

3.
OFFICE OF NAVAL INTELLIGENCE,
NAVY DEPARTMENT,
WASHINGTON, D. C.

Special.

Sept 1 1918

Office Organization O.N.I.

CONFIDENTIAL

*May be destroyed when no longer needed. May
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CONFIDENTIAL

NAVAL INTELLIGENCE
OFFICE ORGANIZATION
1 SEPTEMBER, 1918.

This Compilation is Intended
For Information Only

1 SEPTEMBER, 1918.

Distribution

All Officers in Office of Naval Intelligence.
Branch Offices of Office of Naval Intelligence.
Aids for Information.
Naval Attaches.

1 SEPTEMBER, 1918.

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NOTE

The following notes on the Organization of the Intelligence Office are intended to give an understanding of the general scheme. While there may be occasional changes in the details of the organization, due to the rapid expansion of the office, the scope of the work as herein presented will remain practically the same.

Appended and following page 31 will be found the extracts from the Naval Regulations that pertain to Naval Intelligence, and that present in a general way the relation of the Intelligence Office to the general Naval Organization.

THE DIRECTOR

The Director of Naval Intelligence is the Senior Officer on duty in the office and is charged with the supervision of all work of the office at home and abroad, including the Naval Attaches.

It is the function of the Director of Naval Intelligence to formulate the policies which the Intelligence Office shall adopt and devise the plans for its operation. It is his duty to confer regarding such policies and plans with the Chief of Naval Operations, under whose direction this office is placed.

The Director is a member of the General Board of the Navy.

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THE ASSISTANT DIRECTOR.

The Officer on duty in the Office next in rank to the Director is known as the "Assistant Director". He performs the duties of an executive and is charged with the carrying out of the details of the work in connection with administration, organization, discipline and efficiency.

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THE EXECUTIVE AIDE

The Aide to the Executive is in direct charge of Sections G, H, I and K of the office. The work of these sections is outlined in detail in a later part of the pamphlet. In general, the work includes personnel, supplies, mails, files and the clipping section.

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"A" SECTION.

DIVISION I

COLLECTING

The "A" Section is under the supervision of the Assistant Director.

The first division of this Section is charged with the care of the confidential correspondence of the section and the publication of a confidential bulletin on investigative work.

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"A" SECTION

DIVISION II

LEGAL MATTERS.

INTER-DEPARTMENTAL MATTERS.

INTERNMENTS AND ALIEN ENEMIES.

1. (a) General supervision of all correspondence involving legal questions, or possible legal action.
- (b) General instructions to Branch Offices and Aids for Information as to procedure and practice in conjunction with the representatives of the Department of Justice.
- (c) Conferences with the representatives of the Departments of Justice, State, War, Labor, and Treasury, and recommendations to the Department of Justice as to needed legislation and regulations.
2. Conferences with the representatives of the various Departments in an effort to secure efficient co-operation and co-ordination of the work and to eliminate duplication of effort in investigation.
3. General direction and supervision of all investigations where action under war legislation or the penal code is contemplated or possible.

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"A" SECTION
DIVISION III
DIRECTION OF AIDS FOR INFORMATION
BRANCH OFFICES OF O. N. I
BRANCHES IN ALASKA

The work of this Section is concerned with perfecting the organizations of the Aids for Information of the various Naval Districts, the various Branch Offices of Naval Intelligence, and the organization for Naval Intelligence work in Alaska. This work may be divided under the following headings:

1. COMPILATION OF INFORMATION SHOWING THE ORGANIZATION OF THE VARIOUS AIDS FOR INFORMATION AND BRANCH OFFICES.

The compilation of a complete list of the personnel of each of the Branch Offices of Naval Intelligence and Aids for Information.

In the case of the Aids for Information, a map is obtained of each Naval District, showing the division of the District into Sections for intelligence work. A list showing the Section Aids for Information, their addresses and telephone numbers, has been compiled.

A complete list of the personnel of the Branch Offices of Naval Intelligence and location of agents outside of the Branch Offices is kept up to date.

Copies of the above lists, together with maps of the various Naval Districts, showing their divisions for intelligence work, is in process of preparation, and upon completion will be sent to the Aids for Information and Branch Offices for their information and guidance.

2. PERSONNEL.

Under this heading a large amount of correspondence is conducted with a view to obtaining and maintaining the necessary personnel for the organiza-

tions of the various Aids for Information and Branch Offices. This consists largely of requests for transfers from other than intelligence duty to the work of this Office.

3. OFFICE SPACE AND EQUIPMENT.

Under this heading comes the obtaining of the necessary space and equipment of all kinds, such as office equipment, launches, etc, necessary for the conduct of the work for this Office of the Aids for Information and Branch Offices.

