

CONFIDENTIAL

OFFICE OF NAVAL INTELLIGENCE

—
INSTRUCTIONS
IN REGARD TO
INTELLIGENCE DUTY
1917

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By AB NARA. Date 7/18/17

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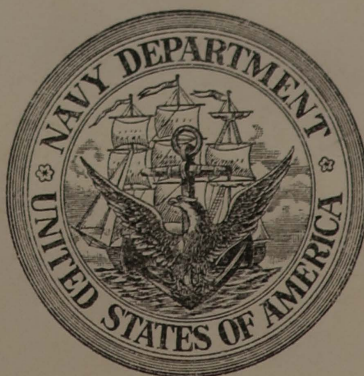
Register No. 15

OFFICE OF NAVAL INTELLIGENCE

Instructions in Regard to Intelligence Duty



1917



WASHINGTON
GOVERNMENT PRINTING OFFICE

1917

PART I.
—
GENERAL INSTRUCTIONS.

GENERAL INSTRUCTIONS.

The Department's order of June 1, 1904, is modified to read as follows:

OFFICE OF NAVAL INTELLIGENCE.

ORGANIZATION AND DUTIES.

The Office of Naval Intelligence in the Navy Department was established by General Order No. 292, March 31, 1882, and by regulation is under the direction of the Chief of Naval Operations.

The duty of the Office shall be to establish and maintain a confidential communication and intelligence service and to collect, classify, and collate information upon all subjects connected with a naval war or which can have a bearing upon naval action or plans of campaign. The information to be collected, classified, and collated will include the following:

- (1) The fleets of foreign powers.
- (2) The war matériel of foreign powers.
- (3) The nautical personnel of foreign powers, and a general record of the strength, organization, and distribution of all foreign naval forces.
- (4) The war resources of foreign powers.
- (5) Doctrine of foreign powers. Foreign policies and relations.
- (6) Characteristics of foreign naval officers of command rank.
- (7) Defenses and armaments of foreign ports.
- (8) Time required for the mobilization of foreign navies and the probable form and places of mobilization.
- (9) The lines and means of water communication of foreign countries and their facilities for transporting troops overseas.
- (10) The adaptability of foreign private-owned vessels to war purposes and the routes followed by regular steamer lines.
- (11) The facilities for obtaining coal, fuel oil, gasoline, and supplies, and for having repairs made in all foreign ports of the world.
- (12) Climatic, sanitary, and other peculiarities of foreign countries which can have a bearing upon naval operations.
- (13) The facilities on foreign coasts for landing men and supplies and means for supporting detached bodies of troops in the interior.
- (14) The canals and interior waterways of the United States and foreign countries available for the passage of torpedo boats and other naval craft.
- (15) The collating and keeping up to date of data relating to the inspection and assignment of merchant vessels under United States registry and of such foreign private-owned vessels as may be indicated.
- (16) Through correspondence with owners, consulting trade journals, and by any other practical means keeping track of the status and location of different United States merchant vessels listed as auxiliaries for war; of sales to other lines; and of changes in trade routes or terminal ports which may make necessary a change in the

The ship intelligence officer shall at all times be in a position to furnish his commanding officer with all available data regarding the navies of foreign powers, foreign ports, etc.

When visiting a foreign port or when falling in with a foreign vessel of war, the standard books issued by the Navy Department (Office of Naval Intelligence) bearing upon foreign ports or navies shall be consulted and report made upon all omissions or errors found; if the information contained in these books is correct or incorrect on any mooted point, the fact must be reported. As changes are continually occurring, it is mainly by watchful and interested attention on the part of officers, particularly those cruising or traveling abroad, that the Office of Naval Intelligence can be kept informed of the progress of affairs which circumstances may render of vital interest to the service and country.

Intelligence reports shall be prepared in accordance with the special instructions prescribed by the Office of Naval Intelligence. Maps, plans, photographs, drawings, and sketches should accompany intelligence reports when they throw additional light on the subject.

Intelligence reports from ships of a fleet shall be made to the commander in chief (for fleet intelligence officer) through the commanding officer. These reports will be made in triplicate; one copy shall be retained on board the ship from which it emanates; two copies shall be sent immediately to the commander in chief (for fleet intelligence officer), one of which shall be for his confidential files, and the other copy shall be forwarded at once to the Office of Naval Intelligence with such remarks and additional data as the fleet intelligence officer may desire to make.

Intelligence reports from ships acting singly shall be made to the commanding officer. They shall be made in duplicate; one copy shall be retained on board the ship from which it emanates, and the other copy shall be forwarded at once to the Office of Naval Intelligence.

All intelligence reports shall be signed by the officers making them and shall bear forwarding indorsements by both the commanding officer and the commander in chief in the case of reports from ships of a fleet and by the commanding officer of ships acting singly.

When a ship goes out of commission, the retained copies of all intelligence reports, together with all books and papers issued by the Office of Naval Intelligence, will be returned to that office by registered mail or other safe conveyance.

JOSEPHUS DANIELS,
Secretary of the Navy.

NAVY DEPARTMENT,
Washington, March 10, 1917.

PART II.

SHIP AND FIELD WORK.

(7)

SPECIAL INSTRUCTIONS.

(1) The governing object to be attained in making intelligence reports is to furnish information which will be of use in preparing plans of campaign or of assistance in carrying on operations of war. With this in view information concerning ports or places should be sought with a more or less well-defined plan of operations as a guide, as in no other way can the desired end be so well attained. All other information, however convenient for purposes of peace or ordinary cruising, must be subordinated in its acquisition to that which will be of value to the naval and military forces when engaged, or preparing to engage, in military operations. Similarly, in reporting on ships, torpedo boats, etc., keep in mind primarily what a commander of a fleet or ship would wish to know about the enemy when in action or preparing for action. After that comments on material and practices are desirable, leading to comparisons with our own matériel and practices and to possible imitation or avoidance.

(2) Make separate reports on separate subjects, following generally the classification given on page 33 et seq., and using a uniform heading, as follows:

.....
[Name of Branch.]

(If in doubt as to the branch, or if the report should unavoidably comprise several branches, leave the NAME OF BRANCH blank.)

Nation..... Name (of ship, port, etc.).....
Report from U. S. S.
Date of report.....

(State source of information and reliance to be placed on it.)

(3) Before reporting upon any port or ship, consult the standard works upon the subject furnished by the department, and verify the statements made therein. Report on any feature in which any of these authorities may differ from others, or in which all may be in error. Do not report on any fact or feature already known. All information is of greater or less value; structural and mechanical details are of less and military and tactical details are of greater value.

(4) While it is impossible to enumerate all features on which accurate information is desirable, the following, concerning the most important branches, are mentioned as aids to the memory:

WAR SHIPS.

Peculiarities in shape or appearance of hull by which the craft may be recognized; number and actual and relative positions and heights of smokestacks, masts, tops, yards, gaffs, semaphores, conning towers, bridges, derricks, etc.; periscopes, etc., of submarines, and agitation of the sea by their movements when submerged; number and size of torpedo and vedette boats carried; draft, with especial reference to condition of load—deep, light, or normal.

Everything discernible relating to day or night signals or speed indicators.

Guns and carriages: Such descriptions and comments as may seem to be of use, especially in regard to the features that bear upon the rapidity of loading and of pointing and firing, whether or not adapted to use of metallic case ammunition, etc. (See classification of guns, p. 40.)

Height of guns and ports above water at deep or light or normal draft. Measurements, horizontal and vertical, of all permanent exterior objects.

Range finders and indicators, night sights, fire control, and concentration.

Ammunition supply; number of rounds carried, with proportion of various classes of projectiles; kind of powder and high explosives.

Torpedoes; above or below water; size; supposed or known performance; weight and kind of charge; locations of tubes, and marks above water by which their approximate positions may be recognized; direction of train; usual practice in the use of gyroscope, whether for altering course after discharge, or merely for preserving straight course; discharged from conning tower or other fixed position, or each independently. Are mines carried? mechanical or electric? torpedo nets defense?

Searchlights; number, positions; arcs of illumination; power.

Radio outfits; system, range, elements of syntonization, with a view to possible interference or interception.

Anchors; where and how stowed. Stern hawse pipe.

When last docked and state of bottom.

What fuel used; coal or oil or both. Kind of oil and amount carried.

Supposed present actual speed. (Under different conditions of immersion for submarines.)

Supposed actual fuel endurance. (Under different conditions of immersion for submarines.)

Complement of officers and men; are they comfortably carried?

Any and all vulnerable points or peculiarities which would suggest special tactics in maneuvering or in directing fire against the craft.

OPERATIONS. (PLANS OF CAMPAIGN.)

Well-digested general or special plans of campaign are desired when time and opportunity permit a careful study. These may include anything from a small raiding party sent to cut a telegraph line to the landing of an Army corps. While most descriptive information should be contained in reports on PORTS, a certain amount, even if duplicated, will naturally follow along with the detail of a proposed plan of attack. Suggestions:

Object and general plan. Strategic considerations.

Blockade. How many ships required? Cruising zone suggested.

Desirability and feasibility of blocking by sinking vessels; by mines.

What point or points should be first object of attack?

What military maps are available? (Get them.)

Best position for the ships of an attacking fleet.

Positions to be avoided by an attacking fleet on account of local conditions, natural or military.

Best place to land an attacking force.

Probable resistance to be expected.

Points susceptible to aerial attack.

Can our vessels (how many) cover the landing?

