

(This Newsletter is intended for dissemination to all persons concerned with investigations. Sufficient copies are furnished to allow distribution of individual copies to each Naval Intelligence Agent.)

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ONI TRAINING COURSES

Since publication of the last issue of the Newsletter, the School Program has been in Summer recess. Just this week, however, we have launched our first Refresher Class of the F.Y. 1960 Schedule. This will be followed, under present planning, by three additional Refresher Classes, one Basic Class, a Polygraph Class, an Electronics Course, and our first In-Service Seminar, before next June. Those of you who have not yet attended a Basic Course may expect, for the most part, to be ordered in for the January Class; eligibility for Refresher Class will continue to be approximately three years following completion of a Basic Class.

AUTHORITY TO ADMINISTER OATHS

Two recent directives concerning sworn statements in the case of ONI investigations are of direct interest to all agents. The first of these, SECNAVINST 5520.1 of 4 June 1959 to All Ships and Stations, promulgates the basic authority for ONI agents, military and civilian, to administer oaths in connection with cases within Naval Intelligence investigative jurisdiction. The second, ONI INST 5520.64A of 19 June 1959, disseminates further specific instructions regarding when oaths shall be administered and sworn statements taken, and prescribes the form and procedure to be utilized. Agents are expected to be thoroughly familiar with these two Instructions. Reports will be carefully scrutinized at the review stage for compliance where pertinent, and future promotion examinations will assume full knowledge of the subject by the examinee.

ONI INVESTIGATIONS VS. NAVAL SUPPLEMENT INVESTIGATIONS

JAG Notice 5800 of 10 June 1959 contains a change to the Naval Supplement to the Manual for Courts-Martial, 1951, which differentiates between Investigations conducted by Command personnel under the Naval Supplement and those conducted by Naval Intelligence. In addition a new Section 0212 is added to the Naval Supplement which specifically points out the investigative jurisdiction of Naval Intelligence. This new Section is quoted herewith:

"0212. INVESTIGATIONS BY NAVAL INTELLIGENCE. The investigative jurisdiction and responsibilities of the Office of Naval Intelligence and the field components thereof are set forth in

SECNAV Instruction 5430.13A of 10 Aug 1954. Matters pertaining to espionage, sabotage, subversive activities and major violations of the Uniform Code of Military Justice are included within such jurisdiction. In cases where the investigative service of Naval Intelligence is utilized, the officer in command will take appropriate measures to preserve evidence and ensure that any other phases of the investigation do not compromise or otherwise impede the investigative activities of Naval Intelligence. In the event that the officer in command deems it necessary to proceed with an investigation under Section 0201 hereof prior to the completion of the investigative phase by Naval Intelligence, he shall first require recommendations to be made by his legal officer or, if he has no legal officer, he shall request recommendations to be made by the legal officer of another command, preferably a higher command in the chain of command, and he shall also communicate with the local representatives of the Office of Naval Intelligence; in order that there be proper coordination of the investigative effort."

#### RECRUITING OF AGENT APPLICANTS

A step-up of recruiting activity for new agents is desired. Agents presently on board can be of assistance in this Program by recommending likely prospects whom they know personally or may encounter. No active proselyting is desired, but passing the word on to a qualified young man who may be interested in applying may help him and help us too. Administrative personnel concerned with processing applications should insure that each applicant indicates several (3 or more) area preferences for assignment in accordance with Sections 4000 and 4005, ONI 70-2. It also is essential that ONI be advised of any applicant case which has been closed out and is no longer under consideration.

#### AGENT PROMOTIONS

At about this time in each of the two previous years we have had large scale promotion examinations for PG-10 and PG-11. This year, however, since we are approaching the leveling off point in the number of PG-10 and PG-11 billets allowed, a similar service-wide examination will not be held. This by no means implies a promotion freeze though, as limited advancements will continue to be made on an individual basis, from time to time, as billet allowances are adjusted, as vacancies are filled, and so forth. Letters have gone out to several Districts within the past few days, in fact, directing advancement of certain qualified agents already on promotion waiting lists, and inviting nominations of a limited number of additional candidates.