4. LINES OF COMMUNICATION.

Under this branch, arrangements are made with the various telephone and telegraph companies with a view to obtaining the best possible service for this Office, and also with a view to gaining access to telegrams and telephone messages which are necessary in investigation work for this Office.

All arrangements for courier mail service for this Office are conducted under this heading.

5. CO-ORDINATION OF WORK WITH VARIOUS OTHER DEPARTMENTS OF THE GOVERNMENT.

Under this heading a large amount of correspondence is continually being conducted with a view of co-ordinating the work of this Office with the Military Intelligence Section, the Secret Service of the Treasury Department, Bureau of Investigation, Department of Justice, and other Bureaus and Departments of the Government whose work is similar to that of the Office of Naval Intelligence.

6. DISSEMINATION OF INFORMATION TO AIDS AND BRANCH OFFICES.

Under this heading a vast amount of information, such as general orders, Presidential Proclamations,

new legislation. Lists of foreign officers in this country, and other similar information, is forwarded to the Aids for Information and Branch Offices of Naval Intelligence.

7. PROVISION OF IDENTIFICATION CARDS FOR ALL AGENTS OF THIS OFFICE.

Under this heading this Section has provided identification cards, bearing photograph and signature of agent, for all of its agents, and also has provided metal badges of the Office of Naval Intelligence for certain agents.

8. FLEET PROTECTION AGENCY.

An organization on land for the protection of the fleet at the various Bases is being organized. It is planned for this organization to move to the various Bases in conjunction with the movements of the Fleet, and to make provision against any possible enemy activity against the Fleet while at the various Bases.

9. REPORTS OF ENEMY PROPAGANDA.

These reports, when received, are disseminated to the State Department, Department of Justice, or the Solicitor for the Post Office Department for appropriate action.

In a similar manner, reports of the publication of marine information of value to the enemy are handled by this Section.

10. ENEMY NAVAL ACTIVITIES OFF THE ATLANTIC COAST.

During the last month, reports of these have been received by telephone by Section A-3 and disseminated to Operations, Communications, and to the

various other Sections of the Office of Naval Intelligence which are interested in such reports. This work includes the routing of all letters received on enemy naval activities in American waters.

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"A" SECTION

DIVISION IV

TRADING WITH ENEMY

SHIP INSPECTION

MAIL AND CABLE CENSORSHIP

ENEMY GOODS IN STORAGE

UNAUTHORIZED RADIO

1. TRADE MATTERS.

(a) Collection and dissemination to War Trade Board, Department of Commerce, Department of State and Military Intelligence Branch, of information relative to economic and trade conditions in all countries.

(b) Investigation of suspicious firms for information of War Trade Intelligence and Department of Commerce, particularly in foreign countries.

(c) Co-operation with War Trade Intelligence in their daily investigation of United States firms; giving them every day, information contained in our files, on a dozen or more firms.

(d) Enemy goods in storage.

(e) Shipment of goods, destined for the enemy, to neutral countries.

(f) Shipment of fuel oil, supplies, etc, intended for transfer to enemy submarines and raiders.

(g) Curtailment of supplies to anti-American neutral press.

(h) Information relative to the enforcement of the black lists and Enemy Trading List.

3. SUSPICIOUS SHIPS.

- (a) Ships suspected of assisting enemy submarines and raiders.
- (b) Ships suspected of smuggling or trading with the enemy.
- (c) Placing agents on merchant vessels.

3. SHIP INSPECTIONS.

- (a) Regulation of general policy.
- (b) Co-operation with the Treasury Department.
- (c) Examination and search of ships, crews and passengers.
- (d) Investigations arising out of ship inspection reports and naval port guard reports.
- (e) Dissemination of information obtained from ship inspection reports to all Aids for Information.

4. SHIPS (Masters, Officers and Crews).

- (a) Regulations for control of crews of merchant ships while in port.
- (b) Investigation of ship personnel.
- (c) Recommendation for removal from ship and, in the case of masters and officers, for revocation of license.
- (d) Carding and disseminating information pertaining to suspicious seamen, mail smugglers, lost papers, etc.

5. SHIPS (Enemy Activities).

- (a) Investigation of fires, explosions, disablement of machinery, etc, on board.

6. SHIPS (Transfer of ownership).

- (a) Daily investigation for the War Trade Board of all transfers in ownership of American vessels.

7. PASSPORTS AND VISES

- (a) Passport regulations and matters pertaining to

control of travelers.