To what attack would such vessels be subject?

Heights of well-defined objects for obtaining the range, with precise descriptions of the objects.

Nature of beach—stony, gravel, sand or mud? If mud, stiff or soft. Surf with different winds blowing, or at different stages of tide; ice.

Wharves or jetties; length, height, width, material, condition; depth of water at high and low tides; steps, floats.

Possibility of building jetties. Derricks.

Greater or less facility of landing at different stages of tide.

Nature of neighborhood: Hilly, wooded, plains, rocky, swampy.

Pilots available.

Local water craft available to assist in landing.

Men, guns, and equipment that should be landed.

Possibilities for successful feint.

Possible advantage or disadvantage arising from the direction of the sun, moon, or prevalent winds at certain periods of the year month, or day; morning or evening mists, etc.

FOR AN ADVANCE.

Topography and character of the country, especially bordering upon roads: Hills, plains, rivers, ravines, defiles, marshes, woods, cultivated fields. Suitable for entrenching or mounting guns.

Climate: Prevailing winds, rainfall, temperature, dew.

- Condition of country at different seasons: Rains, snow, ice, freshets, etc.

Telegraphs and telephones, cable landings, etc.

Railways: Possibility of building them, procurement of rolling stock.

Roads and trails: Conditions at different seasons and description. Can Artillery pass over them? How many equipped men abreast? Material convenient for repairing.

Bridges and culverts: Length, height, width, material, condition, safe load, danger of being blown up, and precautions to be taken, material convenient for repairing.

Communications which should be interrupted or severed: How?

Best points to occupy to protect communications.

Pack and draft animals and vehicles available.

Kind and amount of food obtainable for man and beast.

Drinking water.

Fuel; other supplies.

Buildings suitable for barracks, hospitals, storehouses, etc.

Suitable locations for camps; sanitary conditions.

Probable attitude of inhabitants; native and foreign elements.

Individuals and circumstances valuable for service of information.

PORTS.

The Office of Naval Intelligence forms, designed for Intelligence Reports on Ports, should be carefully filled out. A supply of these forms should always be kept on hand and may be replenished on application. Some of the points to be considered are:

Strategical position.

Natural advantages for defense.

Location and description of permanent forts or batteries (if possible, procure or make accurate map).

Antisubmarine defense.

Probable location of temporary defense works.

Armament of batteries; ranges; circles of fire; height of guns above the neighboring ground and the sea.

Aerial defense and offense.
 Search-lights, position finders, signal stations.
 Supposed or known supply of arms, ammunition, and provisions.
 Location and nature of magazines; vulnerability.
 Mine fields and torpedo batteries known or supposed; illumination
 and protection; location of wires and firing points.
 Force requisite to properly garrison the place.
 Actual strength of the present garrison; quality and equipment.
 Assistance likely to be afforded to the defense by the inhabitants.
 Neighboring stations of regular forces.
 Neighboring arsenals or other war material factories.
 Neighboring Government dockyards and private shipyards.
 Men-of-war and torpedo boats usually present.
 Facilities for improvising torpedo boats and rams.
 In case of bombardment, location of Government or other property
 to be attacked, and of hospital and other property to be spared.
 Heights, with accurate description, of hills, forts, or other structures
 or objects to obtain the range (very important).
 Signal stations; location and character of apparatus used.
 Communications; roads, railways, telegraphs, wireless stations (with
 systems, ranges, etc.), canals, steamer lines.
 Points where telegraph or railway lines can best be reached by a
 raiding party; where they lead to.
 Cables; number on each route; exact point of landing, with marks
 for recognition; exact lay and trend; means to conceal or protect;
 notes on dead cables still in position and liable to be picked up while
 dragging for live ones.
 Missionaries or other persons living in isolated, turbulent commu-
 nities and possibly needing protection.
 Names and addresses of persons who are reliable and friendly or
 who should be regarded with suspicion or are inimical.
 NOTE.—In the absence of a precise or formulated plan of attack the
 points suggested under Operations should still be considered and
 added to the above.

PERSONNEL.

The personnel of foreign navies and the time to mobilize. Char-
 acteristics of officers of command rank in foreign navies.

DIPLOMACY. (RELATIONS AND POLICIES).

All information regarding the attitude and sympathies of foreign
 powers toward the United States. Alliances and agreements be-
 tween foreign countries. Internal relations of foreign States. Insur-
 rectionary movements or demonstrations.

(5) When possible, date a report as at the place reported upon. When a special report is written and dated at a point remote from the place reported upon, be careful to remove all suggestion of their contiguity or proximity; and in all cases give at the head of the report a complete idea of where the place in question is, so that it can be located immediately by persons not familiar with the local neighborhood. This is especially important in countries where identical or similar names are given to places of widely differing geographical, commercial, and strategical interest.

(6) Use separate paragraphs for separate items. .

(7) Use the paper furnished by the office, and write on one side only; use the typewriter when practicable.

(8) When using local terms, give their definition.

(9) In spelling foreign names use the system of orthography adopted by the United States Board on Geographical Names (see page 31).

(10) In describing military and naval works and establishments be particular to use military and naval terms correctly in their English signification and scope; also be explicit as to the public or private ownership and control.

(11) In making sketches observe the following:

Put on a compass rose or north point.

Put on a scale (if the sketch is a free-hand one give an approximate scale or name the distance between given points).

Put on some name or landmark which can be identified on the chart, so that the place can be located easily and exactly.

Indicate in which direction a river is flowing; and refer to the right or left bank (*looking downstream*).

Where there are several works defending the same locality show their relative positions on a general plan; do not be content with individual plans of individual works.

In stating the arc of fire of guns say (so many) degrees to the right or left from such a compass direction *from the gun*; distinguish also the arc of train of the gun if it can be fired to the rear into the face of its own defenses in case of assault.

If tracings are made from charts mark them so that they may be easily located on a similar chart; and specify carefully the chart.

(12) Any report containing information of a confidential nature must have the word "Confidential" at the upper left-hand corner or in the margin abreast of such information; if this, however, is only for a time, as in some cases of advance extracts of publications, etc., the time for which it should be held confidential should be stated.

(13) At the end of each report give a list of inclosures; and mark the inclosures plainly in order that they may be surely identified as accompanying such report, with the date.

(14) For obvious reasons the reports, etc., especially those of a confidential nature, passing through foreign mails, should not be addressed to the Office of Naval Intelligence; all reports should be addressed

SECRETARY OF THE NAVY,
NAVY DEPARTMENT,
Washington, D. C.

For O. N. I.

sealed with the ship's seal, and inclosed in another envelope or wrapper addressed to the Secretary of the Navy.

(15) Make REPORTS wholly distinct and separate from LETTERS. Letters should not under any circumstances contain military intelligence or professional information.

PART III.

—
OFFICE WORK.

(15)

SECTION UNITS.

There shall be maintained in the Office four sections, designated, respectively, by the letters A, B, C, and D, the special duties of these units being as follows:

SECTION A.

This section will have charge of the confidential communication and intelligence service and will be under the direct supervision of the assistant director.

SECTION B.

This section will read all incoming newspapers and periodicals, clip, or mark them, and send the clippings or marked matter to the collators. Periodicals neither clipped nor marked will be returned direct to the files.

Dispatches will be coded and decoded in this section.

Special reports received from naval attachés, consuls, etc., will go direct from the assistant director to Section D without passing through this section.

SECTION C.

Information received by this section will be in either of two forms:

- (a) Newspapers, clippings, magazines, books, etc.
- (b) Reports from naval attachés, consuls, etc.

The readers in Section B will mark all articles found under (a) with the proper color of the desk in Section C to which they should go. If the subject is covered by two or more desks, all colors concerned should be marked at the top of the article by the reader and the article will be passed by the collators from desk to desk, each desk carding as it passes through.

After carding, articles classed under (b) will be sent from Section D to Section C, where they will be passed from desk to desk, each desk extracting from them information to be collated or to be utilized in bringing compilations up to date. After passing through the desks of Section C these articles will be returned to Section D.

In order that there may be no delay, these reports will be passed from desk to desk as rapidly as possible.

The stenographer for each desk in this section will card each day all information received at his desk under class (a). This work will be supervised by the collating officer in charge of the desk.

Each desk in this section will prepare and maintain a list of subjects covered by it that are considered to be *live subjects*, and will arrange them in the order of their relative importance, bearing in mind that data usually desired by the General Board, bureau chiefs, Chief of Naval Operations, and Secretary of the Navy, in preparing estimates or reports for a coming session of Congress, will be needed in the above order first, then information that may be called for by Congress.

Collating of subjects by each desk in this section will be undertaken according to the prepared list made out for each desk. Each subject will be struck from the list upon the completion of its collation.

In collating, the loose-leaf system will be used, and collations must be kept up to date at all times. In addition, during the calendar year a separate folder containing all new matter for the subject will be kept.

Section D will make requests upon Section C for only such collations as may be necessary to meet outside demands for information. Upon the receipt of such a request, the proper desk in Section C will furnish the desired collation. If it is very short and will probably be incorporated in a letter to be written by the officer in charge of Section D, it need only be a pencil memorandum; but if, on the other hand, it is a lengthy compilation, then it should be written in such shape as to permit its being forwarded with a letter.

The translators, draftsman, and photostat operator will be under the personal direction of the senior officer of this section.

SECTION D.

