

CONFIDENTIAL 021

DECLASSIFIED IAW DOD MEMO OF 3 MAY 1972, SUBJ:  
DECLASSIFICATION OF WWII RECORDS.

INSTRUCTIONS GOVERNING  
ADMINISTRATION AND PROCEDURE  
FOREIGN INTELLIGENCE

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PREPARED BY

DIVISION OF NAVAL INTELLIGENCE  
FOREIGN INTELLIGENCE BRANCH  
JUNE 18, 1941

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FOREIGN INTELLIGENCE

Prepared by  
DIVISION OF NAVAL INTELLIGENCE  
FOREIGN INTELLIGENCE BRANCH  
June 18, 1941.

FOREWORD

June 18, 1941.

These Instructions Governing the Administration and Procedure of the Foreign Intelligence Branch of the Division of Naval Intelligence constitute the compilation of memoranda issued by the Head of the Foreign Intelligence Branch for the information, instruction and guidance of the Foreign Intelligence Branch, during the period July 1, 1939 to June 18, 1941.

Foreign Intelligence Memoranda Numbers 1 to 94 (less No. 93) are hereby cancelled with the issuance of this publication, in which they are contained.

In the future, numbered memoranda will be issued as necessary. At convenient intervals the substance of such memoranda covering matters of reasonable permanence will be incorporated in these instructions as corrections thereto, whereupon the memoranda themselves will be cancelled.

*H. D. Bode*

H. D. Bode  
Captain, U.S.N.  
Head of Foreign Intelligence Branch

### CORRECTION RECORD

CHANGE NUMBER	DATE	SIGNATURE	CHANGE NUMBER	DATE	SIGNATURE

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PART I.

COLLECTION OF INFORMATION

(INSTRUCTIONS AND PRINCIPLES)

101.

(a) In order to avoid duplication of effort and to employ effectively the combined facilities of the Divisions of Military and Naval Intelligence in the acquisition, collation and preparation for use of strategic intelligence data on the Western Hemisphere, the Military Intelligence Division and the Division of Naval Intelligence have agreed to undertake intelligence activities in accordance with the following general plan jointly drawn up by them:

Hemisphere  
Information

(1) In those countries where one attache only exists, requests for specific information required by either service may be made to the attache by Military Intelligence Division through Division of Naval Intelligence, or vice-versa.

Joint Plan;  
MID-DNI.

(2) In those countries where both military and naval attaches are present, instructions will be given by Military Intelligence Division and Division of Naval Intelligence to their respective attaches along the following lines:

"The attaches to collaborate closely in obtaining information required for planning by dividing the tasks. A functional division should be arranged between themselves on the general principle that in strategic areas the naval attaches cover the information required in plans for the occupation and holding of port towns or localities; the military attache to elaborate the information appropriate to plans for prolonged occupation and for advancing inland."

(3) Those parts of the hemisphere not covered by military or naval attaches will be divided into general areas of primary responsibility as shown below. These areas may be readjusted if the circumstances warrant, and assistance may be requested by one office from the other when required.

Cognizant  
Areas,  
MID, DNI.

101.

To Military Intelligence Division:

Greenland  
Newfoundland, Miquelon, St. Pierre  
The Northeastern Theater of Canada  
The Guianas and the Islands of Aruba,  
Curacao, Bonaire and Trinidad.

To Division of Naval Intelligence:

All the strategic islands in the Atlantic,  
Pacific and Caribbean other than those  
mentioned above.

Information required in the above areas which  
may not be available through Foreign Service agencies  
will be requested through the State Department by  
Military Intelligence Division or Division of Naval  
Intelligence, depending upon the area of primary  
responsibility in which it lies. Copies of all such  
requests will be furnished to the other intelligence  
office.

(4) All information of any nature whatsoever  
contributory to planning obtained by one intelli-  
gence office will be promptly furnished the other.

Interchange  
of Informa-  
tion.

(5) All compilations, studies, monographs, etc.,  
prepared by one intelligence office will likewise be  
furnished in a convenient number of copies to the  
other.

(b) In order to avoid duplication of inquiry  
in the acquisition of information in the practical  
application of the above procedure, the following  
routine will govern:

Application  
of Procedure  
to Avoid  
Duplication

(1) Whenever requests for particular informa-  
tion are received by the Division of Naval Intelli-  
gence from outside sources, (such as for maps, phy-  
sical, geographic or hydrographic features, communi-  
cations, public works, fortifications, military or  
naval strength, economic resources, etc.) and the  
information is not available in the files of the  
Division of Naval Intelligence, ascertain, prior to

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sending out an inquiry, whether the required information is available in the Military Intelligence Division.

(2) When sending out requests for information under the general categories of subjects as listed above, send a copy of the request to the Military Intelligence Division and supply that Division with copies of the information requested when received.

(3) A great deal of information which may be requested may be found in Hydrographic publications, which should be consulted when appropriate before sending requests for particular information outside the Navy Department.

(4) A great deal of information which may be required to complete a monograph can be obtained from the Departments of State and Commerce. Other government departments, such as Interior and Agriculture, also have much specialized information. Other information on particular subjects may be obtained from the National Geographic Society, Pan-American Union and other similar organizations in Washington. Information should, therefore, be sought from all available local sources and others in the United States before it is sought from abroad.

(c) Sections will give immediate attention to the careful preparation of those particular parts of the monograph which cover subjects of military and naval importance; that is to say, in general, strategic information required for military and naval planning and operation. This should include bringing up to date, collating and editing information of this character already on hand, with the elimination of non-essential matter, and the careful incorporation of essential information briefly stated. Where information is lacking in the files, a practical and determined effort must be made to obtain it.

Strategic  
Information.

(d) Information must be sought and kept up to date on the personal characters and professional qualifications and experience of important military and naval commanders and leading political personages in foreign countries. A good deal of information of this character can be obtained, digested, and reduced to short but complete biographic sketches, from judicious reading of pertinent articles in the press, and current lay and professional periodicals.

Personality  
Files.

(a) In order to coordinate all classes of information within certain strategic areas the following system is established:

Strategic Areas;  
Establishment  
and Cognizance of

(1) The geo-political Section having primary interest and cognizance in a particular area will have the responsibility for the coordination of all strategic information within each strategic area which may be created.

(2) Other Sections which have cognizance of geo-political territories lying within, contiguous to or having strategic relationship to such areas will keep the Section of primary cognizance informed of all matters pertaining to such strategic areas by forwarding all pertinent reports upon their receipt to such Section.

(b) Based on the above general consideration and outline of operations, the following strategical areas are set up with the Section having primary responsibility and cognizance as shown:

<u>Strategic Area.</u>	<u>Cognizant Section.</u>
<p>(1) Mediterranean Basin (including the Mediterranean littoral), West African coast to the southern boundary of Sierre Leone, Cape Verde, Canary Islands, The Azores, Madeira, the Near East, the Balkans, Red Sea, Arabian Sea, Persian Gulf and the Arabian Peninsula, French, Spanish and British possessions, colonies, protectorates or areas of special interest in northern Africa, including Egypt, Anglo-Egyptian Sudan, Kenya, and Italian East Africa.</p>	<p>Western Europe Section.</p>
<p>(2) General Western Hemisphere, including specifically Caribbean Area, east and west coasts of Mexico, Central and South America and outlying islands.</p>	<p>American Republic Section.</p>

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<u>Strategic Area.</u>	<u>Cognizant Section</u>
(3) Eastern and southern coast of the Asiatic mainland to the Arabian Sea and the general area between Alaska, The Aleutian, the Hawaiian Islands and the eastern Indian Ocean as far west as approximately longitude 60 east.	Far Eastern Section.
(4) British Empire, including (a) United Kingdom, Ireland, Iceland, Greenland, North Sea and adjacent and intervening waters to the west and north of the United Kingdom and Ireland, and the North Atlantic to the coast of Canada and the United States; (b) Australia, New Zealand, India, and adjacent waters; (c) waters adjacent to the African continent, the Atlantic, South Atlantic, and Indian Oceans, the Union of South Africa, and British Empire trade routes lying therein.	British Empire Section.
(5) Central Europe and North Central Europe, Germany, Belgium, Holland, Denmark, Scandinavian peninsula, Baltic and approaches thereto, Gulf of Bothnia, the Greenland Sea, Barents Sea, and waters off North Russia.	Central Europe Section.

PART II.

COMMUNICATIONS.

201

(a) The following procedure will be followed in routing dispatches to Foreign Intelligence Branch:

Routing of  
Dispatches  
to Branch  
F.

(1) Branch F and the Section of Branch F concerned will be provided with copies of all dispatches to and from Naval Attaches, except those referred to in sub-paragraph (2) below.

(2) Copies of dispatches referring to routine movements of merchant shipping (arrivals and departures) will be sent only to Section F-8. Such dispatches should not be routed to Branch F nor to any other Foreign Section for initialing, and need not be included in the "Message Review".

(3) Branch F will receive copies of dispatches that cover shipping activities other than routine movements (arrivals and departures) and such dispatches will be brought to the attention of the Foreign Section having cognizance of the country whose flag the merchant ship is flying - either by being provided copies of dispatches or having them routed for initialing. In case the activities of merchant vessels take place in ports under the cognizance of another Foreign Section, that Section should have such dispatches routed to it for information.

