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## OUTLINE GUIDE FOR JANIS 84.

Purpose of a JANIS Study: "To make available one publication containing all the necessary detailed information upon which may be based a war plan for military operations in a given area."

## CHAPTER RESPONSIBILITY

<u>Chapter</u>		<u>Responsible Agency</u>
I	BRIEF	JISPB
II	MILITARY GEOGRAPHY	MID
III	OCEANOGRAPHY	ONI
IV	COASTS AND LANDING BEACHES	ONI
V	CLIMATE AND WEATHER	JMC
VI	PORT FACILITIES	ONI
VII	TRANSPORTATION AND COMMUNICATIONS	OSS
VIII	CITIES AND TOWNS	OSS
IX	RESOURCES AND TRADE	OSS
X	PEOPLE AND GOVERNMENT	OSS
XI	HEALTH AND SANITATION	MID (SGO)
XII	DEFENSES	MID
XIII	NAVAL FACILITIES	ONI
XIV	AIR FACILITIES	A-2
APPENDIX I	GEOGRAPHICAL GLOSSARY	BD. ON GEOG. NAMES

INCLOSURE #2

- 1 -

\*JCS review completed\*

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CHAPTER I

BRIEF

10. Orientation
11. Topical Briefs
  - A. Military Geography
  - B. Coasts and landing places
  - C. Oceanography
  - D. Weather and Climate
  - E. Port facilities
  - F. Transportation and communications
  - G. Cities and towns
  - H. Resources and trade
  - I. People and Government
  - J. Health and Sanitation
  - K. Army, Navy and Air

CHAPTER II

MILITARY GEOGRAPHY

20. Introduction.

Definition of military geography and its significance in this area. General explanation of chapter organization. Reference to brief in Chapter I and to A sections of topics in this chapter for major lineaments. Invite attention to Plans accompanying this chapter. Relationship of this chapter to other chapters.

21. Relief.

- A. General description of relief. Introduction of regional subdivision which is treated in detail in 21B.
- B. Relief description by regions. To include such materials as: Defensive zones, effects on movement, corridors.

22. Drainage and Water Supply.

- A. Description of general drainage pattern and water supply for area as a whole. Indicate major lakes, swamps, streams, and water supply conditions, and point out their relation to military operations.
- B. Description of drainage and water supply of each relief region and relation of drainage and water supply to military operations. Include such material as: width, depth, bottom, flow, banks, navigability, seasonal change.

23. Soil Trafficability.

- A. General explanation of soil trafficability and major factors which affect it in this area. Detailed explanation of soil morphology and of climatic conditions in area not required.
- B. Soil trafficability by regions. Indicate seasonal changes.

24. Vegetation.

- A. General types of vegetation cover, and relation of each to military operations.
  - (1) Uncultivated
  - (2) Cultivated
- B. Detailed description of uncultivated and cultivated vegetation pattern within each relief region. Include such material as: Cover, concealment, fuel, forage, construction, camouflage, seasonal change, effect on movement and combat.

25. Regional Summary Table. To include a summary of relief, drainage, vegetation, natural water supply and seasonal changes for each of the relief regions. Small islands not treated in detail in text may be included in table.

26. Natural Critical Areas.

- A. Definitions of natural critical area - ground, naval, and air considerations.
- B. List of natural critical areas with brief statement concerning the importance of each to tactical and strategical planning.

27. Routes to Natural Critical Areas.

- A. General description of route pattern for area as a whole.
- B. Detailed description of major and alternate routes. To include description of relief, potential defensive zones, vegetation, drainage and water supply, soil trafficability, seasonal characteristics.

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28. Principal Sources.

29. Brief.

A full summary of the chapter giving essential facts to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material.

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## CHAPTER III

OCEANOGRAPHY

30. Introduction.
- Relation of Oceanography to operations in this area. General explanation of chapter organization. Invite attention to any important figures or plans accompanying chapter.
31. Tides and Currents.
- A. Tides.
- (1) Tidal differences and constants.
    - (a) Time differences.
    - (b) Height differences.
    - (c) Ranges.
    - (d) Levels.
  - (2) Sun, moon, and tides.
- B. Tidal and local currents.
- C. General circulation.
32. Sea and Swell.
- A. Sea.
- (1) Amounts of sea.
  - (2) Direction of seas.
  - (3) Relationship between wind velocity and state of sea.
- B. Swell.
- (1) Amount of swell.
  - (2) Direction of swell.
- C. Local sea and swell Conditions (optional).
33. Sea Water Characteristics.
- A. Surface and subsurface temperature.
- (1) Seasonal variation of surface temperature.
    - (a) Horizontal distribution.
    - (b) Temperature range.
    - (c) Ice.
    - (d) Relationship between sea and air temperature.
    - (e) Fog.
  - (2) Variation of temperature with depth.
- B. Surface and subsurface salinity.
- (1) Seasonal variation of surface salinity.
    - (a) Horizontal distribution.
    - (b) Salinity range.
    - (c) Electrical conductivity.
  - (2) Variation of salinity with depth.
- C. Density.
- (1) Horizontal distribution of surface density.
  - (2) Variation of density with depth.
  - (3) Use of density gradients by submarines.