All requests for information, whether written or verbal, will be received by this section. This section sends out, if practicable, information requested, obtaining such information from the files if possible, or, if not filed in form for sending out, requesting it of Section C.

One of the important duties of this section is to disseminate information without request whenever desirable. In this connection, letters for the Secretary of the Navy or the Director of Naval Intelligence to sign disseminating information will be written in this section.

In anticipating calls for information, this section will point out certain subjects on which collations are considered to be desirable.

The officer in charge of Section D is charged with the custody of the information files, takes charge of the keys of the secret lockers, and supervises the work of the registrar.

The duties of censor for all matter submitted for publication under the provisions of the United States Navy Regulations devolve upon the officer in charge of Section D, as well as the preparation of appropriate letters in relation thereto for the signature of the Secretary of the Navy.

GENERAL RULES AND METHODS.

1. Matter which is of educational or historical value and professional interest alone does not come within the scope of the office; only matter which is of military importance or of material convenience to United States men-of-war in cruising should be retained. Exceptions to this rule may be made in the case of important inventions and discoveries which may be subjects of inquiry or which may later become of military value through adoption by some foreign service.

2. It is the duty of the office to bring to the notice of the bureaus and certain offices of the Navy Department all matter which may seem to be of value to them, whether it be carded or not.

3. When material is received which is to be registered, the officer in charge of Section D will have the registrar assign and note upon the jacket or cover its register No. and other data called for in paragraph 20, and make out the cards referring to it. The material and the reference cards will then be sent to Section C for information, and for additional carding if found desirable. Items received relating to a subject previously registered may be bound in the same cover as the previous register No. Reference to new material may be added to a former card.

4. Books and periodicals will be marked in colored pencil by the reader in section B and then sent to Section C, where they will be examined by the officers in this section, who will have reference cards made out for items of interest in the branches assigned to them. The desk colors of Section C are:

Desk 1=Red.
Desk 2=Blue.
Desk 3=Yellow.

5. Information of a temporary or ephemeral nature, soon to be annulled or superseded, will not be permanently filed either in the catalogue or elsewhere, but may be placed in "TEMPORARY" envelopes or other receptacles and kept at hand by each officer in Section C for his own use and guidance, to be destroyed by him when no longer of any value.

6. Information which can be entered upon tabular sheets need not be otherwise noted unless it be of an importance to warrant note of the source.

7. Information bearing upon docking, coaling, and repairing facilities will be immediately entered (if new) in the port directory. When a new edition of the book is issued, or corrections are printed on slips for correcting it, the cards and material relating thereto will be destroyed unless there be other reason for keeping them, such as their containing other information.

8. In the month of June of each year each officer in Section C will examine the cards of his branches, withdraw all such as seem to be of no further value, and submit them and the corresponding registered material to the senior officer in Section C for scrutiny, who will submit them for final scrutiny to the assistant director. All material found to be of no value will then be destroyed.

9. The officer in charge of Section D will, at the same time, submit to the assistant director any register number or other data in the files that he considers superfluous.

CARDING AND FILING.

10. Two classes of cards will be used in connection with information obtained by the office:

Accession cards, and
Catalogue cards.

11. An accession card will be made out for each register No. filed. Upon it will be expressed:

The nature of the item—

Report,
Par(liamentary) return,
Int(telligence) report,
Book,
Pamphlet,
Leaflet,
Map,
Drawing,
Tracing,
Blue print,
Article (from a periodical),
Clipping (from a newspaper), or
Compilation (made in or for the office);

The source, meaning the author or responsible office (not the sender);

The date;

The date received;

Where filed;

The subject or title; and

A statement of all the branches and divisions under which it is carded.

12. The catalogue cards are white, red, and blue. The white are the reference cards upon which will be noted the information or a

reference to it. The red are guide cards and will serve to group all the white cards relating to each individual third subdivision in the classification sequence. The blue are guide cards and will serve to collate all the red groups relating to each individual second subdivision in the sequence.

13. The blue cards indicate the first or principal subdivision of the branches and will contain—

On the first line, the second word of classification as entered on the reference card;

On the second line, the first word of classification.

14. The red cards will contain—

On the first line, the third word of classification;

On the second line, the second word of classification;

On the third line, the first word of classification.

15. A blank white card may be used to group all reference cards upon the same subject, thus affording a further subdivision under the red cards.

16. By the classification scheme given on page 33 et seq., all information is classed in various branches. For convenience in recording and finding, each branch is subdivided into a first and second group as indicated in the sequences given opposite each branch. The words BRANCH, DIVISION, SUBDIVISION appearing in these sequences indicate the order in which they will be written on the reference cards, thus governing the classification. As indicated in the scheme, the nation concerned enters into every branch excepting that of *Arts and Sciences*; this branch is reserved for material which, while possessing professional interest, is not military intelligence in that it does not contain information regarding the resources or operations of a possible enemy or ally.

17. The white cards, besides being reference cards, may contain complete data, copied or pasted on; they include card envelopes, identical in form, in which will be placed clippings or letters or other matter not bulky nor important enough to make it desirable to register it. Reference cards should not contain information upon more than one subject. The subject will be expressed in English, and in as concise form as possible. (On card envelopes the subjects should be in such a general form that all clippings, typewritten extracts, and notes on the same subject can be filed together in the same envelope; the source being stated not on the envelope, but on each inclosure.) The title of any work referred to (whether registered in the office or not) will be given *verbatim* under the heading DATA, with a translation if in a foreign language. If the matter carded is a translation (or is accompanied by a translation) the fact should be stated on the body of the card. The source is the author or responsible origin; the name of the

sender may also be expressed on the card. The card will contain a synopsis of the nature, contents, and value of any matter referred to; in the case of a book a transcript of the table of contents (in English) may serve the purpose. It will be expedient sometimes to card material under more than one branch or division in order to insure finding it easily. Under the caption "Where filed" will be stated the location of the matter referred to, by coordinates for register Nos., otherwise in the Navy (Dep't) Library, A(rmy) W(ar) C(ollege) (of the Army), or other repository. The abbreviations will always be used which are indicated in these instructions and in the classification scheme by eliding the portions of words given in parentheses. The space "Noted by" will be filled by the initials of the officer or registrar making the card. The nationality of material, such as guns, ships, torpedoes, is that of the nation owning them; material produced in any country for sale will be classed under "All nations" until bought by some nation; the formula "All nations" may also be applied to information which refers to several individual nations, but which is not suitable for carding separately under each. Cards referring to "Confidential" or "Secret" material (see paragraph 21) will have the corresponding word stamped upon them.

18. In the branch "PORTS," if no individual port be referred to, or if the interest be independent of the port, the word "National" or "Colonial," as the case may be, will be given on the third line of the classification sequence; this applies essentially to resources, communications, schemes of defense, etc. The grouping and nomenclature of the different nations' colonies and of certain ports is given on page 24 et seq.; in such cases the name of the colony or group of ports will be the third word of classification, the individual port, if any, forming the subject. In branches other than "PORTS" no closer grouping than NATION COL. will be used.

19. Cards will be grouped as directed in paragraphs 13, 14, 15, and 16; and they will be kept in card boxes.

20. Register Nos. will be kept in file boxes or drawers or bookshelves, following as nearly as found convenient the classification on the reference cards. Upon each will be inscribed the register No., source, sender (if desirable), date, date of receipt, and subject or title.

21. All information may be regarded to a certain extent as confidential; that which it is expedient to treat as positively and completely of that character will be of two classes, CONFIDENTIAL and SECRET. The former will comprise matter which it is desired should not be generally known of, although not of such importance as to give comfort to any possible enemy or cause injury to any person; it will be filed in the ordinary cases with other material, but will be marked with a note that it is not to be examined by unauthorized persons nor

taken out of the office without the permission of the Director of Naval Intelligence. SECRET matter, regarding which the utmost secrecy is required, will be so marked and will be kept in the secret locker, or in the safe, as directed by the Director of Naval Intelligence; no card or other reference to it shall contain any information other than the indication of its existence and location. SECRET matter will include the following:

Important plans of attack or defense, or of campaign. (May be separated from the rest of a report if not expedient to consider the entire report secret.)

Strategic studies having specific enemies in view.

War problem solutions.

Secret codes and ciphers and cable addresses.

Matter the known possession of which might work injury to persons who furnished it.

Reports on policies and relations.

COMPILATIONS AND TRANSLATIONS.

22. All compilations and translations will bear the name of the office; those made for retention in the office will bear the name of the person making them; those that are made for outside parties, except such as are to be printed, will bear the initials of the writer and the signature of the Director of Naval Intelligence either on the matter or in an indorsement or letter as approving. Copies will be retained of all compilations prepared for outside offices or persons.

23. When information is to be furnished to Members of the Congress, or to other Executive Departments, a memorandum will be prepared and signed by the Director of Naval Intelligence containing a statement of the items furnished and of the call in response to which the material is prepared; and a letter of transmittal will be prepared for the signature of the Secretary of the Navy, copies to be retained in the Office of Naval Intelligence.

ACCESS TO FILES.

24. Officers of the Navy or Navy Department desiring information from the office, or to withdraw from it any of its files, will be referred to the officer in charge of Section D.

25. Calls for information will be answered by the officer in charge of Section D.

26. No one except the registrar, an officer on duty in the office, or clerks shall have access to the card catalogue. When cards are taken from the boxes they will be returned to their proper places in the boxes without delay after use. At times it will not be necessary to remove cards from the box, as the noting of the references found will be sufficient as a guide to find the desired information.

