to a severance of diplomatic relations or to war, collection within the areas controlled by the country involved and by those countries having alliances or sympathetic attitudes toward the power involved is impossible except by special activities conducted at great risk.

8008

INFORMATION TO BE  
OBTAINED

1. Personnel limitations make it impracticable to keep complete and up to date the monographs or compilations of monograph material covering every foreign government, people and territory. It is, therefore, imperative that foresight and imagination be exercised in determining the particular nations, matters, and places concerning which information is most likely to be needed. The efforts of all concerned shall be concentrated on collecting up to date and comprehensive information on those subjects.

8009

INTELLIGENCE  
FILE INDEX  
1948

1. The Intelligence File Index 1948, is a joint reporting system under which all information is organized for reporting and filing purposes. The forms, <sup>ONI Form 382-2</sup> OpNav-32F-96 reports should be employed and numbered in accordance with

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the numbering system established in this File Index, except that commands or posts in which trained Intelligence Officers are not available may forward informal reports.

## 8010

1. The subject matter of each intelligence report shall be confined within narrow limits. Separate reports should be submitted on individual subjects.

REPORTS  
LIMITED TO  
SINGLE  
SUBJECTS

## 8011

1. Information and intelligence may be collected by the following methods:
  - a. Official exchange with foreign governments.
  - b. Direct access to the source.
  - c. Indirect access to the source.
  - d. Investigation.
  - e. Interviews.
  - f. Observation.
  - g. Inspection.
  - h. Reconnaissance.
  - i. Photography.
  - j. Research.
  - k. Cooperation with other Federal agencies.

METHODS OF  
COLLECTING

## 8012

1. Information and intelligence are collected by covert and overt means. Covert means should not be employed unless overt means prove unsuccessful and the need and urgency therefor are fully justified.

COVERT-  
OVERT  
MEANS

2. Strict security measures shall be observed in connection with the collection of covert intelligence. Confidential informants and other sources must be protected from disclosure if they are to remain useful.

3. Naval intelligence personnel on foreign posts shall, when possible, develop contacts and covert sources within and adjacent to the potential enemy or hostile country, calling as little attention as possible to such activities, and using every available means to maintain the highest degree of security.

4. Nothing contained herein is intended to modify the provisions of National Security Council Intelligence Directive No. 5, pertinent extracts of which will be furnished Naval Attachés and kept current by the Office of Naval Intelligence.

## 8013

1. For the purpose of collecting naval intelligence the countries of the world may be divided into three categories:

CATEGORIES  
OF COUNTRIES

- a. Countries in which a free exchange of information prevails.
- b. Countries where considerable, but not all, information is readily obtainable by recognized methods.
- c. Countries where little or no official information is offered or likely to be forthcoming.

2. Ordinary methods and techniques cannot be employed in collecting intelligence in countries in the last category, inasmuch as practically no contact is permitted with nationals of the country of accreditation. Also covert methods of collecting will be difficult to use in a police state where the activities

of the secret police are widespread. The Intelligence Officer must be ever alert to avoid being the victim of a "plant" or a "frame-up." It must be assumed that the Intelligence Officer, like all foreigners, will be under constant surveillance and that it will be virtually impossible to locate informants. He must be constantly on his guard against attempts to breach his own security. Local servants and other employees may be paid informers reporting to their own governments.

3. Collection of information by means which lie somewhere between overt and covert is necessary in countries of category c. Much can be learned by an Intelligence Officer trained in observation, for even in a police state it is impossible to keep everything hidden. The Intelligence Officer should travel and make excursions to the areas in which he is interested, using such pretexts as are necessary.

4. An important source of intelligence in countries in the third category is the material published by the government and other official sources. Statistics are constantly being published by various governmental departments, and, if properly evaluated, may result in obtaining essential information.

8014

COMPROMISE

1. Intentions and plans can often be revealed by analyzing the type of information being sought and the degree of interest shown toward a particular object or target. Consequently, in collecting intelligence great care must be taken in posing the questions so that no leads will be given as to why the information is requested.

8015

SOURCES OF  
INFORMATION

1. Principal sources of information include foreign press, foreign radio, foreign publications (other than newspapers and periodicals), the domestic press (reports of foreign correspondents), direct observation abroad, informants abroad, and domestic informants.