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- D. Acoustic conditions.
  - (1) Seasonal variation.
  - (2) Variation with depth.
  - (3) Background noise.
- E. Transparency and color of water.
  - (1) Transparency.
  - (2) Color.

34. Bottom Sediments.

- A. Characteristics of sediment types.
- B. Horizontal distribution.

35. Biological Factors.

- A. Algae (seaweeds).
- B. Bioluminescence ("phosphorescence").

36. Principal Sources.

37. Brief.

A full summary of the chapter giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material.

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## CHAPTER IV

COASTS AND LANDING BEACHES

## 40. General Description.

- A. Coasts.
- B. Landing beaches.

## 41. Detailed Description of Region A:

- A. Single island or major division of coast; first segment or minor division (if warranted).
  - (1) Coastal topography (avoid mention of beaches except as landmarks. Description should be primarily for use of ship master or naval commander, not for landing party).
  - (2) Approaches and anchorages (deal largely with area seaward of 5-fathom line).
  - (3) Dangers to navigation (deal largely with area seaward of 5-fathom line).
  - (4) Landing beaches (exclude general coastal description).
    - (a) Single beach or group of closely related beaches.
      - 1. Location and extent (give location of beach, not of coastal segment; length, width, and shape of beach; location with regard to landmarks and developed areas).
      - 2. Nearshore (deal largely with area shoreward of 5-fathom line; bottom gradient and character of bottom; location and depths of reefs, bars, rocks, shoals, and other dangers; anchorage areas; local conditions of winds, tides, currents, waves and water temperatures).
      - 3. Character of beach (physical consistency; gradient; surf and currents; structures such as groins and bulkheads; location of rivers and streams entering or crossing beach; tidal flats and salt marsh, including consistency of bottom; local use; local weather peculiarities; sources of water -- potable and non-potable; areas suitable for landings).
      - 4. Adjacent terrain and exits. (Topography inland and on flanks of beach; roads, trails, waterways, and cross-country exits; emergency landing places for aircraft; nearest potable water; nearest radio, telephone, and telegraph; telephone, telegraph and power lines; power plants; railroads; habitations).
    - (b) Single beach or group of closely related beaches.
- B. Single island or major division of coast; second segment or minor division (if warranted).
  - (1) (2) (3) (4) as above.

C. Single island or major division of coast; third segment or minor division.

(1) (2) (3) (4) as above.

D. Single island or major division of coast.

(1) (2) (3) (4) as above.

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NOTE: When descriptions of landing beaches (4) are brief, entire description can be run without sub-headings. When several closely related landing beaches are described as a unit, further subdivision by beaches can be made under headings 1 2 3 4.

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42. Detailed Description of Region B.

43. Detailed Description of Region C.

44. Detailed Description of Region D.

45. Detailed Description of Region E.

46. Principal Sources.

47. Brief.

A full summary of this chapter giving essential facts to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in brief.



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## CHAPTER V

CLIMATE AND WEATHER

50. General Description.
  - A. Climate.
  - B. Weather.
51. Operational Significance of Climate and Weather.

(A concise strategic analysis, with one over-all citation of Topics 52 and 53 for details.)

  - A. Ground operations.
  - B. Air operations.
    - (1) Low level operations.
    - (2) High level operations.
    - (3) Incendiary bombing.
    - (4) Parachute operations.
  - C. Naval operations.
  - D. Amphibian operations.
  - E. Chemical warfare.
52. Climate.

(The main body of the chapter, with basic data discussed by elements, with chief tables.)

  - A. Precipitation.
  - B. Temperature.
  - C. Humidity.
  - D. Surface wind.
  - E. Sea and swell.
  - F. Upper air wind.
  - G. Cloud.
    - (1) Cloudiness.
    - (2) Ceiling.
  - H. Turbulence and thunderstorms.
  - I. Icing.
  - J. Visibility, fog, haze, dust, smoke.
  - K. Other climatic elements.
53. Synoptic Weather Types and Forecast Techniques.
54. Soil Trafficability (consult with contributor of Chapter II).

55. Principal Sources.

56. Brief.

A full summary of chapter including essential facts to be included in Chapter I. Graphs and tables similar to those in Climatic Information Guide may be included with brief if desired.