GROUPING AND NOMENCLATURE OF PORTS.

27. For convenience in collating and consulting information relating to ports in certain territorial areas possessing physical, commercial, political, or strategic solidarity the following groupings of ports and of colonies will be observed in the branch "PORTS," individual ports not included within any such group being kept separate:

Argentina:

- Bahia Blanca (inc. Puerto Belgrano or Puerto Militar).
- Rio de la Plata (within Cape San Antonio; all ports, including the Parana).

Brazil:

- The Amazon (river) (inc. the Para; all ports).
- The Paraguay (river).

China:

- Amoy (inc. Huitau Bay and Chin Chu Harbor).
- The Canton (river).
- Chusan Islands.
- Hong Hwa (sound) (inc. Hai tung Island and Strait and Meichen Sound).
- The Min (river).
- The Pieho (river).
- Sam Sa (inlet) (with approaches).
- Wenchau (bay) (inc. Namki Island, Bullock Harbor, and neighboring islands).
- The Yalu (river) (inc. Ta Tung Kao and Chinese ports on river).
- The Yang Tse (river) (inc. Shanghai and all ports on river).

Colombia:

- Atlantic Ports.
- Pacific Ports.

Costa Rica:

- Atlantic Ports.
- Pacific Ports.

England:

- Orkney Islands.
- Shetland Islands.
- Hebrides Islands.
- Firth of Dornock.
- Firth of Moray (inc. Cromarty).
- Firth of Tay.
- Firth of Forth.
- The Tyne (river).
- Tees Bay.
- The Humber (river).
- The Wash.
- The Thames (river) (inc. Blackwater and Crouch rivers.)
- The Solent (river) (inc. Isle of Wight and Portsmouth).
- Plymouth Sound.
- Scilly Islands.
- Bristol Channel (within St. David's Head and Hartland Head).
- Cardigan Bay (within St. David's Head and Braich-y-pwll).
- Anglesey Island (inc. Menai Strait, Caernarvon Bay, and Beaumaris Bay).
- The Dee (river).
- The Mersey (river).
- The Ribble (river).
- Morecambe Bay.

England—Continued.

Isle of Man.
 Firth of Solway (within Mull of Galloway).
 Firth of Clyde (inc. Arran Islands).
 Argyle Coast.
 Isle of Skye (with neighboring waters).

Ireland—

Lough Swilly.
 Lough Foyle (inc. Ban River).
 Belfast Lough.
 Strangford Lough.
 Carlingford Lough.
 Dundalk Bay.
 Drogheda Bay.
 Dublin Bay.
 Wexford Harbor.
 Waterford Harbor.
 Cork Harbor.
 Clonakilty Bay.
 Roaring Water Bay (inc. Clear Island).
 Dunmanus Bay.
 Bantry Bay.
 Kenmare (river) (inc. Ballingskellings Bay).
 Dingle Bay.
 Ballyheige Bay (inc. Tralee).
 The Shannon (river).
 Galway Bay (inc. Aran Islands).
 Kilkicran Bay.
 Clew Bay.
 Blacksod Bay (inc. Achill Island).
 Broad Haven.
 Killala Bay.
 Sligo Bay.
 Donegal Bay.

France:

The Seine (river) (inc. Havre and Trouville).
 The Loire (river).
 The Gironde (river).
 Corsica.

Germany:

Danzig Gulf.
 The Oder (river).
 Neustadt Bay (within Darss Point).
 Kiel Bay.
 The Elbe (river).
 The Weser (river).
 The Ems (river).
 The Rhine (river).

Guatemala:

Atlantic Ports.
 Pacific Ports.

Honduras:

Atlantic Ports.
 Pacific Ports.

Italy:

Sardinia (island).
Sicily.

Japan:

Kurile Islands.
Hokkaido (island).
Aomori Bay.
Tokyo Gulf (inc. Sagami Bay).
Suruga Bay.
Mie Bay (Ise and Mikawa Bays).
Osumi Bay (or Ariake).
Kagoshima Bay.
Shimabara Bay (inc. Hayasaki and Yatsushiro Bays).
Goto Islands.
Shimonoseki Strait (inc. Moji).
Inland Sea (inc. Kii, Tomogashima, Naruto, and Bungo Passes).
Oki Islands.
Wakasa Bay.
Toyama Bay.
Liu Kiu Islands (inc. Linschoten and Meiacó Shima).
Bonin Islands.
Formosa (inc. Pescadores).

Nicaragua:

Atlantic ports.
Pacific ports.

Panama:

Atlantic ports.
Pacific ports.

Russia:

Arctic Ocean.
Baltic Sea (inc. Gulfs of Finland and Bothnia).
Black Sea (inc. Sea of Azov).
Caspian Sea.
Pacific Ocean.

Turkey:

Black Sea (inc. Dardanelles).
Mediterranean (sea).
Red Sea.
Arabian Sea (inc. Gulf of Aden).
Persian Gulf (inc. Gulf of Oman).

Uruguay:

The Uruguay (river) (all ports on the river, including Colonia).

COLONIES.**England Col. (Af.):**

Ascension Island.
Basuto Land.
East Africa.
Falkland Islands.
Gambia.
Gold Coast (inc. Ashanti).
Lagos.
Mauritius (inc. Rodrigues Island).
Nigeria.
Rhodesia.

England Col. (Af.)—Continued.

St. Helena Island.
 Seychelles Islands.
 Sierra Leone.
 Somali Land.
 Tristan de Cunha.

Union of South Africa { Cape Colony.
 Natal.
 Orange Free State.
 Transvaal.

Zanzibar.

England Col. (Asia):

Aden.
 Chagos Archipelago.
 Ceylon (inc. Maldivé Islands).
 Hongkong (inc. Mirs Bay and Lantao Island).
 India (inc. Andaman, Laccadive, and Nicobar Islands; Burmah).
 North Borneo (inc. Brunei, Labuan, and Sarawak).
 Perim Island.
 Persian Gulf (Bahrein Islands, etc.).
 Socotra Island.

Straits Settlements { Cocos Islands (and Christmas).
 Malacca.
 Malay States.
 Penang.
 Singapore.

Wei Hai Wei.

Yang Tse (region).

England Col. (Aust.):

Australia { New South Wales.
 Queensland.
 South Australia.
 Tasmania.
 Victoria.
 West Australia.

New Zealand.

England Col. (Europe):

Channel Islands { Alderney.
 Guernsey.
 Herm.
 Jersey.
 Sark.

Cyprus.

Gibraltar.

Malta (inc. Gozo).

England Col. (N. A.):

Canada { British Columbia.
 Manitoba.
 New Brunswick.
 Northwest Territories.
 Nova Scotia.
 Ontario.
 Prince Edward's Island.
 Quebec.

Newfoundland (and Labrador).

England Col. (Oc.):

Antipodes Islands.
 Auckland Island.
 Bounty Island.
 Campbell Island.
 Chatham Island.
 Christmas Island (south of Hawaii).
 D'Entrecasteaux Island.
 Ellice Islands.
 Fanning Island.
 Fiji and Rotumah Islands.
 Flint Island.
 Gilbert Islands (German also).
 Hervey or Cook Island.
 Jarvis Island.
 Kermadec Islands.
 Lord Howe Island.
 Louisiade Island.
 Macquarie Islands.
 Malden Island.
 New Guinea.
 New Hebrides (French also).
 Norfolk Island.
 Ocean Island.
 Palmyra Island.
 Solomon Islands.
 Starbuck Island.
 Suwarrow Island.
 Tonga (Friendly) Islands.
 Washington Island.

England Col. (W. I.):

Antigua (with Barbuda).
 Bahamas (inc. New Providence Island).
 Barbados.
 Bermudas.
 Dominica.
 Grenada (inc. Grenadines).
 Guiana, British.
 Honduras, British.
 Jamaica.
 Montserrat.
 St. Kitts (with Nevis and Anguilla).
 St. Lucia.
 St. Vincent.
 Trinidad (with Tobago).
 Turks Island.
 Virgin Islands.

France Col. (Af.):

Algeria.
 Comoro Islands.
 French Congo.
 Kerguelen Island.
 Madagascar {
 { Diego Suarez.
 { Nossi Be.
 { Ste. Marie.

France Col. (Af.)—Continued.

- Morocco.
- Reunion Island.
- St. Paul and Amsterdam Islands.
- Somali Coast Adulis Bay.
- Obock.
- Tunis.
- West Africa { Dahomey.
- French Guinea.
- Ivory Coast.
- Senegal.
- Senegambia (and Niger).

France Col. (Asia):

- India { Chandernagore.
- Kari Kal.
- Mahe.
- Pondicherry.
- Yanaon.
- Indo-China { Annam.
- Cambodia.
- Cochin China.
- Laos.
- Tonking.

Kwang Chau Wan.

France Col. (N. A.):

- Miquelon.
- St. Pierre.

France Col. (Oc.):

- Gambier Islands.
- Loyalty Islands.
- Marquesas Islands.
- New Caledonia.
- New Hebrides (English also).
- Society Islands.
- Tubuai Islands (Austral.).
- Tuomota Islands (Low Archipelago).

France Col. (W. I.):

- Guadeloupe.
- Guiana, French.
- Martinique.

Germany Col. (Af.):

- East Africa.
- Kamerun.
- Southwest Africa.
- Togo Land.