(b) Daily investigation for the State Department of all applications for United States passports and all applications for United States Visés which are not issued directly by the Consuls.

8. CABLE CENSORSHIP.

(a) Contact and Exchange of information between Chief Cable Censor and O.N.I.

(b) Investigation of suspicious firms and individuals involved in cable messages.

(c) Censorship matters as affecting O.N.I.

9. MAIL CENSORSHIP.

(a) Instructions in policy to O.N.I. representatives at sub-stations of postal censorship.

(b) Supervision, examination and disposition of mail censorship material received from censorship stations.

10. MOTION PICTURE CENSORSHIP.

(a) Study and application of methods of censorship.

(b) Investigation of shippers and consignees of films.

11. GOODS ON STORAGE.

(a) Gathering of data of all material on storage in U.S.

(b) Transmitting this information to Navy Department and War Industries Board.

12. RADIO.

(a) Investigation of unauthorized radio.

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NAVY SECTION

DIVISION Y

INVESTIGATION.

The duties of this division constitute the investigation of various suspects, classified as follows;

1. INVESTIGATION OF NAVY PERSONNEL.

- (a) Officers.
- (b) Enlisted men.

Where there is a question as to the subject's loyalty, pacificism or pro-Germanism, or any act committed by him which might have direct or indirect bearing on the prosecution of the War.

- (c) Apprehension of deserters.

2. INVESTIGATION OF SUSPICIOUS TRAVELLERS.

- (a) Officers or crew of Merchant Marine.
- (b) Passengers.

When there is reason to suspect that they are mail carriers, smugglers, enemy agents, enemy aliens, carriers of irregular passports, persons of doubtful nationality, sentiments or business.

3. INVESTIGATION OF SUSPECTS IN THE UNITED STATES.

- (a) Individuals in plants having contracts with the Navy.
- (b) Civil employees of the Navy Department.
- (c) Individuals employed in Shipyards.
- (d) Activities of individuals around Naval Property.
- (e) Radio Operators.
- (f) Persons suspected of trying to obtain or transmit information pertaining to Naval or Shipping matters.
- (g) Suspicious signalling.

(h) Investigations by special request.

4. Investigation of persons to determine their fitness for positions in the Navy Department, requiring special qualifications as to loyalty and capability.

The disposition of information is as follows:

(a) Information of interest to outside organizations is disseminated to them with notations showing which organization has case for action.

(b) Information of interest to O.N.I. is referred to Aides for Information, Branch Offices and other Agencies, for investigation and report, for action and report, or for their information.

(c) Information upon which no action is necessary is filed for future reference.

(d) Cases involving legal prosecution are referred to A-2 for action.

(e) Results of investigations and information of special interest to other offices and bureaus of the Navy are referred to them for action.

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"A" SECTION

DIVISION VI

PLANTS AND CONTRACTS.

The work of the division includes:

1. Inspection of plants and making of recommendations to plant owners, looking to adequate protection of property and of work in process of manufacture for the Navy Department.

2. Special investigations of reports and allegations affecting plants, their employees, progress of Navy Department contracts, usually made at request of Bureaus.

3. Organizing of employees of plants as informants, for discovery of sabotage, attempts to delay contracts, labor disturbances, etc.

4. Investigation of strikes and threatened strikes for the information of Assistant Secretary of the Navy and Bureaus, but frequently it has been possible for representatives of this Division to disabuse minds of labor leaders and settle difficulties.

The most dangerous element disclosed by plant investigations is the rampant propaganda of the I.W.W. unions, Bolsheviki, etc, encouraged and doubtless financed by the enemy.

Nearly all of the difficulties experienced with the Navy contracts may be traced directly to one form or another of labor trouble. Hence, this Division, or rather some of its enterprising representatives, have taken some steps toward protecting Navy plants against adverse propaganda and to counteract the effect of damaging influences by addressing employees of plants, display of posters, etc.

A number of miscellaneous duties include:

(a) Transmittal of trade information of interest to Bureaus and other Departments of the Government.

(b) Representing the Navy Department in the Fire Prevention Section of the War Industries Board.

(c) Co-operation with Plant Protection Section of Emergency Fleet Corporation.

(d) To receive and take appropriate action upon reports and printed matter concerning the I.W.W.

(e) Supplying information to manufacturers on their request.

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"A" SECTION

DIVISION VII

INTELLIGENCE SERVICE IN MEXICO,
CENTRAL AMERICA, COLUMBIA, VENEZUELA,
CUBA, PORTO RICO, SANTO DOMINGO, HAITI,
DOMINICAN REPUBLIC, CURACAO.

The work of this Section consists in organizing, directing, and handling the Naval Intelligence service in the Countries above mentioned.