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## CHAPTER VI

PORT FACILITIES

60. General Description.
- A. Major ports (define basis of selection between A and B).
  - B. Minor ports.
61. Major Ports.
- A. Name of port.
    - (1) Harbor (type, customary use, depth, size, shelter).
      - (a) Entrance channel.
      - (b) Anchorage (area, depths, holding ground).
      - (c) Significant hydrographic features (tides currents, etc.)
      - (d) Local weather (very brief treatment as affecting operations).
    - (2) Landing facilities.
      - (a) Piers, wharves, and quays (summary statement on character, strength, etc. of facilities followed by description by units in tabular form):
        1. Name and location.
        2. Owner and operator.
        3. Type and use.
        4. Dimensions and depths alongside (include length of berthing space).
        5. Transit shed.
        6. Cranage (number, type, capacity per lift, reach of boom, motive power).
        7. Rail connection.
        8. Capacity for general cargo.
        9. Facilities for night handling.
      - (b) Other cranage (table as in 6 above).
      - (c) Warehouse, storage facilities, supply dumps.
        1. Grain elevators (capacity, type, rate of loading, etc.).
        2. Storage warehouses (location, type, railway sidings and truck platforms, capacity, type and character of receipt and shipping appliances).
        3. Supply dumps (location, area, transportation connectives).

- (d) Other landing places.
- (e) Harbor craft.
- (f) Facilities for clearing port (railroad, road, water, etc.).
- (g) Capacity.
  - 1. Actual annual traffic (recent peak year, type of traffic, breakdown by commodities).
  - 2. Estimated unloading capacity.
  - 3. Estimated clearance capacity.

(3) Supplies (brief treatment of availability):

- (a) Water (source, amount, quality).
- (b) Oil and gasoline (bunkering capacity, storage tank capacity, stocks).
- (c) Coal (bunkering capacity, stocks, method and rate of delivery).
- (d) Electricity.
- (e) Other supplies.

(4) Repair facilities.

- (a) Dry docks (location, dimensions, capacity).
- (b) Marine repair plants (facilities, capacity).
- (c) Marine railways (location, dimensions, capacity).

62. Minor Ports.

A. Name of port.

- (1) Harbor (location, type, depth, size, shelter, anchorage, weather, tides, number and size of berths).
- (2) Landing facilities (summary statement and tabular description by piers or quays, including warehouses, supply dumps, harbor craft).
- (3) Supplies (water, oil, coal, electricity, and other, specifically important to ships).
- (4) Repair facilities (drydocks, marine railways, repair plants).
- (5) Local problems.

63. Principal Sources.

64. Brief.

(A full summary of chapter giving essential facts for inclusion in Chapter I.)

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## CHAPTER VII

TRANSPORTATION AND COMMUNICATIONS

70. General.
- A. Transportation.
  - B. Communications.
71. Railroads.  
(Pattern and strategic value; administration; track and right-of-way; type of motive power; ballast and standards of roadbed construction; locomotive and rolling stock equipment; repair facilities and yards; volume of freight and passenger traffic; capacity of lines with--existing and additional, rolling stock; vulnerable points.)
72. Roads and Trails.  
(Pattern of system; effect of climate and weather; adjacent terrain; weight-axle load--of largest vehicle to use various road types; administration; standards of construction and quality; maintenance facilities; capacity. Description of main roads; repair facilities; water, gasoline and oil available.)
73. Water Transport,
- A. Coastal and inter-island water transport.  
(Routes both regular and irregular, ports-of-call; frequency of sailings; types of vessels used, native crews.)
  - B. Inland water transport.  
(Rivers, canals, lakes, lagoons; channels; water sources; traffic; capacity; hauling facilities; vulnerability.)
74. Radio.
- A. The radio system (broadcasting stations, administration, reception of broadcasts).
  - B. Point-to-point communication.
  - C. Communication with aircraft.
  - D. Communication with ships.
  - E. List of radio stations.
75. Telegraph.  
(Pattern of network and localization of lines; stations; route equipment; local stocks of construction materials; standard of maintenance; administration; availability of trained personnel; vulnerable features.)
76. Telephone.  
(Pattern of network and localization of lines; trunk lines, rural lines; centrals; route equipment.)
77. Submarine cables.  
(Part of arrival and farther terminus; administration; equipment; facilities for repair and storage of reserve supplies; present condition; vulnerable features.)
78. Principal Sources.
79. Brief.
- A full summary of chapter giving essential facts to be included in Chapter I.

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CHAPTER VIII

CITIES AND TOWNS

80. General description.

- A. Pattern of urban settlement.
- B. Degree of urbanization.
- C. Functions of Cities and Towns.
- D. General characteristics of Cities and Towns in the area.
- E. Major cities.

