

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

ONINOTE 5450
Op-921X
Ser 7113P92
21 February 1966

ONI NOTICE 5450

From: Director of Naval Intelligence
To: Distribution List

Subj: Naval Investigative Service

Ref: (a) ONIINST 3820.71 of 27 Jan 1960

Encl: (1) Copy SECNAV NOTE 5450 of 4 Feb 1966 (Ser 200)
(2) Copy organizational schematic, Naval Investigative Service Headquarters (in duplicate)
(3) Draft P.D. - Staff Assistant for Plans and Support

1. Purpose. To provide general information on the reorganization of the Navy investigative and counterintelligence effort.

2. Background. Enclosure (1) disestablishes the District Intelligence Offices, Counterintelligence Support Activities, etc., and establishes the Naval Investigative Service organization. Enclosure (1) will require extensive organizational, manpower, and other changes. These changes are to be accomplished in an orderly and uniform manner. A tremendous amount of staffing must be accomplished, both at ONI and in the field offices. It is imperative, however, that field offices take no initiative to implement any changes pending referral to and approval by the Director of Naval Intelligence (or, in time, the Director of the Naval Investigative Service). Details on various items are set forth below.

3. Reassignment of non-investigative tasks. Addressees will continue to perform all currently assigned tasks until formally relieved thereof. ONI will take the initiative, in consultation, where appropriate, with addressees or other field commands (e.g., Naval District Commandants). It is contemplated that when functions are reassigned, specific billets and individuals will also be reassigned. Reassignees will be military personnel in most instances. Addressees should to the extent feasible progressively assign non-investigative tasks to specific individuals, to insure availability of trained personnel to accompany functions being transferred.

4. Officers orders. Change in orders to reflect the Commanding Officer, etc., status will be requested by ONI.

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5. NavPers 576's. Changes thereto for each component will be prescribed by ONI following discussion with each component, and following specific decisions concerning the non-investigative tasks.

6. Stationery and forms. A standard letterhead for stationery is being provided by separate notice. Other forms will be redesigned in time. Addressees may institute local procurement action for the stationery, but will not inaugurate use thereof until further notice. If stocks of current design need to be replenished, a maximum of two months' supply should be ordered.

7. Fiscal and personnel matters. Addressees will continue utilizing current channels on fiscal and personnel matters until further notice.

8. Geographic coverage. Current areas of geographic responsibility will continue (e.g., the Naval Investigative Service Office, Boston, will continue to cover the First Naval District area).

9. Internal organization, Headquarters. Enclosure (2) sets forth an unofficial schematic of the organization of the Headquarters, Naval Investigative Service. It is stressed that enclosure (2) as yet has no official status. The rank structure for the military leadership has not yet been approved, nor have the necessary changes in allowance. Enclosure (2) is provided solely to reflect the functional grouping that will be followed. Blocks in the enclosure that do not reflect a rank and designator code relate to elements that will be primarily civilian manned. In particular, the Head of the Investigations Branch will be a Civil Service employee except under mobilization conditions.

10. Internal organization, Field Offices.

a. An internal organization for field offices will be prescribed by Headquarters and will be generally uniform, while allowing for unique local situations. Certain departures from past precepts will occur. Most significant of these will be the reorientation of the duties of the civilian position usually referred to as the Security Analyst position. The increased emphasis on professional investigative and counterintelligence tasks and on timely completion of those tasks require increased attention by Supervising Agents on investigative "case" management, more emphasis by Intelligence Analysts (who will probably become Counterintelligence Analysts) on operational counterintelligence tasks, and more precise planning and programing

information, of both a short and long-range nature than has been available in the past. At the same time, the narrowing of the mission lessens the need for a civilian continuity billet covering all aspects of the office. The professional expertise and continuity is to be available from the Supervising Agent and the Counterintelligence Analyst.

