

May 8, 1943

From: The Director of Naval Intelligence.  
To: The District Intelligence Officers,  
All Naval Districts (except 16);  
The Intelligence Officer,  
Potomac River Naval Command;  
The Intelligence Officer,  
Severn River Naval Command.

SUBJECT: Identifying data for correspondence and NNI-119 reports.

1. The omission of certain identifying data from correspondence and NNI-119 reports results in considerable loss of time and effort in determining the interested or originating section.

2. All Officers and Agents preparing correspondence or NNI-119 reports should be instructed to include the originating section when referring to correspondence from the Director of Naval Intelligence. The following example is submitted as the type reference desired: DNI ltr., Op-16-B-3, ML/Engel, E. E., Confidential, Serial 0627616, dated 3/8/43, to DIO, 9ND.

3. When the subjects of correspondence or investigation reports are Officers or Enlisted Personnel of the Navy, their rank or rating should in all cases be set out after their names. When the subjects are civilian employees this should also be indicated after the subject's name.

4. The observance of the above will greatly facilitate proper routing of incoming correspondence and reports.

/s/ H. E. Keisker

H. E. Keisker,  
By direction.

Doc. No.                           to .....

Auth. EO12958 .....

Date: 22 SEP 98      Unit: NCIS 22 .....

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DECLASSIFIED

Authority NND73643