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ONI NEWSLETTER
DEPARTMENT OF THE NAVY
WASHINGTON, D. C.
(Prepared by Op-921)

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(This Newsletter is intended for dissemination to all persons concerned with investigations. Sufficient copies are furnished to allow distribution of individual copies to each Naval Intelligence Agent.)

Mr. THOMAS J. MULLIKIN

ONI lost one of its pioneer agents and supervisors when Mr. Thomas J. Mullikin passed away on 21 April 1958. Tom was well known personally to most of our old timers. He retired in 1955 and had been living in Bethesda, Maryland. He is survived by his widow and one married daughter.

MANUAL FOR ADMINISTRATION--NAVAL INTELLIGENCE AGENTS (ONI-70-2)

Another printing of the Manual for Administration (ONI-70-2) has been obtained since the initial distribution was made. Sufficient copies are now on hand to permit dissemination to each Field Office and Resident Agency. DIOs should submit letter requests stating number of copies desired.

AGENT VACANCIES

The following agent vacancies, actual and anticipated, exist as of 26 May 1958:

DIO-1ND	- 1
DIO-3ND	- 2
DIO-4ND	- 4
DIO-5ND	- 1
DIO-6ND	- 1
DIO-11ND	- 2
DIO-14ND	- 2
PRNC	- 3

PROPOSED SPECIAL AGENTS' ASSOCIATION

Of a total of approximately 450 eligibles, only 252 evinced an interest in joining the proposed Association. Accordingly, it has been decided not to request permission to implement its formation at this time. The matter will be kept under study with a view to possible future action.

NEW SUPERVISING AGENT

Special Agent John D. Grady, formerly of DIO-3ND, has been designated as Supervising Agent, DIO-4ND. Special Agent William A. McNulty is designated as Assistant Supervising Agent, DIO-4ND.

NEW OVERSEAS ASSIGNMENT

Special Agent Thomas J. Leyden is presently undergoing indoctrination in ONI preparatory to assignment to IO-COMNAVPHIL.

EXTRA MONETARY ALLOWANCES FOR OVERSEAS AGENTS

Information published in the last issue of the Newsletter concerning overseas allowances was erroneous insofar as it referred to "salary differentials" as being applicable in Hawaii, Alaska, and Puerto Rico. The extra payments for these locations viz: 20%, 25%, and 17½% respectively, are in fact Cost of Living Allowances (COLA) rather than salary differentials and are therefore not subject to Federal Income Taxes.

SOME THOUGHTS ON INTERVIEW TECHNIQUES

It should not be necessary to emphasize the need for tact and discretion in conducting interviews. Yet at times a little reminder may serve to put us back on the track if we tend to become a little too perfunctory in dealing with interviewees in what, with us, amounts to a routine, day to day operation. Always remember that the person interviewed will not regard the incident in the same light as you do at all. It will in fact be quite a non-routine experience for him, and a lasting impression good or bad, of Naval Intelligence and of the Navy may remain with him. Obviously you will be extremely careful in discussing religious, political and racial matters and so forth. Not that these matters should be avoided if they are pertinent to the subject matter of the inquiry, but the point to be borne in mind is the extreme delicacy to be employed to guard against giving offense and the overall air of objectivity which should characterize the agents' approach to the interview. In no instance is the need for tact more apparent than when seeking information on a Subject's wife as in certain category 1(c) cases. Tread very lightly here, but, if challenged as to the need for such information, a factual, straightforward answer is the only one to give. Above all, in your interviews use common sense! Don't, for example, ask a senior Flag Officer for his name, rank and service number when you've arranged the interview in advance, have no doubt as to his identity, and can readily ascertain such details elsewhere!

NEW SECNAV NOTICE

The attention of all persons concerned with investigations is invited to SECNAV NOTICE 5430 of 26 March 1958; Subject: Naval Intelligence investigative jurisdiction and responsibilities. This directive which is addressed to all ships and stations calls attention to the existing Instruction on the subject and directs strict adherence to its provisions by security and disciplinary personnel.

ORGANIZATION AND PLANNING

The following has been lifted verbatim from "The Suggestion Box" an excellent news sheet put out by DIO-6ND. It is passed on as of value to all hands:

"Most Agents agree that the most productive hours of the day for investigative effort are between 0830 and 1230, particularly for interviewing business and professional people. It is suggested that work be planned to use these hours for active investigative effort. Plan to type reports, check records, schools, etc. at some other time during the day. Plan your days work before 0830 or at the end of the preceding day.