The intelligence work of each organization consists principally in obtaining and transmitting to the Office of Naval Intelligence all information pertaining to the sea coasts, shipping, submarine bases, wireless stations, and all that is significant and relating to the conduct of the present War with Germany. This includes, necessarily, the investigation of Germans or pro-Germans and their activities, as well as the activities of anti-Americans; and, incidentally, the investigation of pro-German propaganda, matters of interest to the War Trade Board, and political matters of interest to the State Department. In fact, the agents of O.N.I. in these regions investigate and report all details of any kind whatsoever of interest during the War, in so far as such detailed investigations do not conflict in any way with the duties directly concerned with Naval affairs.

In addition, all agents have been instructed to report to this office, matters that may be of interest in future relations of any kind in which the United States may become involved. This information includes reports sent on loyal Americans, influential native citizens, the personnel of all revolutionary movements, etc, all of which reports are recorded in indexes kept on file in Section A-7.

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THE SECTION

**DIVISION VIII - INTELLIGENCE SERVICE IN
SOUTH AMERICA WITH THE EXCEPTION OF
VENEZUELA AND COLUMBIA.**

**DIVISION VIII - INTELLIGENCE SERVICE
IN EUROPE.**

The work of these Sections comprises:

1. Attending to the correspondence and cables to and from Attaches.

2. Reports from Attaches.

These reports may be classified broadly as covering the following subjects:

(a) Suspects.

(b) Enemy Trade - Shipping, etc.

(c) Propaganda.

(d) Social, political and economical conditions.

(a) Suspects are first carded in these Sections, and the names then forwarded to Section A-5, and to Section A-4, and finally to Section A Bulletin and the filing room.

(b) Matters concerning the Enemy Trading List and Foreign Commerce generally, are sent to Section A-4.

(c) All information concerning propaganda is communicated to the Committee on Public Information.

(d) Reports on political and economical conditions are disseminated to the various Government Departments or Bureaus, to whom the matters may be of interest. All information of a permanent or technical character received from the Attaches is forwarded to Section D for dissemination; all information of a temporary character to Section C.

In addition to the foregoing, it is part of the work of these Sections to procure for the Attaches the necessary assistants for their offices. This includes Officers to act as Assistant Attaches, agents

for work in the field and clerical help for their office force. All assistants and agents before leaving are given a course of instruction comprising information relating to the country to which they are to be sent, and in the various duties which they will have to perform.

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"A" SECTION

DIVISION X

INTELLIGENCE SERVICE IN THE FAR EAST.

Division A-10 has supervision of the intelligence service in the Far East. The Naval Attachés at Tokyo and Peking and their organizations come under it. Information which might be of use to the Attachés in the Orient is forwarded to them by this Division and requests for information on matters of special interest arising in the Far East are directed by this Division. It disseminates or acts upon information obtained from the Far East, or transmits it to such other Division as may have jurisdiction, except as to those formal reports from the Naval Attachés which are handled by Section D. The Aids for Information at Guam and Samoa are likewise under this Division, as will be also the Aid for Information at Manila, when designated. Much information of value relative to Far Eastern matters is also obtained from the Aid for Information at Honolulu and the various agencies of the Office of Naval Intelligence along the Pacific Coast.

Division A-10 furthermore endeavors to keep itself advised, in so far as to do so does

not conflict with the work being carried on by the Department of Justice and the Military Intelligence Branch of the General Staff, of the trend of Oriental activities and propaganda in this country, and of such undertakings and developments within the United States as may affect the Far East. Because of the opportunity which the collapse of Russia has afforded to German agents to gain access to the United States by way of Siberia, this Division has instructed the Attachés in China and Japan to devote special efforts to obtaining information regarding any suspects who may attempt to take passage from the Orient to the United States. The following is a summary of the principal matters upon which Division A-10 seeks to keep itself informed:

1. As to German activities and evidences of German intrigue and propaganda in the Far East.
2. As to German spies or agents, whether of German nationality or otherwise, operating in the Far East, or sailing or attempting to sail from Far Eastern ports.
3. As to suspicious ships, or the presence of mines in Far Eastern Waters.
4. As to suspicious shipments that might be destined for the enemy.
5. As to anti-Allied propaganda in the Far East, emanating from any source.
6. As to political changes or coming social disturbances in Far Eastern countries.
7. As to the various naval armaments being maintained in the Far East.
8. As to naval bases and naval operations in the Far East.
9. As to the possible location by the enemy of raider bases in the Far East and the whereabouts of enemy raiders.