Germany Col. (Asia):

- Kiau Chau.
- Koumh Island (Farisan).
- Yang Tse (region).

Germany Col. (Europe):

- Bear Island.

Germany Col. (Oc.):

Caroline Islands.
 Kaiser Wilhelm Land.
 Marianne Islands.
 Marshall Islands.
 Pelew (or Palau) Island.
 Samoa.
 Solomon Islands. (English also.)

Holland Col. (Asia):

Borneo.
 Celebes.
 Java.
 Molucca Islands.
 New Guinea.
 Sumatra.
 Timor Islands.

Holland Col. (W. I.):

Curaçao.
 Guiana, Dutch (Surinam).

Italy Col. (Af.):

Eritrea.
 Libya (Tripoli).

Japan Col. (Asia):

Chosen or Korea.
 The Yalu (river)
 Kwangtung (inc. Port Arthur and Dalny).

Portugal Col. (Af.):

Angola.
 Azores Islands.
 Cape Verde Islands.
 East Africa.
 Guinea.
 Madeira Islands.
 Prince Island.
 Sao Thome.

Portugal Col. (Asia):

China	{	Coloane.
		Macao.
		Taipa.
India	{	Damao.
		Diu.
		Goa.
Malaysia	{	Pulo Kambing.
		Timor.

Spain Col.:

Balearic Islands.
 Canary Islands.

North Africa	{	Alhucemas.
		Ceuta.
		Chaferinas.
		Melilla.

 Peñon de la Gomera.

Rio de Oro (and Adrar).

West Africa (inc. Rio Muni, Fernando Po, Annabon, Korisco, Elobey, San Juan).

U. S. Col.:

Alaska.
 Canal Zone.
 Cent. America.
 Guam.
 Hawaii.
 Midway Islands.
 Philippines.
 Porto Rico (inc. Culebra).
 Samoa.
 Santa Crus.
 West Indies St. John.
 St. Thomas.
 Swan Island.

For all other countries' colonies there will be expressed the name of the country with the word "Col." only.

PHONETIC SPELLING OF FOREIGN NAMES.

28. The following system of orthography, adopted by the United States Board on Geographic Names, and used by the United States Hydrographic Office, should be adhered to. Geographic names in countries that use Roman characters should be rendered in the form adopted by the country having jurisdiction, except where there are English equivalents already fixed by usage. In cases where the English equivalent is so different from the local form that the identity of the latter with the former might not be recognized, both forms may be given. The spelling of geographic names that require transliteration into Roman characters should represent the principal sounds of the word as pronounced in the native tongue, in accordance with the sounds of the letters in the following system. An approximation only to the true sound is aimed at in this system. The vowels are to be pronounced as in Italian and on the continent of Europe generally, and the consonants as in English.

Letters.	Sounds.	Examples.
a	ah, as in father.....	Java, Banána, Somáli, Bari.
e	eh, as in men.....	Tel el Kebir, Oléleh, Medina, Levuka, Peru.
i	English e; as in ravine; the sound of ee in beet. Thus, not Feejee, but.....	Fiji, Hindi.
o	o as in mote.	
u	double o, as in boot. All vowels are shortened in sound by doubling the final consonants.....	Yarra, Tanna, Jidda, Bonni.
	Doubling of a vowel is only necessary where there is a distinct repetition of the single sound.....	Nuulua.
ai	English i, as in ice.....	Shanghai.

Let- ters.	Sounds.	Examples.
au	ow, as in how. Thus, not Foochow, but.....	Fuchau.
ao	is slightly different from above.....	Nanao.
ei	is the sound of two Italian vowels, but is frequently slurred over, when it is scarcely to be distinguished from ey in the English they.....	Beirút, Beilúl.
b	English b.	
c	is always soft and nearly the sound of s; the hard c is given by k.....	Celebes.
ch	is always soft, as in church.....	Chingchin.
d	English d.	
f	English f; ph not to be used for the sound of f. Thus, not Haiphong, but.....	Haifong, Nafa.
g	is always hard (soft g is given by j).....	Galápagos.
h	is always pronounced when inserted.	
j	English j. Dj should never be put for this sound..	Japan, Jinchuen.
k	English k. It should always be put for hard c. Thus, not Corea, but.....	Korea.
kh	the Oriental guttural.....	Khan.
gh	is another guttural, as in the Turkish.....	Dagh, Ghazi.
l	} as in English.	
m		
n		
ng	has two slightly different sounds, as in finger, singer.	
p	as in English.	
q	should not be employed; qu is given by kw.....	Kwangtung.
r	} as in English.....	
s		
t		
v		
w		
x	} is always a consonant, as in yard (Kikuyu), and therefore should not be used for the vowel i. Thus, not Mikindány, but.....	Mikindáni.
y		Zulu.
z	English z.....	
	Accents should not generally be used, but where there is a very decided emphatic syllable or stress which affects the sound of the word it should be marked by an acute accent.....	Tongatábu, Galápagos, Paláwan, Seráwak.

PART IV.

CLASSIFICATION SCHEME.

CLASSIFICATION SCHEME.

Classification scheme of information concerning foreign powers.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Aeronautics.	<i>Red cards.</i> Accidents and casualties.	<i>White cards.</i> Aeroplanes. Balloons. Dirigibles. Seaplanes. Kites. Seaplane carriers. General data: Albatross. Albesard. Etc.
	Aeroplanes.	Aeroplanes. Dirigibles. Seaplanes. Balloons. General data: Captive, use at sea. Captive, use ashore. Drachen.
	Armor and armament.	Aeroplane. Dirigible. Combined aero and dirigible base. Seaplane.
	Balloons.	Signaling. Radio. Signals, flag. Identification marks. Fire control. General data: All nations. (<i>Blue.</i>) England. (<i>Blue.</i>) London. (<i>White.</i>) Etc. France. (<i>Blue.</i>) Paris. (<i>White.</i>) Etc. Italy. (<i>Blue.</i>) Venice. (<i>W</i>) Etc.
	Bases—Location and equipment.	General data: Astra-Torres. Clement Bayard. Etc.
	Bomb dropping and bombs. Communications.	
	Shore defenses of (aero).	
	Naval defense—Aero. Dirigibles.	
	General information. Helicopter.	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Aeronautics (con.).	<i>Red cards.</i> Instruments and accessories.	<i>White cards.</i> Anchors. Bayonet. Compass. Drift indicator. Parachutes. Range finder. Searchlights. Speed indicator. Whistle.
	Kites. Lists and numbers.	All nations. (<i>Blue.</i>) Argentina. (<i>Blue.</i>) Etc.
	Motors, special type.	General data: Benz. Curtiss. Etc.
	Navigation.	Celestial. Terrestrial.
	Organization.	All nations. (<i>Blue.</i>) Argentina. (<i>Blue.</i>) Etc.
	Personnel.	All nations. (<i>Blue.</i>) Austria. (<i>Blue.</i>) Etc.
	Photography.	Aeroplanes. Balloons. Kites.
	Records.	Altitude. Distance and endurance. Speed.
	Rules and regulations.	Austria. (<i>Blue.</i>) Germany. (<i>Blue.</i>) Italy. (<i>Blue.</i>) Etc.
	Scientific investigations.	Meteorology. Stability.
	Seaplanes.	Tests and competitions. General data: Albatross. America. Etc.
	Seaplane carriers.	Italy. Etc.
	War operations.	All nations. (<i>Blue.</i>) Austria. (<i>Blue.</i>) Belgium. (<i>Blue.</i>) Etc.
Ammunition and Equip(ments).	Equipments (inc. belts, haversacks, knapsacks, swords, bayonets, lances, intrenching tools, &c.). Proj(ectiles) and explosives (inc. bursters, caps, charges, fuses, primers, fixed ammunition).	
1. Branch.		
2. Nation.		
3. Division.		

