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NAVY DEPARTMENT
Office of the Chief of Naval Operations
Washington 25, D. C.

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4 May 1945

UNCLASSIFIED

From: Director of Naval Intelligence.
To: District Intelligence Officers, All Naval Districts,
Intelligence Officer, Potomac River Naval Command,
Intelligence Officer, Severn River Naval Command.
Subject: Reference of NNI-119 Reports to Cognizant Authority;
Incorporation of Statement in Reports.

1. It has been noted that several of the districts have been including statements in investigation reports reflecting that the subject's Commanding Officer has been or will be advised; that the report has been made available to the Personnel Officer, or that other naval authority indicated by the nature of the information obtained, has been informed.

2. This practice has served a particularly useful purpose when such reports are received by the Office of Naval Intelligence. In many instances, Bureaus and Offices of the Navy Department have an interest in the subject matter and knowledge that the data has been or is being referred locally to proper authority assists materially in any action contemplated or required in Washington. Similarly, for record purposes as far as the Office of Naval Intelligence is concerned, this information is valuable for both present and possible future reference.

3. Hereafter, it is desired that this procedure be followed by all District Intelligence Officers. It is conceivable that some cases will require reference to more than one office or officer, and in such cases, that fact should be stated. Wording similar to "Security Officer, Public Works Officer and Legal Officer are being informed of the contents, etc." is suggested as appropriate and adequate. Normally, this information should be set forth at the conclusion of the synopsis. In those districts where a rubber stamp is now being used to advise that the subject's Commanding Officer has been informed, no change need be made in such practice except to include any other naval authority notified.

Declassified / Downgrade to /s/ H. E. Keisker
Auth: EO12958
Date: 22 SEP 98 Unit: NCIS22 H. E. Keisker,
By direction.

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Authority ND73043

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