b. The Security Analyst position will be eliminated, and there will be created a position essentially concerned with requirements planning, management systems, and administrative matters. Enclosure (3) is a draft description of the duties of the successor position where such may be established. District Intelligence Offices now having an incumbent in the Security Analyst position are automatically allowed the position. District Offices now having either a vacancy in the position or no allowance therefor are invited to submit recommendations as to need for the position. The new position description is now being refined and considered for grade level classification. Every effort will be made to avoid any immediate reduction of the salaries of Security Analyst incumbents, if current grade levels cannot be sustained, through the "save-pay" procedure.

c. In considering the need for the position, addressees' attention is invited to the current duty statements of the Supervising Agents in Section 3006 of reference (a). While this Section is due for revision, it is not intended that the managerial and planning duties of the new position (titled for ready reference as Staff Assistant for Plans and Support) will be performed by the Supervising Agent. The latter's primary responsibility will relate to quality and timeliness of the investigative product. He should not under normal circumstances be distracted by what are essentially administrative and programing duties.

11. Field Intelligence Offices. These are being disestablished as separate activities. Field representation will be in the form of Resident Agencies and Naval Investigative Service Office Representatives. The latter category of representation will be used when officers are assigned. These assignments will be made via allowances (576's), orders, etc., thus allowing more flexibility than has existed with formally established Field Offices. Addressees are invited to submit recommendations as to locations in which they consider officer representation necessary, but no formal proposals for changes to 576's should be presented at this time.

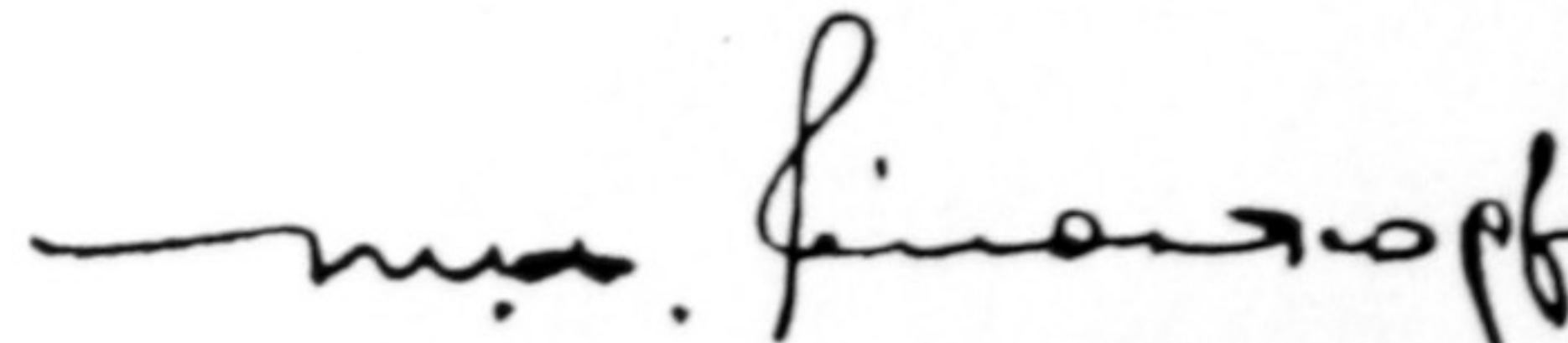
12. Action. Planning action looking towards the eventual reorientation of addressee offices in accordance with the foregoing concepts

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is indicated. No definitive action is to be undertaken pending specific directions from the Director of Naval Intelligence or the Director, Naval Investigative Service.

13. Cancellation. This Notice is cancelled when appropriate action is taken and, for record purposes, on 30 June 1966.



M. H. RINDSKOPF
CAPTAIN, U. S. NAVY
ACTING DIRECTOR OF NAVAL INTELLIGENCE

Distribution:

F28 (Intelligence Off, Naval Districts)
F62 (Counterintelligence Support Activities)
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Office of Naval Intelligence
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Washington, D.C. 20350



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

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SECNAVNOTE 5450
Op-09B23C
Ser 200
4 February 1966

SECNAV NOTICE 5450

From: Secretary of the Navy
To: All Ships and Stations

Subj: Naval Investigative Service; establishment of

1. Purpose. The purpose of this Notice is to establish the Naval Investigative Service and concurrently disestablish the Naval Counterintelligence Support Center, all District Intelligence Offices, all Counterintelligence Support Activities and Support Units, and seven Field Intelligence Offices.