81. Description of Cities.

A. Name of city -- population.

- (1) Importance from standpoint of strategic position, trade, population, political significance, etc.
- (2) Physical characteristics.
  - (a) Relation to surface features.
  - (b) Shape and dimensions.
  - (c) Degree of compactness.
  - (d) Differentiated sections -- commercial, residential, industrial, etc.
  - (e) Street plan.
  - (f) Chief open spaces.
- (3) Means of access.
- (4) Buildings.
- (5) Billeting facilities.
- (6) Internal transportation.
- (7) Repair and service facilities.
- (8) Public utilities.
- (9) Warehouses and storage.
- (10) Health and sanitation facilities.
- (11) Vulnerable points.
- (12) War damage estimate.

B. Name of city (1 to 12 as 81A).

C. Name of city, etc. (1 to 12 as in 81A).

82. Description of Towns (1 to 12 as 81A)

83. Description of Native Villages:

A. Name of village.

(Use outline for towns for basic description. Narrative style may be used in the case of settlements where material is meager and does not lend itself to outline form.)

84. Principal Sources.

85. Brief.

A full summary of chapter giving essential facts for inclusion in Chapter I.

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## CHAPTER IX

RESOURCES AND TRADE

Note on General Organization: Treat topics for area as a whole, with subdivision by islands (and prefectures) within topics wherever significant.

## 90. General Description.

- A. Food resources.
- B. Water supply.
- C. Construction materials.
- D. Industrial raw materials and primary processing.
- E. Manufacturing plants.
- F. Electric power.
- G. Commerce.
- H. Finance.

## 91. Food Resources.

- A. Agriculture. (Type and location of farming areas and production by islands including livestock, time of planting and harvesting, and methods of cultivation, annual regional surplus, land tenure relationship and economic characteristics of farm population, marketing organization, economic significance of agricultural associations, recent production trends.)
- B. Fisheries, (Production, equipment, ports and facilities.)
- C. Processing, refrigeration and storage (location, equipment, capacity, etc.)

## 92. Water Supply.

- A. Natural availability by islands or groups of islands.
- B. Developed sources (location, type, capacity, quality).
- C. Distribution, use and storage (for each island).

## 93. Construction Materials.

(Location, distribution, reserves, ownership, quality, and quantity of wood, stone, clay, sand, gravel, lime, cement stone, etc.)

## 94. Industrial Raw Materials and Primary Processing.

- A. General. (Characterization of area's position as exporter or net user of industrial raw materials; labor problems in mining and agriculture in general.)
- B. Minerals.  
(Location, production and trends, stocks and storage facilities, distribution by type and location of use, reserves, mining methods, power-water-fuel requirements, ownership, labor availability and quality, vulnerability to sabotage and bombing of; iron and alloy metals; non-ferrous metals; asbestos, sulfur, etc.)
- C. Fuel (coal, wood and petroleum).  
(Sources, quantity, stocks and storage facilities, distribution by type and location of use, ownership, labor availability, fire hazard in forests.)
- D. Agricultural and marine materials.  
(Sources--amount, quality, producing areas, stocks and storage facilities, possibility of expanding production, distribution by type and location of use.)

## 95. Manufacturing Plants.

- A. General. (Characterization of industry of area as a whole, relation as consumer or source of material to rest of Japan; labor problems in manufacturing in general.)
- B,C. List by products.  
etc. (Location, physical description, production and trends, raw materials used, destination of final product, power-water-fuel requirements, labor quality and availability, nature of government controls and subsidization, vulnerability to sabotage and bombing and reparability, usefulness to invading forces.)

## 96. Electric Power (by islands).

- A. Generation.  
(Location, type, vulnerability; capacity in k.w., k.v.a. or h.p.; and size; K.W.H. output; current characteristics; transmission, distribution; and area served; operator; source of replacement parts.)
- B. Transmission and consumer distribution.  
(Type of current; types of plugs and appliances; (source of power); transformer and substations; transmission--overhead or underground; power consumed in K.W.H.; loads--maximum recorded and totals connected in k.w.; principal use; available surplus power.)
- C. Administration.  
(Nippon Hassoden Company and Munitions Ministry, subsidiary companies; private industrial plants; licensing, rates, etc.)

## 97. Commerce.

- A. Flow of trade. (Commodities, origins, and destinations.)
- B. Wholesale and retail trade. (Size of outlets, stocks and turnover; ownership and control; cost and profit factors affecting prices.)

## 98. Finance.

(Currency and coinage (note issue); checks and other financial instruments; purchasing power and trends; foreign exchange rates and value of yen; banking system; other financial institutions, including postal savings, credit cooperatives, loan companies, investment companies; public finance; balance of payments.)

