

Wm G. Elliott
Received 11-2-40.

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NAVY DEPARTMENT
Office of the Chief of Naval Operations
Office of Naval Intelligence
Washington

In reply refer to No.

Op-16-A
(SC)P1-5/EN3-10
P1-5/EN3-10
Serial No. 0280016

Declassified / Downgrade to
Auth: EO 12958
Date: 21 SEP 98 Unit: NCIS 22

OCT. 30, 1940

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NAVAL INTELLIGENCE DIVISION CIRCULAR LETTER DC(C) 6-40

SUBJECT: Naval Intelligence Service Operatives, Investigation of Prior to Employment.

Reference: (a) Naval Intelligence Circ. Ltr. DC(C) 4-40 of October 9, 1940.
(b) Investigation Report Form NNI-119.
(c) Application and Personal History Statement Form NNI-126.

1. Paragraph 4 of reference (a) states that Special Agents and Agents are appointed by the Director of Naval Intelligence, and by the Commandants of Districts and outlying Naval Stations, with approval of the Director of Naval Intelligence.

2. Before employment by the Naval Intelligence Service, it is manifestly necessary that an individual meet certain stipulated requirements as to character, antecedents, loyalty, ability, etcetera, as well as the qualifications set forth in paragraph 3 of reference (a). In connection with ascertaining this information, an investigation of each subject will be made and reports submitted on references (b) and (c).

3. In submitting the investigation report and personal history statement, reference (b) and (c), the forwarding letter will show affirmatively that the following has 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. ✓

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4. On receipt of the investigation report and personal history statement from Commandants of Districts and outlying Naval Stations, 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 individual should also be forwarded with the recommendation.

W. S. Anderson
W. S. Anderson,
Rear Admiral, U. S. Navy,
Director of Naval Intelligence.

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