

In reply refer to
Initials and No.

NAVY DEPARTMENT

Op-16-B-7

Office of the Chief of Naval Operations

Washington 25, D. C.

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EO 12958 Downgrade to

Date 22 SEP 98 Cmt: NCIS 22 5 May 1944

Memorandum for All B Branch Sections.

Subject: Forwarding Material Derived from ONI Name Checks.

1. Meticulous care must be exercised by all B-Sections that prepare material for transmittal to other agencies, derived from checks made in ONI files.

2. It must always be borne in mind that derogatory information, however slight, will draw the attention of the person receiving and reading such material. Therefore, such information should only be included where there are reasonable grounds for assuming that is, has been or can be substantiated. It is manifestly improper to include such statements as "It has been reported that Subject (did so and so)", where the allegation is unsupported by substantiating facts, or was furnished by an unknown informant or one whose reliability is not established, or when it refers to an act that occurred long ago with no subsequent indication of verification or additional information of a similar nature.

3. Original material of the type described above, which is received in ONI, should be checked back to its origin at the earliest possible date for verification and/or substantiation. If the originator cannot support the information, circumstances must dictate whether it is valueless, and therefore not to be retained, or to be temporarily retained until verified or denied.

4. Specifically, replies to requests for information contained in ONI files, in addition to complying with the general requirements mentioned above, will adhere to the following:

- (A) Requests from Naval Agencies -
 - (1) Include all pertinent material received from any source.
 - (2) Include favorable as well as derogatory information.
 - (3) Clearly state that the information has been confirmed, or is from a known reliable source.
 - (4) Include such statement regarding significance of various phases of the information as may be required to present a clear and comprehensive picture to the Agency having cognizance and responsibility.

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- (5) Evaluate the information en toto.
 - (6) Do not include information known to be false or definitely unreliable.
- (B) Requests from Non-Naval Agencies -
- (1) Include only pertinent information originally derived from a Naval source.
 - (2) Include favorable as well as derogatory information.
 - (3) Clearly state that the information has been confirmed, or is from a known reliable source.
 - (4) Evaluate the information.
 - (5) Do not include information known to be false or definitely unreliable.
 - (6) In cases where a file contains no information originating in the Navy, the reply should state: "The files of ONI contain no information originated in or by the Navy."

B. F. Perry,
Captain, U. S. N.

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