(4) The Section having cognizance of the country to which a Naval Attache is accredited will be considered to have the Basic Action on all dispatches and correspondence from such Attache, except:

Basic  
"Action"  
Section.

- (a) For matters under the cognizance of Op-16-A.
- (b) For dispatches of the character mentioned in paragraph (2) above.
- (c) For dispatches and correspondence which are definitely forwarded for "action" to another Bureau, Office or Division of the Navy Department as a matter under its (their) cognizance;
- (d) For dispatches on which the "action" is changed from Op-16 to another Bureau, Office or Division.

201.

(b) The "Basic Action" Section will be responsible for notifying other Sections or Branches as required for action on matters under its (their) cognizance and for obtaining from such Sections (or Branches) information upon which to base a reply.

Responsibility of "Basic Action" Section.

(c) Foreign Intelligence Sections which are given "action" will check copy distribution and routing of dispatches and correspondence to see that all interested Sections and Branches in Naval Intelligence as well as other Bureaus, Offices and Divisions of the Navy Department are informed of the subject matter. The "Action" Section will bring to the specific attention of Op-16-F errors or omissions in routing. The same instructions will apply to a Foreign Intelligence Section which may be erroneously designated by the Mail Room (A-3) as "Action" Section as for example in the following case:

Procedure for Basic Action Section.

April PLAIN April 13, 1941.  
SD3  
FROM: STATE  
TO: OPNAV

FOLLOWING RECD 950PM PAR 13 FROM DAKAR DATED APRIL 13 9AM WHILE STEERING SOUTH 63 EAST TRUE ON A DIRECT BEARING FOR THE BUOY AT THE ENTRANCE TO THE HARBOR AT FREETOWN THE BRITISH STEAMSHIP TWEED WAS TORPEDOED AT 9:30 AM ON APRIL 8 APPROXIMATELY 100 MILES OUT OF FREETOWN. THE FIRST OFFICER HAS ADVISED THAT THE SUBMARINE WAS PAINTED LIGHT GREY, APPROXIMATELY 750 TONS (PERHAPS U-40 MODEL) AND HAD A SUNFLOWER PAINTED ON SIDE. AS OF APRIL 12 THE AIR SERVICE HERE IS IN A STATE OF ALERTE

16 ACTION 10/11 12 13 38 NAVAIDE FILE  
ONI: 16 Copy, F-8 Action, F-1 Copy, F-10, 16-F

This dispatch was improperly routed in that F-8 was given "action". Neither F-3 nor F-4 was given a copy. F-8 which was given "action" erroneously should have brought the improper routing to the attention of Op-16-F.

(d) Necessary adjustments in routing, or the procurement of information for a reply will be by immediate personal or telephone contact and not by the routine interior mail system. In case of divided cognizance between Foreign Intelligence Sections, Branch F will be consulted as may be necessary.

Action through personal or telephone contact.

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(e) Whenever circumstances prevent action being taken on dispatches within twenty-four hours, a report will be made to F.

Action not taken within 24 hours.

(f) Sections will establish an appropriate check-off list to insure that dispatches requiring action receive it.

Check-off lists.

202.

(a) Branch F (Op-16-F) makes request for increased distribution of incoming dispatches to the Department Communication Officer (Op-19).

Increased Distribution of Dispatches

(b) When individual sections of the Foreign Intelligence Branch consider the increased distribution of incoming dispatches necessary or advisable, they will inform Op-16-F of the fact. Such centralization will prevent duplication of requests of this type to Op-19.

203.

When a State Department dispatch referred to in an Alusna dispatch is not received in the Division of Naval Intelligence, Mail and Files (Op-16-A-3) should be asked to obtain the required dispatch from the Central Division.

Request for State Department Dispatches.

204.

Information of various types which is or may be of current interest or have an important application to various Bureaus, Divisions, Offices, etc., of the Navy Department, is received in the form of secret or confidential dispatches. Information of this character may cover a large range of subjects, such as damage done by air raids, information relative to the movements of convoys, status of supply of essential materials and other various factors affecting the strength, resources and power of foreign nations, belligerent or otherwise. Such information must be readily available when called for and, therefore, reports containing it must be classified, filed, and cross-referenced, where necessary, immediately upon receipt.

Classifying of Dispatches.

205.

(a) For the convenience of Bureaus, Divisions and Offices of the Navy Department and in the interest of the accurate and expeditious handling of dispatches between them and United States Naval Attaches abroad, dispatches prepared and released by the Bureau (Division or Office) having cognizance, should follow the proce-

Dispatches Naval Attac

203.

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dures set forth below:

(1) Except when the urgency of the situation does not permit, all official dispatches to Naval Attaches and Naval Missions will be delivered by the originating Bureau or Office to the Division of Naval Intelligence for its use prior to being released.

(2) A copy of such dispatches (except secret, which will be initialed by the Division of Naval Intelligence) will be furnished to the Division of Naval Intelligence.

(3) The Division of Naval Communications will indicate the "Action" Bureau (Division or Office) on incoming dispatches in accordance with Bureau (Division or Office) cognizance, consulting the Division of Naval Intelligence in all cases wherein the cognizance is not clear.

(b) Communications from Bureaus (Divisions and Offices) for transmission to foreign Naval Attaches accredited to Washington should be placed in a form permitting textual embodiment by the Division of Naval Intelligence in a letter or memorandum to the foreign Attache concerned.

Foreign  
Attaches in  
Washington.

PART III.

CORRESPONDENCE, REPORTS AND FILES

301.

(a) Whenever Naval Attaches fail to brief or summarize their reports, Foreign Intelligence Sections will prepare brief summaries of all important reports which exceed one page in length, in order that the contents may be readily ascertained.

Briefing of Naval Attache Reports.

(b) Each brief will be headed by the subject of the report; will indicate from whom the report was received; the date of the report; and the source from which the information was received. The brief itself should be a careful summary of the report, containing the substance succinctly stated. Important facts, names, dates, etc., are to be included. Each brief will be signed by the person by whom it was prepared.

Method for Briefing.

(c) The same procedure will be adopted for all reports (and letters) from Foreign Service officers and other sources, which exceed one page in length.

(d) In order that the attention of Naval Attaches may be called to a failure to brief a report, the following notation will be made in the Evaluation Column of the Evaluation Report form opposite each non-briefed report:

Notation made on evaluation report.

"Not properly briefed in accordance with instructions contained in D.N.I. ltr. to all N.A.'s, dated 19 July, 1939, Op-16-B, A9/EN3-11, A3-1/EN3-11."

(e) If a number of reports covered by the same Evaluation Report are improperly briefed, an asterisk may be placed in the Evaluation Column opposite the references to them and one footnote containing the above notice made to suffice.

302.

(a) Whenever appropriate, and in circumstances where applicable, and unless specifically excepted, reports, estimates or memoranda on special or general situations (whether military, naval, economic or political, or combinations of all the above and other factors) which are prepared, will be documented by footnotes to show source material.

Documentation of reports.

(b) When compiling Foreign Intelligence Serials from dispatches, reports, letters, or other documents

Sources of Information

301.

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received, the date and file number of the dispatches or other documents used in the compilation of the serial will be indicated immediately below the "Reference" line on NNI 96 unless it is specifically desired to conceal the source of the information. In the latter case, a similar notation will be made either by pen or by typewriter on the original and Section file copies only of the serial.

Foreign Intelligence Serials.

303.

(a) The following classes of correspondence will be prepared for the signature of the Head of the Foreign Intelligence Branch:

Correspondence for signature Branch F.

(1) Letters to Naval Attaches falling under the broad classification of those containing information, abstracted or quoted from other documents, for the information of the Naval Attaches addressed.

Letters to Naval Attaches

(2) Letters to Naval Attaches making requests for information on technical or professional subjects or other information of a routine character, such as, whereabouts of persons, etc., etc., in accordance with definite practice and usage and with existing policy.

(3) Routine letters to U.S. and foreign Attaches thanking them for reports, for information received, etc.

Routine Letters.

(4) Correspondence with other Bureaus, Offices and Divisions of the Navy Department, falling under the following general categories:

Correspondence with other Bureaus, Offices, Divisions Navy Department.

- (a) Requesting information upon which to base a reply.
- (b) Correspondence on inventions, etc.
- (c) Correspondence concerning the exchange of technical information, equipment, etc., which come within well-defined practice and usage, or specially-defined existing policy.
- (d) Correspondence requesting the release of documents, publications, etc., for U.S. Naval Missions, or for foreign Governments, to be delivered through their own or U.S. Naval Attaches, etc.

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(b) The Assistant Director will sign all letters regarding protocol, details of administration, etc.

For Signature  
Asst. Director

304.

To provide for the more likely receipt of important documents intended for the office of Naval Attache, London, all such documents, particularly those containing technical data, will be furnished the Director of Naval Intelligence in duplicate for forwarding in separate pouch and by different vessels to the Office of Naval Attache, London.

Documents for  
Alusna, London  
to be prepared  
in duplicate.

305.

When Foreign Intelligence Sections have correspondence which they desire to send to F without routing through the regular mail, which may involve delay, they are requested to call Extension 2652 and ask that the orderly be sent to pick up such material, unless a regularly assigned messenger is available.

Delivery of  
documents by  
orderly.

