

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

Op-16-B-3
A3-3/EN3-10
~~CONFIDENTIAL~~
Serial 0165916

January 18, 1943

From: The Director of Naval Intelligence.
To: The Distribution List Appended.
Subject: Investigation Request Form, NNI-152.
Reference: (a) Op-16-B-3 memorandum, A3-2/ND, Serial 3537816,
subject "Reports and Cards When Furnished for
Information Only", dated Sept. 13, 1942.
Enclosure: (A) Sample copies of subject form.

1. Reference (a), which provided for the use of the abbreviation "FIO" for material forwarded which did not require investigative action, is hereby cancelled.

2. Form NNI-152 is being adopted in order that requests for investigations might be readily identified and routed to the Op-16-B-3 section immediately upon their receipt. Considerable difficulty has been experienced in the use of cards for forwarding investigative leads because the large volume received makes it necessary to examine each card to locate those containing such leads. It was originally thought that the procedure outlined in Reference (a) would relieve the situation; however, some confusion has arisen in the use of "FIO" on cards where such cards are of interest to sections other than Op-16-B-3.

3. Enclosure (A) will be used in the future by the Intelligence Service for requesting investigations formerly requested on 3 x 5 cards. This form is to be made up by the districts as needed. The following instructions shall govern the use of the form:

(a) As indicated above, this form will supersede investigation requests heretofore made by card. In special cases, where the need exists, it may be necessary to originate requests by letter rather than by a form. It is suggested that this letter usage be held to a minimum. The

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current practise of setting forth undeveloped leads in NNI-119 investigation reports is not affected by the adoption of subject form

(b) The same number of 3 x 5 index cards as are presently used are to accompany all investigation request forms. At the time such requests are received in the district where action is indicated, the cards may be detached immediately and placed in the index file for reference purposes. The information contained on the index card should be as brief as possible. The use of a form which could be printed with an appropriate text leaving only the subject, date, and distribution to be typed in is recommended.

(c) On the form, under "Subject", will be typed the name of the individual or organization concerning whom the investigation is requested. In the case of an individual, any known aliases should also be included. Space is also provided for the address of the subject. The date line at the right side of the sheet should reflect the date the request leaves the originating district. Where the subject is an officer or enlisted man, his rank or classification should appear after his name.

(d) The next line, captioned "Originating District", should indicate the number of the district making the request. When these forms are printed in the individual district the words "First Naval", "Third Naval", etc., can be incorporated to obviate later typing.

(e) Under the heading "Origin of Request" should be placed a brief statement of the manner in which the request came to the Intelligence Service, such as "Request of BuShips for background investigation of subject", or "Request of CO, NAS, Pensacola, for investigation of subject, an employee", or "Request of Comeastseafon for investigation of subject, an applicant for commission", etc.

(f) "References" should include, by itemization in the usual fashion, "(a), (b), (c)", etc., any material, including cards, correspondence, or prior reports which the originating district desires to have the action district

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note. Care should be exercised to make certain that the action district has in its possession copies of any material referenced.

(g) The heading "Enclosures" is to include any material transmitted for the assistance of the action district. If there is more than one enclosure, they should be itemized as "(A), (B), (C)", etc., in the customary manner.

(h) "Details of Request or Special Comment". In the space provided under this heading, all leads should be clearly set forth and identified. In addition, there may be included any remarks necessary to assist the action district to properly conduct the investigation. Where the request forwards as an enclosure a copy of an application or personal history statement, it will be necessary only to identify this material to the addressee, such as "Investigate and report on leads in your district set forth in Enclosure", or some similar phraseology suitable to the case at hand. As indicated at the bottom of the sheet, the reverse side of the form can be used if necessary.

(i) In the lower left hand corner is a space for designating the degree of importance attached to the request by the originating district. Where possible, "Priority" and "Urgent" classifications should be used sparingly in order that their significance will not be lessened by over-use.

(j) The block in the lower right hand corner is to show the distribution of the request. Where multiple distribution is effected, it is necessary to type in only "1, 5, ONI", etc., after the naval district abbreviation.

4. Nothing herein contained shall be construed as modifying or cancelling any directives now being followed in the use of 3 x 5 information cards for forwarding data which does not require investigative attention.

5. It is requested that the districts obtain a supply of Form ENI-152 at the earliest practicable date and inaugurate its use immediately. The color paper to be used is a distinctive yellow.

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6. A sample form is attached hereto showing the information which might appear therein in a typical case. A blank form is also attached in order to serve as a guide for the districts in ordering supplies thereof.

7. It is recommended that the weight of the paper used on this form be of sufficient strength to withstand ordinary handling in order that it may become an integral part of the file, but also light enough to make a legible sixth carbon copy. The weight of the cover sheet used on the Investigation Report Form WII-119 would appear to be suitable.

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/s/ H. E. Keisker

H. E. Keisker,
By direction.

Distribution: All Districts (Except 16)