8016

DIRECT AND  
INDIRECT  
ACCESS

1. Naval personnel should develop and maintain direct and indirect access to sources of information of naval interest. Suggested sources are United States citizens residing abroad and occupying positions of prominence in business, industrial, transportation, or professional activities; United States Naval and Marine Corps Retired and Reserve officers who are resident in foreign countries; foreign persons in positions of importance who are friendly to the United States; libraries; scientific and technical organizations. Indirect access to such sources, while less valuable than direct, provides worth-while information or furnishes leads to information. The utmost discretion must be used in developing indirect access to these sources to prevent compromise or disclosure.

8017

LIST OF  
SOURCES  
ABROAD

1. Naval activities abroad during normal times should formulate a list of persons residing permanently in foreign countries and areas who can or may be used as sources when normal relations are disturbed or disrupted. The lists should include the following:

- a. Name, address, telephone, means of communicating with.
- b. The type of information that can be obtained from the person.



c. Reason why the person is particularly qualified to provide certain types of information.

## 8018

1. Information of great value is obtained when the source has confidence that his making information available will not jeopardize his business or professional future. Hence the utmost care must be exercised not to reveal the identity of the source or compromise him in any way. However, the immediate superior officer, and if requested, the Director of Naval Intelligence, should be given sufficient information to make an independent evaluation of the source. Foreign counterespionage agencies operate effectively in countries other than their own, including the United States. Consequently, protective measures must be observed at all times.

PROTECTION  
OF SOURCE

## 8019

1. A symbol or code word should be used when practicable to identify a source in correspondence.

SOURCE  
SYMBOL

## 8020

1. The exploitation within the Naval Districts of sources of foreign intelligence of naval interest shall be conducted in accordance with current directives.

DOMESTIC  
SOURCES

## 8021

1. The official exchange of information with foreign governments is controlled by the policy promulgated by the Chief of Naval Operations (Director of Naval Intelligence). The authorized exchange is usually carried out by United States Naval Attachés abroad with representatives of the foreign government to which they are accredited and by the Director of Naval Intelligence with foreign naval attachés stationed in Washington. (See Art. 5029.)

OFFICIAL  
EXCHANGE

## 8022

1. In collecting information and intelligence the highest possible degree of accuracy, especially in the names of persons, and places, or things having trade or technical nomenclature is desired. Names of persons, of countries, or of areas using non-Roman alphabets or ideographs should be reported in the accepted transliteration form and in the native alphabet or ideograph. The identity of individuals and places should be made positive by inclusion of such data as initials or given names, residence, occupation, nationality, and description, as required to prevent confusion between persons of the same or similar names. Care must be taken to avoid errors arising from names of similar phonetic value and where a name is based on phonetics only it shall be so indicated in the report. Family or proper names shall be indicated by underlining in accordance with the custom of the country. All known nicknames and aliases should be included.

## ACCURACY

## Chapter IX PROCESSING

### 9001

1. The second primary function of Naval Intelligence in support of its mission and objectives is the processing of the information collected into intelligence and the placing of it in the form that will make it usable by the Naval Establishment. The principal elements of the processing function are evaluation, collation, analysis, synthesis, and interpretation.

#### FUNCTION DESCRIBED

### 9002

1. One of the most important elements in the processing of intelligence material is evaluation. Evaluation is defined as the determination of the pertinence, credibility, reliability, and accuracy of an item of information. By evaluation is meant the considered judgment of the reliability of the source and the accuracy of an item of information.

#### EVALUATION

2. To make a complete evaluation of a given piece of information, two separate appraisals must therefore be made; namely, that of the source and that of the information itself.

a. The evaluation of the source:

(1) The best means of judging the reliability of a source is by its previous performance. If the majority of the reports previously originated have been determined to be accurate, this is an indication that the source is to be considered reliable. On the other hand, if the majority of them have later turned out to be false, then this must be considered in assessing future reports. It will thus be seen that the record of any given source, be it a foreign government, a newspaper, or an agent, must be continually kept under review. It must always be kept in mind that the reliability of a source may change.

(2) In judging reliability, consideration must also be given to the likelihood of the source being in a favorable position to obtain the given item of information. Obviously, a person or an organization will usually be more likely to have access to information of one sort than of another. The judgment of the reporting officer must be cognizant of this and must give due consideration to the circumstances attending the transfer of information in evaluating any source.