306.

(a) Current instructions require that the Office of Public Relations be notified whenever letters of condolence, expressions of regret for accidents, and similar matter are received.

Letters of  
Condolence.

(b) Copies of such notifications should be forwarded to the Naval Attache accredited to the country from which such expressions are received. Thus: if a letter of condolence is received from the French Naval Attache or from the French Ministry of Marine through the U.S. Naval Attache, Paris, and the Office of Public Relations is notified, a copy should be forwarded to the U.S. Naval Attache, Paris.

307.

(a) In the interest of security and correct administrative procedure, Foreign Intelligence Sections will twice monthly, or approximately on the first and fifteenth of the month, check the return of documents which have been routed to various units and which, in the natural course of reasonably expeditious handling, should have been returned by that date.

Check off  
lists.

(b) A standardized tracer form is available for this purpose.

Tracer Form

(c) In order to be able to trace the routing of documents through the various Sections of the Foreign

Dating of  
Routed

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Intelligence Branch, the date when each document leaves <sup>?</sup> Documents.  
~~each section will be stamped in the left-hand margin~~  
of the routing slip. When documents are not accompanied  
by routing slips, the date of leaving each Section will  
be stamped on the reverse side of the document.

308. (\*) - (See Page 306)

The following are general instructions for guid-  
ance in the preparation of the Daily Information Memo-  
randum:

Daily  
Information  
Memorandum

(a) The Memoranda will carry the following head-  
ing:

Heading.

"DAILY INFORMATION MEMORANDUM"

(May be abbreviated as "DAILY INFOR. MEMO."

From Section \_\_\_\_\_.)

(b) The Daily Information Memorandum will contain:

Scope

(1) Extracts of all important information  
received by dispatch or other rapid means of transmission  
which should be brought to the attention of the Director.

(2) Extracts or summaries of important  
information contained in written reports from U.S.  
Naval or Military Attaches, and Foreign Service Officers.  
In this connection, attention is invited to the fact  
that such reports are usually received by the Sections  
many days before they reach the Director in the ordinary  
course of routing.

(3) Briefs of timely and important items from  
the press, periodicals or similar sources. In consider-  
ing inclusion of material of this class, foreign sections  
should not assume that merely because certain events of  
importance have received more or less prominent notice in  
the press the Director is always informed of them. His  
interests cover an extensive field, and he is not able to  
give the same detailed attention to items of intelligence  
as are the Foreign Intelligence Sections. The Sections  
will, therefore, exercise discretion in the inclusion of  
items taken from the press, placing their own evaluation  
on such items.

(c) The source of information should be given on  
all items of importance appearing in the Daily Informa-  
tion Memorandum as, for instance, "N.A. Berlin, No. 120-  
41 of June 1, 1941." Where items by special writers are  
taken from the press, the author should be mentioned.

Sources

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Evaluation  
Key

(d) 1. In order to provide an evaluation and source of information of maximum brevity the following key will be used on the memorandum. The first letter denotes the evaluation and the second, with the name of the capital in certain instances, indicates the source:

- AN (Name of Capital) - Reliable from ALUSNA - - -
- AM (Name of Capital) - Reliable from M.A. - - -
- AP - Reliable - Press.
- AR - Reliable - Commercial Radio
- AS - Reliable - Department of State or Foreign Service Officers.

In the last three cases the origin, such as the press association, newspaper, periodical, broadcasting company, or Foreign Service Post can be added when desired.

2. The above source designations preceded by "B" indicate that the report is considered reasonable but unconfirmed. If preceded by "C" the information is considered to be of the character of a rumor but having sufficient plausibility to warrant reporting, depending upon verification or contradiction later.

(e) An original and three copies of the Daily Information Memoranda will be submitted to F.

309.

The following is the standard form of memorandum to be used in communicating informally with other departments and agencies of the Government:

Memorandum  
Form.

(File Numbers)

MEMORANDUM FOR Liaison Officer (or Name of Official)

(Department or Agency)

SUBJECT:

Enclosure:

(Substance of Memorandum)

(Name)  
(Rank)

Head of Foreign Intelligence Branch.

305.

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The following page contains a list of liaison officers through whom the Division of Naval Intelligence should communicate with the various departments and agencies they represent. The list also indicates whether the official is to be addressed by name or title.

Liaison  
Officers and  
Addressees in  
Other Depart-  
ments and  
Agencies.

\* (Footnote to Art. 308)  
See F Memorandum of May 29, 1941, discontinuing the Daily Information Memorandum for certain Sections.

LIAISON OFFICERS:

<u>Dept. or Agency</u>	<u>Liaison Officer</u>
Dept. of State Rm. 185, Br. 527.	Wilson, Orme (1)
Dept. of Treasury R. 272, Br. 2144.	Rose, Frank C. Asst. to Asst. Secy. (2)
War Dept. Rm. 3046, Br. 2437.	Smith, R.C. Lt. Col. USA. (3)
Dept. of Justice Rm. 1529, Br. 250 FBI.	Thurston A.M. (4)
Immigration and Naturaliza- tion Service. Rm. 507, Br. 802.	Espinosa, J.R.
Dept. of Commerce Rm. 5837, Br. 555.	Kerlin, Malcolm, Adm. Asst. to Secy. (5)
Dept. of Labor Rm. 3136, Br. 1.	Jurkowitz (Miss) Frances, Adm. Asst. to Secy.
Post Office Dept. Rm. 3426, Br. 372.	Aldrich, K.P.
Maritime Commission Rm. 4845, Br. 41.	Morse, Huntington, T.
Panama Canal, War Dept. Br. 2945.	Burdick, B.F.
Adv. Comm. to the Counsel of Natl. Def. Rm. 2126 Br. 242, Fed. Res. Bldg. Natl. Def. Comm.	( (Horton, R.W. (Director of Information. ( (
Administrator of Export Control. Dept. of Commerce Bldg.	( (Chief of the (Intelligence Section (6) (

(See next page for notes

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Notes: - All of the above will be addressed by name  
except as provided for in the following notes:

(1) Address all reports and memoranda to "Liaison Officer".  
Do not send reports to geographical divisions.

(2) Classified documents should be addressed to:

The Honorable Herbert E. Gaston,  
Assistant Secretary of the Treasury,  
Treasury Department,  
Washington D.C.

(3) Foreign Intelligence Sections will address all communi-  
cations to:

Assistant Chief of Staff, G-2,  
War Department.

(4) Foreign Intelligence Sections will communicate  
with the Federal Bureau of Investigation either  
by the standard form of memorandum addressed as  
follows:

"Memorandum for Federal Bureau of Investigation"

or by letter in the naval commercial style addressed to:

"J. Edgar Hoover, Esquire,  
Director, Federal Bureau of Investigation,  
Washington, D.C."

(5) Reports for the Department of Commerce will be  
forwarded with covering standard memorandum ad-  
dressed to:

Liaison Office,  
Bureau of Foreign and Domestic Commerce,  
Department of Commerce,  
Washington D.C.

(6) See Art. 421.

311.

In order to assist technical Bureaus and other  
units of the Navy in identifying, filing and classify-  
ing reports from the Division of Naval Intelligence sent  
in reply to their requests for particular information,  
all such reports will in the future be transmitted to  
such units with a forwarding letter prepared in the fol-  
lowing form and for the signature of the officer in  
charge of Branch F:

Letters  
Forwarding  
Information  
Requested  
Technical  
Bureaus.

308.

From: Director of Naval Intelligence.

To: (Unit concerned).

SUBJECT:

Reference: (a) (Here refer to the letter requesting the information).

Enclosure: (A) (Here give reports, documents, etc., being forwarded).

- 1. Enclosure (A) is forwarded herewith in accordance with the request contained in reference (a).

Officer-in-Charge, Branch F.

312.

(a) When letters are written to Naval Attaches or elsewhere in an effort to obtain specific information desired by some unit of the Navy, the latter will be furnished with a copy.

Letters to Naval Attaches, etc., at request of Other Units.

(b) To facilitate identification of letters from units which initiate requests for information, the file copies of the action letter prepared by the Division of Naval Intelligence should list such letters as a reference.

313.

The following standard form is to be used by all Sections of the Foreign Intelligence Branch in the preparation of dispatches:

Standard Form for Dispatches originating in Branch F.

(a) The telephone branch and initials of the originating office will be placed in the upper left-hand corner. Spaces for offices, divisions, sections, etc., required to initial the dispatch will be provided in the left-hand margin. Distribution of copies will be shown in the lower left-hand part of the dispatch, in a single column if space permits, otherwise, in a line across the page. On Secret and Confidential dispatches, the initialing will be provided for on the original of the dispatch; on unclassified and restricted dispatches, this will be done on the green copy.

EXAMPLE

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Op-16-F  
Tele. Ext. No. 252.

Confidential

FROM: OPNAV. TO: ALUSNA -----

RELEASED BY: A. G. Kirk.

DATE: -----

Op12

THIS IS A SAMPLE OF A DISPATCH PREPARED BY  
OP-16-F TO BE INITIALED PRIOR TO RELEASE BY  
OP-12, OP-13, OP-20 and OP-22 X

Op13

Op20

Op-22

CC: Op-10/11  
BuShips  
BuOrd  
BuAero

(b) Whenever dispatches are prepared by Foreign Intelligence Sections at the request of another office of the Navy Department, the office requesting the preparation of the dispatch, or conveying the information embodied in the dispatch, will be underlined on the distribution list.