## 99. Principal Sources.

## Brief.

A full summary of the chapter giving essential facts for inclusion in Chapter I.



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CHAPTER X

PEOPLE AND GOVERNMENT  
(In area only)

100. General Description.
101. Population - Physical Characteristics.
102. Population - Cultural Characteristics and Social Conditions.
103. Suitability of Inhabitants for Labor.  
(Energy, skill, reliability, attitude, strength, etc.).
104. Governmental Organization (Local).
105. Security and Public Order.
106. Political Factors.
107. Bibliography.

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CHAPTER XI

HEALTH AND SANITATION

- 110. General Description.
- 111. Environment.
  - A. Water.
  - B. Waste Disposal.
  - C. Animals.
    - (1) Vectors of Disease.
    - (2) Dangerous Animals.
    - (3) Pests.
  - D. Plants.
  - E. Food.
- 112. Public Health and Medical Facilities.
  - A. Public Health Organization.
  - B. Hospitals and Medical Institutions.
  - C. Medical Personnel (in broadest sense -- dentists, veterinarians, etc.)
  - D. Social Service Agencies.
- 113. Diseases.
  - A. Diseases of Military Importance.
    - (1)
    - (2)
  - B. Diseases of Potential Military Importance.
    - (1) Endemic Diseases.
    - (2) Disease Which May be Introduced.
  - C. Diseases of Minor Military Importance.
  - D. Diseases Common Among Civil Population.
  - E. Miscellaneous Diseases.
- 114. Recommendations (in order of importance).
- 115. Principal Sources.
- 116. Brief

A full summary of chapter giving essential facts for inclusion in Chapter I.

## OUTLINE GUIDE FOR JANIS

## CHAPTER XII

DEFENSES

120. General Description.
- A. Position and importance (in Japanese strategy).
  - B. History and development.
121. Organization of Army and Navy defense forces (position in Japanese organization).
- A. Administration.
  - B. Tactics.
  - C. Disposition of forces (materiel and personnel).
    - (1) Location of fixed units.
    - (2) Location of Mobile defense troops.
      - Defense capabilities and means of concentrating at fortified areas or beaches.
      - Reinforcement capabilities.
  - D. Labor battalions (non-combat).
122. Supply and Maintenance.
- A. Depots. (Name, location, capacity and general description of supply and maintenance depots.)
  - B. Supply routes (to and in area).
123. Fortifications. (Include map overlay.) (List the defended ports and isolated landing beaches according to name, each a lettered sub-topic, and under each show the available information under 15 subparagraphs as follows).
- (1) Coast defense batteries.
    - Name of battery.
    - Number of guns (distinguished between guns, howitzers, and mortars).
    - Caliber of guns.
    - Exact model of guns.
    - Exact location of emplacements.
    - Detailed description of emplacements.
      - Camouflage.
      - Protection for gun and crew.
    - Detailed description of guns.
      - Maximum range.
      - Effective range.
      - Type of loading.
      - Rate of fire.
      - Rate of traverse.
      - Types of projectiles available.
      - Color of dye of projectiles assigned to each gun.
      - Number of men in each gun crew.
      - Replacement crews available.
    - Ammunition dump, its exact location, and protection.
      - Method of bringing ammunition to guns.
    - Arc of fire of guns.
    - Landmarks to identify battery from seaward.
    - Location and detailed description of base and stations,
      - OP's, rangefinders, directors, plotting rooms and searchlights.
    - Method of communication with guns.
    - Local defenses.
      - AA guns.
      - Machine guns, trenches, wire entanglements.
      - Personal weapons of crew.
    - Places of the battery in the general organization of coast artillery.
    - Total number of men in the administrative battery.

- (2) Emplaced field artillery batteries.  
Same information required as for (1) above, with appropriate modifications.  
Railway artillery which could be emplaced along a coast is to be described under this heading.
  - (3) Medium AA batteries.  
Same information required as for (1) above, with appropriate modifications.  
Maximum and effective vertical and horizontal ranges.
  - (4) Air warning systems.  
Lookout stations and equipment.  
Radar installations.  
Communication systems.  
Reaction to alerts.
  - (5) Miscellaneous.  
Barrage balloons.  
Submarine detector equipment.  
Smoke generating apparatus.  
Beach patrols and observation posts.
124. Potential Defense Areas (include map overlay).  
Repeat subtopics under 123 as applicable.
125. Principal Sources.
126. Brief.  
A full summary of chapter giving essential facts for inclusion in Chapter I.

## OUTLINE GUIDE FOR JANIS

## CHAPTER XIII

NAVAL FACILITIES

## 130. Introduction.

Statement of scope of chapter indicating its organization and content. Invite attention to important illustrations, etc.