"A" SECTION

DIVISION XI

This division is charged in general with the chemical, physical and photographic examination of mail, printed matter, etc. for the detection of secret writing; and collects, collates, and compiles information on the following subjects:-

1. METHODS OF TRANSMITTING INFORMATION AND THEIR DETECTION.

Radio - unauthorized sets and suspicious messages.

Cable - censorship methods, suspicious messages.

Intermediaries, and carriers, animate and inanimate - carrier pigeons, clothing, toilet articles, colored handkerchiefs and cloths, etc.

Mail matter - drawings, containing concealed information, printed matter, letters of a suspicious nature, methods of postal censorship.

Sympathetic Inks - on letters, printed matter, personal effects, on the body.

Foreign languages.

2. METHODS OF MODERN SCIENTIFIC INVESTIGATION.

Enemy Intrigue - Explosives, bombs, bulbs, infernal machines, poisoned foodstuffs, (ground glass).

Agents - Method of operating - questionnaires, etc.

Falsification of Documents - such as passports, seals, etc.

Organization of the German Intelligence System - In general, any and all data and material pertaining to General Intelligence work.

Suspects - Methods of Identification - Photographs, finger prints, description and record of suspects, enemy aliens, and deserters for the O.N.I.
Record and Identification Cards.

Photography - of messages, ships, ports, sailors, soldiers, agents, and suspects.

Examination, inspection and search - of mails, personal effects, suspects, steamships, etc. In fact, any and all scientific and technical material or data concerning the gathering and transmitting of secret intelligence.

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"B" SECTION TRANSMITTING

This Section handles all despatches (cables, telegrams or radiograms) coming to this Office, and is responsible for their reaching the proper Section or Sections as soon as possible. The translation sent by Communications is paraphrased and any references are looked up and added as foot notes, so that the despatch which reaches the Officer who is to act on it contains a complete resume of all despatches, both incoming and outgoing, bearing on the subject.

All outgoing despatches are written up in their proper form for despatching. References are checked up or added, if necessary. Each despatch is given a time number and, in some cases, a serial number as well.

A complete file is kept of all despatches, both incoming and outgoing, arranged chronologically and according to the locality of the addressor or addressee.

A complete log is kept of all despatches, both incoming and outgoing, which shows at a glance all the despatches received or sent on any day.

Instruction in the use of codes and ciphers is given to Officers, Agents and others whose duties

require a knowledge of the subject, and it is the duty of this Section to arrange for codes to be used by the Naval Attachés, Branch Offices, Aids for Information, Agents, etc and try to secure the best possible means, through the Code and Signal Section, of communicating with all Naval Intelligence Representatives.

There is an Officer on watch in this Section every night whose duty it is not only to look after despatches, but also to take care of any other important matters which may come up.

All secret mail, both incoming and outgoing, is handled by this Section.

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"C" SECTION

DIVISION I

COLLATING

The principal subjects assigned this division for collating, disseminating and filing are the following:

1. Ports of the world and data concerning them that may be of interest to the Naval Service as well as facilities for repairs, availability of fuel and supplies in general.

2. War resources of the various countries and their naval and military activities.

3. International affairs.

4. Communications.

5. Commerce and Trade.

6. General data concerning the progress of the European war.

In addition to reports on the above subjects,

many varied and miscellaneous reports of temporary or permanent interest are received. Such reports are carefully reviewed and magazines, both foreign and local are examined and articles of value are clipped or copied. Information of interest is disseminated immediately; data referring particularly to merchant shipping, and losses incident to the war is disseminated daily, while matters of less value, but of possible interest to the service, are compiled and issued each two weeks.

The section is frequently called upon for information on many and various subjects, and reports are solicited on any subject that in the opinion of the informant are of possible interest to anyone in the Naval Service.

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"C" SECTION

DIVISION II

INFORMATION ON ALL NAVIES

OPERATIONS

COLLATIONS ON STRATEGICAL SUBJECTS

RECORDS OF NAVAL OFFICERS

Division 2 collates and records all obtainable information concerning the navies of all countries, naval operations, strategy, and records of foreign officers.

This Division then disseminates to the proper Bureaus and Offices the information thus collated and digested, and transmits to Section "D", to be deposited in the archives, all such information as may be of a permanent or historical value. Matters of temporary importance, such as the

movements of ships, reports on current construction, etc., are kept from day to day, carded in such a way as to be readily accessible.

In furtherance of the work of this Division, it is important that all reports, rumors, and intelligence items of every description be promptly forwarded, whenever they concern Navies or Naval affairs, American or Foreign.