(3) The third factor bearing upon the reliability of a source is its competence to judge or understand the substance of a report. A mere parrotlike repetition by a source completely unfamiliar with the subject under discussion is of less value than the report of a source which knows the subject. This is particularly true in cases of personal observation. For example, a naval officer observing a new warship will detect a great many interesting and important details which would completely escape the notice of a person unfamiliar with warships and their equipment.

(4) Finally, the character of the source must be taken into consideration. Is the source of undoubted loyalty to the United States? Is it of undoubted loyalty to any other government? Is it friendly to the United States? Is it hostile to the United States? What is the motive of the source in revealing information? Was it motivated by intense loyalty, fanaticism, revenge, a desire for position or flatter-

ing attention, monetary reward, or intent to mislead? Was the information revealed through ignorance or carelessness? Many sources have certain idiosyncrasies and prejudices which materially affect their reactions and color information transmitted by them. These must be established by the reporting officer and given due weight.

b. The evaluation of the information:

(1) The evaluation of an item of information is based upon its consistency within itself, its plausibility in view of general knowledge and experience, and its compatibility with other information or intelligence on the same or related subjects.

(2) A report that is self-contradictory is naturally suspect. Therefore every report must, in the process of evaluation, be carefully scrutinized for inconsistencies. They may be obvious or they may not. They may be due to a fundamental conflict of data or they may be due to mere language difficulties or incidental inaccuracies of no great importance. Sometimes it will be impossible to judge just how serious an inconsistency is, but it must always be noted and taken into account.

(3) The plausibility of a report must be judged against the background of general knowledge and experience in relation to the subject in question. If the information reported is manifestly implausible for any reason, it is obviously of no value. If, on the other hand, it deals with an action which is not only logical but is to be expected and is capable of accomplishment, it is much more likely to be true. Between these two extremes there are many intermediate cases, all of which must be judged on their own merits. A word of caution is in order, however. The evaluator must keep on open mind. Sometimes truth turns out to be stranger than fiction.

(4) The compatibility of an item of information may be described as its agreement or disagreement with information from other sources and with the accepted body of intelligence. The fact that a report is confirmed, or is not confirmed, by all other reports on the same subject should, of course, be taken into consideration in assigning an evaluation. Various shades between complete agreement and complete disagreement will be encountered. In addition, an alert observer may detect the development of significant patterns as, for example, when recent reports are contrary to older ones, or when reports show a marked tendency to contradict a fact which has previously been accepted. False confirmation must be guarded against. The same report received through a number of different channels is not confirmed and should receive only the weight due a single report.

9003

EVALUATION  
CODE

1. A conventional "evaluation code" has been devised for conveniently rating both the reliability of the source and the probability of the information. This system is widely used and universally understood by reporting agencies and intelligence personnel and is adequate for briefly indicating an evaluation. Its use should not, however, replace a more detailed evaluation where this is indicated. The following is the accepted meaning of the letter-figure system:

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*Reliability of Source*

- A—Completely reliable.
- B—Usually reliable.
- C—Fairly reliable.
- D—Not usually reliable.
- E—Unreliable.
- F—Reliability cannot be judged.

*Accuracy of Information*

- 1—Confirmed by other sources.
- 2—Probably true.
- 3—Possibly true.
- 4—Doubtfully true.
- 5—Improbable report.
- 6—Truth cannot be judged.

## 9004

1. In the intelligence process, collation and analysis are the necessary steps which precede the transformation into intelligence. They involve the minute examination of related items of evaluated information, element by element, in order to determine to what degree they confirm, supplement, or contradict each other and thereby to establish accepted facts and relationships.

COLLATION  
AND ANALY-  
SIS

2. Collation and analysis have two immediate objects: To establish items of factual truth, and to establish relationships between such items. Collation is accomplished by reducing each report to its basic elements and critically comparing all related elements from various reports. In its simplest form, critical comparison means weighing two or more reports on the identical factual subject and arriving at an acceptable statement. This may be theoretically a mathematical average, a compromise, or a composite of the original reports, depending on the evaluation which has been given to each. In practice it is seldom a simple average, even in as straightforward a matter as a numerical estimate.

## COLLATION

3. Analysis is the examination of information to distinguish component parts and determine various interrelationships. Relationships between facts are established by studying all the implications of each individual fact and of every possible combination of facts. This step can be taken only after the facts themselves have been determined by the process described above. It leads directly into synthesis—the piecing together of all the elements to produce intelligence. It differs from synthesis however, in that, although relying partly on deductive reasoning, it is still a part of the build-up process prior to final synthesis.

