

Office of the Chief of Naval Operations

Op-16-B
(SC)AS-4/EN3-10
A16-3/ND(10-16)
Serial No. 0267816

Oct 29 1940

CONFIDENTIAL

From: Chief of Naval Operations
(Director of Naval Intelligence)

To: Commandant, First Naval District

Subject: Undercover Agents, Hiring of.

Reference: (a) Com. 1 conf. ltr. AS-4/EN3-10 of October 16, 1940.
(b) Nav.Intel.Circ.Ltr. DC(C) 4-40 of October 9, 1940.

Enclosure: (A) Copy of Application and Personal History Statement
NHI-126.

1. Employment of the following list of Agents is approved:
 - (a) 3 Agents for the District Headquarters Office
 - (b) 1 Agent for the Boston Navy Yard Field Unit
 - (c) 1 Agent for the Portsmouth Navy Yard Field Unit
 - (d) 1 Agent for the Field Units at the Naval Training Station, Newport, R. I. and Naval Torpedo Station, Newport, R. I.

2. It will be noted that this reduces the original request for ten Agents to six, which appears to meet present requirements of the First Naval District Intelligence Organization.

3. In making recommendations for appointment of Agents as required by reference (b), an investigation report and personal history statement will be required in each case, and the forwarding letter must show affirmatively that the following have been done:

- (a) Local F.B.I. indices searched;
- (b) Citizenship verified;
- (c) Police Department records of former domiciles checked;
- (d) Past employment record checked;
- (e) References verified;
- (f) Education verified;
- (g) Date of birth checked;
- (h) Investigated to determine any subversive tendencies;
- (i) Character, reputation and qualifications investigated.

CONFIDENTIAL

DECLASSIFIED
Authority NND 803073

(SC) AS-4/EN3-10

W3-10
(10-16)
No. 0267816
CONFIDENTIAL

4. On receipt of the investigation report and personal history statement from the Commandant, the files of the Office of Naval Intelligence and the Federal Bureau of Investigation in Washington will be searched. Check will also be made to verify previous Military and Naval Service.

5. If not already on file at the Federal Bureau of Investigation in Washington, fingerprints of the individuals should also be forwarded with the recommendation.

U S A
W. S. Anderson,
By direction.

Dictated Oct. 25, 1940
Dictated by Capt. Phillips
Typed by N. Hannon.

CONFIDENTIAL

DECLASSIFIED
Authority WND 803073