Dispatches Prepared at Request of Other Offices

EXAMPLES:

(1) The following dispatch was prepared by the Division of Naval Intelligence at the request of BuOrd:

DISTRIBUTION:

10-11. . .12. . .13. . .20. . .23. . .30. .BUORD

(2) The following dispatch was prepared and released by the Division of Naval Intelligence at the request of BuOrd and BuShips:

DISTRIBUTION:

10-11. . .12. . .13. . .23. . .30. . .BUORD. .BUSHIPS

314.

(a) Following each important naval (or naval-air) War Action action during the present war, (as, for example, Memoranda. the GRAF SPEE, Cape Matapan, and BISMARCK actions)

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cognizant sections will prepare, in memorandum form, brief but comprehensive accounts of such action, based on the best available information from the participating forces.

- (b) The following form will be used in the preparation of War Action Memoranda:

(Section designation) (date)

MEMORANDUM FOR THE CHIEF OF NAVAL OPERATIONS

SUBJECT: Action No. 4, Serial No. 1 (German Version)

GERMAN BOMBING RAID ON BRITISH NAVAL SQUADRON, NORTH SEA.

Date: September 26, 1939.

Position: North Sea: off LITTLE FISHER BANK.

Source: U. S. Naval Attache, Berlin.

It will be noted that each action is given a number. This is known as the "Action number". Additional information embodied in subsequent memoranda should bear a new "Serial number". Sufficient space should be left at the bottom of the first page in which to indicate the Action number, serial number, and the date of memorandum.

- (c) War Action Memoranda will be sent to Branch F in original and four copies, the original marked for C.N.O. and the copies checked for the following:

SECNAV OP-16  
CINCUS OP-16-F

315.

(a) All mail received from a member of Congress or a member of the Cabinet will be treated as URGENT and reply made thereto within twenty-four hours of time of receipt. If, for any reason, it is found impossible to furnish a complete reply within twenty-four hours, an acknowledgment will be prepared by the bureau of office of first reference, informing the writer of the reason for the delay.

Correspondence from Cabinet Members and Congressmen.

- (b) A Bureau or Office receiving a communication 311.

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from a member of Congress or a member of the Cabinet on ~~subject matter not within its cognizance, because of~~ having been misdirected or erroneously routed, will immediately prepare an acknowledgment thereof, and then promptly forward the basic letter to the Bureau or Office having cognizance.

316.

Reports prepared by various Sections for dissemination on NNI 96, Revised, will be prepared in accordance with the instructions contained in ONI-43, Paragraph 565, and those given on the left hand margin of the report form. These instructions provide that "Officers preparing and those forwarding reports sign the last page of original and retain file copy of reports only." The name of the officers preparing and forwarding reports will not be typed or transferred by mimeograph or reproductive apparatus to the copies which are disseminated outside of the Division of Naval Intelligence.

Preparation of Reports by Sections.

317.

In order to secure uniformity in preparation and legible, clear-cut copies of reports by the Ditto Direct Process, the following instructions will be observed in preparing the Monthly (Semi-Monthly) Evaluation Report: (See Art. 417)

Preparation of Evaluation Reports by "Ditto Process".

(a) Use a typewriter with medium-hard platen and clean, sharp type for best results. The typist's touch determines the amount of carbon deposited on the master sheet and influences the kind of "write" that is secured. In general, a medium touch gives the best results, depositing a good amount of dye and producing a sharp "Write".

(b) Assemble in order as follows:

1. Form NNI 106. (This tissue original will be later mailed to the Attache submitting the report being evaluated)..
2. A sheet of Ditto Direct Process Master paper. (This type of paper must be used).
3. A sheet of Ditto Direct Process Carbon so that the coated side of the carbon faces the Master paper.

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4. A thin sheet of celluloid or heavy paper backing to give a sharp master. Line these sheets up from top and right side.

(c) After typing, remove the Ditto Direct Process Carbon Paper and replace with legal size tissue to prevent smearing.

(d) Prepare the first page only for initialing, as follows:

1. Under the upper right-hand corner of page clip a small square of the Ditto carbon paper, under the block provided for signature.

2. The Officer in charge of the Section will initial in the proper space with a sharp medium-hard lead pencil, not pen and ink.

3. With the carbon in place under the first page, submit entire report to Branch F for initialing by the Head of the Branch.

(e) Pages of Evaluation Reports for each country covered will be consistently and uniformly numbered immediately below the block provided for initials, as follows: "Page No. ----".

318.

(a) Single copies of enclosures too voluminous or otherwise impracticable for duplication are frequently received with Naval Attache reports.

Enclosures  
Impracticable  
of Duplication

(b) In such cases, the Naval Attache report will be marked to show plainly the Unit to which the enclosure referred to on the report is sent for file. Thereafter, requests from other Units for a copy of such enclosures will be forwarded for compliance to the Unit to which the enclosure was sent for file.

(c) When such requests are received by letter or memorandum, a copy of the action taken by the Division of Naval Intelligence (the forwarding endorsement on the request) will be sent to the Unit originating the request.

319.

(a) The Office of Naval Intelligence is charged, among other duties, with the collection and classification of information. Information obtained is disseminated to various naval commands and bureaus. While

Lessons of  
Current War

313.

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it is recognized that these agencies are expected to evaluate the information received and from them glean lessons from the current war for the benefit of our Navy, it is desired that the Division of Naval Intelligence also cooperate specifically to this end.

(b) Accordingly, Naval Attaches as well as the Foreign Intelligence Branch and Sections of the Division of Naval Intelligence will keep a running brief memorandum of lessons from the current war and submit them monthly, when there is anything to submit. It is intended that these memoranda be extremely brief. They may refer to reports submitted. They are intended to constitute a check-off list for the Chief of Naval Operations of points deemed worthy of special consideration by our Navy, with a view to increasing the efficiency of our technique or material.

(c) Data on this subject should be forwarded to Branch F, headed as follows:

"Lessons of the World War for Period ... (date)," and ready, for forwarding as enclosures to the Chief of Naval Operations or for compilation and collation by F.

The monthly memoranda on this subject will be submitted by the 5th of the ensuing month. If there are no lessons to report, a memorandum to that effect should be submitted.

320.

(a) A confidential and condensed fortnightly summary of current national situations will be prepared by cognizant sections under the following headings:

Fortnightly Summary of Current National Situations

- A. The Diplomatic Situation.  
Japanese, German, Italian, French, ~~Russian~~, Latin-America.
- B. The Japanese Military Situation.
- C. The Japanese Naval Situation.
- D. The Chinese Military Situation.
- E. The German Military, Naval and Air Situations.
- F. The Italian Naval and Air Situation.

*(See memo 3/10/42)*

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(b) Under each general heading a condensed and broad view of the situation should be summarized, with paragraphs following in necessary detail to give recent diplomatic, military or naval trends.

(c) No information should be included pertaining to the United States, British ~~and~~ Dutch military or naval dispositions and strengths, nor should reference be made to United States war plans, or to secret diplomatic conversations.

*see Russia*

(d) The rough form of the Fortnightly Summary, as prepared by cognizant Sections, will be forwarded to the Foreign Intelligence Branch at the close of working hours on the thirteenth and at the close of working hours two days before the last day of each calendar month. If one of these days (on which the report is due) falls on a Saturday or the day before a holiday, the report will be forwarded to Branch F three days before the fifteenth or three days before the last day of the month. Thus, if the thirteenth falls upon a Saturday, the report should be forwarded to "F" by the close of working hours on Friday the twelfth, etc.

Preparation of Fortnightly Summary.

(e) The draft of this report, forwarded to F for editing, should be double-spaced and follow exactly the form shown under (a).

(f) The Fortnightly Summary will not be documented.

321.

(a) In order that Naval Attaches' reports, many of which reach Senior Flag Officers, Chiefs of Bureaus, etc., may be of maximum benefit to officers reviewing them, legible and easily readable copies must be furnished. Sections will see that all copies of Attaches' reports distributed by them to various units are legible. Whenever necessary to insure legibility, a sufficient additional number of copies will be made by the Sections having cognizance of reports in the Division of Naval Intelligence.

(b) A complete digest (somewhat more complete in substance, but equally concise in wording as the briefs heretofore used in the Division of Naval Intelligence on reports) will be attached by staples to all non-technical reports exceeding one page in length, which are forwarded to the following units:

Briefing non-Technical Material.

General Board  
Chief of Naval Operations  
All Bureaus of the Navy Department.

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(d) Reports covering technical matter, forwarded to the Technical Bureaus will not be briefed or digested; but technical reports which are also forwarded to the General Board will have a brief stapled thereto, stating concisely the subject and important subdivisions thereof, which are covered by the report. For instance:

Briefing Technical Material

"German Mines - Description of.

- (1) Description of anchor release mechanism
- (2) Description of firing mechanism
- (3) Description of mine case
- (4) Automatic disarming feature
- (5) Precautions against drift.
- (6) etc."

322.