2. Establishment. The Naval Investigative Service, under a Director, is hereby established. The following shore (field) activities, each under a Commanding Officer, are established as activities of the Naval Investigative Service:

Naval Investigative Service Headquarters
Fairmont Building
4420 North Fairfax Drive
Arlington, Virginia 22203

3710 100

Area Coordination: Commandant, Naval District Washington, D. C.

(SNDL F27)

Naval Investigative Service Office
Boston
Navy Building
495 Summer Street
Boston, Massachusetts 02210

3715 124

Area Coordination: Commandant, FIRST Naval District

Naval Investigative Service Office
Charleston
Naval Base
Charleston, South Carolina 29408

3715 300

Area Coordination: Commandant, SIXTH Naval District

Naval Investigative Service Office
Chicago
Custom House
610 S. Canal Street
Chicago, Illinois 60607

3715 310

Area Coordination: Commandant, NINTH Naval District

Enclosure (1)

U.S. Naval Investigative Service Office
Europe

3715 345

Mail Address

U.S. Naval Investigative Service Office
Box 11
FPO New York 09501

Area Coordination: Commander in Chief, U.S. Naval Forces,
Europe

U.S. Naval Investigative Service Office
Fort Amador

3715 350

Mail Address

U.S. Naval Investigative Service Office
Box 109
FPO New York 09580

* Area Coordination: Commandant, FIFTEENTH Naval District

U.S. Naval Investigative Service Office
Honolulu

Mail Address

U.S. Naval Investigative Service Office
Box 110
FPO San Francisco 96610

3715 370

Area Coordination: Commandant, FOURTEENTH Naval District

U.S. Naval Investigative Service Office
Iceland

3715 380

Mail Address

U.S. Naval Investigative Service Office
FPO New York 09571

Area Coordination: Commander in Chief, U.S. Atlantic
Fleet

U.S. Naval Investigative Service Office
Japan

3715 390

Mail Address

U.S. Naval Investigative Service Office
Box 76
FPO San Francisco 96662

Area Coordination: Commander in Chief, U.S. Pacific
Fleet

U.S. Naval Investigative Service Office
Kodiak

3715 400

Mail Address

U.S. Naval Investigative Service Office
FPO Seattle 98790

Area Coordination: Commandant, SEVENTEENTH Naval
District

U.S. Naval Investigative Service Office

3715 450

Marianas

Mail Address

U.S. Naval Investigative Service Office

FPO San Francisco 96630

Area Coordination: Commander in Chief, U.S. Pacific
Fleet

Naval Investigative Service Office

3715 496

New Orleans

New Orleans, Louisiana 70140

Area Coordination: Commandant, EIGHTH Naval District

Naval Investigative Service Office

3715 560

New York

P.O. Box 413

Federal Office Building

90 Church Street

New York, New York 10007

Area Coordination: Commandant, THIRD Naval District

Naval Investigative Service Office

3715 620

Norfolk

Norfolk, Virginia 23511

Area Coordination: Commandant, FIFTH Naval District

U.S. Naval Investigative Service Office

3715 670

Pacific Fleet Area

Mail Address

U.S. Naval Investigative Service Office

Box 76

FPO San Francisco 96610

Area Coordination: Commandant, FOURTEENTH Naval District

Naval Investigative Service Office

3715 682

Philadelphia

Philadelphia, Pennsylvania 19112

Area Coordination: Commandant, FOURTH Naval District

U.S. Naval Investigative Service Office

3715 695

Philippines

Mail Address

U.S. Naval Investigative Service Office

Box 48

FPO San Francisco 96652

Area Coordination: Commander in Chief, U.S. Pacific
Fleet

Naval Investigative Service Office
San Diego

3715 744

3250 Fordham Street

San Diego, California 92110

Area Coordination: Commandant, ELEVENTH Naval District

Naval Investigative Service Office

3715 806

San Francisco

Federal Office Building

50 Fulton Street

San Francisco, California 94102

Area Coordination: Commandant, TWELFTH Naval District

U.S. Naval Investigative Service Office

3715 840

San Juan

Mail Address

U.S. Naval Investigative Service Office

U.S. Naval Station

Box 32

FPO New York 09550

Area Coordination: Commandant, TENTH Naval District

Naval Investigative Service Office

3715 868

Seattle

Seattle, Washington 98115

Area Coordination: Commandant, THIRTEENTH Naval District

Naval Investigative Service Office

3715 930

Washington, D.C.

