

Op-16-B-3

A8-1

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Serial 0565616

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

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1 March 1944

From: Director of Naval Intelligence.

To: District Intelligence Officers, All Naval Districts,
Intelligence Officer, Potomac River Naval Command,
Intelligence Officer, Severn River Naval Command.

Subject: Index Cards for NNI-119 Reports.

Reference: (a) Conf. ltr. from CNO to all Commandants, File
No. Op-16-B-3, (SC)A3-3, A3-3, Ser. 0911216,
dated 15 Oct. 1941, subject: Investigation
Reports - NNI-119 - Distribution of.

1. Reference (a) provided for the use of index cards in forwarding NNI-119 reports.

2. Paragraph 3 thereof was intended to mean that where districts distributing copies of form NNI-119 make an index card for their own use, a copy should be attached to the reports distributed to be used as a file index card by the recipients. This procedure will result in an index card being provided for the initial report of all new cases at the time when the initial report is distributed. Subsequent reports on the same case will not require an additional index card.

3. One index card only need accompany all copies of NNI-119 reports forwarded to the Office of Naval Intelligence or interested districts.

Declassified / Downgrade to

/s/ E. E. Keisker **EO 12958**
22 SEP 78
 Date: E. E. Keisker, Unit: **NCIS 22**
 By direction.

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 Authority **NND 73043**