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~~CONFIDENTIAL~~
Serial 0500216

NAVY DEPARTMENT
Office of the Chief of Naval Operations
WASHINGTON

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March 1, 1943

From: The Director of Naval Intelligence.
To: The District Intelligence Officers,
All Naval Districts (except 16).

SUBJECT: Naval personnel and applicants being considered
for confidential duties (other than Intelligence
applicants) - Investigations of.

Reference: (a) VCNO ltr., serial #2779516, dated 7/11/42.

1. Procedure for expediting investigations of applicants for Naval Intelligence duties is contained in reference (a). In the interest of expediting investigations of other Naval applicants or personnel who are being considered for confidential 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 Districts. However, material saving in unnecessary paper work and in the time of stenographic and clerical help may be effected by curtailing reports of investigations in certain types of cases without lessening either the thoroughness of the investigation itself or the review thereof. With this in mind insofar as the Subject investigations are concerned, the following procedure is suggested:

(A) In all cases where the subject of the investigation is definitely satisfactory, it is suggested that the cover sheet of the investigation report be forwarded to the Division of Naval Intelligence and to other interested Districts. The synopsis of the cover sheet should indicate the scope of the investigation conducted and a summary of the information obtained. (By using this procedure it will not be necessary to prepare a lengthy and formal report, keeping in mind that the rough draft of the report should be retained in the District files. If the case is reopened at a later date and additional information is desired, the file would be readily accessible for the preparation of a complete report.)

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(B) When the investigation develops both favorable and unfavorable information and doubt exists as to whether the Subject is satisfactory or unsatisfactory, the cover sheet together with the complete details of the investigation should be prepared in order that the interested office might make its own evaluation of the particular applicant or employee.

(C) When the investigation establishes that the Subject is definitely unsatisfactory the same procedure outlined in paragraph (B) above should be followed.

(D) In all cases where subversive activities are indicated a complete and detailed report should be submitted.

/s/ J. B. W. Waller

J. B. W. Waller,
By direction.

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