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Ammunition and Equip(ments) (contd.).</p>	<p><i>Red cards.</i> General notes (inc. factories, contracts, care and preservation, packing, storage transportation, casualties; also hoists and methods of supply, limbers, caissons, carts; quotas and amounts supplied or carried). (Where necessary cross card under TORPEDOES.) (For <i>amounts</i> purchased, ordered, or available, see SUPPLIES.)</p>	<p><i>White cards.</i> General data only or information that would be of use for M. C.</p>
<p>Armies. 1. Branch. 2. Nation. 3. Division.</p>		
<p>Armor (and Protection). (Inc. Factories.) 1. Branch. 2. Nation. 3. Division.</p>	<p>Bullet-proof (clothing). (Materials, etc.; uses, contracts, effect of gunfire.) Metal (iron, steel, compound, etc., including shields, bolts and fastenings, etc.; uses, contracts, effects of gun and torpedo fire.) Mineral (coal, coral, earth, ice, sand, stone, etc., including effects of gun and torpedo fire). Water-excluding (cellulose, corn pith, cork, mats, etc.; uses, contracts, effects of gun and torpedo fire).</p>	
<p>Arts and Sciences. 1. Branch. 2. Division. 3. Group.</p>	<p>Chemistry. Electricity (and magnetism).</p>	<p>Apparatus (inc. batteries, condensers, dynamos and engines, motors, instruments, illumination and its uses, conductors, insulation, resistance, safety devices, etc., and power transmission). Telegraphy (and telephony) (inc. cables and laying, teleautographs, phonographs, bells, sound detectors). Boilers and fuel (inc. fittings, piping, combustion, systems and effects of artificial draft, experiments). Machinery (other than electric). Propulsion (paddles, screws, hydraulic; action of single or multiple screws, in and out turning screws).</p>
<p>(In this branch shall be placed matter of only professional interest, as distinguished from specific military intelligence.)</p>	<p>Eng(ineering), Marine.</p>	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Arts and Sciences (contd.).</p>	<p><i>Red cards.</i> Eng(ineering), Mil(itary) and Civil.</p> <p>Manufactures.</p> <p>Nav(al) Construction (and Equipment).</p>	<p><i>White cards.</i> Dry docks (inc. floating, marine railways, caissons, etc.). Forts (inc. magazines, mortar pits, cupolas, etc.). Roads and harbors (inc. bridges, culverts and drains; piers, wharves, wet docks, breakwaters). Waterways (inc. canals, dams, embankments, irrigation, etc.). Clothing (inc. bullet-proof; also materials, preservation, etc.). Food (products, preparation, preservation). Instruments (and tools) (inc. signal apparatus and methods, and all implements and apparatus other than electric and ordnance). Land craft (inc. automobiles, bicycles, cars, wagons). Metals and minerals (inc. armor and forgings; alloys; methods of using and working mines, quarries, oil fields, etc.). Water craft (boats, diving apparatus, dredges, submarines, life-saving apparatus, etc. Not ships). Care and preservation (inc. docking, paints, sheathing, cement). Designs and types (development, comparisons and discussions; inc. buoyancy and stability, strains and stresses, speed and resistance seaworthiness, models and tanks experiments, etc.). Material and details (inc. fittings, internal subdivision, bulkheads and doors, interior communication, rigging, masts, tops, anchors and chains, life buoys, fire extinguishment, detection and prevention; water exclusion, etc.; ship appliances). Wrecking apparatus.</p>

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Arts and Sciences (contd.).	<i>Red cards.</i> Ordnance.	<i>White cards.</i> Ammunition and equip(ments) (explosives, powders, projectiles, primers, fuses, handling, hoists and lifts, limbers, caissons, carts, belts, knapsacks, swords and bayonets, intrenching tools, &c.). Ballistics (exterior and interior, inc. instruments). Guns and carriages (inc. all firearms, mounts, emplacements, turrets and shields, implements, sights, etc.). Targets and (fire) control (systems and apparatus, afloat and ashore). Torpedoes (and mines) (inc. appurtenances, defense against).
Commerce (and Shipping). 1. Branch. 2. Nation. 3. Division.	Shipping (individual ships not classified for naval service; navigation laws; numbers and movement of shipping; tonnage and measurement; commercial, lines and companies; trade routes; wrecking companies and vessels; bounties and subsidies; casualties; shipping laws, officers and seamen and wages; ships' papers; merchant flags, code lists and signals, navigating rules, use of lights and sounds, etc.). Trade (amounts and values of exports and imports; freight rates; customs laws, tariffs, fees, penalties, etc.). (For commercial interests in foreign countries, see DIPLOMACY AND SOCIETIES, Relations and policies.)	
Communications.	All nations.	Air ships.
Air routes.	Then each nation arranged alphabetically.	Balloons. Seaplanes. Aeroplanes. Pigeons.
Cables.	All nations. Then arrange each nation alphabetically.	No need of subdivision; latest date on top.
Canals and interior waterways.	All nations. Then each nation arranged alphabetically. Includes United States.	Canals. Rivers. Bays. Etc.
Radio.	All nations. Then each nation arranged alphabetically.	No need for subdivision; latest date on top.
Railroads.	All nations.	Railroads.

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Guns.¹</p> <p>1. Branch. 2. Nation. 3. Division.</p> <p>Types: Each individual make (inc. Government). Also, when the subject has special reference to the scope of use rather than to the mode of construction: Boat. Field and landing. Howitzers. Machine. Mortars. Mountain. Pneumatic.</p> <p>Gun Carriages (and Mounts).</p> <p>1. Branch. 2. Nation.</p>	<p><i>Red cards.</i></p> <p>Each individual type (inc. all appurtenances, implements, handbooks, etc., pertaining to it; also individual factories). Small arms (inc. pistols and revolvers). General notes. (Information which can not be carded under any one type, or which has interest not limited to one type: such as factories in general; designs and materials; implements and sights; adoption of classes; proving grounds; rates of fire, power, ranges, and tables, endurance, service; use and results; transportation; casualties; trials; effects of gun fire, cross-carding if applicable under ARMOR; blast effects, cross-carding if applicable under individual SHIPS or PORTS.)</p> <p>Each individual type. Turrets (inc. training and elevating gear; cross-card under SHIPS or PORTS where applicable).</p>	<p><i>White cards.</i></p>

¹ For convenience and for the purposes of the office, the following distinctive classification of guns will be observed:

A B. L. R. is a gun throwing a projectile weighing a pound or more and not using metallic-case ammunition. Any means may be used, whether by hand or power, to facilitate and quicken the operation of opening and closing the breech, priming, loading, and firing.

A R. F. G. is a gun throwing a projectile weighing a pound or more and using metallic (or other materials) case ammunition; the withdrawal of the empty case, the insertion of the new charge, and the operation of firing may each and severally be performed wholly or in part by hand or by mechanism actuated either by hand power or power derived from the recoil, counter recoil, gas pressure, or electric or other motor. The projectile and cartridge may or may not be separate. This definition includes all automatic and semi-automatic guns of the caliber mentioned.

A machine gun is one of small-arm caliber, in which the operations of loading, firing, and extracting are or may be successively performed by continuous action of the breech mechanism. The mechanism may be actuated by hand or by power derived from the recoil, counter recoil, gas pressure, or electric or other motor. It may have one or more barrels, but is distinct from portable arms known as "small arms." This definition includes all automatic guns of small-arm caliber and used with a mount, as distinguished from small arms.

A magazine rifle is a portable shoulder small arm, in which the firing is effected through a single barrel, the cartridges in the magazine being successively loaded into the chamber by the movement of the breech mechanism actuated by hand after each individual shot; the magazine may be detachable or not, may be of any shape, may occupy any position in or on the piece, and may be capable of being cut off so as to admit single fire at will.

An automatic rifle or pistol is one in which the operations of loading, firing, and extracting are performed continuously (as long as there remain any cartridges in the magazine) by a movement of the breech mechanism actuated by the recoil, counter recoil, or gas pressure, or in which one or other of those operations may be checked and permitted by pressing a detent for individual shots. This does not include revolvers, in which the operations of revolving the chambers, cocking, and firing are performed by a mechanism actuated by pressing the trigger for each shot.

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Gun Carriages (and Mounts) (continued).</p> <p>3. Division. Types: Each individual make (inc. Government). Also, when the subject has special reference to the scope of use rather than to the mode of construction: Boat. Disappearing. Field and landing. Hydraulic. Machine gun. Mortar. Mountain. Pneumatic. Rapid fire. Siege.</p> <p>Machinery.</p> <p>1. Branch. 2. Nation. 3. Division.</p> <p>Operations, Army.</p>	<p><i>Red cards.</i> General notes. (Information not under a precise head, e. g., adoption of types; rate and amplitude of train, endurance, results in service, transportation, numbers, trials, etc.; designs and material; implements, loading and training gear, recoil checks, emplacements, etc.).</p> <p>Boilers. Electric (installations) (inc. dynamos, motors, switchboards, wiring, lighting, searchlights). Main and auxiliary (engines) (steam or other power, inc. air compressors, blowers and ventilation; all engine room and fireroom auxiliaries; condensers, pumps, distillers, and refrigerators; ash hoists and ejectors; capstans, windlasses, and winches; boat cranes, steering apparatus, ammunition hoists, etc. For gun and turret machinery, see GUN CARRIAGES). General notes. (All information not under a precise head, e. g., boiler and engine fittings and appurtenances; performance, trials, casualties, etc.; actual effects of multiple screws, or in or out turning screws, in service.) Campaigns (war). Maneuvers (peace).</p>	<p><i>White cards.</i></p>

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Operations, Army (continued).	<i>Red cards.</i>	<i>White cards.</i>
1. Branch. 2. Division. 3. Nation.	Movements (geographical limits of stations; distribution of forces in peace, inc. actual mobilizations, concentrations, demonstrations, occupations of territory, etc., before war; legation guards, etc.). Plans of campaign (specific studies, plans, or schemes of defensive or offensive operations against specific possible enemies. Does not comprise war problems, for which see STRATEGY and TACTICS. The nation is that against which the plan is proposed by the United States).	
War Operations, Navy.	All nations.	Russo-Japanese War. European war. Etc.
Peace Operations, Navy.	Argentina. Austria. Etc. (Arranged alphabetically.) Battleships and battle cruisers.	Grouped by wars.
	Cruisers and gunboats. Torpedo craft.	Mobilization. War games. Torpedo defense and offense. Submarine defense. Mining and mine sweeping. Tactics. Special tests. Same as above. Day maneuvers. Night maneuvers. Tactics.
	Submarines.	Special tests. Surface maneuvers. Submerged maneuvers. Tactics.
	Auxiliaries.	Special tests. Train maneuvers. Tactics.
	Small craft (trawlers, motor boats, picket boats, etc.).	Special tests. Mining and mine sweeping. Antisubmarine operations. Scouting. Offensive torpedo work. Tactics.
	Mine-laying and mine-sweeping craft.	Special tests. Mining. Mine sweeping. Tactics.
	Scout cruisers.	Special tests. Scouting. Searching. Tactics. Special tests.