(a) In so far as practicable Sections will compile complete data on each action against merchant vessels sailing under the flags of the countries covered by their desks. The data recorded will include the date, location, registry of vessel, tonnage, type of attacking ship, whether the vessel was sunk, captured or escaped, method of attack (by gunfire, torpedoes, aircraft or mines), whether or not warning was given, number of passengers and ship's crew, number of survivors, number killed or wounded, and all other pertinent circumstances such as name of vessel picking up survivors and circumstances attending rescue (such as whether survivors were set adrift in lifeboats or whether or not reasonable provision was made for their safety), etc.

Attack on or Damage to Merchant Vessels.

(b) In compiling this record, all sources of information such as press, Maritime Bureaus, etc., should be utilized. If a sinking is only rumored, discretion should be used in including it in the tabulation, and if so included it must be properly evaluated.

323.

(a) Each Foreign Intelligence Section will maintain a personality file in order to gather and record systematically and continuously information on all persons who, through their activities, associations, occupations and positions in political, professional business and other fields, may influence the relations between the United States and foreign countries under

Personality Files.

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the cognizance of the respective sections. Care should be exercised to avoid duplicating information which is more properly the province of Domestic Intelligence. The primary mission, however, must be to assure the availability of the information some where.

*subside some??*

(b) Within the above general classification the record of each person catalogued in the personality files should contain the full name, nationality, occupation, source of original information or contact, date upon which record was begun, abstracts of information subsequently received and references to pertinent reports which may be useful in developing a reliable and comprehensive description of the individual concerned. A photograph of any description is always a valuable addition.

Data recorded in Personality Files.

(c) The personality file will be maintained by the card index system, the cards of which will be of the same size and type of paper as those now in use in Op-16-B. Whenever a new name is taken up in the files of any section a card will be sent to Branch B for filing in the master index. This card will contain only the section designation and the full name (the surname first) of the individual. This is merely an indication additional information is available in the transmitting section.

Maintenance of Personality Files.

*???*

324.

(a) In order that officers in charge of Foreign Sections of Naval Intelligence may be prepared to appear before Congressional Committees with the Chief of the Bureau of Navigation in the character of experts on foreign personnel problems, they will study such data on these problems as may be already available or may be acquired in response to special requests to United States or foreign attaches or other sources.

Foreign Personnel Problems.

(b) Some indication of the type of information which may be required is set forth in a memorandum of December 11, 1939, from the Chief of the Bureau of Navigation, copies of which were furnished all foreign sections. Additional information on the subject may be acquired by studying prior hearings or from consultation with officers concerned with this matter in the Bureau of Navigation.

Type of Data.

317.

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325.

7???

(a) During the present emergency and until further orders, routine letters forwarded by Mr. Sadler of the Standard Oil Company of New Jersey will not be acknowledged. The description "Routine" is intended to cover all letters transmitting information of the general character of that received recently.

Standard Oil  
Correspondence

(b) The above is in the interest of security. Exceptional cases which may indicate the desirability of departing from this general procedure should be brought to the attention of the Head of Branch F.

326.

(a) Sections will maintain separate file folders for Circular Letters for NAVAL ATTACHES, NAVAL OBSERVERS, and NAVAL ATTACHES AND NAVAL OBSERVERS.

Circular  
Letters.

327.

Copies of secret reports shall not be distributed until the distribution has been approved by Branch F. If a report is not returned to the Section having cognizance within twenty-four hours, with an indication of approval or disapproval of the routing, the Section should notify Branch F.

Secret Reports  
- Routing of.

???

328.

(a) The degree of reliability of information disseminated by the Division of Naval Intelligence will be indicated by the following symbols in order to assist the recipients of this information in their evaluation thereof:

Reliability  
Symbols -  
Rating of  
Reports.

Rating "A" - The information is considered reliable in substance and proceeding from a reliable source. Subject to other information received from other reliable sources either in affirmation or in negation, weight and credence in general should be given to it.

Rating "B" - Information is considered reasonable, but is not confirmed. Information of this type may proceed from a mere logical deduction from the general or specific circumstances attending and influencing general or specific situations.

Rating "C" - Information is of the character of a rumor, but has sufficient plausibility to warrant reporting it, depending upon verification or contradiction later.

318.

*Expendable*

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It should have the effect of placing pertinent naval units on the alert for actions of a character which may be indicated by the information.

Rating "D" - Information of less validity than "C", usually of the nature of rumors which are palpably illogical and unwarranted by general attending circumstances. Information of this class is disseminated for one or more of the following reasons:

1. It is textually embodied in other reports from which it cannot be separated.

2. It serves to color and therefore aids in the evaluation of other information.

3. Because the indications are that it may definitely be disseminated by parties interested in the release of the information.

4. It indicates the general incredibility or unreliability of information proceeding from certain sources.

(b) When reports contain information on several parts or phases of a subject such as to require separate rating action on the several parts, such separate ratings will be made by marginal notation.

(c) When the source of information is not sufficiently indicated, information on the source will be given, together with the reliability rating of the Division of Naval Intelligence in appropriate cases.

Source of Information.

(d) When intelligence is forwarded in the dispatch form, the reliability rating of the Division of Naval Intelligence and the source will be given in appropriate cases.

Rating of Dispatches.

(e) The following procedure will govern in the application of the above instructions. Foreign Intelligence Sections F-1 to F-7, inclusive, and F-10 will each be provided with rubber stamps of suitable size marked "Rating 'A'", "Rating 'B'", "Rating 'C'", and "Rating 'D'". When the information contained in reports requires only one rating, that is to say, when it covers only one subject or when the rating is uniform for all subjects and parts of a subject covered, the rating stamp will be placed as closely as possible to the blank space (which may be filled or partially filled) opposite "Evaluation" on the fourth line, right-hand side.

Use of Rating Stamps.

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of NNI-96. Where different ratings are required for different portions of the report or for different subjects which may be contained in the same report, the rating stamp will be placed in the margin opposite the particular paragraphs in the text to which the rating applies.

(f) It will be noted that, if this system of evaluation of reports is to be of value to the Service in general, reports must be carefully read, considered, and evaluated on the basis of other available information and background. Reports which are not thus worthy of detailed consideration and evaluation should not be disseminated.

329.

(a) Whenever Sections are requested to prepare memoranda which are purely informational in character and substance, the memoranda will be prepared in the following manner, unless specifically directed to the contrary:

Memoranda -  
Informational -  
Preparation of

1. Subject;
2. Followed by substance of the memorandum;
3. Use standard letter-size paper, 8" x 10 $\frac{1}{2}$ ";
4. Submit original, one copy for F, and one copy for Op-16;
5. Head of Section initial copy for F;
6. Tag these memoranda with special tags for delivery by messenger to Branch F, Op-16-1, or Op-16 as required.

(b) This does not apply to the form of informational memoranda submitted to the Director, Assistant Director, or Branch Head on the Sections' own initiative.

(c) Informational memoranda requested directly of the Sections by the Director, without such requests passing through Op-16-F, will be submitted to him directly. In this case, the copy furnished the Director will be initialed by the Section Head.

320.

PART IV.

DISSEMINATION.

401.

The following is quoted from a letter of November 15, 1940, from the Chief of Naval Operations to all ships and stations. Foreign Intelligence Sections should be guided by its provisions:

Dissemination  
of Naval  
Intelligence.

"2. It is desirable that the degree of dissemination which the Division of Naval Intelligence can undertake and currently accomplishes should be clearly set forth, in order that there be no hiatus or failure of desirable dissemination. Certain evaluation can only be made by competent specialists beyond the ability of the Division of Naval Intelligence.

"3. Ultimate dissemination frequently requires such evaluation, and also frequently ultimate dissemination should be coupled with or result in technical directives. Such latter action is, of course, not within the purview of the Division of Naval Intelligence.

"4. The Division of Naval Intelligence disseminates information to the Naval Service and other interested Government departments and agencies through the media of the following two general classes of documents:

Classes of  
Documents.

"(a) Class A consists of individual reports, usually on standard Division of Naval Intelligence report forms, but also in the form of letters and tabulations to meet specific requirements.

"(b) Class B consists of Naval Intelligence bulletins on subjects of general interest to the Service, which are compiled from time to time.

"5. (a) Class A Reports are distributed to heads of interested units and some subdivisions thereof. "Units" as used herein is defined as Bureaus and Offices of the Navy Department, Fleets and subdivisions thereof, Naval Districts and activities of the Shore Establishment and other Government Departments, such as State, War, Justice, Commerce, and offices, divisions and subdivisions thereof.

Distribution  
Class A  
Documents.

401.

"(b) Class B Reports, which are usually in the form of printed pamphlets, are given a wider distribution which may, in the case of restricted or unclassified documents, include all important subdivisions of a unit.

Distribution Class B Documents.

"6. The Heads of interested units to which Class A reports are sent are expected to provide for

Further Dissemination by Recipient.

"(a) The use and application of the information.

"(b) The evaluation of technical information over which the unit has cognizance.

"(c) The further dissemination of the information within the unit concerned and to other units to which its interest extends in the application of particular items of intelligence.

"Each document forwarded by the Division of Naval Intelligence will be marked to indicate plainly the distribution made of copies of that document. This enables Unit Commanders or Heads to determine which subdivisions in each chain of command has received copies.

Indication of Distribution.