Washington Navy Yard

Washington, D.C. 20390

Area Coordination: Commandant, Naval District
Washington, D.C.

(SNDL F28)

3. Disestablishment. Concurrent with the above establishments, the following shore (field) activities are disestablished:

Naval Counterintelligence Support Center
Arlington, Virginia 22203

3705 050

U.S. Naval Counterintelligence Support Unit
Atsugi, Japan

3705 075

U.S. Naval Counterintelligence Support
Activity Marianas
Guam, Mariana Islands

3705 450

U.S. Naval Counterintelligence Support Activity Guantanamo Bay, Cuba	3705 455
U.S. Naval Counterintelligence Support Unit Iwakuni, Japan	3705 460
U.S. Naval Counterintelligence Support Activity Iceland Keflavik, Iceland	3705 480
U.S. Naval Counterintelligence Support Unit Naha, Okinawa	3705 500
U.S. Naval Counterintelligence Support Group Pacific Pearl Harbor, Hawaii	3705 515
U.S. Naval Counterintelligence Support Unit Saigon, Republic of Vietnam	3705 780
U.S. Naval Counterintelligence Support Activity Philippines Sangley Point, Luzon, Republic of the Philippines	3705 790
U.S. Naval Counterintelligence Support Unit Sasebo, Japan	3705 800
U.S. Naval Counterintelligence Support Unit Subic Bay, Luzon, Republic of the Philippines	3705 810
U.S. Naval Counterintelligence Support Unit Taipei, Republic of China	3705 840
U.S. Naval Counterintelligence Support Unit Yokohama, Japan	3705 940
U.S. Naval Counterintelligence Support Activity Japan Yokosuka, Japan	3705 950
(SNDL F62)	
District Intelligence Office 1st Naval District Boston, Massachusetts	3682 124
District Intelligence Office 6th Naval District Charleston, South Carolina	3682 300

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District Intelligence Office 9th Naval District Chicago, Illinois	3682 310
District Intelligence Office 15th Naval District Fort Amador, Canal Zone	3682 360
District Intelligence Office 17th Naval District Kodiak, Alaska	3682 400
District Intelligence Office 8th Naval District New Orleans, Louisiana	3682 496
District Intelligence Office 3rd Naval District New York, New York	3682 560
District Intelligence Office 5th Naval District Norfolk, Virginia	3682 620
District Intelligence Office 14th Naval District Pearl Harbor, Hawaii	3682 670
District Intelligence Office 4th Naval District Philadelphia, Pennsylvania	3682 682
- District Intelligence Office 11th Naval District San Diego, California	3682 744
District Intelligence Office 12th Naval District San Francisco, California	3682 806
District Intelligence Office 10th Naval District San Juan, Puerto Rico	3682 840
District Intelligence Office 13th Naval District Seattle, Washington	3682 866

District Intelligence Office
Naval District Washington, D.C.
Washington, D.C.

3682 930

(SNDL F28)

Navy Field Intelligence Office
Baltimore, Maryland

3693 250

Navy Field Intelligence Office
Jacksonville, Florida

3693 390

Navy Field Intelligence Office
Long Beach, California

3693 415

Navy Field Intelligence Office
Los Angeles, California

3693 426

Navy Field Intelligence Office
Miami, Florida

3693 500

Navy Field Intelligence Office
Newport, Rhode Island

3693 550

Navy Field Intelligence Office
Pensacola, Florida

3693 575

(SNDL F29)

4. Information. The Director, Naval Investigative Service is assigned additional duty as Commanding Officer, Naval Investigative Service Headquarters.