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Peace Operations, Navy (contd.).	<i>Red cards.</i> Fleets. Tactical fleet organizations. Strategical plans—problems, discussions, etc. Miscellaneous.....	<i>White cards.</i> Grand maneuvers (by nations, by years). (<i>Blue card.</i>) Reviews (by nations, by years). (<i>Blue card.</i>) Cruisers and visits (by nations). (<i>Blue card.</i>) Tactics (1, speed; 2, gunfire; 3, formation; 4, general data). (<i>Blue card.</i>) Special tests. By nations—include commands (keep corrected to date). (<i>Blue card.</i>) By nations. Legation guards. Hostile demonstrations (by na- tions). (<i>Blue cards.</i>) Coast defense (by nations). (<i>Blue cards.</i>) (See personnel—“Cooperation with Army.”) None. Arranged chronologic- ally.
Provisions and Clothing.	All nations. (<i>Blue card.</i>) Austria. (<i>Blue card.</i>) Argentina. (<i>Blue card.</i>) Etc., arranged alphabetically. (<i>Blue card.</i>)	
Personnel—Act- ive, All Na- tions.	Administration. Casualties. Ceremonies. Characteristics. Command, system of. Cooperation with Army. Desertions. Details. Discharges. Efficiency. Entry.	Navy Department. Shore stations. Fleets. Ships (internal). Accidents. Wrecks. Music. Flag. Salutes. National. Individual. Commissioned officers. Warrant officers. Enlisted men. Capital ships. Small ships. Torpedo craft. Submarines. Station bills. Special service. Commissioned officers. Warrant officers. Enlisted men. Commissioned officers. Warrant officers. Cadets. Enlisted men.

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Personnel—Active, All Nations (contd.).	<i>Red cards.</i> Exercises.	<i>White cards.</i> Gunnery. Seamanship. Coaling. Clear ship for action. Physical. Various. Commissioned officers. Warrant officers. Enlisted men. Books.
	Food and messing.	Training stations. War College. Naval Academy and training of officers. Examinations. Textbooks. Aboard ships.
	General data. Health and hospitals. Inspections. Instruction.	Navy lists. Increases. Complements. Salaries. Allowances. Quarters. Pensions, etc. Salaries. Allowances. Quarters. Pensions, etc.
	Intelligence duty. Numbers.	
	Pay officers.	
	Pay, enlisted men.	
	Promotions.	Commissioned officers. Warrant officers. Enlisted men. Courts. Prisons. Schedules. Discipline.
	Punishments.	Commissioned officers. Warrant officers. Enlisted men. Navy regulations. Laws. Officers.
	Rank.	Commissioned officers. Warrant officers. Enlisted men.
	Regulations.	Navy regulations. Laws. Officers.
	Retirements.	Commissioned officers. Warrant officers. Enlisted men. Commissioned officers. Warrant officers. Enlisted men.
	Rewards.	Engineering. Medical. Pay. Construction. Civil Engineering. Chaplains. Marines. Special corps.
	Staff Corps.	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<i>Blue cards.</i> Personnel—Active, All Nations (contd.).	<i>Red cards.</i> Transportation and mobilization. Uniforms.	<i>White cards.</i> Commissioned officers. Warrant officers. Enlisted men. Misuse. None.
Personnel—Reserve—All Nations.	None. (Arrange chronologically.)	None.
Personnel—Active—Argentina. Personnel—Reserve—Argentina.	Same as active. None. (Arrange chronologically.)	All nations as far as practicable. None.
Separate blue card for active and reserve each nation. (Arrange alphabetically).	Do.	Do. As may be applicable.
Plans. (Maps, charts, and drawings, other than mere illustrations.)	Machinery (inc. boilers and engines). Maps and charts. Ordnance (inc. guns, mounts, ammunition, torpedoes and mines, etc.). Ships and boats (inc. ships auxiliary, and merchant shipping). Structures (inc. buildings; dry, wet, and floating docks; bridges of all kinds). Torpedo boats (inc. destroyers). (Cross-card under the other branches concerned.)	
1. Branch. 2. Division. 3. Nation.		
Ports. 1. Branch. 2. Nation. 3. Port.		
Prov(isions) and Clothing. 1. Branch. 2. Nation.	All information regarding material and manufacture (inc. emergency rations, etc.); methods of preservation, storage, and transportation; contracts, mode of procurement, quality, defects, etc.	
Radio sets. 1. Branch. 2. Nation. 3. Division.	Spark sets (special characteristics as regards gap, spark, means of changing wave length, condenser, secondary voltage, inductances and material).	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Radio sets (con.).</p>	<p><i>Red cards.</i> Arc sets (primary voltage, general appearance of arc, type of key for interrupting radiation, condensers, compensation wave). High frequency generators (speed, means for changing wave length, description of generator and auxiliaries). Ship installation (location, dimensions, distant control stations, rattail lead, earth connection, antennæ form and arrangement). Shore installation (same as for ship and also size, number, and arrangement of buildings and of masts). General (type, maker, power, general arrangement, source of primary power, type of antenna, form of insulator, wave lengths, radiation, type receiving apparatus, earth connections).</p>	<p><i>White cards.</i></p>
<p>Ships. (All Navy vessels.) 1. Branch. 2. Nation. 3. Division.</p>	<p>Boats and apparatus. Care and preservation. Casualties. Color of painting. Comparative strength. Cost. Details of armament. Details of construction. Details of equip(ment). Details of machinery. Inst(ruments) and fittings. Lists and numbers. Navy accessory. Outfits and allowances. Programs and policies. Refit and repair. Sanitation. Shipbuilding: Prog(ress) and rapidity. Specifications. Struck from lists. Trials. Types and qualities. Each individual fighting ship by name.</p>	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Ships, Auxiliary. (Vessels of the Army, civil departments, or private owners, examined and found available for auxiliary purposes <i>in the Navy</i>, classed as adapted to the special services.)</p> <ol style="list-style-type: none"> 1. Branch. 2. Nation. 3. Division. 	<p><i>Red cards.</i> Aux(iliary) cruisers (inc. cruisers, gunboats, scouts, patrols, rams, torpedo craft, etc.). Aux(iliary) accessories (inc. transports; hospital and ambulance ships; cable steamers; colliers; distilling, refrigerating, supply, torpedo base, wrecking and repair, and tank ships; water and oil barges, etc.). General notes (programs and policies; subvention lists; discussions, regulations, and terms; ships considered, but not definitely classed. See concluding sentence of NOTE). NOTE.—Write prominently on each card and register No. the word "Atlantic," "Pacific," or "Lakes," as required for American vessels. Group, under United States, foreign private vessels to which attention is directed for possible purchase or charter by the United States in the event of war.</p>	<p><i>White cards.</i></p>
<p>Signals (and Signaling). (Naval and Military.)</p> <ol style="list-style-type: none"> 1. Branch. 2. Nation. 3. Division. 	<p>Apparatus) day or night, e. g., bombs, flags, heliographs, lanterns, rockets, semaphores, shapes, sounds, stars, torches, wireless outfits, etc.; manuals and methods). Codes and ciphers (inc. naval code lists).</p>	
<p>Submarines.</p> <ol style="list-style-type: none"> 1. Branch. 2. Nation. 3. Division. 	<p>Attack and defense. Care and preservation. Casualties. Color of painting. Cost. Details of armament. Details of construction. Details of equipment. Details of machinery. Inst(ruments) and fittings. Lists and numbers. Nets. Programs and policies. Salvage. Shipbuilding: Progress and rapidity. Struck from list. Transportation. Trials. Types and qualities. Each individual submarine by name or number.</p>	

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p><i>Blue cards.</i> Supplies.</p>	<p><i>Red cards.</i> Amounts (on hand, ordered, purchased, or available, but not issued, of all kinds of stores for possible Navy or Army use, such as arms, ammunition, clothing, equipment, fuel, naval stores, oil, provisions, water, and vehicles).</p>	<p><i>White cards.</i></p>
<p>1. Branch. 2. Nation. 3. Division.</p>	<p>Methods (of procurement, distribution, and supply of supplies in general, not of specific branches).</p>	
<p>Target Practice (and Fire Control).</p>	<p>Guns (inc. everything relating to control and practice with guns and small arms, as Regulations; rules of Army, Navy, and private rifle teams; Army and Navy records; allowance of ammunition and prizes; description of aiming and loading drill and auxiliary practice, as with dotters; description of apparatus, as dotters, Morris tubes, targets, rolling platforms; essays, discussions, experiences, suggestions; systems, methods, and apparatus for fire discipline and control, including range and position finders; ranges and butts).</p>	
<p>1. Branch. 2. Nation. 3. Division.</p>	<p>Torpedoes (to apply only to practice runs in service, not acceptance or builders' trials).</p>	
<p>Torpedoes. (Inc. Mines.)</p>	<p>Each individual type as indicated.</p>	
<p>1. Branch. 2. Nation. 3. Division.</p>	<p>Defense against (mechanical devices, inc. nets, booms, countermines, etc.).</p>	
<p>Types:</p>	<p>Discharging apparatus.</p>	
<p>Aerial.</p>	<p>General notes (not confined to one or two other divisions, e. g., explosives, fittings, fuses, trials, casualties, stowage, handling; effects of torpedo fire, cross-carded if applicable under ARMOR).</p>	
<p>Automobile.</p>	<p>Net cutters,</p>	
<p>Controllable.</p>	<p>Projectiles (from submarine guns).</p>	
<p>Drifting.</p>	<p>Wrecking outfits (for blowing up).</p>	
<p>Mines (Land and Submarine).</p>		
<p>Rocket.</p>		
<p>Spar.</p>		
<p>Towing.</p>		

Classification scheme—Information concerning foreign powers—Continued.