While on the subject of promotions, some information on the examining system may be of interest. As completed examinations are received in ONI, they are opened by a responsible employee who carefully removes any

identification from each paper and substitutes a number, retaining the name-number key list. The papers are then graded by a board consisting of four senior supervisory personnel who assign the final examination mark. Only after the mark on each answer is agreed on by the board, and the final mark assigned, is the name of the examinee again matched up with the paper. The grade attained is then combined with additional numerical factors assigned for service as an agent, and for the DIO's recommendation mark in accordance with ONI Instruction 12000.10 of 22 May 1957. The final promotion multiple, as thus computed, determines the ranking order of the examinees within their respective Districts, and from this ranking order, promotions are authorized to fill existing vacancies. Where more candidates qualify than there are vacancies, the ones not immediately promoted are retained on a waiting list, in order, and are eligible to fill prospective vacancies without further examination. Men on a waiting list must realize, however, that promotion will not be automatic and any marked slacking off may place their advancement in jeopardy.

Because, as indicated above, only a limited number of promotions are in immediate prospect, it is undesirable to build up any lengthy waiting lists at the present time. It is likely therefore for the present at least that only promotions to fill actual vacancies will be made. Those few men currently on waiting lists will continue, however, to maintain their relative positions. The foregoing information is furnished in order that the personnel affected may be aware of ONI procedures concerning promotions. The whole picture remains somewhat fluid and various considerations such as attrition, changes in numbers of positions authorized, and, particularly, the budget all have a bearing. However, in the past two years over 300 advancements to PG-10 and PG-11 have been effected. Assuredly more will be made in the future.

In a future issue of the Newsletter, another article on examination procedures will appear, including a discussion of the numerical values assigned to the various promotion factors.

#### HINTS ON EXAMINATION TAKING

Before we leave the subject of examinations altogether just a few words of advice on taking the examination. The best advice can be summarized as READ THE QUESTIONS! Many of those failing, show by their wrong answers that they have a familiarity with the subject matter involved, but failure to analyze completely what is required in the question results in an unresponsive answer. It is well to recognize that the same kind of mental lapse in the analysis of a pertinent document in an investigation could have serious results too!

Another thing, no secret is made of the fact that our examinations in nearly every case will contain questions in one form or another concerning the ONI basic jurisdictional documents. Agents are expected to know these, but they are not expected to memorize them! Examination answers to such questions frequently give evidence of the examinee having learned SECNAVINST 5430.13A, for example, by rote, but at the same time he is unable to answer questions based on the Instruction, if the language is varied slightly.

Remember too, that there are no trick questions. Every question means just what it says and we're not trying to fool you. Those questions that set up an investigative situation and ask how you would handle it, call not only for an exposition of your knowledge of investigative techniques, but also for the application of good sound common sense!

### C L A S S I F I C A T I O N   O N   R E P O R T S

It is noted that 119s and 152s continue to be received without the classification physically marked thereon as required by OPNAVINST 5510.1B (Security Manual). Section 0423, Security Manual is quoted as follows:

"In marking or stamping (not typing alone) the classifications Top Secret, Secret, or Confidential (including Confidential - Modified Handling Authorized), the lettering shall be all capitals and, when practicable, shall be larger than the text of the document and red in color."

In addition, the designation "For Official Use Only" appearing on certain 119s and 152s has not met the marking requirements as set forth in paragraph 5c of SECNAVINST 5570.2A which is quoted herewith:

"When matter is designated 'FOR OFFICIAL USE ONLY,' this phrase shall be conspicuously stamped or printed in capital letters, in either black or red ink, near the top of the left margin of the first page or cover of the document if the document is bound or stitched, and in similar position on each page if the document consists of more than one sheet which is not bound or stitched. The lettering size of "FOR OFFICIAL USE ONLY" shall be larger than the normal lettering which appears on the page (approximately 3/16 of an inch high for correspondence, and correspondingly higher for charts or other display material.)"

### S T A T E M E N T S   I N   C A T E G O R Y   3   C A S E S

Agents conducting Category 3 or investigations having Category 3 type ramifications are in certain instances neglecting to obtain signed statements from the Subject or witnesses upon completion. Often there are reasons which precluded the taking of a statement, however, a notation to that effect is not set out in the 119. Sections 1-0505 and 2-0907 of the

Manual for Investigations (ONI 63-1) explain the importance of written statements in such investigations.

### I N V E S T I G A T I V E   N O T E S

It has been noted that several of the Districts are not verifying/confirming birth data through school, employment, or other records as required by Section 2-0702.2 of the Investigations Manual. In those cases where education/employments are checked the term "Birth: date and place, according to PHS (or Form 152)" is not acceptable.

In cases where the current address of the spouse is different than Subject's, the appropriate DIO/IO is expected to confirm this residence and to conduct appropriate local agency checks.

In those cases in which the PHS provides information regarding naturalization of the Subject and (where appropriate) his immediate family, the appropriate DIO/IO should attempt to verify such naturalization by a check of local records. I&NS records regarding naturalization are now maintained locally.