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"C" SECTION

DIVISION III

MERCANTILE COLLATIONS

This division collates and disseminates various information relating to the Mercantile Marine of the World. It includes all matters pertaining to -

1. Tonnage under construction, constructed, and destroyed by enemy submarines and natural elements.
2. Shipbuilding facilities all over the world.
3. Steamship routes and routing of merchant vessels.
4. Merchant Service Personnel.
5. New marine machinery, engineering, equipments and fittings for merchant vessels.
6. Commerce, shipping and navigation laws.

A great deal of this information is obtained from reports from Naval Attachés, Consuls, Newspapers, Clippings, Magazines and Books.

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SECTION

DISSEMINATION

DIVISION I

This division is in general charged with-

- 1 - Registration, carding, and filing of all reports on naval and military material, personnel and operations.
- 2 - Receiving and answering all requests for information relative to naval and military material, personnel or operations.
- 3 - The censorship of manuscripts submitted by members of the naval service for scrutiny in accordance with the Naval Regulations.
- 4 - The printing of Naval Intelligence Publications.

1. This division registers, cards and files all reports on Naval and Military material, personnel, and operations. The original of Attache's reports is placed in D Files; duplicate sent Office of Naval Intelligence; triplicate circulated in O.N.I. in following order: Assistant Director, Section A, Section C, Director and Admiral Kimball.

Copies of all reports relating to subjects under their supervision are sent at once, without request, to Bureaus and Offices of the Navy Department, including General Board, Director of Naval Communications, and Marine Corps, to Naval Academy, Naval War College, Military Information Branch War Department, and Army Ordinance.

2. D-I receives and answers all requests for information relating to naval and military material, personnel, or operations, obtaining, when

necessary, special reports from Attachés or Bureaus, collations or photostats from C Section, and translations from E Section; D-1 carries on all correspondence necessary in the premises, both with United States and foreign Attachés, the bureaus and offices of the Department, the Research Council, and various boards and committees, such as the Special Board on Submarine Devices, Naval Consulting Board, etc. Descriptions of inventions submitted for consideration of the Department are usually sent to the Naval Consulting Board for examination, especially those of probable doubtful utility, but where the inventions seem to be very well developed, they may be sent to the Bureau interested.

In addition to the reports of Naval Attachés, D-1 files reports from United States flag and commanding officers, the military Governor of San Domingo, the United States Commanding Officer in Haiti, the State Department, Military Intelligence Branch, the National Research Council, and from miscellaneous sources; D-1 also files all official documents received in this office from foreign Governments and from Departments and officials of our own Government, as for instance, the Navy Register, cards, charts, maps, and books, and, when needed for use in this office, obtains charts from the Hydrographic office, and maps and books from the Congressional Library. After being registered, books are placed on the book shelves, charts and maps in the chart cases, unless it is desirable to issue them to certain desks for constant reference purposes.

Note the difference between the work of D Section and C Section. D Section permanently files reports; C Section makes collations from reports and keeps certain data regarding ships, organizations of the Navy, Navy personnel, etc., corrected up to date, retaining such

compilations and returning the original reports to D Files. D Section does not make collations, but when necessary in order to answer calls for information received from the Department, etc., requests C Section to make such collations as may be necessary. One copy of all collations and of all translations should be filed in D Files for reference purposes.

D-1 censors manuscripts submitted for scrutiny in accordance with Article 1534, Paragraph 3, Navy Regulations, 1913. After examination of manuscript, it is referred to the Bureau in charge of the subject of which the article treats, with the request that the Bureau state whether it objects to the publication of any statements made in the article. If objection is made, such statements are cut out; also, all statements are deleted that are considered objectionable by the Director of Naval Intelligence, or which are forbidden to be published by orders received from Naval Operations. A letter is then prepared for the Secretary's signature authorizing publication as deleted and a brief is prepared for the Director's signature giving Operations a resume of contents. D-1 does not censor photographs, no matter by whom submitted. They should be sent to the Secretary's Naval Aid for examination. D-1 does not censor articles by any one not under the authority of the Secretary of the Navy; such articles should be sent to the Publicity Committee. D-1 does not censor letters, cables or suspicious material, which should be referred to A-4.

D-1 is in charge of the printing of O.N.I. Publications.

D-1 has nothing to do with espionage, which comes under A Section, or with matters of temporary interest as location of ships, which comes under C Section.

In this connection note that a few subjects which might apparently be considered of temporary interest are really not so, as for instance, location of mine fields, which should be carded under "Coast Defences." Papers relating to War Trade and War Trade Board go to A. Papers relating to Merchant Ships including Lloyd's but excepting Armed Guard Reports, go to C3.