"It was suggested that a card file of the cities and towns in your area where business establishments close on Wednesday or Thursday afternoons be made; then plan not to attempt an investigation in a town when you know the town is closed for the afternoon. Perhaps these afternoons as appropriate would be a good time to type reports.

"A good suggestion is to write your finished rough notes immediately after each interview and not to wait until you are ready to write the report. In this way you will have better and more accurate rough notes, thus saving time when the report is written.

"When on the road, make the trip to the next town after supper if the work in the town you are in is completed. One small town is like another one - there is seldom anything to do but kill time in the evenings.

"Arrange to have preventive maintenance and repairs on Government vehicles done on Saturday. Leave the vehicle at a responsible garage on Friday afternoon and pick it up Monday morning.

"Plan not to let persons being interviewed waste your time; and more important, don't waste their time. Naturally you have to be polite, however, everyone can think of several ways to end an interview when all the information necessary has been secured.

"Plan to do liaison work during the non-productive hours of the working day. Plan to do administrative work and report writing during the least productive hours of the working day.

"An example of good self-discipline is told by an Agent about himself. This is an interesting story which prompts the old saying, 'If the shoe fits.' 'I was concerned about the fact that monthly statistics showing Agents' production always had me listed near the bottom and I couldn't understand why. I know I put in as many working hours a month as anyone else, at least I thought I did. A fairly new Agent came into my area to help me clean up my backlog. This new man had never been told that it is no use trying to interview people before 0900 in the morning so he began his day at 0800. In fact he usually had checked two or three records by 0830 and by 0900 had tucked several interviews into his brief case. To make a long story short, in two weeks this new man in a strange area, where I had been working for several years, completed more cases than I did. Believe me, some of them were pretty old dogs. I re-appraised my typical working day. This is what I saw: No use getting up before 0730 or leaving the house before 0845 because you can't talk to people before 0900. Go to the post office for mail. Read the mail; plan my day; well what do you know, it's 1030 and I haven't covered the first lead. Rush to the police station, check two 7(c)'s

and three 1(a)'s. Well, at least I will have two reports for today. What time to eat lunch? Finished lunch and it's 1300; now to get some work done. Attempt to interview two lawyers and a doctor; none of them in the office. They were there all morning but won't be back until later. Maybe I can get to that bank reference before the bank closes; drive to the bank - it's been closed five minutes; oh well, better check school records; drive to school and catch the registrar just ready to leave. Got my records anyway. Now for some neighborhood stuff; beautiful day, wish I was fishing; tried four neighbors, contacted one - the rest not home. Oh well, don't blame them - it's a beautiful day; back to town; catch one lawyer and miss one. Doctor won't be back until tomorrow - 1700 already; better go on home, can't get anything done between 1700 and 1830 - everyone is at dinner. Perhaps I will get a couple of neighborhood interviews after supper. Good TV show isn't it.'

"Since making a fair appraisal of my working day, things have changed. I plan my day and organize my work. I'm on the job by 0800 and my production is near the top."

AGENTS' TRAINING SCHOOL GRADUATES

Since publication of the last newsletter the following Agents' Training Courses have been conducted with individuals in attendance as indicated:

Agents' Refresher Training Course 2R-58, 24 Feb to 7 Mar 1958

DIO-1ND - Charles H. Houghton	DIO-6ND - William E. Ackerman
DIO-3ND - John J. Dean	DIO-8ND - James C. Warren
Stephen F. Hogan	DIO-9ND - Richard W. Carr
Eugene F. Kelly	Wesley W. Howe Jr.
Thomas J. Nolan	Carl J. Kaschube Jr.
DIO-4ND - James J. Caldwell	Richard A. Maltby
John F. Donnelly	DIO-12ND - Robert B. Dodds
Donald S. Johnson	DIO-11ND - Earl D. Green
James S. Straub	IO-PRNC - Patrick C. Ramplin
DIO-5ND - Kenneth S. Reid	Robert T. Schaible

