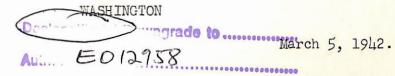
NAVY DEPARTMENT

UNGLASSIFIED

(SC)A8/ND Op-16-B-8 A9/ND CONFIDENTIAL Serial No. 0497716

Office of the Chief of Naval Operations



Date: 21589 98 Unit: NCTS 22

From: To:

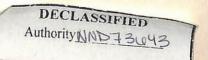
The Director of Naval Intelligence. All District Intelligence Officers, (except Sixteenth Naval District).

SUBJECT:

Reports - preparation of,

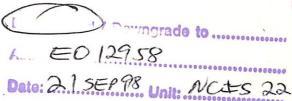
Reference:

- (a) DNI conf. ltr. DIO's A6-1/Teletype, Serial 070316, dated Feb. 4, 1942.
- 1. The elimination of duplication of effort and the avoidance of delays and misunderstandings which militate against prompt and effective action on matters of naval interest, are urgent war-time requirements. Clear, concise, and comprehensive reporting by District Intelligence Officers contributes to the attainment of those objectives and minimizes the traffic burden on the naval communication service.
- In the case of a number of reports from District Intelligence Officers, the incompleteness of the reports or the manner in which they were transmitted made it difficult or impossible for the Office of Naval Intelligence to take prompt and effective action on the matters reported. The major defects in these reports were as follows:
- (a) Failure to indicate the action taken in the naval district on the matter reported;
- (b) Failure to follow up original reports by subsequently reporting the results of action taken on the matter. (Lack of such information makes it impossible for the Office of Naval Intelligence to determine when a case should be closed or whether the original evaluation of a matter reported should be considered as unchanged).
- (c) Failure to indicate the time and place of the occurrence reported;



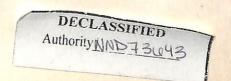
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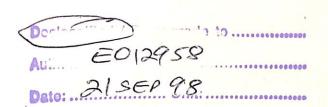


- (d) Failure to indicate the distribution which had been given to the information (whether it had been forwarded to the Sea Frontier Commander, to other naval districts which might logically be interested in it, to the Army, or to other destinations);
- (e) Failure to indicate, in messages which did not contain information that might logically be expected, that such information was not obtainable;
- (f) Transmittal by ONI teletype of matter which, in accordance with the policy expressed in reference (a), should have been reported by dispatch.
- 3. The following reports are cited to illustrate some of these defects in reporting:
- (a) A boarding report from a District Intelligence Office reported the sighting, by a merchant ship, of a suspicious vessel standing by a submarine in the waters of another naval district. While the position of the sighting was given, the time of the occurrence was not indicated. In the same report, reference was made to the sighting of an uncharted buoy in the waters of the other naval district. There was no indication in the report that the information had been referred for appropriate investigation to the other naval district.

Failure to indicate in the report the time of the sighting of the suspicious vessel made it impossible for ONI to take effective action in the matter. Failure to indicate whether the information reported had been forwarded to the other naval district made it necessary for ONI to forward the information to that district, even though such action may have duplicated action taken by the office which originated the report.



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As the teletype message neither stated that adequate facilities for conducting the surveillance indicated were not available in the district, nor stated that the district Commandant had instigated the surveillance, it was necessary for ONI to request, had instigated the surveillance, it was necessary for ONI to request, by teletype, information as to the action which was being taken on by teletype, information. The delay involved would have been obthe matter in the district. The delay involved would have been obtained if the original teletype had contained such information.

(c) A DIO teletype message forwarded a report from the Army that a sound-detecting device had indicated a number of unidentified vessels four miles off the coast and headed for the coast. identified vessels four miles off the coast and headed for the coast. The teletype further reported that prowlers had been discovered near the detecting equipment and that one prowler had been shot by an Army the detecting equipment and that one prowler had been shot by an Army the detecting equipment and that one prowler had been shot by an Army the detecting equipment and that one prowler had been shot by an Army the discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time when the presence of the vessels was discovered - which cate the time the time that the time the time that the time the time the time that the time the time the time that the time the time that the time that the time the time that the time that the time that the time that the time

A replying teletype from the DIO reported the distribution given to the information and stated that the original distribution given to the information. It further reported that the report of prowlers had been erroneous. The further reported that the report of prowlers had been erroneous. The further reported that the report of prowlers had been erroneous. The further reported that the report of prowlers had been erroneous.

- In addition to the defects in reporting revealed in

 4. In addition to the defects in reporting revealed in
 the above cases, it should be noted that the policy clearly stated in
 the above cases, it should be messages referred to in 3 (b) and
 the above cases, indicated that the messages rather than by ONI teletype.
 reference (a), indicated that the dispatch rather than by only teletype.
 (c) should have been forwarded by dispatch in the hope that the
- The above is being disseminated in the hope that the state of assistance in pointing out pitfalls to illustrations used will be of assistance be avoided.

/s/ J. B. W. WALLER
By direction