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EO 12958
Date: 21 SEP 98 Unit: NCIS 22 July 11, 1942

From: The Vice Chief of Naval Operations
To: The Commandants, All Naval Districts (less Sixteenth)
Subject: Applicants for I-V(S), USNR, V-4 Yeomen, Agents; and Civil Service employees for Intelligence duties, investigation of

1. In the interest of expediting action on applications for commission or warrant, I-V(S), class V-4 Yeomen, Agents, and civil service employees for Intelligence duties, it is highly desirable that all unnecessary delays be eliminated in the submission of NNI-119 investigation reports. A thorough, unprejudiced investigation, adequate in scope, is and has been the responsibility of the Naval District. However, material saving in time may be effected by curtailing reports of investigation, without lessening either the thoroughness of the investigation itself or the review thereof.

2. With the above in mind insofar as the above types of applicants for Intelligence duties are concerned, the following procedure is established:

(a) Investigations conducted within Districts wherein the application originated

- (1) In all cases where the applicant is definitely satisfactory, forward the cover sheet of the investigation report to the Division of Naval Intelligence. (As a result of this procedure, it will no longer be necessary to prepare a lengthy and formal report. In all cases, the rough report made by the investigator must be properly maintained in the District files so that if the case is reopened and additional information is desired, it will be readily accessible for the preparation of a complete report.)
- (2) When doubt exists as to the satisfactory or unsatisfactory nature of an investigation, forward the cover sheet and a brief resume of the derogatory items to the Division of Naval Intelligence. The fact that the case is doubtful

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indicates that favorable information is at hand which may readily be considered compensation for the derogatory items.

- (3) When the investigation has proved unsatisfactory, no report is required by the Office of Naval Intelligence, except in cases of applicants for warrant or commission as I-V(S), USNR, in which cases cover sheets of form NNI-119 will be forwarded.

(b) Investigations resulting from leads from other Naval Districts and the Office of Naval Intelligence

When investigation shows applicant is definitely satisfactory or unsatisfactory:

- (1) To district requesting the investigation, furnish information by teletype in order that such District may complete form NNI-119.
- (2) When investigation was requested by the Office of Naval Intelligence, forward NNI-119 by the most expeditious method of mailing.

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When investigation indicates that doubt exists as to the satisfactory nature of an applicant, advise Naval District, if agency requesting the investigation, by teletype; submit complete report to the Office of Naval Intelligence if that office was the agency requesting the investigation.

3. Every effort will be made to complete the investigation within three weeks. For this reason, teletype was prescribed for leads from other Districts. The completed NNI-119 report will be forwarded by the most expeditious method in order that it will arrive at its destination within the time limit prescribed.

4. All Districts are cautioned that this procedure is for applicants for certain classes of personnel and that requests for investigations must clearly indicate that the procedure in this letter is applicable.

5. It is recognized that the procedure outlined above will prevent the full review which heretofore has been afforded the Division of Naval Intelligence. In consequence, the responsibility of the District Intelligence Organizations in conducting the investigation and the review thereof to determine the qualifications, integrity and loyalty of the applicant is brought into greater relief.

/s/ T. S. WILKINSON,
By direction