An examination of the classification scheme contained on pages 33 to 49 inclusive of the O.N.I. Publication entitled "Instructions in Regard to Intelligence Duty, 1917", will show the subject matter of reports that should be filed in the D Files.

D-1 does not keep a letter file. All letters written by D-1 are sent to the general files of the office. D-1 only writes letters to transmit or obtain information regarding the subjects carded in its files.

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"D" SECTION

DIVISION II

This division is charged with all matters relating to Armed Guards. Extracts from the reports of Commanding Officers of Armed Guards are compiled and sent to all ships and stations particularly interested.

Confidential bulletins of the State Department are also handled by this Division.

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"D" SECTION

DIVISION III

This division is charged with-

1. Compilations of anti-submarine information.
2. The dissemination of the printed publication of the Office of Naval Intelligence to the various ships and stations.

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3. War Diaries.

4. Preparation of special papers.

The monthly compilation on "Anti-Submarine Information" is made up of extracts from the reports and War Diaries in the office, regarding anti-submarine warfare or any subject intimately connected with it. The compilation is sent to all principal ships and stations in the service, down to and including the larger patrol vessels and all submarines.

In connection with the distribution of compilations and the printed publications, this division maintains a mailing list and records of the various reports sent to the ships and stations, except the bi-monthly compilations.

The War Diaries received from ships and Force Commanders are bound, indexed and kept on file for reference.

In addition this division has a small library of text books and information pamphlets on Intelligence work for the use of candidates for examination for commission or for any one desiring to familiarize themselves with information on Naval subjects that would be of value in the education of the Officer or Petty Officer on duty in the Intelligence Office.

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"D" SECTION

DIVISION IV

This division is charged with the compilation of semi-monthly bulletin containing all information of value to capital ships. It is, in general, distributed to all principal stations, battleships, cruisers and transports.

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"D" SECTION

DIVISION V

CAMOUFLAGE

The Camouflage Division of D Section has been organized for the purpose of gathering and disseminating all available information regarding camouflage.

In order that the Camouflage work which is being done under the direction of the Navy Department may be properly checked up, an arrangement has been made whereby the Office of Naval Intelligence, through its District organizations, is reporting on and photographing all camouflaged vessels. It is also furnishing in many instances the plans and photographs from which the original designs are made for the application of the camouflage.

This information is available in the files of the Camouflage Division and is disseminated as soon as it becomes available to:

- (a) The Camouflage Section of the Bureau of Construction and Repair.
- (b) The various Aids for Information in order that the work being done under their direction may be more accurate.
- (c) The foreign Naval attaches who are now investigating this subject.
- (d) The U.S. Shipping Board.
- (e) For use in the Confidential Publications issued by this Office.

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"E" SECTION

TRANSLATING

This section is charged with the translation of Intelligence documents from French, Italian, Spanish, Portuguese, Russian, Dutch, Japanese, Chinese and German.

The division in addition is charged with the filing, clipping and distribution of certain foreign newspapers and periodicals received by this office.

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"F" SECTION

DISBURSING

1. This section has charge of disbursing and auditing of confidential information fund, which includes:

- (a) Requests for original or renewal of funds.
- (b) Accounts of all funds advanced to branch offices, aides for information, and individuals.
- (c) Claims for expenses incurred on Naval Intelligence work, and payment for same.
- (d) All memoranda and data regarding O.N.I. funds.
- (e) Questions in regard to the proper expenditure of O.N.I. funds and the proper method of accounting for same.
- (f) Issuance of small store slips to enlisted personnel.

2. In addition to the above, this Section assists the personnel attached to the Office, or any of its branches, in adjusting their regular accounts with the Navy Department in regard to: -

vessels, and shall constantly revise these plans in accordance with the latest information received.

3. It shall consider the number and types of ships proper to constitute the fleet, the number and rank of officers, and the number and ratings of enlisted men required to man them, and shall advise the Secretary of the Navy respecting the estimates therefor (including such increase as may be requisite) to be submitted annually to Congress.

4. It shall advise the Secretary of the Navy concerning the location, capacity, and protection of fuel depots and supplies of fuel, and of navy yards and naval stations; also in regard to the establishment and maintenance of reserves of ordnance and ammunition and depots of supplies; and shall advise as to the delivery of provisions and stores of every kind required by the fleet.

5. It shall consider and report upon naval operations, maneuvers, tactics, organization, training, and such other subjects as the Secretary of the Navy may lay before it.

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(I N S T R U C T I O N S)

Chapter 3.

ADMINISTRATION OF THE NAVY DEPARTMENT.

Section I.

OFFICE OF NAVAL INTELLIGENCE.