Branch.	Division.	Subdivision.
<p style="text-align: center;"><i>Blue cards.</i></p> <p>Torpedo Craft. (Inc. Destroyers.)</p> <p>1. Branch. 2. Nation. 3. Division. (Not to include ships' boats.)</p>	<p style="text-align: center;"><i>Red cards.</i></p> <p>Casualties. Care and preservation. Color of painting. Cost. Details of armament. Details of construction. Details of equipment. Details of machinery. Inst(ruments) and fittings. Lists and numbers. Outfits and allowances. Programs and policies. Salvage. Shipbuilding: Prog(ress) and rapidity. Trials. Types and qualities. Each individual craft by name.</p>	<p style="text-align: center;"><i>White cards.</i></p>

PART V.

GENERAL OUTLINE FOR
MONOGRAPHS.

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GENERAL OUTLINE FOR MONOGRAPHS.

Monographs prepared in Section C of the Office of Naval Intelligence, or by officers on intelligence duty, should follow the general outline as enumerated hereunder.

The amount of detail to be given under each of the subheads in the framework of the monograph should be left to the judgment of the reporting officer.

Miscellaneous data not included in the chapters should appear as an *appendix*.

GENERAL OUTLINE.

CHAPTER 1.—General description of the country and people, touching on the following subjects:

- Area and population.
- Characteristics of the people.
- Language.
- Religion.
- Education.
- Epidemiology.
- Climatology.
- Boundaries.
- Coast line.
- Harbors.
- Lighthouses.
- Mountains.
- Water.
- Rivers.
- Canals.
- Lakes.
- Islands.
- Cities and towns.
- Provinces.

CHAPTER 2.—Government, touching on the following subjects:

- Government.
- Personnel of government.
- Finances.
- Commerce.
- Money and coinage.
- Weights and measures.
- Time.
- Colonies.

CHAPTER 3.—Communications, touching on the following subjects:

- Railways.
- Street and interurban railways.
- Roads and trails.
- Steamship lines.
- Mail.
- Newspapers.

CHAPTER 3.—Communications—Continued.

Telegraphs.
 Telephones.
 Wireless.
 Cables.

CHAPTER 4.—Resources and supplies, touching on the following subjects:

Agriculture.
 Forests.
 Manufactures.
 Clothing.
 Foodstuffs: grown, manufactured, animal, forage.
 Fuel.
 Harness, saddles, etc.
 Supplies: medical, ordnance.
 Transportation: animal, coolie, vehicles.
 Transportation: water.

CHAPTER 5.—The Army and national defense by land, touching on the following subjects (only for countries against which small wars might be conducted; for other countries, data on this subject can be obtained from the Army General Staff):

General scheme.
 Council of defense.
 Budget.
 War Department.
 The Army in general.
 Military subdivisions of the country.
 General Staff.
 Intelligence Department or Information Service.
 Officers.
 Enlisted men.
 Infantry.
 Cavalry.
 Artillery, field and other.
 Artillery, matériel.
 Fortresses.
 Special troops.
 Military schools.
 Maneuvers and training.
 Mobilization plans.
 Reserves.
 Distribution of Army in time of peace.
 Discipline and morale.
 Military courts.
 Medical Service.
 Rations.
 Uniform.
 Pay.
 Remount system.
 Forage.
 Submarine mines.
 Arsenals.
 Prisons.
 Ammunition columns.
 Transport; land, water.
 Aeronautics.
 Veterinary service.

CHAPTER 6.—The Navy and naval resources:

- Aeronautics—accidents and casualties.
- Aeroplanes.
- Armor and armament.
- Armor, armament, vulnerable points, silhouettes of each class, steaming radius, speeds, war color, seagoing qualities, what guns not used in heavy weather, distinguishing characteristics, heights of funnel tops, etc.
- Armor, supply of; where manufactured; could supply be increased; description of armor and tests.
- Balloons—captive, use at sea; captive, use ashore.
- Bases—location and equipment.
- Bomb dropping and bombs.
- Commanding officers, names, command, naval history, character, weak and strong points.
- Communications—signaling, radio, signals (flag), identification marks; fire control.
- Council of defense.
- Dirigibles.
- Finances.
- Fleet, composition of; tactical organization.
- General information.
- General scheme.
- Gunnery; fire-control system, method of conducting gunnery exercises, night and day; torpedo craft; submarines.
- Helicopter.
- Instruments and accessories—anchors, bayonet, compass, drift indicator, parachutes, range finder, searchlights, whistle.
- Intelligence Department or Information Service.
- Kites.
- Lists and numbers.
- Maneuvers.
- Miscellaneous; legation guards, hostile demonstrations, coast defense.
- Motors—special type.
- Naval defense, aero.
- Navigation.
- Ordnance, accuracy of, life, surplus on hand, at what rate could be increased in emergency.
- Organization.
- Personnel.
- Personnel, active—
 - Administration—Navy Department, shore stations, fleets, ships (internal).
 - Casualties—accidents, wrecks.
 - Ceremonies—music, flag, salutes.
 - Characteristics—national, individuals.
 - Command, system of.
 - Cooperation with Army.
 - Desertions—commissioned officers, warrant officers, enlisted men.
 - Details—capital ships, small ships, torpedo craft, submarines, station bills, special service.
 - Discharges—commissioned officers, warrant officers, enlisted men.
 - Efficiency.
 - Entry—commissioned officers, warrant officers, cadets, enlisted men.
 - Exercises—gunnery, seamanship, coaling, clear ship for action, physical, various.
 - Food and messing—commissioned officers, warrant officers, enlisted men.

CHAPTER 6.—The Navy and naval resources—Continued.

Personnel active—Continued.

General data—books.

Health and hospitals.

Inspections.

Instructions—training stations, War College, Naval Academy, and training of officers, examinations, textbooks, aboard ships.

Intelligence duty.

Numbers—Navy lists, increases, complements.

Pay, officers; pay, enlisted men—salaries, allowances, quarters, pensions, etc.

Promotions—commissioned officers, warrant officers, enlisted men.

Punishments—courts, prisons, schedules, discipline.

Rank—commissioned officers, warrant officers, enlisted men.

Regulations—Navy regulations, laws, officers.

Retirements—commissioned officers, warrant officers, enlisted men.

Rewards—commissioned officers, warrant officers, enlisted men.

Staff corps—engineering, medical, pay, construction, civil engineering, chaplains, marines, special corps.

Transportation and mobilization.

Uniforms—commissioned officers, warrant officers, enlisted men, misuse.

Personnel reserve.

Auxiliaries—train maneuvers, tactics, special tests.

Battleships and battle cruisers—mobilization, war games, torpedo defense and offense, submarine defense, mining and mine sweeping, tactics, special tests.

Cruisers and gunboats—same as above.

Fleets—grand maneuvers, reviews, cruises and visits, tactics (1, speed; 2, gunfire; 3, formation; 4, general data), special tests.

Mine laying and mine sweeping craft—mining, mine sweeping, tactics, special tests.

Peace operations—Navy.

Scout cruisers—scouting, searching, tactics, special tests.

Small craft (trawlers, motor boats, picket boats, etc.)—mining and mine sweeping, antisubmarine operations, scouting, offensive torpedo work, tactics, special tests.

Submarines—surface maneuvers, submerged maneuvers, tactics, special tests.

Torpedo craft—day maneuvers, night maneuvers, tactics, special tests.

War operations—Navy.

Photography.

Program of employment.

Provisions and clothing.

Records—altitude, distance and endurance, speed.

Resources; estimate of ships that could be turned out in emergency, and from where, and time required; same for ammunition; auxiliaries.

Rules and regulations.

Scientific investigations—stability, tests and competitions, meteorology.

Sea planes.

Sea-plane carriers.

Ships, classes and number of each.

Shore, defenses of (aero).

Signals; methods employed, rapidity; distance covered; secrecy, how obtained.

Stations and bases; general description of resources; defense against submarines; mobile defense.

CHAPTER 6.—The Navy and naval resources—Continued.

Strategical plans, problems, discussions, etc.

Tactical fleet organizations.

Training; general description of system of training for naval officers, special stress being given to training for command, and in what manner indoctrinated.

War operations.

CHAPTER 7.—Relations and policies:

Feeling toward United States, treaties, negotiations, agreements, State doctrines, internal relations, spheres of influence, and commercial interests.

Societies and sympathies, political societies and popular sympathies, insurrectionary movements or demonstrations, military and naval orders or leagues.

Prisons and prison camps.

CHAPTER 8.—Cities and towns:

Situation.

Population.

General description.

Roads or trails leading out of.

Harbor and docks (if a coast city).

Water transportation (if on coast).

Land transportation, methods employed and supply on hand.

Communications.

Sewers.

Sanitation.

Water supply.

Climate.

Hospitals.

Camp sites.

Light, method employed.

Fire protection.

Trade.

Coal, fuel oil, and gasoline, supply and quality.

Military forces stationed at the town or city.

Individuals, trustworthy and untrustworthy.

Defenses in the immediate vicinity.

Geography of surrounding country.

Resources.

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