## ANALYSIS

## 9005

1. Synthesis is the examining and combining of processed information with other information and intelligence for final interpretation. In the intelligence process, it is the step of assembling all pertinent facts and relationships, previously established by evaluation, collation, and analysis to produce the intelligence mosaic on a given subject.

## SYNTHESIS

2. Synthesis may be understood as the process of fitting the accepted parts together to form an intelligible picture.

3. In practice, the distinctions between analysis and synthesis are not always clearly defined, nor is there any reason why they should be. The researcher does not consciously engage in analysis for an hour and then consciously switch over to synthesis. Usually the two processes go on simultaneously. Taken together, they form the heart of the intelligence process: The conversion of information (previously evaluated) into intelligence (ready to be interpreted). It is desirable, however, to understand how analysis and synthesis supplement each other in producing this conversion and to realize that

the processes are a combination of inductive and deductive reasoning in proceeding from the original facts to the final conclusions.

9006

INTERPRETA-  
TION

1. Interpretation is the determination of the probable meaning and significance of processed information in terms of past, present, and future factors. As has been shown, the result of synthesis is the intelligence mosaic, or what might be called "raw intelligence" on any given subject. It does not achieve full usefulness until this mosaic has been interpreted against the background of all other knowledge in any way pertinent to the subject. Interpretation determines the meaning of a known condition or development and places it in its true perspective. As the final step in the production of intelligence, it is the basis for any action which should be taken to meet or counteract the condition or development concerned.

9007

PREPARATION  
AND PRESEN-  
TATION

1. The preparation and presentation of intelligence to naval commanders to assist them in fulfillment of their mission and objectives is the end product of the work of the entire Intelligence organization. Unless this is done effectively with a keen understanding of the needs of the particular commands and with full recognition of the importance of timing, all that has gone before is a waste of men and material. Intelligence is prepared for presentation upon final determination of the meaning and significance of the intelligence produced by the processing function. The form in which the intelligence is presented is determined largely by the requirements of the command or commands to which it is to be supplied. It is desirable that this intelligence so presented be accompanied by sufficient background data to enable naval commanders to utilize fully the intelligence in their own Estimate of the Situation. It is especially important that such intelligence reports be especially adapted to the needs and convenient use of the particular commands. For example—commands afloat should be supplied by the intelligence organization of the shore establishment with intelligence especially prepared and, wherever possible, supplemented by personal briefing at the time of putting to sea. Supplemental intelligence should be communicated to the command at sea.

9008

INTELLIGENCE  
FILES

1. The maintenance of efficient intelligence files is a factor of prime importance in the production of effective intelligence. Since intelligence is produced in large part by the systematized processing of accumulated bits of information, a filing system must be employed which automatically facilitates this process. It is necessary that information and intelligence be preserved in such manner as to be readily and immediately accessible.

2. Units of Naval Intelligence shall maintain such intelligence files as are appropriate to and required by their mission, but must supply adequate stowage and provide proper security. Intelligence files should be maintained under the direct supervision of the Command Intelligence Officer. Intelligence material is not susceptible to filing in accordance with the Navy Filing Manual. Intelligence files should never be confused or combined with Administrative files (Navy Filing Manual). All Naval Intelligence activities shall maintain intelligence files arranged according to name, subject, and/or the Intelligence File Index and accompanying instructions.

## Chapter X

## DISSEMINATION

## 10-001

1. The third primary function of Naval Intelligence, in support of the mission and objectives of the Director of Naval Intelligence, is dissemination of intelligence received, as well as of original intelligence produced, to appropriate activities according to their needs.

FUNCTION  
DESCRIBED

## 10-002

1. Naval intelligence must be disseminated to interested activities according to their needs to enable them to initiate and execute appropriate action or countermeasures; hence, the time factor in dissemination is of the utmost importance.

TIMELINESS  
AND NEED

## 10-003

1. Naval Intelligence has discharged its responsibility when it has disseminated intelligence to all appropriate activities. With respect to naval activities, it is then the responsibility of *command* to take whatever action, if any, is required by the intelligence received in order to support naval policy and/or the mission of the *command*.