5. Command and Support Responsibility. The Chief of Naval Operations is assigned command and primary support responsibility of the subject shore (field) activities.

6. Delegation of Command. The Chief of Naval Operations has delegated command of the subject shore (field) activities to the Director, Naval Investigative Service. Command of the U.S. Naval Investigative Service Offices, Marianas, Philippines, and Japan shall be exercised through the Commanding Officer, Naval Investigative Service Office, Pacific Fleet Area.

7. Area Coordination Responsibility. The Chief of Naval Operations assigns area coordination responsibility to the commands indicated.

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8. Mission. The mission of the subject shore (field) activities is as follows:

a. Naval Investigative Service. Under the Director of Naval Intelligence, to maintain, command, and operate a world-wide organization to fulfill the investigative and counterintelligence responsibilities of the Department of the Navy (less those combat related counterintelligence matters within the functional responsibilities of the Marine Corps).

b. Naval Investigative Service Headquarters. Under the command, direction, and control of the Director, Naval Investigative Service, to provide the necessary headquarters staff and operational support to assist in the execution of the mission of the Naval Investigative Service.

c. Naval Investigative Service Offices (less Pacific Fleet Area). Under the command, direction, and control of the Director, Naval Investigative Service, to fulfill Department of the Navy investigative and counterintelligence requirements in the assigned geographic area, and provide direct investigative and counterintelligence support to naval commands in the assigned geographic area.

d. Naval Investigative Service Office, Pacific Fleet Area. Under the command, direction, and control of the Director, Naval Investigative Service, to direct and coordinate the investigative and counterintelligence activities of all Naval Investigative Service components in the Pacific Fleet Command Area, less the Field Investigative Service Office, Honolulu; and to provide direct investigative and counterintelligence support to Commander in Chief, U.S. Pacific Fleet.

e. Naval Investigative Service Offices, Marianas, Philippines, and Japan. Under the command, direction, and control of the Commanding Officer, Naval Investigative Service Office, Pacific Fleet Area, to fulfill Department of the Navy investigative and counterintelligence requirements in the assigned geographic area, and provide direct investigative and counterintelligence support to naval commands in the assigned geographic area.

9. Implementation. Offices, bureaus, and commands concerned take necessary action.

10. Cancellation. This Notice may be retained for reference purposes or canceled when no longer needed.

DISTRIBUTION:

SNDL Parts 1 and 2

Marine Corps Lists H and I

Robert H. B. Baldwin

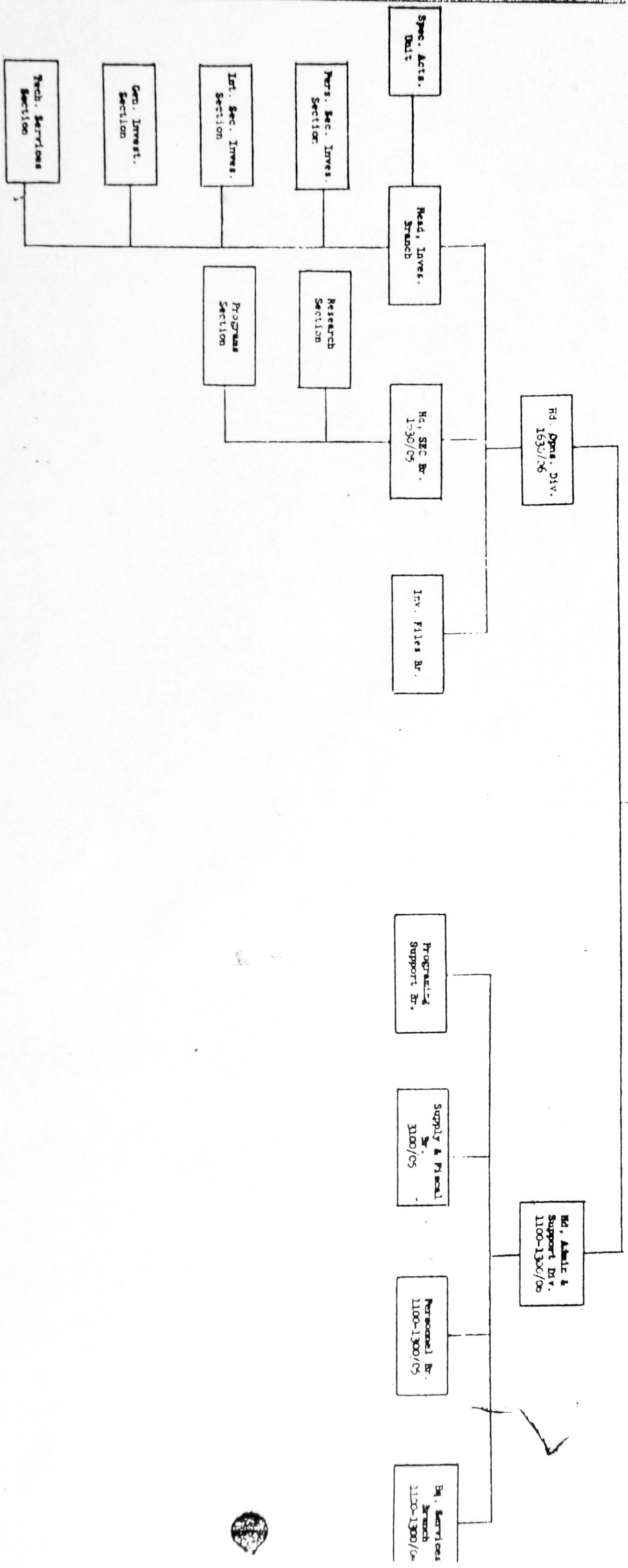
ROBERT H. B. BALDWIN
Under Secretary of the Navy

