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NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON

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22 November 1943

From: Director of Naval Intelligence.  
To: District Intelligence Officers, All Naval Districts  
(Except Sixteen),  
Intelligence Officer, Potomac River Naval Command,  
Intelligence Officer, Severn River Naval Command.  
Subject: Uniform Classification and Numerical Recording of  
Cases for Investigation.

1. For the sake of uniformity, the following classifica-  
tion will hereafter be used to identify the various types of cases  
investigated by the B-3 Section:

- I Personnel Investigations
  - I(a) Service Personnel
  - I(b) Civilian Personnel
  - I(c) Applicants (service and civilian)
  - I(d) Private contractors' employees working in  
Naval establishments.
- II Sabotage
- III Espionage
- IV War Frauds
- V Naval Contractors
- VI Miscellaneous

2. Category I is intended to cover personnel investigations  
when Categories II, III, or IV will not apply. Regardless of other  
possible classifications, if the elements of sabotage, espionage, or war  
fraud appear to be present, the case should be classified as either II,  
III, or IV. All investigations of war frauds which come within the  
jurisdiction of the Naval Intelligence Service shall be classified as  
IV (see directive dated 4 June 1943 from Vice Chief of Naval Operations  
to Commandants, All Naval Districts and River Commands, subject: Pro-  
cedure in Cases Involving Frauds Against the U. S. Government).  
Classification V will be used to identify all investigations to deter-  
mine the loyalty or responsibility of concerns being considered for  
Naval contracts. Any investigation which does not properly fall within  
any of the five categories described above should be designated as  
class VI.

3. If, during the course of an investigation, information  
is obtained which makes some other classification more appropriate  
the case may be reclassified. When this is done the next report or  
correspondence on the case should call attention to the changed  
classification.

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4. In order to provide a numerical system for recording and identifying cases, the following procedure will be effective immediately: All cases for investigation will be given a number consisting of three components; for example, ONI-580-I(a). The ONI indicates that the case originated here. The 580 reflects that it is the 580th case for investigation in the I(a) classification originating in ONI. The I(a) indicates that the investigation concerns service personnel. Should the investigation originate in a district, the first part of the number will be 3ND, 12ND, etc., instead of ONI. The number assigned by the originator of a case for investigation will be recorded on all NNI-119 reports, letters, memoranda, etc., relating to the case and will serve as a permanent identification for the particular case. The identifying number assigned by the originator shall be used by ONI and other districts where investigation of leads might be required.

5. This system is to serve only as a means of classifying and identifying cases requiring investigation and it is not intended to change present systems of indexing and filing such cases.

6. Cases requiring only a routine name check through established liaison channels shall not be classified or numbered as investigative cases; however, appropriate administrative record of such name checks should be maintained.

7. It is anticipated that an administrative report showing the cases closed and pending each month under this numbering system will be required in the near future. It is believed that the several classifications listed herein will enable the District Intelligence Officers to prepare a report which will serve the purpose of indicating accurately and uniformly the status of the investigative work in each district.

/s/ R. E. Schuirmann

R. E. Schuirmann

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