LIMIT OF NI  
RESPONSIBILITY

## 10-004

1. It is the responsibility of the Intelligence Officer of each command to anticipate the intelligence needs and requirements of the command and to disseminate the intelligence received or produced in accordance therewith.

INTELLIGENCE  
OFFICER, DIS-  
SEMINATION  
RESPONSIBILITY

## 10-005

1. Intelligence Officers of operating forces, District Intelligence Officers, and Intelligence Officers in an independent duty status (e. g., NA's, NLO's) are responsible for lateral dissemination of intelligence originated by them as well as of intelligence received by them, to naval activities in their areas and to other interested United States official activities. (See Art. 10-010.)

RESPONSIBILITY  
FOR  
LATERAL DIS-  
SEMINATION

## 10-006

1. The Office of Naval Intelligence disseminates directly to appropriate bureaus and offices of the Department of the Navy; to other Divisions of the Office of the Chief of Naval Operations; to the Commandant of the Marine Corps; to the Commandants of Naval Districts (DIO's); to the operating forces; to the other components of the National Military Establishment; and to civilian departments and agencies of the Federal Government having legitimate interest.

DISSEMINA-  
TION RESPON-  
SIBILITY ONI

## 10-007

1. The security control measures governing the dissemination of information, and intelligence, to nonnaval activities and to foreign governments are contained in the United States Navy Security Manual for Classified Matter.

DISSEMINA-  
TION TO NON-  
NAVAL  
AGENCIES

10-008

DISSEMINATION TO FOREIGN AGENCIES

1. Intelligence and information controlled by Naval Intelligence shall not be disseminated, nor its existence made known, to any foreign power or representative thereof except in accordance with specific instructions of the Chief of Naval Operations (Director of Naval Intelligence).

10-009

ROUTING AND DISTRIBUTION

1. Each item of intelligence or information disseminated shall show the dissemination made outside the jurisdiction of the command of origin, both on the original and all duplicate or file copies; the latter shall also show the internal dissemination the item has received. All material forwarded to the Office of Naval Intelligence shall show the dissemination made within Naval Intelligence, within the Naval Establishment, and to nonnaval agencies.

10-010

DISSEMINATION OF NON-NAVAL INFORMATION

1. Intelligence or information received from nonnaval sources may be disseminated within Naval Intelligence and to the Naval Establishment as needed by the various commands. Under no circumstances, however, will intelligence or information received from a nonnaval United States agency be disseminated to any other nonnaval agency, nor shall its existence be made known, without the approval of the originating agency.

10-011

RESTRICTION OF DISSEMINATION

1. When it is desired for any reason to hold dissemination of intelligence or information within narrow limits, or to restrict its dissemination within the normal distribution, the originating unit shall clearly state such request, indicate the reason, and recommend the distribution in the letter or report. If any change or modification is authorized by competent higher authority the originating unit shall be advised accordingly.

10-012

COMMUNICATION CHANNEL SELECTION

1. The degree of urgency involved, the speed of transmission, and the security required shall all be given due consideration in selecting the communication channel for dissemination.

10-013

RESPONSIBILITY OF ADDRESSEE

1. It is the responsibility of an intelligence addressee possessing information which materially differs from the intelligence received to inform the originating activity and the Office of Naval Intelligence promptly by the most appropriate method.

10-014

PERSON AS SUBJECT

1. When the subject of intelligence material disseminated is a person, great care must be taken to prevent that person, or other persons not requiring the information for official purposes, from knowing the existence of the report or its contents.

10-015

DISSEMINATION MEDIA

1. Dissemination shall be made in the form most appropriate to the subject, the classification, the urgency, and the needs of the addressees. Forms generally used are dispatches, letters, ONI report forms, studies, charts, booklets, posters, and leaflets. The most effective and economical means of reproduction shall be used. These include typing, mimeographing, multigraphing, multilithing, the ozalid process, and printing.

## Chapter XI

## SECURITY OF CLASSIFIED MATTER

## 11-001

1. The Chief of Naval Operations exercises control over all policies relating to the maintenance of the security of classified matter. The Director of Naval Intelligence has been designated as the officer primarily responsible to the Chief of Naval Operations for the protection of classified matter. Therefore, the Office of Naval Intelligence formulates and implements basic naval policies which relate to the security of classified matter. Obviously, actual responsibility in a particular instance rests upon the command or individual who is in a physical position to exercise direct security control.

