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NAVAL TECHNICAL MISSION TO JAPAN
TECHNICAL DEPARTMENT

November 26, 1945.

TECHNICAL DEPARTMENT ORDER #5

Subject: Seized Japanese Documents, Procedure for Collecting and Forwarding.

References: (a) Technical Department Order #4 of 21 November 1945.
(b) General Order No. 9, CNA SC-3, of 2 October 1945.
(c) Technical Department Order #1 of 13 November 1945.

Enclosures: (a) Form to Accompany Seized Japanese Documents Forwarded to Tech. Dept., NMJ (TechForm #3).
(b) Form for Reporting Seized Japanese Documents (AFFAC DIT Form No. 1). 10 AFIS.

1. The following procedure is established for the collection & forwarding of seized Japanese documents:
 - a. Documents seized by NAVTECHJAP personnel will be assigned identification numbers at target sites in accordance with Reference (a).
 - b. Documents will be forwarded to Collection Points and thence to NAVTECHJAP Headquarters, Tokyo, as expeditiously as possible after local exploitation has been completed.
 - c. When documents are forwarded to NAVTECHJAP Headquarters, Tokyo, each document or batch of documents will be accompanied by one copy of any "suet" translation which may have been made and by an executed copy of Enclosure (a).
 - d. At NAVTECHJAP Headquarters, Tokyo, documents will be catalogued and appropriate entries made in target jackets. In accordance with Reference (b), AFFACDIT Form No. 1, Enclosure (b), will be filled out in quadruplicate by the Progress & Report Section for each document or batch of documents. The original form will be attached to the document, two copies will be forwarded to Allied Translator & Interpreter Section (ATIS), and one copy will be held in the files of the Technical Department. At the completion of NAVTECHJAP exploitation the document will be forwarded, together with the attached form and a copy of such translation as has been made, to ATIS for shipment to the Washington Document Center (DC) combined Army-Navy library. Reference (b) assigns the serial number block 3001 to 4000 to NAVTECHJAP. These serial numbers will be affixed to document at NAVTECHJAP Headquarters, Tokyo, at the time AFFAC DIT Form No. 1 is completed.

2. The following exceptions to the procedure outlined above are acceptable:

- a. Documents which are considered to be an integral part of a piece of equipment, e.g., instruction manuals, may be packed for shipment with the equipment. Report of seizure & disposition will be made to ATIS by the Progress & Report Section.
- b. Documents which are considered to be of interest only to a single Navy bureau or agency, e.g., hull plans of interest only to BuShips, may be forwarded directly to the appropriate bureau or agency by NAVTECHJAP headquarters, Tokyo. In such cases, however, report of seizure and of disposition will be made to ATIS by the Progress & Report Section.
- c. Documents which are considered to form an essential part of a target report, and which conform to the requirements stipulated in Reference (c), Paragraph 10, may be incorporated into target reports. In such cases report of seizure and of disposition will be made to ATIS by the Progress & Report Section.

3. Requests for translation of documents by the Translation and Interpretation Section will be made through the Documents Officer of the Progress and Reports Section of the Technical Department.

4. Duplicate copies of documents selected by NAVTECHJAP personnel may be forwarded through ATIS to ADC, and thence to the desired addressee. Original documents, except as noted in Paragraph 2, will be retained by ATIS for forwarding to ADC and thence to the ADC combined Army-Navy library.

5. The forwarding and reporting of all documents to ATIS will be effected by the Progress & Report Section of the Technical Dept.

Approved:

C.G. Grimes
C.G. GRIMES,
Captain, USN,
Chief, NAVTECHJAP.

A.L. Dunning
A. L. DUNNING,
Captain, USN,
CinC, Technical Dept.

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NAVTECHJAP
TECHNICAL DEPARTMENT

Tech Form No. 3.

Form to Accompany Seized Japanese Documents Forwarded to NAVTECHJAP
Headquarters.

- 1. NAVTECHJAP Identification Number _____.
- 2. Exact place of seizure _____
- 3. Date of seizure _____.
- 4. Seized by _____.
- 5. Title (in English) _____

- 6. Japanese Agency which issued document _____

- 7. Summary of contents _____

- 8. Agency or bureau to which document is of interest _____

- 9. Recommended disposition _____

ENCLOSURE (A)

FORM FOR REPORTING SEIZED JAPANESE DOCUMENTS
(To be prepared by NTJ Headquarters, Tokyo)

Screening Agency _____
(Intelligence Team)

Place _____ Date _____
(Geographic Location)

Target Number _____ Secured by _____
or (Tactical Unit)

War Department
Intelligence Section Serial Number _____

Title or Category _____

Issuing authority _____

Date or Period of Issue _____

Description of Item and Contents _____

(Do not write below this line)

To be checked by WDC screening:

Recommended disposition:

1. To ATIS for immediate partial or complete translation.
2. To ATIS for partial or complete translation and evacuation to WDC.
3. To ATIS for immediate evacuation to WDC.
4. To ATIS for destruction.
5. To be retained for local exploitation.

WDC Screening Remarks:

AFPAC WDC Form No. 1

ENCLOSURE (B)

ATIS GHQ ADVON
APO 500

5 February 1946

SUBJECT : SOP for Processing Library Material.

1. Basic instructions, dated 28 November 1945, and implementing instructions pertinent thereto are now amended as follows in the case of library material.

2. Library material for the purpose of this instruction will be defined as published matter which has either appeared on the commercial market or has been publicly distributed.

3. Library material will in all cases be divided into two classes A and B by a preliminary scanning on the following basis:

Class A: All material having direct military significance and related to military practice since 1910. All material having a bearing on Japan's political, diplomatic and military history since 1910.

Class B: All other library material.

4. Class A material will be processed as already directed by the implementing instructions currently in force

5. Class B material will be handled as outlined below:

- a. Material will be packed for final shipment without detailed translation and listing of titles on standard shipping advice.
- b. Each crate (or rail bag) will contain a shipping note bearing the following information:
 - (1) Source - Name of library and section of library (where applicable) and location.
 - (2) Shipping note serial number (to be assigned to each shipment by Special Acquisitions Section.)
 - (3) Number of volumes in crate.
 - (4) Serial number of crate in shipment and total number of crates in shipment, (e.g. Crate #1 of 20)
- c. Shipping notes will be made out in quadruplicate and distributed as follows:
 - (1) One enclosed in crate.
 - (2) One to Special Acquisitions Section.
 - (3) Two to Production and Information Section.
- d. All information contained on shipping notes will be clearly marked on outside of crate or on tag attached securely to crate.
- e. Where possible, Class B material will be processed on site to avoid congestion at Arsenal and Shipping Officer will be notified when shipment is ready for evacuation.
- f. Shipping note numbers will be allotted by Special Acquisitions Section.
- g. Catalogues, where available, will be forwarded with the shipment.

WDC (ADV)
ATIS HQ ADVON
APO 500

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