"(1) Referring to paragraph (3), such further dissemination should be made by the recipients of Class A documents through their own means and upon their own responsibility, with due regard for security. The classification of the information will not be lower than that of the original document unless a lower classification is specifically authorized by the Director of Naval Intelligence.

"(2) Each document reproduced in whole or in important part will bear the notation, "This information, obtained from the Division of Naval Intelligence sources, has been reproduced by (...give title of unit...). Any request for additional copies of this document will be made to this office and not to the Division of Naval Intelligence."

"7. (a) Class B reports fall into two general categories of classification and distribution, namely, "Confidential" and "Restricted". Some types of confidential bulletins may have a limited distribution

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Confidential.

when necessary for security, to protect sources of information, or to prevent information given in confidence to the United States by one government from reaching a third government. Restricted and unclassified Class B documents may be given a wider service distribution, depending upon the character of the information individual issues contain.

"(b) Class B reports will be distributed direct by the Division of Naval Intelligence or to certain units for further distribution, with specific indication to that effect."

402.

(a) Because of the tremendously increased volume of reports from almost all sections flowing into F and thence to the Director, it is necessary for the individual sections of the Foreign Intelligence Branch to segregate documents according to the following categories, which are arranged in relative order of their importance:

Segregation of Documents; Order of Importance.

(1) All dispatches from Naval and Military Attaches on matters of primary naval or military action or interest including:

(a) Naval or military technical matters, operations, movements, trends, sinkings, damage to ships, real or indicated movements, etc. (In short, all matters of primary naval and military interest).

(2) Department of State - Foreign Service Officers' - dispatches containing or indicating information of important political or economic movements.

(3) Written reports transmitted by mail or courier containing the same character of information as that indicated under (1).

(4) Written reports on technical or tactical matters of import; strategical conceptions of operations proceeding from reliable, authentic and original sources as distinguished from popular press and other lay comment.

(5) Original reports of important conversations giving information, factual or indicative, as

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proceeding from important (identified as such) persons, heard at first hand or duly authenticated.

(6) Material purely and solely for monograph use, such as locations of railroads, fortifications, telegraph and cable lines, public utilities, harbor works, etc. etc., while clearly of great naval and military importance when required, is not material which, per se, is of interest to the Director or to F. Its value lies in the manner in which it is utilized, collated or incorporated into the various monographs and in the distribution and use made of it by technical bureaus, offices or divisions having cognizance.

Monograph  
Material.

(7) General political information of low relative importance, newspaper accounts, translations of newspaper articles, clippings, etc.

(8) Miscellaneous items of lesser importance.

(b) While no set rules can be devised to govern the classification, segregation and routing of the material contained in documents received in the Division of Naval Intelligence, and while no substitute can be devised for the exercise of an enlightened discretion, an effort will be made to divide incoming documents into the foregoing broad classification. Remarks, comments and rerouting of documents by F should have afforded a basis for the understanding of a definitely defined but elastic policy governing the forwarding, routing and application of documents.

(c) As a general rule, only documents containing material indicated under categories 1 to 5 inclusive above will be routed to F or to the Director.

Documents to  
be routed to  
"F".

(d) In order that sections may devote more time and consideration to the evaluation, collation and preparation for redistribution and use by the Navy, War and State Departments of material of purely naval and military interest and importance, ordinary political material, rumors, gossip, etc., will not be reproduced for distribution.

Rumors, Gossip,  
Ordinary political  
material  
not to be  
reproduced.

403.

(a) There have been indications that important information contained in dispatches received by the State and War Departments from their officers stationed abroad has not been disseminated to interested and cognizant Bureaus, Offices and Division of the Navy Department after its receipt by the Division of Naval Intelligence.

Rapid Dissemination of Important Dispatches.

(b) The information contained in such dispatches will ordinarily be disseminated to interested and cognizant Bureaus, Offices and Divisions of the Navy Department by the Mail and Files Section by means of special messenger after the dispatches have been reproduced. Dissemination outside of the Navy Department will ordinarily be by means of section serials. All sections should be careful to note routing by the Mail Room and request additional routing whenever it is deemed necessary.

404.

(a) Information of importance indicating a real possibility of early and considerable damage to the interests of the Navy or of the United States will be promptly transmitted by the Director or Acting Director, not only to the authorities directly concerned with appropriate action, but also, without delay, to the Secretary of the Navy as well as the Chief of Operations, Assistant Chief of Operations, and others who should be informed. It is desired that Heads of branches concerned take the necessary action as here outlined, without delay, if the Director or Acting Director cannot be quickly located, informing the latter as soon as practicable.

Information Indicating Possible Damage to U.S. or Navy Interests.

405.

(a) In order that the individual Sections of the Foreign Intelligence Branch may be supplied to the greatest practical extent with all information pertinent to them, all Sections will arrange for a regular and full interchange of information between them. Such information will include items which may be gleaned from the press or from periodicals, as well as that which is obtained from official sources and routed to one Section but known to be a matter of interest to another Section or Sections.

Intersectional Exchange of Information.

405.

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(b) There are newspapers and periodicals which are received primarily by a certain Section. In that Section they will be reviewed and all items of interest to that particular section either marked, noted or extracted. At the same time items noticed which come under the cognizance of other Sections will be recorded on a memorandum by page, column, and short subject references.

Procedure for Exchanging Information.

(c) A similar procedure will be followed in calling the attention of other Sections to material of interest to them which is received in reports, dispatches, etc., which are not originally routed to all interested Sections by the Mail Room. For example, a dispatch reporting the sighting of a submarine by a British vessel may be routed to F-1 (with copy for F-1). F-4 would be advised in order that the position of the submarine may be posted. If the location should be off the coast of a Latin American country, F-7 would be interested because of the location. If, however, the location is off the coast of the United States or one of its possessions, B-8 is the other interested Section. Therefore, F-1 should be sure that F-4 and F-7 (or, in the latter case, B-8) are notified and the dispatch brought to their attention. (See Art. 201 (c)).

FA-1  
FA-4  
FL

(d) For the purpose of providing a practical interchange and check on information received, as outlined above, it is suggested that simple daily intersectional memoranda be exchanged by the Sections as the first step toward the development of a satisfactory and practical system.

(e) Sections will route or send copies (when convenient) of reports relating to the following subjects to Op-16-F-9:

Information to F-9.

??

- (1) Firms and individuals in foreign countries reported as being anti-Nazi or possibly being willing to supply information on Nazi activities.
- (2) Reports on subversive plans, also those relating to propaganda, morale, etc.

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(f) Op-16-F-9 will also be advised, when appropriate and at the discretion of the Head of the Section concerned, when persons call at the Division of Naval Intelligence for the purpose of giving information on foreign countries, in order that such persons may be interviewed by representatives of F-9 at the conclusion of or during the original interview.

406.

(a) The Division of Naval Intelligence will transmit to the Maritime Commission information which it may acquire regarding the movements (arrivals, departures, sightings or carefully evaluated information on prospective departures, preparations for sailings, etc), of German merchant vessels capable of conversion to fast auxiliary cruisers suitable for employment as commerce raiders or in a similar capacity. Information of this character is desired by the Maritime Commission for use in connection with the underwriting of insurance and for similar purposes applying to the legitimate interests of citizens, firms or corporations of the United States. Such information will be considered confidential and will be safeguarded by the United States Maritime Commission. It will therefore be transmitted to that Commission (unless it is taken from sources of information available to the public) as confidential.

Information to be forwarded to Maritime Commission.

Classification

(b) Information will be transmitted by written memorandum, appropriately classified, addressed to the Liaison Officer, United States Maritime Commission.

Address

(c) The memorandum will be prepared for signature (by direction) of the Head of the Foreign Intelligence Section.

Signature

407.

(a) The Military Intelligence Division has established a desk for the analysis and evaluation or collation of all air activities during the present war. Sections will send copies of all reports on this subject to the Military Intelligence Division, War Department.

Reports of Air Activities to be furnished M.I.D.

→ New A-2 (Classification of 200)??  
407.

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(b) In connection with the general transmission of intelligence or other matter to the Military Intelligence Division, sections are advised that there is a messenger service between the Division of Naval Intelligence and the Military Intelligence Division. Therefore, matters to be transmitted to the Military Intelligence Division should be sent to the mail room marked:

Messenger Service between Naval and Military Divisions.

"Military Intelligence Division,  
War Department  
By Hand."

408.

(a) Foreign Intelligence Sections will forward directly to "Fleet Aircraft Tactical Unit, Fleet Air Detachment, Naval Air Station, San Diego, California" all available information reports pertaining to aircraft operations and to technical aviation matters.

Air Operations and Technical Aviation Reports to be furnished F.A.T.U.

(b) Copies will also invariably be forwarded to the Commander-in-Chief, U.S.Fleet, and to the Military Intelligence Division. The copy forwarded to the Commander-in-Chief, U.S.Fleet, will clearly state in every instance "Copy furnished F.A.T.U."

Copies to CINCUS and M.I.D.

409.

(a) Reports pertaining to aircraft which are forwarded to Op-23 (Fleet Maintenance Division) will also be routed to Op-38 (Ship Movements Division).

Aircraft Reports to Op-23.

410.

(a) Foreign Sections will send copies of intelligence reports or pertinent items of intelligence bearing on underwater sound operations or material, or upon anti-submarine operations or materials, directly to the Officer-in-Charge, Fleet Sound School.