## ORGANIZATION AND RESPONSIBILITY

## 11-002

1. Chapter 15 of United States Navy Regulations, 1948, the United States Navy Security Manual for Classified Matter, Articles for the Government of the Navy, General Orders, the Registered Publication Manual, the Espionage Laws, the Atomic Energy Act, Executive Orders, and other legally established directives set forth the basic principles for the security of classified matter. The objective of such orders and instructions is to establish a coordinated policy for the maintenance of the security of classified matter.

## BASIC PRINCIPLES

## 11-003

1. The security of the United States in general and of naval operations in particular depends, in part, upon the success attained in the control of classified information. Military information is of varying degrees of value to enemies and potential enemies of the United States and, therefore, should be assigned corresponding protection.

## APPLICATION

2. Security control of information is fundamentally a question of balance. In the development of a sound security control policy, consideration must be given to the fact that practical limitations will often hamper the attainment and maintenance of absolute protection. Consideration must also be given to the need for the dissemination of information to Congress, the public, other Government activities, and naval contractors, as well as to the naval service. Likewise, consideration must be given to the fact that, under certain circumstances, progress in material development, commercial experience, and industrial capacity may be of greater value to national defense than the perfect security protection of a specific item of classified naval information.

3. It is of paramount importance that all who engage in administering security preserve a balanced and common-sense outlook toward the subject. The ideal to be sought is the indoctrination of all personnel to the point that they automatically exercise proper discretion in the routine discharge of their duties and do not think of security of information as something separate and apart from other things. In this way, security of information becomes a natural element of every task and not an additionally imposed burden. The attainment of the desired objective requires sound direction from above and full alertness and cooperation on the part of all subordinates.



11-004

LIMITATIONS  
OF SECURITY

1. Security is a means—not an end. Rules which govern security of information are analogous to gunnery safety orders. They do not guarantee protection, and they do not attempt to meet every conceivable situation. The law of diminishing returns limits the control measures that can be employed profitably, but it is possible to obtain a satisfactory degree of secrecy with a minimum of sacrifice.

11-005

SECURITY VS.  
SPEED

1. As strategic and logistic planning progresses through its processes to the tactical execution, there is a variable relationship between over-all security of information and speed. In the earliest stages of strategic planning, security of information is definitely dominant. The transition from this planning to tactical execution is gradual. At the time of tactical execution, speed is dominant and is secondary only to reliability.

11-006

SCOPE OF  
SECURITY

1. Security of information is achieved by a variety of practices, precautions, and safeguards which include suitable defensive measures against the following:

- a. Capture or salvage of classified matter.
- b. Theft, espionage, observation, and photography.
- c. Interception of communication traffic.
- d. Radio direction finding or tracking.
- e. Traffic analysis.
- f. Cryptanalysis.
- g. Spurious messages and other falsifications of communications.
- h. Carelessness and laxity of personnel.

11-007

BASIC  
SAFEGUARDS

1. It is imperative that classified matter be safeguarded from compromise. This is accomplished primarily by the following:

- a. Thorough indoctrination of personnel.
- b. Maintenance of proper custody.
- c. Thorough destruction when appropriate.
- d. Limiting accessibility to those who "need to know."

11-008

FAMILIARITY  
WITH SECURITY  
MANUAL

1. All Intelligence Officers shall become familiar with the provisions of the United States Navy Security Manual for Classified Matter (OPNAV-32-P-1100) and current security directives.

## Chapter XII

## JOINT ACTIVITIES AND LIAISON

## 12-001

1. It is the policy of the Office of Naval Intelligence to join other Federal intelligence agencies in such cooperative effort as will achieve the maximum effectiveness in execution of the mission and objectives of Naval Intelligence. The end in view is to supply the Naval Establishment with the intelligence needed and to ensure the maximum contribution to the national intelligence requirements. An important and collateral purpose of this policy is to obtain the maximum intelligence coverage with the greatest possible economy of manpower and effort through elimination of unnecessary departmental duplication.

POLICY

## 12-002

1. The cooperative effort takes the form of varied degrees of joint activity, or the maintenance of liaison with appropriate agencies on the basis of mutual benefit.

FORMS OF  
COOPERATIVE  
EFFORT

## 12-003

1. Joint activity means participation in a common endeavor on the part of agencies concerned through contributions of personnel, funds, equipment, and effort.

