

In reply refer to Initials
and No.

Op-16-B-3

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

UNCLASSIFIED

8 October 1943

MEMORANDUM for Officer, Enlisted, and Civilian Personnel, B-3 Section.


Subject: Uniform Classification and Numerical Recording of
Cases for Investigation.

1. For the sake of uniformity, the following classifications 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)
- II Sabotage
- III Espionage
- IV War Frauds
- V Naval Contractors
- VI Miscellaneous

2. 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 in ONI. The "580" reflects that it is the 580th case in the I(a) classification received in ONI for investigation. The "I(a)" indicates that the investigation concerns Service personnel. The number assigned to a case will be recorded on the assignment card and on all NNI-119 reports, memoranda, etc., relating to the case and will serve as a permanent identification for the particular case.

3. After this system has become operative in the B-3 Section of ONI, it will be inaugurated in the districts, if feasible.


Rhea Whitley,
Lieut. Comdr., USNR.

DECLASSIFIED
Authority WWD 73643