Underwater Sound or Anti-Submarine Intelligence to be sent to Fleet Sound School.

(b) Whenever copies of reports are sent to the Sound School and copies of the same report are sent to the Commander-in-Chief, or commanders or higher echelons, all copies of reports sent to such higher echelons should bear the notation, plainly and definitely marked, "Copy sent to Officer-in-Charge, Fleet Sound School".

Notation on Copies to Higher Commands.

408.

411.

(a) All reports covering broadly the development of the science of naval warfare, including both personnel and material, will be sent to Op-22 in order that this Division may fulfill its function of following up the application of items of Naval Intelligence by various technical Bureaus, Offices and other Naval Units. Such reports will be understood to include all that contain information on operations, training, application of weapons or systems, development of types of vessels or weapons, development of communication instruments or systems, gunnery, naval tactics and strategy, technical features of design criticized, recommended or suggested, and all reports of a similar nature.

Reports on Science of Naval Warfare to Op-22.

412.

(a) In order that the Federal Bureau of Investigation may be informed of the activities of Foreign agents whose operations may be actually or potentially inimicable to the interests of the United States, either directly or indirectly, currently or in the future, all reports from Naval Attaches bearing upon the operations of such foreign agents, actual or suspected, will be forwarded to the Federal Bureau of Investigation.

Reports forwarded to F.B.I.

(b) Reports which indicate the possibility of espionage, or sabotage or subversive movements within the United States or its possessions, or injury to property of the United States or citizens thereof, will be routed as heretofore (except that Section F-9 (S.I.S.) will be included in the routing) to the Domestic Intelligence Branch.

(c) All Naval Attache reports, forwarded to F.B.I., will be forwarded with a covering memorandum in the form shown in Article 309 and in substance as follows:

Form of Transmittal.

"1. Enclosure is forwarded herewith as a matter of possible interest to the Federal Bureau of Investigation."

(d) Written communications with the Federal Bureau of Investigation will be forwarded through the Mail Room in the usual manner. Direct messenger service, similar to that between the Navy Department and the Department of State, is available with the Federal Bureau of Investigation.

Messenger Service to F.B.I.

409

413.

(a) ~~The Department of Commerce is interested~~ in obtaining information which relates in general to commerce and industry, financial, economic, political and social conditions in foreign countries, and more specifically that pertaining to transportation and communication facilities; manufacturing facilities, and new developments in processes or products, especially substitute products and utilization of scrap materials; construction or destruction of plants and facilities generally, including docks and ships; the situation regarding food stuffs, supplies and other necessities; and information regarding public opinion and press digests.

Reports forwarded to Department of Commerce.

(b) Reports on these subjects will be forwarded to the Department of Commerce with a covering memorandum similar to that shown in Article 309 and addressed:

Memorandum Form.

Liaison Officer,  
Bureau of Foreign and Domestic Commerce,  
Department of Commerce,  
Washington, D.C.

(c) Confidential reports, primarily of a military nature but containing in part information desired by the Department of Commerce will not be sent in their entirety. Only those portions of interest to the Department of Commerce will be abstracted and forwarded in memorandum form.

Excerpts only to be forwarded.

414.

(a) In present circumstances, it is necessary that certain particular naval commands be kept accurately informed on various matters of military, naval and correlated political interest in or affecting the Western Hemisphere. Therefore, copies of all intelligence reports falling under this general category will, until further orders, be forwarded to the following commands:

Dissemination of Information Affecting Western Hemisphere.

- Commander-in-Chief, Pacific Fleet.
- Commander Battle Force, Pacific Fleet.
- Commander-in-Chief, Atlantic Fleet.
- Commandant, 10th Naval District.
- Commandant, 15th Naval District.

410.

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(b) Information of interest and importance is frequently received from various non-naval sources, such as the Departments of State, Treasury, and Commerce, Military Intelligence Division, Federal Bureau of Investigation, private concerns and individuals, and others.

Sources of Information.

(c) Special reports containing information compiled from such sources, in the form of Division of Naval Intelligence Section Serials, will be prepared as frequently as necessary to assure that the above commands are kept informed.

Preparation of Special Reports.

415.

It is requested that all reports covering radio and communications be routed to Op-14 (Inter-departmental Communication Liaison Division) as well as to Op-20.

Reports Forwarded to Op-14 - ????

416.

(a) The Hydrographic Office will continue to prepare Confidential and Secret Sailing Directions with the cooperation of the Division of Naval Intelligence.

Confidential and Secret Sailing Directions.

(b) To this end, the Division of Naval Intelligence will:

Cooperation of DNI with Hydrographic Office.

(1) Continue to cooperate with the Hydrographic Office in the procurement and supply of all types of information required for subject publications from foreign countries;

(2) Coordinate its work in the keeping of its monograph material so that there will be no duplication, so far as preparation of issues is concerned, on subjects covered by Confidential or Secret Sailing Directions;

(3) Consult with the Hydrographic Office and War Plans Division from time to time on the scope, character and details of Division of Naval Intelligence monograph information which is to be included in the Confidential Sailing Directions to insure that the scope and details are satisfactory to the War Plans Divisions, the Division of Naval Intelligence and the Hydrographic Office.

411.



(4) Present, so far as practicable, monograph material to the Hydrographic Office in collated form, ~~after studies of its value as strategic intelligence~~ have been made;

(5) Maintain and keep prepared for issue Secret and Confidential detailed monograph material which is not, for practical considerations, included in the Confidential or Secret Sailing Directions. Material of this character (when it can be obtained) would include, in general, details of fortifications, such as the accurate location, number and types of guns, location of range-finding and fire-control stations, temporary secret lines of communication, location of mobile batteries for coast, harbor or anti-aircraft defense, number and location of mobile troops, etc. etc.;

(6) Maintain a complete file of all monograph material so as to be in a position to supply details which may be required for special purposes, but which may not be covered in the Secret or Confidential Sailing Directions, and so as to be prepared to issue special information on short notice, and to cover intervals that may elapse between the preparation and printing of Confidential or Secret Sailing Directions or corrections thereto, in their completed forms.

(c) Foreign Intelligence Sections will exercise great care to insure that information required by the Hydrographic Office for its compliance with the above provisions is forwarded to that office.

(d) It must be realized that there may be a very appreciable delay in compilation of data by the Hydrographic Office, inasmuch as data of this type must be carefully checked and evaluated before it can be issued for the purposes of the Hydrographic Office. Further, although corrections to Hydrographic Office publications are issued as frequently as may be necessary to keep the publications up to date, there may be considerable lag in the issue of corrections also. Therefore, it devolves upon Foreign Intelligence Sections to keep their 600 Sections of the monograph complete and the responsibility for this cannot be delegated to the Hydrographic Office.

417.

(a) All reports and documents received dealing with Fuel Oil, Gasoline, and other Petroleum Products should be routed to F-10. ??

Dissemination of Reports on Petroleum Products

412.

Confidential.

(b) Reports and documents which deal with Harbor Defenses, booms, nets, mines, mineplanting, minesweeping, balloon barrages, anti-aircraft batteries, detectors, etc., should be routed to Op-30, which will see that the information is further disseminated to the various sub-sections of that Division.

Dissemination of Reports on Harbor Defense.

(c) The routing required by (a) and (b) is additional to other pertinent routing required for such types of intelligence.

418.

(a) The State Department maintains no cryptanalysis personnel. Therefore, no Attache Reports which consist solely of intercepted code messages will be forwarded to the State Department.

Intercepted Code Messages to State Department.

419.

(a) Copies of Evaluation Reports (See Article 317) will be furnished as issued to the following:

Distribution of Evaluation Reports.

Secretary of the Navy  
Under Secretary of the Navy  
Assistant Secretary of the Navy  
General Board  
Shore Establishments  
Aeronautics  
Bureau of Ships  
Medicine and Surgery  
Bureau of Navigation  
Bureau of Ordnance  
Supplies and Accounts  
Yards and Docks  
Hydrographic Office  
Marine Corps  
Op-12  
Op-13  
Op-14  
Op-20  
Op-21  
Op-22  
Op-23  
Op-30  
Op-38  
Technical Aide to Secretary of the Navy.

413.

(b) To meet this distribution, Sections will prepare copies of Evaluation Reports for reproduction by the Ditto Process (see Article 317). Method of Reproduction.

(c) The purpose of the distribution of copies of Evaluation Reports to the Bureaus, Offices and Divisions of the Navy Department as listed above is: Purpose of Evaluation Reports.

- (1) To acquaint those units with the reports received which may be of interest to particular Bureaus;
- (2) To acquaint them with the distribution of reports to other units; and
- (3) To permit each unit to check the actual receipt of reports.

(d) In order to make this information available more promptly, and in order to remove the inconvenience of going through long lists of reports, Foreign Intelligence Sections will: Semi-Monthly Evaluation Reports.

- (1) When the volume of reports justifies the procedure, make out evaluation reports semi-monthly instead of monthly.
- (2) Make semi-monthly reports as of the fifteenth of the month.
- (3) Whenever semi-monthly evaluation reports are made out, make a correction on the heading of the report, from "MONTHLY---" to "SEMI-MONTHLY EVALUATION REPORT."

(e) The preparation and issuance of the semi-monthly report on the fifteenth of the month is left entirely to the discretion of the Sections concerned, which will keep in view the purpose of the report as outlined in paragraph (c), above.

