

In Reply Address
District Intelligence Officer
Fifth Naval District
and Refer to No.

FIFTH NAVAL DISTRICT
DISTRICT INTELLIGENCE OFFICE
U. S. Naval Base
Norfolk II, Virginia



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From DNI
To All Dios

Subject Monthly Administrative Report of Investigative Case Load

Ref. (a) DNI letter, etc.
(b) DNI letter ch. Jan 1949

1. Reference (a) prescribed a monthly administrative report of the investigative case load of Naval Intelligence. Reference (b) established the procedure of including as a separate figure at the bottom of each report the number of indices checks made each month.

2. Some time has elapsed since the issuance of Reference (a) and different interpretations have grown up in some instances concerning the data to be included in administrative reports. In the interest of maintaining the highest degree of uniformity in reporting, it is considered advisable to review the provisions of Reference (a) and other related correspondence in order that each monthly report will reflect as accurately as possible the actual investigative condition in each district.

3. It is intended that columns 1 through 6 of the monthly administrative report contain those figures which represent affirmative investigative effort on the part of Naval Intelligence. All Complete Background, Limited Background and Name Check Investigations are to be included. A Name Check Investigation, comprising an agency check, police and credit, together with other available sources of possible information, is considered to be a case in which affirmative action has been taken, the results of which are reported on the usual ~~119~~ form 119. It is, therefore, as much of an investigation within the restrictive nature of its ~~ix~~ scope, as any other case. Further, in the event derogatory information is turned up, a name check investigation is automatically broadened to afford as much coverage as the case may require. A Name Check Investigation is not to be confused with a mere Name Check which latter term is construed to mean a check of ^{as set forth in the} ~~the District files only~~ ^{Art.} ~~the District files only~~. The Name Check, or indices check, does not require ^{have the} ~~assignment, investigation and report~~ ^{manual} but represents the type of information desired at the bottom of the Administrative report separate from actual investigations.

~~In order to adopt standard nomenclature and practices, it is necessary that each district report its figures.~~

4. There is another category of case which reflects borderline activity between a mere Name Check and Indices check and actual investigation. This type of case arises where a request has been received for a 4-Way Agency Check only. A 4-way agency check is construed to mean that Naval Intelligence has been requested to check its own indices as well as those of the other intelligence agencies, namely, ID, OSI, and FBI. Normally, these instances require no affirmative investigative action in that they are handled through established liaison channels and are not assigned to

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four the investigative staff for any active work. Note that an important distinction in this type of case is that the check ~~consists of an~~ is limited to the intelligence agencies; it does not encompass police, credit and other available sources included in a Name Check Investigation. These latter elements are those which bring a request within the actual investigative sphere and entail assignment, ~~investigation~~ actual investigation, and a subsequent report.

5. In order that Naval Intelligence may receive full credit for all actual investigative work performed, it is desired that all cases ~~which~~ on which such effort has been expended, be written up as investigations on the usual form 119. Letter reports and memoranda are considered inappropriate in the absence of extenuating circumstances. It is believed that the number of instances in which letter reports or memoranda are justified for the forwarding of information gathered by affirmative investigative effort, are ~~negligible and will not~~ ^{negligible and will not} affect the over-all investigative picture. It makes no difference whether an ~~investigation~~ investigation is requested by Form 152, letter, or teletype; if actual assignment and work is involved, the results should be, normally, forwarded by a 119 report. Most routine cases will originate through the use of the standard Form 152 although it is recognized that the unusual nature of some cases will make it more desirable that a letter be forwarded. In these cases, the letter merely replaces the more ~~conventional~~ conventional 152 and is not intended to ~~convey~~ convey the impression that the originator desires a letter report. As a matter of fact, the originating letter should be specific if a letter report is desired. Lacking compelling reasons to the contrary which should be relatively few, any instance in which representatives of Naval Intelligence have conducted investigative work, should be forwarded by a 119 report. Cover or forwarding letters may be used to assure special handling of investigations which might so require, but these should ~~not~~ be limited to the forwarding action of the report proper and should not contain the results of the investigation conducted.

6. The use of standard nomenclature and practices in reporting the condition of work incident to investigations is necessary in order to achieve the highest possible uniformity and accuracy. It is believed that the clarifications set forth herein will be of assistance in the preparation of future reports. It is desired, therefore, ~~that~~ that the monthly administrative reports contain (a), in columns 1 through 6, a record of all investigative activity engaged in during the past month which was susceptible to actual effort being expended; (b), a statement at the bottom of the report indicating the number of indices checks made during the past month of the District files only; and (c), the number of 4-way agency checks made which fell short of actual investigation.

*through established
liaison channels*

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