

Declassify Downgrade to .....  
Auth: EO 12958  
Date: 21 SEP 98 Unit: NCS 22

In reply refer to initials  
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RESTRICTED

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON

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November 26, 1940

From: Chief of Naval Operations  
To: All Bureaus, Divisions and Offices of the Navy  
Department (including Headquarters,  
United States Marine Corps)  
Commander-in-Chief, United States Fleet  
Commander-in-Chief, Asiatic Fleet  
Commander-Patrol Force  
SUBJECT: Naval Intelligence - Application and Dissemination  
of within Bureaus and Offices of the Navy Department

1. World conditions and a great increase of information obtained from foreign countries as a result of war experience emphasize the need of (1) dispatch in acquiring, evaluating and disseminating information, (2) insuring that it be promptly, carefully and competently considered, and (3) that, where indicated as desirable, actual and prompt application be made in order to improve the efficiency of our naval service. Accomplishment of these objectives requires action, not only by the Naval Intelligence Service, but by the Bureaus and Divisions of the Navy Department as well as by commands afloat and ashore.

2. An obstacle to a reasonably rapid simultaneous dissemination of intelligence matters has existed in the physical inability of the Division of Naval Intelligence to produce the number of copies necessary for rapid simultaneous circulation. This obstacle will be, if not altogether eliminated, appreciably reduced when the Division of Naval Intelligence receives and places in operation equipment now ordered for rapidly producing copies of reports. It is anticipated that the situation in that regard will be materially improved at an early date.

3. In order to provide for more satisfactory circulation, consideration, and application in appropriate instances, of items of naval intelligence, it is requested that each Bureau and Division in the Navy Department establish an Intelligence Liaison Section for the coordination and cooperation of matters

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under its cognizance with the Division of Naval Intelligence. Specifically, it is suggested that the duties of such a Section should, among others, include the following:

a. The receipt and circulation of naval intelligence reports to cognizant sections of Bureaus and Divisions and the necessary duplication or separation of naval intelligence reports for rapid circulation within Bureaus and Divisions.

b. The supervision of the filing of reports and items of naval intelligence.

c. Checking of return to file, indexing and insurance of availability for future reference.

4. In order to be of greater assistance to the technical Bureaus and Divisions of the Navy Department and so to the Service as a whole in the improved application and distribution of items of naval intelligence, the Division of Naval Intelligence proposes:

a. when the equipment for rapidly reproducing copies of reports hereinbefore referred to is received, supplying additional copies of intelligence reports:

b. supplying each Bureau and Division with copies of the monthly Evaluation Report, NNI-106. This evaluation report lists all reports received by the Division of Naval Intelligence during a calendar month, gives a brief summary of the contents and shows the distribution of each report as made by the Division of Naval Intelligence.



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