## 131. Organization (position in Japanese organization).

- A. Administration.
- B. Tactics (as applicable).
- C. Normal disposition of forces (ships and personnel within area).

## 132. Supply and Maintenance.

- A. Depots. (Name, location, capacity and general description of supply and maintenances depots.)
- B. Repair facilities; including repair ships. (Class, anchorage, capacity and general description of repair ships or tenders usually stationed in area.
- C. Supply routes (to and in area).

## 133. Naval Bases and Stations (include map overlay showing these). List the bases and stations according to name, each a lettered subtopic, and under each show the available information under the numbered paragraphs as follows:

- A. Name of station.
  - (1) General description sketches, photographs, maps, etc., showing location, arrangement and extent.
  - (2) Harbor (type of harbor and nature of port, indicating depth, size, shelter; character of coast, customary use and arrangement.)
  - (3) Entrance channel.
  - (4) Anchorages (area, depths, holding ground, landmarks).
    - (a) Outer harbor.
    - (b) Inner harbor.
  - (5) Significant hydrographic features (tides, currents, sea, swell, etc.).
  - (6) Unloading facilities (general description of strength, character and capacity of piers, wharves, quays and other facilities).
    - (a) Description of a unit (or pier). (Here include a table, showing by units (No. and location)
      - (Type and use)
      - (Dimensions and depths alongside, including length of berthing space)
      - (Transit sheds, or other stowage)
      - (Cranage, including number, type, capacity reach and motive power)
      - (Rail or road connections)
      - (Capacity for general cargo)
      - (Facilities for night handling)
    - (b) Description of another unit. (Subtopics as under (a)).
    - (c) Description of another unit.
    - (d) Description of other units or beaches.
  - (7) Other crantage (including floating).

- (8) Warehouses, storage facilities, supply dumps.
    - (a) Warehouses (including capacity, type and reach of appliances railroad sidings and truck platforms; type and capacity of receipt and snipping appliances).
    - (b) Supply dumps (including areas suitable for dumps, indicating location; area and transportation facilities).
  - (9) Other unloading places (including beaches, submerged vessels, etc.).
  - (10) Harbor craft.
  - (11) Facilities for clearing port.
    - (a) Railroad.
    - (b) Road - type of paving, width, etc.
    - (c) Water.
    - (d) Other.
  - (12) Labor.
    - (a) Organized battalions.
    - (b) Native labor.
  - (13) Capacity.
    - (a) Estimated daily unloading.
    - (b) Estimated daily loading.
  - (14) Supplies - availability.
    - (a) Water (source, amount, quality, servicing).
    - (b) Oil and gasoline (bunkering and storage tank capacity, stocks, servicing).
    - (c) Coal (bunkering capacity, method and rate of delivery, stocks, servicing).
    - (d) Construction materials.  
(Concrete aggregate, lumber, etc.).
    - (e) Electricity.
  - (15) Repair facilities.
    - (a) Drydocks (location, dimensions, capacity).
    - (b) Marine railways (location, dimensions, capacity).
    - (c) Marine repair plants and shops (facilities, capacity).
  - (16) Vulnerability.
  - (17) Camouflage.
  - (18) Landmarks to identify from seaward.
134. Potential Naval Bases and Stations (include map overlay).  
(Repeat subtopics under 123 as applicable).
135. Bibliography.
136. Brief  
(A full summary of chapter, giving essential facts, for inclusion in Chapter I).

## OUTLINE GUIDE FOR JANIS

## CHAPTER XIV

AIR FACILITIES

## 140. Introduction.

Statement of scope of chapter indicating its organization and content. Invite attention to important illustrations, etc.

## 141. Organization.

- A. Administrative (if available).
- B. Tactical (if available).
- C. Normal disposition of forces, aircraft and personnel (if available).
- D. Labor battalions, non-combatant, (if available).

## 142. Supply and Maintenance.

- A. Depots (name, location, capacity and general description of supply and maintenance depots).
- B. Supply routes.

## 143. Airfields (detailed description, by sketches, photographs and tabulated data as applicable).

- A. Name of airfield.
  - (1) General description (local position, coordinates, elevation, runway directions and dimensions, estimated operational capacity, number of revetments, dispersal facilities).
  - (2) Facilities.
    - a. Fuel storage and servicing.
    - b. Night operation.
    - c. Repair and storage facilities for aircraft, engines and instruments.
  - (3) Field condition.
    - a. Runways, material used in construction, condition, slope, hazards.
    - b. Field.
      - (1) General condition, including drainage, type of soil, condition in rainy season, possibility of enlargement.
  - (4) Permanent defenses (include ammunition dumps).
- B. Name of airfield (1 to 3 as in 143 A).