1. (1) The office of Naval Intelligence shall keep a record of all naval information furnished by the Navy Department to foreign naval administrations, and of all similar information furnished by foreign naval administrations to the Navy Department.

(2) To relieve foreign ambassadors and ministers from some degree of formal correspondence, foreign naval attachés are authorized to communicate directly with the Office of Naval Intelligence. Further authorization of communication is not given, since it is desirable, for the maintenance of a correct record, that there shall be only a single channel of communication. Professional visits to the Navy Department by foreign naval attachés, excepting the usual visits of courtesy, are expected to be made at the Office of Naval Intelligence.

(3) Chiefs of bureau and other department officers desiring information from foreign Governments, shall obtain the same by means of a memorandum of the required information furnished by the Director of Naval Intelligence.

(4) Information for attachés or other foreign officials in Washington or abroad shall be furnished through the Office of Naval Intelligence.

(5) All correspondence with United States naval attachés shall be under the direction of the Office of Naval Intelligence.

(7) All reports and letters from naval attachés shall be addressed to the Navy Department, Office of

Naval Intelligence, which office shall, without delay, furnish the several bureaus and offices of the Department with such information in regard to such reports and letters as may be of interest to them.

(8) Receipt shall be required and given for papers taken from the files of the Office of Naval Intelligence for the use of bureaus and offices.

(9) When information of special professional interest is received by any bureau or office of the department, a memorandum of the same shall be furnished the Office of Naval Intelligence in order that all such information may be registered and carded in that Office for future reference, and that requests may not be made to foreign Governments for information already in possession of the Navy Department.

6. (1) No officer of the Navy or of the Marine Corps shall proceed to a foreign country on special duty connected with the service except under orders prepared by the Bureau of Navigation or by the Commandant of the Marine Corps as the case may be, and signed by the Secretary of the Navy.

(2) A copy of each such order shall immediately be filed in the Bureau of Navigation and in the Office of Naval Intelligence.

(3) The Bureau of Navigation shall in each such case prepare a letter for the Secretary's signature informing the department of State of the intended visit and the general nature only of the duty on which the officer is to be sent, in order that the diplomatic representatives of the United States in the countries to be visited may be informed in regard thereto.

(4) The written official report made by any such officer with respect to his mission shall be transmitted by him to the Office of Naval Intelligence for further reference and ultimate file.

35. (3) The following reference letters shall be used to denote the divisions, bureaus, offices, and Marine Corps:

Secretary's Office	S.O.
Chief of Naval Operations	Op.
Bureau of Yards and Docks	Y.D.
Bureau of Navigation	Nav.
Bureau of Ordnance	Ord.
Bureau of Construction and Repair	C.R.
Bureau of Steam Engineering	S.E.
Bureau of Supplies and Accounts	S.A.
Bureau of Medicine and Surgery	M.S.
Office of Solicitor	Sol.
Office of Judge Advocate General	J.A.
Hydrographic Office	H.O.
Library and Naval War Records Office	L.R.
<u>Office of Naval Intelligence</u>	N.I.
Commandant, U.S. Marine Corps	M.C.
General Board	G.B.

707. (7) The Director of Naval Intelligence shall report to the Bureau of Navigation the names of all officers who, from reports submitted, have excellent local or general knowledge of any place, or show special aptitude for intelligence work.

714. (1) Permission to make photographs, photographic plates or films, or moving picture films of naval vessels or parts thereof; of navy yards and stations, or of any establishments under the juris-

diction of the Navy; or of any device belonging to the Navy or intended for use thereof, shall be granted only by the Navy Department (Office of Naval Intelligence), under such detailed instructions as may be issued by general order.

(2) No person, not in the Naval Service, shall be allowed to take on board any naval vessel, nor into any navy yard, station, or establishment under the jurisdiction of the Navy, any photographic apparatus, without displaying written permission from proper authority.

(3) All photographs taken on board ship, or in naval establishments ashore by persons belonging to the Navy shall be submitted for censorship to the commanding officer or the commandant, as the case may be, or to a responsible officer designated by him, and if condemned shall be destroyed, together with the films from which printed.

MISCELLANEOUS REPORTS

Section 7.

5271. By commander in chief, commanding officer, or other person to whom such publications are issued; when received and when transferred to relief; receipt for confidential publications of the Office of Naval Intelligence by title and registered number; to department (Office of Naval Intelligence), direct; letter form.

5272. By naval attachés, quarterly, account current; to the Bureau of Supplies and Accounts; original and duplicate; accompanied by all vouchers pertaining thereto; to be forwarded through the Office of Naval Intelligence.

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