JOINT  
ACTIVITY

2. The principal degrees of joint effort are:

*a.* Allocation to one service of the responsibility for performing the agreed task, that service to supply the other members with the needed intelligence.

*b.* Allocation with participation, the same as *a*, except that other members make contributions of special services and expert personnel to assist in the work.

*c.* Integration of personnel, equipment, and supplies under unified direction in accordance with a basic directive setting forth the mission and objectives of the integrated unit.

## 12-004

1. Liaison involves maintenance of close contact between agencies whose functions or acts require coordination, mutual understanding, or exchange of information in furtherance of common ends. Liaison is maintained by personnel assigned to liaison duties in order to:

LIAISON

*a.* Expedite the flow of information and intelligence in both directions.

*b.* Interpret and clarify the needs and policies of one service to another.

*c.* Act as a courier or channel of communication when rapid flow of material is required or when the matter requires personal explanation.

## 12-005

1. The closest relationship is maintained between Naval Intelligence and the Army, the Air Force, the Department of State, the Central Intelligence Agency, and the Federal Bureau of Investigation. These agencies are primarily concerned with the determination and support of national policy as applied

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in relations with foreign nations. The desired relationship is maintained by means of liaison and participation in joint activities; it is determined by the factors of timeliness and mutual benefit as approved by the Chief of Naval Operations. (See Arts. 3103, 4015, 4016, 6013, 6014, and 6015 of this manual.)

12-006

RELATIONSHIP WITH COAST GUARD

1. Upon Executive order of the President, the United States Coast Guard becomes a part of the Naval Establishment in time of national emergency or war. For this reason a close relationship must exist between Naval Intelligence and the intelligence organization of the United States Coast Guard. This relationship will be delineated, for guidance of Naval Intelligence, in accordance with agreements reached between the Chief of Naval Operations and the Commandant of the Coast Guard.

12-007

DELIMITATION AGREEMENT

1. The delimitation of investigative duties of the Federal Bureau of Investigation, the Office of Naval Intelligence, the Intelligence Division of the Army, and the Office of Special Investigations, Inspector General, United States Air Force in matters pertaining to the investigation of espionage, counterespionage, sabotage, and subversion is set forth in a joint Delimitation Agreement, to which these agencies are signatories. The Director of Naval Intelligence issues instructions, when necessary, for the guidance of Naval Intelligence in implementing the Agreement.

12-008

RELATIONSHIP WITH FOREIGN AGENCIES

1. Liaison or participation in combined activities with any foreign intelligence service, or representative thereof, is under the control and subject to the specific prior approval of the Chief of Naval Operations (Director of Naval Intelligence). (See Arts. 5029, 6014, and 8021 of this manual.)

12-009

NI IS THE ORGANIZATION FOR INTELLIGENCE MATTERS

1. With the exception of matters pertaining to the administration, operation, and maintenance of the Naval Communication Intelligence Organization, which are under the cognizance of the Chief of Naval Communications, Naval Intelligence is the organization exclusively authorized to handle intelligence matters between the Naval Establishment and all other agencies. Inquiries from or to nonnaval agencies pertaining to intelligence shall be channeled through the nearest appropriate Naval Intelligence Officer.

12-010

WRITTEN AGREEMENTS

1. It is desirable that the specific functions and responsibilities of the various units concerned with liaison or participating in joint activities be reduced to writing and the agreement signed by the Naval Intelligence Officer of the command, District, or activity and the heads of the other participating agencies. The Director of Naval Intelligence shall be kept fully advised of all liaison and/or joint activities engaged in by units of Naval Intelligence.

12-011

1. The principal permanent joint activities in which the Office of Naval Intelligence participates or has a direct interest are:

PERMANENT  
ACTIVITIES

a. Joint Intelligence Committee (JIC)—an organization of the Joint Chiefs of Staff consisting of the Director of Naval Intelligence, the Director of Intelligence, General Staff, United States Army, the Director of Intelligence, United States Air Force, and the Deputy Director, Joint Intelligence Group. JIC

b. Joint Intelligence Group (JIG)—an organization of the Joint Staff which serves as a working group for the JIC, and includes the Intelligence Section, the Security Control Section, and the Joint Photographic Survey Section, each consisting of representatives of the Army, Navy, and Air Force. JIG