## 144. Landing Grounds (detailed description, by sketches, photographs and tabulated data as applicable).

- A. Name of landing ground.
  - (1) General description. Local position, coordinates, elevation, dimensions, estimated operational capacity, dispersal facilities.
  - (2) Facilities - whatever available.
  - (3) Field condition - surface, slope, drainage, hazards, possibility of enlargement.
  - (4) Defenses (include ammunition dump).

## 145. Possible landing sites - consider terrain, nearness to transportation and communication facilities, location, availability of construction materials.

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146. Seaplane stations and alighting areas.

A. Name of station.

- (1) General description (sketches, photographs, tabulated data, showing location, altitude, magnetic variation and annual change, local position, landmarks, obstructions and dimensions).
- (2) Sea conditions and anchorage (wind, shelter, swell, chop and currents in various seasons, depth of water, bottom holding ground, mooring buoys, aids to navigation and dispersal facilities).
- (3) Slipways (aprons, beaches, jetties, quays, cranes, boats and vehicles).
- (4) Facilities (fuel storage and servicing, water, hangars and workshops, power, general and ammunition storage, accommodation, possibility of enlargement).
- (5) Permanent defense system (including ammunition dumps).

147. Emergency Seaplane Alighting Areas and Potential Seaplane Stations (Consider terrain, sea conditions, nearness to transportation and communication facilities, location, availability of construction materials).

148. Bibliography.

149. Brief

(A full summary of chapter giving essential facts for inclusion in Chapter I).



25 April 1944

JOINT INTELLIGENCE STUDY PUBLISHING BOARD  
3806 Munitions Building  
Washington, D. C.

Subject: Instructions Regarding the Preparation of All JANIS Material  
(This supersedes all previous instructions)

1. Classification

- A. Joint Army and Navy Intelligence Studies (JANIS) will normally be classified as "Confidential".
- B. The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification (Restricted, Confidential, or Secret) of the text, illustrative matter, and other material.
- C. The classification of the text will be marked on the cover of each chapter.
- D. The classification of the illustrative matter and other material will be marked on the original and duplicates.
- E. Over-classification must be avoided. All material included will be assigned the lowest classification consistent with security.

2. Preparation of Text

- A. Manuscript will be submitted in triplicate on 8 x 12 $\frac{1}{2}$ -inch paper. The original will be on heavy paper and the duplicates on heavy second sheets. Triple spacing, indentations, and style as illustrated on the attached sample page will be followed. (Note: Leave a full 1 $\frac{1}{2}$ " margin on right side and bottom of page).
- B. Each page of the manuscript will be numbered consecutively.
- C. Each topic will be numbered.
- D. In making cross references use topic number and letters. (Sample page, Topic 51, B, (1) and 51, B, (2), a)
- E. Each chapter will have a bibliography prepared in accordance with the enclosed sample. References to the bibliography will be made only when there is special need to cite authority. Reference, where needed, will follow the style set on the enclosed sample page (Topic 51, A, (1)).

3. Preparation of Illustrative Matter

- A. Illustrative matter consists of tables, figures, and plans.
  - (1) Tables are material set in columns in a style that distinguishes it from the text for ready reference of many particulars or values.
  - (2) Figures are illustrative material (maps, charts, photographs, drawings, etc.) bound in with text.
  - (3) Plans are illustrative material too large to be bound in with text, i.e. that require folding in two directions to come within JANIS proportions (10 x 13  $\frac{5}{8}$ ).
- B. All illustrative material will be numbered consecutively in each chapter in order of occurrence; and will include chapter number, i.e. Table II-1, Table II-2; Figure II-1, Figure II-2. (Roman numerals refer to chapter; arabic, to illustration.)
- C. All illustrative material will be captioned as per example below:

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- (1) Tables:
  - (a) All tables will be completely titled and dated.
  - (b) Table number and title will appear above the table.
  - (c) The form will be: titles centered below table numbers, i.e.,

TABLE XI - 3  
United States, Hospital Facilities, 1939

- (2) Figures:
  - (a) All figures will be completely titled and dated.
  - (b) Figure number and title will be placed on back of figure (except in the case of maps where title and legend may be placed within the figure).
- (3) Fold-in figures and Plans:
  - (a) All fold-in figures and Plans will have title and legend within the border. Figure or Plan number, JANIS number and classification, however, will appear in upper right-hand corner above the border, i.e.,

Figure VII - 3  
JANIS No. 38  
Confidential

- D. A list of the captions of all illustrative material will be submitted with the manuscript (1 original and 2 copies).
- E. All illustrative material must be referred to in the text. Reference will be made as follows: (Table VI-4) (Figure V-3).
- F. Placement of illustrative material will be designated by placing the identifying numbers on the right-hand margin of the manuscript opposite the line in which first reference to it is made. (Sample page, Topic 51, A, (1) a & b)
- G. The final reproduced size of all illustrative material, in printed JANIS volumes, will not be more than 8 1/16 x 11 inches with the exception of fold-in figures and plans. Normally, the width of all illustrative material will be 4 inches for column width and 8 1/16 inches for page width.