(f) When semi-monthly reports are made, the original will be forwarded to Branch "F" at the close of office hours on the fifteenth and on the last day of each month. When the monthly report alone is made, the original will be forwarded to Branch "F" at the close of working hours on the last day of the month. Preparation of Evaluation Reports.

(g) The following procedure will govern:

(1) ~~The report will include documents~~  
which have been evaluated during the period of the report.

(2) Unless the Evaluation Report requires correction or revision, it will be sent by Branch "F" directly to A-7 for reproduction.

(3) A-7 will return the original and two copies of each report to the Section concerned, which will mail the original to the Naval Attache in the usual manner and retain one copy for its file. The third copy will be routed by the Section to the Director via Op-16-F, thence to the Assistant Director and, finally, to Archives.

(4) The remaining copies will be sent to A-3 for mailing in accordance with the mailing list which will be furnished and kept corrected up to date by Branch "F".

(5) A-3 will forward complete sets of copies of reports to each addressee in one envelope if practicable. (Example: Copies of Evaluation Reports from F-1, 2, 3, 4, 5, 6, and 7 are forwarded to the General Board. No reports should be forwarded until copies from all the Sections concerned are received.)

Mailing of Evaluation Reports.

(h) The reports submitted on the fifteenth (in the case of semi-monthly reports) and on the last day of the month (in the case of both monthly, and semi-monthly reports) should be in A-3, ready for mailing, by the twentieth and the fifth of the month, respectively.

Mailing date of Evaluation Reports.

(i) It will be the duty of cognizant Sections to institute an effective and simple means of following the progress of Evaluation Reports after the original report leaves the Section through to the actual mailing, and to report any delays or matters requiring adjustment to Branch "F".

420.

Foreign Intelligence Sections will route all outgoing correspondence through Branch "F".

Outgoing Correspondence to be routed through "F".

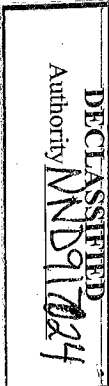
415.

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<p>(a) The Administrator of Export Control is interested in obtaining "information relative to anti-democratic and pro-totalitarian activities of particular individuals, firms or business or political groups, either foreign or domestic, engaged or interested in export trade. Information regarding the establishment of 'cloak' or 'dummy' organizations as a subterfuge by firms or individuals with known totalitarian sympathies, or conspiracies to transship to totalitarian states United States products licensed for consumption by friendly or democratic states, will be of especial value."</p>	<p>Export Control.  Information Relative to Firms and Individuals Engaged in Subversive Activities.</p>
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<p>(b) Information, appropriately classified, will be transmitted by forwarding letter addressed to:</p> <p style="margin-left: 40px;">Chief of the Intelligence Section, Administrator of Export Control, Department of Commerce Building, Washington, D.C.</p>	<p>Address Information to.</p>
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<p>(c) Confidential reports, primarily of a military nature but which may contain in part the desired information, will not be sent in their entirety. Only those portions of interest to the Administrator of Export Control will be abstracted and forwarded.</p>	<p>Confidential Reports.</p>
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PART V.

FOREIGN TRADE SECTION.

501.

(a) Enemy Trade Section, F-8, was established as of December 17, 1940, the functions and duties of which, as approved by the Director, are as follows:

Enemy Trade Section.

The Enemy Trade Section is established for the broad purpose of acquiring, studying, and collating in a form for use by Naval Operating Forces information on Foreign Maritime Commerce which may in time of war

Purpose.

- (1) Become Enemy Commerce.
- (2) Be clothed with enemy character, or
- (3) Be potentially or actually contrary to the vital interests of the United States.

In order that information of this character may be of value and available in time of war or national emergency, it must be studied and developed in time of peace.

(b) A delineation of the studies of the Enemy Trade Section follow:

Duties.

(1) To acquire definite, detailed information on the movements of Foreign Maritime Commerce, trade routes, commercial connections and agencies, and the movement of important commodities; and to study, in connection with the general subject of Foreign Commerce, the movements of Domestic Commerce related thereto, in order to be able to:

(a) Detect hostile intent through significant changes in the flow of commerce or the direction of shipping;

(b) Interpret Foreign Commerce and the changes therein as factors of economic strength or weakness in general or as related to specific important commodities.

501.

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(c) Form sound estimates of the meaning and purpose of sudden or gradual changes in the movements of Foreign Shipping;

(d) Form a sound basis for the prediction of the movements of Foreign Shipping, for the purpose of offensive operations against enemy or potential enemy Maritime Commerce.

(2) To acquire, record and keep available for quick and ready reference detailed information on Foreign Ships, including all important ship characteristics, owners, usual employment, usual routes, etc.

(3) To establish a system of recording graphically or otherwise (to meet requirements) the position of individual Foreign Ships.

(4) To keep up-to-date and correct records of the locations of ships of specific foreign nations when directed to do so, or without direction when circumstances indicate the desirability thereof.

(5) In time of war, strained relations or in periods of temporary emergency, to keep graphic records of enemy or potential enemy vessels of war, which may constitute a danger or a threat to the movements of the United States, allied or benevolently neutral commerce.

(6) To work in close cooperation with the War Plans, Naval Districts, and Ship Movements Divisions of the Office of the Chief of Naval Operations and other appropriate naval units and government agencies, to insure the development and dissemination of information in the field of Foreign Commerce and Foreign Ships to meet the requirements of the Operating Forces Ashore and Afloat.

(7) To work in close cooperation with the Domestic Intelligence Branch in the exchange of information of mutual interest.

502.

(a) To insure proper dissemination of information regarding reported movements of belligerent vessels in the Western Hemisphere, particularly reports indicating preparation for sailing, fueling, etc., F-8 will pay especial attention to

Belligerent  
Vessels -  
Western  
Hemisphere.

502.

carrying out the following procedure:

- (1) Check reports (dispatch) to see that copies have been sent to Op-38.
- (2) Notify the desk having cognizance over the country in which the port or ports are located.
- (3) Bring reports to the attention of the Head of the Foreign Intelligence Branch.

503.

(a) Foreign Intelligence Sections will exercise great care that all information contained in dispatches, reports, etc., received from the Department of State, from Naval Attaches, or other sources giving information regarding foreign shipping, such as the transfer of flag, purchase or sale, changes in routing, shipping conferences, arrivals and departures, attacks, sinkings, etc., is forwarded to F-8.

Shipping Information to be Forwarded to F-8.

(b) Sections having cognizance of the flag involved will likewise call to the attention of F-8 all casual items appearing in the press and current periodicals, giving information similar to that in (a) regarding foreign shipping. Sections will use such clippings for their own requirements before forwarding them to F-8.

Items in Press and Periodicals.

(c) The provisions contained in (a) and (b) do not apply to regular tabulations of shipping information which is directly available to F-8, but to casual items appearing in the press, or otherwise, which experience has shown, frequently escape the attention of persons scanning publications for them, and consistent with the primary intent to provide for the widest practicable search for information of this general character within the Foreign Intelligence Branch without throwing additional burdens or inconvenience upon any Section.

Excepted items.

(d) The Foreign Trade Section will extract such material from these reports as it considers appropriate and include such material in its Daily Information Memorandum. So far as shipping is concerned and reports on shipping (Foreign Flag Merchant

Procedure for F-8.

503.



Confidential.

( Shipping in particular), F-8 will endeavor to convey a constructed story as a related chain of incidents in appropriate cases by referring back to the subject in previous Daily Information Memorandums.

PART VI.

MISCELLANEOUS.

601.

(a) When an officer in charge of a Foreign Desk is excused for a part of the day or on leave he will advise the Head of Branch F.

Absence of  
Officers.

(b) Foreign Intelligence Sections will report officers and enlisted personnel absentees to Branch F prior to 0915 daily. Personnel on temporary duty, if absent, will be reported in the same manner as regularly assigned personnel.

602.

(a) The Navy Department has received maps, prepared by the Standard Oil Company, showing production areas, refineries, and pipe lines, with pertinent data showing ownership, operating companies, capacities, processes used, as follows:

- (1. Oil refinery locations by types of processes, viz. (a) Hydrogenation,  
(b) Fischer and  
(c) Tetraethyl, with capacities, ownership, etc.

A. EUROPE.

2. Crude Oil production areas, Location of Refineries and Pipe Lines, with capacities, Ownership and Control:

- A. Europe.
- B. Africa.
- C. Asia.
- D. Oceania (Dutch East Indies and Australia).
- E. South America.

(b) These maps are on file in the Foreign Intelligence Branch, Room 2705, Navy Department.

601.

603.

(a) Whenever documents are received in Foreign Intelligence Sections which are themselves (or contain) items that should be included on Officers' Fitness Reports, such as letters of commendation, expressions of appreciation for extensions of courtesies, competence in arranging visits, etc., etc., Sections will see that they are routed to Op-16-A, which Branch is charged with the duty of insuring that such material is included on Fitness Reports or is otherwise brought to the attention of the Bureau of Navigation.

Material for Fitness Reports.

(b) To avoid inadvertent filing of such documents before they have been routed to Op-16-A, definite check of the routing slip will be made in each instance to insure that the report is routed to Op-16-A.

Routing.

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