

UNCLASSIFIED

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D.C.

Op-16-B-3  
A6-6/EN3-10  
~~CONFIDENTIAL~~  
Serial 0477916

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26 February 1945.

From: Director of Naval Intelligence.  
To: All District Intelligence Officers; Intelligence Officers,  
Potomac River Naval Command and Severn River Naval Command.

SUBJECT: FORWARDING OF NNI-119 REPORTS TO ONI.

- References:
- (a) CNO conf. ltr., dated 5 Aug 1941, Subj: Investigation Reports and Summaries, Preparation of, File No. Op-16-B-3, A7-3/EN3-10, (SC)P1-7, Ser. No. 0646616.
  - (b) CNO conf. ltr., dated 15 Oct 1941, Subj: Investigation Reports - NNI-119 - Distribution of, File No. Op-16-B-3, (SC)A3-3, A3-3, Ser. No. 0911216.
  - (c) DNI conf. ltr., dated 8 July 1943, Subj: Security Investigations of Naval Personnel and Civilian Employees of the Navy - Procedure to Avoid Duplication of, File No. Op-16-B-3, A3-1/ND13, A8-5/EN3-10, Ser. 01825316.
  - (d) DNI conf. ltr., dated 1 Jan 1945, Subj: Security Investigations of Naval Personnel and Civilian Employees of the Navy - Procedure to Avoid Duplication of, File No. Op-16-B-3, A8-1, Serial 016816.

1. Reference (a) promulgated the Training Manual (ONI-T-8-10) for personnel assigned to investigative duties in the Naval Intelligence Service. Section 31121, Part III, Chapter 1, involves the dissemination and distribution of investigation reports. Reference (b), paragraph 2(a), makes provision for two copies of all investigation and summary reports to be forwarded to the Office of Naval Intelligence.

2. Reference (c) suggested that the files of the Office of Naval Intelligence be checked in those cases where circumstances might indicate a prior investigation in order to avoid duplication of effort. Reference (d) reiterated the provisions of Reference (c).

3. In order that the investigation reports on file in the Office of Naval Intelligence may be of the utmost benefit to all districts in the furtherance of References (c) and (d), it is imperative that the provisions of References (a) and (b) be complied with.

4. Several instances of recent date have indicated that all investigative information is not being forwarded to the Office of Naval Intelligence. It is probable that some of these cases were disposed of by a "Memorandum for the File" and not written up as a report on form NNI-119.

Auth: EO12958

Date: 22 SEP 98 Unit: NCIS 22

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It is believed that in cases where actual and active investigation is performed to any degree, the results thereof should be recorded on form NNI-119 and appropriate copies designated for the Office of Naval Intelligence. It should be borne in mind that investigative information of doubtful immediate value to one district might be of material use to another district or naval activity either now or at a later date. In a few cases, circumstances may indicate the desirability of recording investigative data in memorandum form. These instances, however, should be held to a minimum and if the data is the result of any affirmative inquiries or investigation on the part of Naval Intelligence personnel, two copies of the memorandum should be designated for dissemination to the Office of Naval Intelligence.

5. There is a constant demand for information from the files of the Office of Naval Intelligence, particularly that indicative of a prior investigation, by naval activities in Washington as well as those afloat and ashore out of Washington. Only by strict adherence to References (a) and (b) can the maximum service to the naval establishment by the Office of Naval Intelligence as a central repository of investigative information be achieved.

/s/ B. F. Perry

B. F. Perry,  
By direction.

Date: 22 SEP 98 Unit: NIS 22  
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