#### 4. Specific Instructions Regarding Photographs

- A. ~~3~~ glossy prints of photographs will be submitted.
- B. It is requested that wherever possible original prints be supplied and that no retouching be done. (However, salient features, place names, direction arrows, etc. may be indicated on the picture.)
- C. Caption will be typed on slip of paper and pasted on back of photograph. (Typing directly on photograph shows through on face of picture.)
- D. Caption will include (1) JANIS and figure number, (2) title or location, (3) date of photograph, (4) direction of view, (5) file number of photograph, (6) specific description (what photo is intended to show).
- E. Vertical aerial photographs will have north arrow and graphic scale drawn on face of picture.
- F. No photographs that cannot be specifically identified will be used.

- 2 -

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~~RESTRICTED~~5. Specific Instructions Regarding Maps

- A. An original and 1 copy (photostat, ozalid, or blue print) of all maps will be submitted (copy may be reduced size).
  - B. All maps intended to be figures will be drafted to proportions that will reduce to dimensions shown in (1), (2), or (3) below. Preferences are in the order listed:
    - (1) Page size. Maximum image 8 1/16" wide by 11" high.
    - (2) Fold parallel to binding edge. Maximum image 12" high by 10" to 17" wide.
    - (3) Fold parallel to top of page. Maximum image 8 1/4" wide by 14" to 26" high.
    - (4) Maps that require turning the book for perusal are not desired and will be used only in extreme necessity.
  - C. All maps that are important illustrations for the whole chapter will be printed <sup>with</sup> on an apron to allow full view of figure as text is read. In exceptional cases, additional legends, insets, etc. may be printed on apron.
  - D. Plans are inclosed in a separate jacket which accompanies the JANIS publication. These illustrations fold in 2 directions and may be of any desired size.
  - E. Base Map. It is intended that standard base map with appropriate overprint will be reproduced at least once in each chapter. In some chapters it may be the only map, in others it may be an index to the treatment of the area, the maps included, etc. A work base map printed in non-photographic blue will be supplied. Each contributor will plot in black on this work map the data he wishes to have overprinted on the base map.
6. It is requested that Plans Officer, Lt. (jg) L. O. Quam, RE 7400 ext. 62021, be consulted on matters not covered in this memorandum.

It is not, however, necessary that map be oriented with north at top.

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(SAMPLE PAGE OF COPY FOR JANIS)

C H A P T E R V

Climate and Meteorology

51. Weather and Operations

A. Air operations.

(1) Low-level bombing operations.

Weather conditions over the Jargon Islands are on the whole favorable for low-level bombing operations. Ceiling, visibility, icing, and wind conditions are unsatisfactory most of the time. 12:24-36

(a) Ceiling. Ceilings low enough to interfere with low-level bombing are rare. Cloud types in the air mass associated with the trade wind belt are cumulus which are ragged-looking as compared with the sharply defined cumulus clouds occurring in the United States. (Figure V-16)

(b) Visibility. Horizontal visibility is generally good in this area. Visibilities less than  $2\frac{1}{2}$  miles occur during heavy rains. The average number of days of heavy rain (low visibility) is shown on Table V-3.

B. Amphibious operations.

(1) Sea and swell.

Sea, caused by local winds, and swell, caused by distant weather, vary

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seasonally in the vicinity of the Jargon Islands. Details of sea and swell are discussed in Chapter III, 32, A.

(2) Surface winds.

In general, from December through April, winds are northeast to easterly. During the remainder of the year, winds are variable, but tend to prevail from south to southwest. (Figure V-4)

Land and sea breeze. There is a slight tendency for onshore winds to be strengthened by day and offshore winds to be strengthened by night. (Topic 52, D, 4)

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## SAMPLE PAGE OF JANIS BIBLIOGRAPHY

JANIS 204

## CHAPTER XV

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#### Other Sources

An appropriate note indicating additional sources may be appended, e.g., in addition to the sources cited, persons with detailed knowledge of area and/or subject, aerial photographs, and intelligence dispatches were used.

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It is requested that for references in foreign languages, authors give a translation of the title, the location and the material covered if these are not evident from the title, the proper capitalization, and accents if any.

In all references, underline the exact title and give the author or originating agency, date, title, edition (except first), pagination or volume, illustrations, and place of publication. Important series may be noted. Part is given only when it is separately paged or is necessary for finding the reference easily.