DIR. (1100/07)
 DEP. DIR. (1630/06)

Asst. Dir. (1630/06)

Exec. Asst. -
 Plans and
 Performance

ONINOTE 5450
 21 February 1966



ONINOTE 5450

21 February 1966

Draft Position Description - Staff Assistant for Plans and Support,
Naval Investigative Service Office, _____ (location)

A. General Statement of Duties.

The Naval Investigative Service Office _____ (location) (hereinafter referred to as the "Office", is a field component of the U. S. Naval Investigative Service. Basic to the effective and economical performance of the Investigative Service is the application of advanced management principles to workload forecasting, performance measurement and analysis, and planning for contingency and mobilization situations. Subject to the general policies of the C.O., this is the incumbent's primary responsibility. (The term C.O. also embraces the Executive Officer in the context of this position description.)

B. Specific Duties. Incumbent

1. Maintains a current knowledge of the short, medium, and long-range planning of all Naval and Marine activities in his assigned geographical area, in order to forecast workload, by volume and by geographic sub-location.
2. Develops productivity and other measurement factors which can be applied to the planning in 1. preceding to determine personnel, logistics, and specialized resources requirements of the Office.
3. Develops or supervises the development of annual budgetary submissions and justifications.
4. Develops mobilization and contingency plans for the Office as an adjunct to the system-wide planning of the Investigative Service Headquarters.
5. Continuously reviews and introduces, as practical, modern management techniques and practices in order to insure maximum efficiency and economy in utilization of material, personnel, and fiscal resources.
6. Represents the Commanding Officer at conferences regarding fiscal and management control matters and maintains liaison with appropriate commands in order to insure the procurement and maintenance of necessary space, equipment, and other support for the Office and its sub-components.

Enclosure (3)

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7. Maintains a continuous review of Office resources status to avoid over expenditures, under utilization, etc.

8. Maintains general cognizance of all administrative and support functions, and provides guidance to the administrative staff as needed.

9. Maintains a current organizational manual prescribing in optimum detail duties, procedures, and office systems.

10. Supervises the recruitment, training, and administration of Office Civil Service personnel; advises the C.O. on any civilian disciplinary actions required.

11. Maintains liaison with all local commands to keep them appraised of security and other investigative requirements in order that such commands can keep the Commanding Officer advised of their short and long-range need for investigative and counterintelligence services.

12. Participates in special projects, as directed, which, while they will usually be related to the general responsibilities cited above, may also include other assignments of a specialized nature.