Agents' Basic Training Course 3B-58, 24 Mar to 18 Apr 1958

DIO-3ND - Stephen P. Csete	DIO-9ND - Russel A. Woelffer
John A. Devine	Ronald E. Bright
DIO-4ND - Robert M. Mote	DIO-10ND - Gardner E. Wallace
John D. Shackleton, Jr.	DIO-12ND - Saul J. Doucet
DIO-5ND - Homer D. Doell	Ralph M. Huppert
Robert R. Oliver	IO-PRNC - Thomas E. Ewald
William E. Yeager	Robert F. Melvin
DIO-6ND - Arlis D. Denny	Robert G. Morrice
Jimmy J. Jones	William J. O'Dea Jr.
DIO-8ND - Fred F. Givens	ONI - Harry J. Guerrieri, Jr.
DIO-9ND - Clifton A. Norgaard	IO-COMNAVJAPAN - Eugene A. Nowicke
Norman H. Dembeck	

Agents' Refresher Training Course, 3R-58, 12 May to 23 May 1958

DIO-1ND - William L. Morgan	DIO-9ND - William J. Johnson
DIO-3ND - Francis F. Davey	- Clifford J. May Jr.
- Thomas J. Shedlick	- Kenneth F. Oehrle
DIO-4ND - Joseph R. Hogg	- Jerome H. Quigley
- Joseph J. Knappik	DIO-11ND - Raymond Foster
- Robert D. Ray	DIO-12ND - Charles Reed
DIO-5ND - Vernon A. Bonney	DIO-13ND - Rufus W. Boldman
DIO-6ND - Robert N. Cross	IO-PRNC - Lester G. Thomas
- Charles S. Richmond	- John P. Walker
- Marvin W. Smoot	ONI - Lawrence A.J. O'Dea
DIO-8ND - Ernest J. Diet, Jr.	IO-COMNAVJAPAN - Harry R. Bronson

Also during the period 21 April to 2 May 1958 a special investigative course was held for twelve Ensigns, USNR, recent graduates of the Air Intelligence School, who had volunteered for, and been detailed to investigative billets overseas.

Special Agent Dennis H. Tipton, IO-COMNAVFORJAPAN, completed the Bureau of Narcotics Training Course on 14 March 1958.

Special Agent William V. Kelleher, ONI, attended the one week seminar on arson investigation at Purdue University during the period 28 April to 2 May 1958.

INVESTIGATIVE AND REPORT WRITING SUGGESTIONS

Attention is invited to Section 2-0702.7 of the Manual for Investigations with regard to conducting neighborhood checks. In addition to the classes of cases enumerated therein as requiring neighborhood checks, viz: Intelligence personnel, applicants for cryptographic clearance and appointees to Security Adjudication Boards, such inquiries will be made in White House cases as well, and also in E.O. 10450 cases as indicated in Section 2-0705.6 of the Manual. Applicants for cryptographic clearance as used herein includes Naval Security Group and COMSUPACT personnel and Naval Academy midshipmen. The scope of such neighborhood checks is the five years immediately preceding the investigation, except when necessary to substantiate or disprove derogatory information. In such case the matter is to be pursued to its logical conclusion without regard to the period of time involved. In cases where the Subject is only 17 to 18 years of age, the 5-year neighborhood check rule is nevertheless in effect, and appropriate inquiries shall be conducted. Emphasis, however, should be placed on family environment and reputation.

In Background Investigations of aliens, the I & NS elements of the NAC are sometimes returned with I & NS Form ADM (235) (Rev 7-52) attached, showing Date and Place of Birth verification. Other I & NS elements are returned simply stamped, "No derogatory information revealed." In the latter case, some districts find it necessary to expend agents time to verify subject's DOB and POB from records of the local I & NS office. It is to be noted that where the stamp, "No derogatory information revealed," appears in the I & NS element, it indicates that verification of the DOB and POB was made by ONI personnel during the course of the NAC. All discrepancies or otherwise derogatory information contained in the I & NS records will be attached to the I & NS element of the NAC. Changes to the current NAC instructions are being written to clarify the foregoing.

With regard to submitting E.O. 10450 cases to ONI for referral to the FBI when derogatory information of a SEC nature is developed, please transmit the original and three copies of the closed 119 under a cover letter.