ch. 1 c. <sup>Production (APD)</sup> Air Intelligence Divisions (AID)—a joint organization of ONI and the Directorate of Intelligence, United States Air Force, consisting of working representatives of the Director of Naval Intelligence and the Director of Intelligence, United States Air Force, serving both the Office of Naval Intelligence and the Directorate of Intelligence, United States Air Force. AID

d. National Intelligence Survey (NIS) Committee—a joint committee for the control of production and maintenance of the National Intelligence Surveys. The National Intelligence Surveys are concise digests of the basic foreign intelligence required for strategic and logistical planning and initial highest-level operational planning. Represented on the NIS Committee are the Office of Naval Intelligence; the Intelligence Division, General Staff, United States Army; the Directorate of Intelligence, United States Air Force; the Office of Intelligence Research, Department of State; the Central Intelligence Agency; and the Joint Staff. NIS

e. Interdepartmental Intelligence Committee—responsible for coordinating the investigative responsibilities of the Army, Navy, Air Force, and Federal Bureau of Investigation, and consisting of representatives of the above agencies. IIC

f. Central Intelligence Agency (CIA)—an organization under the National Security Council, established by the National Security Act of 1947, with a Director of Central Intelligence appointed by the President, by and with the advice and consent of the Senate, from among the commissioned officers of the armed services or from among individuals in civilian life. For the purpose of coordinating the intelligence activities of the several Government departments and agencies in the interest of national security, it is the duty of the Agency, under the direction of the National Security Council— CIA

(1) to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to national security;

(2) to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to national security;

(3) to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government using where appropriate existing agencies and facilities: *Provided*, That the agency shall have no police, subpoena, law-enforcement powers, or internal-security functions: *Provided further*, That the departments and other agencies of the Government shall continue to collect, evaluate, correlate, and disseminate departmental intelligence: *And provided further*: That the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods from unauthorized disclosure;

(4) to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently performed centrally;

(5) to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct.

12-012

WARTIME  
JOINT  
ACTIVITIES

1. During World War II the principal joint activities in which Naval Intelligence participated were:

- a. Joint Intelligence Collection Agency (JICA)—consisting of ONI, A. C. of S., G-2, War Department, and appropriate Theater Commander, JICA's were operated in China, North Africa, the Middle East, and in the India-Burma Theater.
- b. Joint Intelligence Agency Reception Center (JIARC)—consisting of ONI; A. C. of S., G-2, War Department; OSS; A-2; State Department.
- c. Army-Navy Flak Intelligence Group (ANFLAK); ONI-A-2.
- d. Joint Intelligence Objectives Agency.
- e. Interservice Topographic Committee.
- f. Joint Target Group.
- g. Joint Intelligence Collection, Pacific Ocean Area.
- h. Joint Intelligence Committee.
- i. Joint Intelligence Staff.
- j. Interdepartmental Intelligence Committee.
- k. Joint Army-Navy Intelligence Study (JANIS).
- l. Joint Prisoner-of-War Interrogation Sections.
- m. Technical Intelligence Center (TIC).
- n. Collaboration in Assessment of Enemy Shipping Losses.
- o. Washington Document Center (WDC).
- p. Military Intelligence Research Section (MIRS).
- q. Military Intelligence Research Section, Pacific (MIRSPAC).
- r. Coordination of Enemy Repatriation.
- s. Coordination in Control of Visas.
- t. Japanese American Joint Board.
- u. Cooperation in Compiling List of Merchant Marine Suspects.
- v. Clearance of Repatriated Citizens.

12-013

1. Liaison was conducted during the war with:
  - a. All Navy Department Bureaus and Offices.
  - b. All units of the Army Intelligence Organizations.
  - c. State Department units.
  - d. United States Coast Guard Intelligence.
  - e. Department of Justice.
  - f. Treasury Department units.
  - g. Secret Service.
  - h. Bureau of Immigration and Naturalization.
  - i. Foreign Economic Administration.
  - j. War Shipping Administration.
  - k. Maritime Commission.
  - l. Office of Scientific Research and Development.
  - m. Office of War Information.
  - n. Office of Strategic Services.
  - o. National Censorship.
  - p. American Red Cross.
  - q. Civil Aeronautics Board.
  - r. National Defense Research Committee.
  - s. Panama Canal.
  - t. Post Office Department.
  - u. Selective Service.
  - v. Ethnographic Board.
  - w. Federal Communications Commission.

WARTIME  
LIAISON

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