Many NACs on industrial employees are revealing falsifications in executing Personal History Statements. Usually this takes the form of failing to list significant arrests. Such failures should be reported to the FBI. (The FBI will usually report them to a United States Attorney, who will determine whether prosecution is feasible or warranted.) Simultaneously with providing the information to the FBI (or as soon as the NAC is completed) the discrepancies should also be reported to the clearing authority. The DIO should not interview any subject on such matters without a request from the clearing authority and until information has been received from the FBI to the effect that the United States Attorney has declined prosecution and, thus, the matter will not be pursued by the FBI as being within its jurisdiction. Local arrangements may be made on whether such matters should be handled formally or informally with the FBI. In connection with the foregoing, it must be noted that the wording of the PSQ in block 30, regarding arrests, states that subject is not required to, "include anything that happened before your 16th birthday. Do not include traffic violations for which the only penalty imposed was a fine of \$25.00 or less."

In reporting the results of a "CL" one-page Background Investigation, the names of subject's references actually interviewed should be set out. The example in Appendix I of the Manual for Investigations (ONI-63-1) is being corrected to conform with the wording in Section 1-0603.16 of instant Manual.

In instances where the investigation is terminated prior to completion, it is considered a good practice to prepare a 119 covering the results of an investigation to date and mark it "canceled or closed prior to completion."

In those cases where employment, education, residence, etc., cannot for some valid reason be verified, but the report is otherwise non-derogatory, a notation to this effect should be included in the report and the report marked "CL." Agents are reminded to attempt to obtain written statements during the course of investigation when interviewing witnesses who have furnished derogatory information regarding the subject of that investigation. Where the witness declines, the agent should then tactfully ascertain if the witness would be willing to testify before a security hearing board. The 119 should indicate whether the witness was or was not willing to testify at a later date.

When no PHS is available for forwarding with a 152, and personal descriptive data would be of material help to the District receiving a lead, DIOs/IOs are requested to include such information in addition to the DOB and POB.

Bearing in mind ONI's role as a fact-finding organization and the prohibition against conclusions and recommendations being included in reports (see Section 1-0207, ONI-63-1), the exercise of good judgment is essential in the inclusion of material in reports under the caption "Agents Notes." Recent abuses have been noted in which categorical unsupported statements of fact have been made, and where the agent's personal opinions of the possible innocence or guilt of a subject or witness have been included. "Agents Notes" should be reserved for reporting matters which will assist in evaluating or explaining other matters reported factually. Opinions are permissible in this regard, if clearly labeled as such, and in such circumstances where a generalized impression is otherwise difficult to convey as, for example, the apparent credibility of an informant, and the attitude or apparent physical capacity of a witness.

Whenever cases are of investigative interest to another Federal Agency, as FBI, Post Office, or Bureau of Narcotics, the report should always indicate the fact of referral to the cognizant agency, and whether jurisdiction was accepted or declined by it.

MANUAL CORRECTIONS

The following advance correction should be noted in all copies of the Manual for Investigations. This will be contained in the next printed change:

note Page 58, Section 2-0702.2, line 3: Place period after word "examined" and delete remainder of sentence. *Done.*

IMMIGRATION AND NATURALIZATION SERVICE FILES

I & NS advises that the files of all individuals naturalized after 1 April 1956 are maintained in the I & NS regional office nearest that person's residence. The file is usually filed under the "A" number. In checking local I & NS records the searcher's attention should be drawn to the fact that these files are usually (but not always) under an "A" number.

*UNCANCELED INVESTIGATION REQUESTS

In spite of current instructions contained in the Security Manual and on Form 5520-1 (Revised) many investigation requests remain uncanceled, particularly on service personnel, where the man has been discharged, transferred, or no longer requires clearance. Each DIO, with the regard to cases controlled by him, should review any outstanding requests at the end of one year to determine if the original requesting authority still desires the investigation to be made.

*INTERVIEWS WITH SUPERVISORS

Sections 2-0702.4 and 2-0702.13 of the Manual for Investigations require interviews with the immediate supervisor of the Subject. On occasion such interviews may not be productive as, for example, where the Subject has just been hired or just reported to a new station only a few days or a week or two before. In such cases, it is discretionary with the DIO as to whether such an interview need be conducted. If not done the report should so reflect, giving the reason.

*SEASONAL EMPLOYMENT

Certain types of seasonal employment are most difficult of verification, as in the case of summer resorts, because of lax record keeping, inability to locate co-workers and so forth. Leads of this type may be omitted from coverage, in the discretion of the controlling DIO, where it is indicated that the effort expended would be unproductive. Such omission and the reason therefore should be noted in the report. Alternatively, if pro forma verification of such employment is indicated, it may be done by correspondence. This fact should be noted in the report.

*Three items above marked with an asterisk will be confirmed in an ONI Notice.