

Learned of this from  
J & L Brewster Report.

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Request that, if possible, this copy be returned to Capt. Hotsen because it is BIV's file copy.

Ida W. Currie  
for Capt. Hotsen

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FILES AND STUDIES CONDUCTED BY  
INFORMATION AND LIAISON BRANCH\*

THE PROBLEM

- I. An examination of all files and studies conducted by Information & Liaison Branch, SPSIR, to determine
- A. Need
  - B. Possible alternative use of G-2 facilities
  - C. Advisability of decentralizing certain files to operating units of the Intelligence Division.

FACTS BEARING ON THE PROBLEM

- II. The functions of SPSIR which bear on the problem as given in Standard Operating Procedure are as follows:
- a. Accumulates, catalogues, and provides information of value to the other Branches in the performance of their functions
  - b. Prepares special reports and studies for the Branches
  - c. (IR-5) Japanese Shipping Section. Conducts a continuous study of the Japanese shipping situation
  - d. (IR-6) Information Section. Maintains the SSA Library and is responsible for collecting and filing in the most accessible manner all collateral information of assistance to cryptanalysts and translators.
- III. Study of this mission indicates that the maximum objective would be to provide immediate service, transmittal of useful information, and answers to all questions of the kinds asked by translators and cryptanalysts.

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\*Japanese O/S Section SPSIR-3, excluded by direction.

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a. Immediate service implies convenient and prompt means for all translators and cryptanalysts to communicate questions. Difficulty or delay of any nature experienced here is a definite drawback to the cryptanalyst. Conversely, physical proximity to the source is often of the first importance, in cases in which the question is difficult to explain, or when the cryptanalyst needs the kind of background obtainable only by seeing the reference material for himself. Immediate service also implies the centralization of files, so that material can be found at once. Immediate service further implies specialized personnel trained to prompt understanding of SS' questions: e.g. "What is the proper equivalent of the following Japanese personal or place name?" Immediate service again implies sufficient skilled Information personnel whose primary task it is to answer questions, or duty to handle all requests promptly.

b. Extended experience with the peculiar problems of cryptanalysts indicates both the kind of information they need and the requisite manner of setting up and maintaining files to provide such information most efficiently. The marked difference between G-2 files and I & L files is noted here and will be emphasized later. Files from the same source material set up for Intelligence should and do differ in extent and arrangement from those set up for cryptanalytic aids: e.g. a list of Japanese place names to be of most use to cryptanalysts has been prepared first in dictionary (lexicographical) order and then on IBM lexicographical sorts on second kana, third kana, etc.

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**A. Need.**

1. One valuable index to the need for the various files and studies conducted by I & L Branch is to be found in the number of questions handled over a given period. In quest of this evidence, a record of all questions was kept for the period of one month. It is understood that questions vary greatly in importance and scope and that to arrive at a true estimate of need a numerical count should be supplemented by the opinions of the chief users.

Subjoined is a survey of the current use of the various files maintained by I & L Branch.

**INFORMATION SECTION, IR-6**

Questions handled 12 February-11 March 1945

Total, 2898; involving 3932 acts of reference, as follows:

Biographic	1189
Geographic	941
Special Files	807
Reference (Books, etc.)	888
Personal knowledge	107

Questions unanswered: 414; involving 700 acts of reference, as follows:

Biographic	232
Geographic	178
Special Files	155
Reference Books	135

Chief Users: B I and B III

Some Lists Supplied:

1. New Dutch Cabinet. For B IV
2. Latin American delegates to Foreign Ministers Conference. Source: Files, newspapers, Special Branch (no official list supplied). For B III a3.
3. German Military Attaches 1940-44. For B III d1
4. Guatemalan ambassadors and ministers. For B III a3
5. Swedes in Bogota. For B IV.

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**Some Texts Supplied:**

1. Speeches made by members of Polish Government in Exile. For B III d2. Result: Aided Polish section in bookbreaking.
2. Japanese-Russian Neutrality Pact. For B I d.
3. Article in Washington Post 17 February 1945 about Chinese Communists. For B II d2.

**Regular Service:**

1. Supplement #9 of WHO'S WHO IN DIPLOMACY.

**IR-6 TOPICAL INDEX**

Questions handled 15 January-15 February 1945.  
Total questions 102. Chief users B I and B III.

A list of questions follows.

**Reports:**

1. Japanese intelligence networks.
2. Traffic dealing with detector apparatus (radar, etc.).
3. Traffic dealing with vacuum tubes.
4. Cover-names used in Coast Guard (German Clandestine) intercepts.
5. Evidences in traffic of Axis cryptanalytic activity.

**Representative Questions Answered:**

1. Do monthly Japanese Navy reports on mineral areas ever appear in any system except JBB?
2. Ten or twelve typical reports on the rice situation, sent from French Indo-China to Japan.
3. Name of the president of the Chinese Delegation at the conference about the retrocession of French concessions in Shanghai.
4. Data about French Supply Council in North Africa.
5. Name of Japanese transport carrying Allied POW, sunk off China coast.
6. Where have preliminary negotiations for establishment of diplomatic relations between Brazil and U.S.S.R. been carried on?
7. Source of "D" and "FU" Intelligences.
8. Details of German-Japanese physicians' agreement.
9. Details of Japanese-developed industries in Mengchiang.
10. Date of founding and organization of Bank of Manchukuo.
11. All messages dealing with Bank of Belgium's gold problems.
12. Information on Japanese plans to communicate with spies in Ankara, with assistance of Spanish Foreign Office.

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## CURRENT SITUATION ROOM IR-4

A. Attached is a study of the use made of the Current Situation Room. In considering this study it is necessary to keep in mind the following points:

1. The original purpose of the Current Situation Room are:
  - a. To present on panels the current military situation in the various theatres of the world.
  - b. To present the current diplomatic, political and economic developments in the form of a weekly written report. (This has been expanded to include weekly oral reports on both military and diplomatic developments.)
  - c. To provide collateral material to aid the routine work or special studies of the operating branches.

Analysis of Use for the Period 11 Feb.-11 Mar. 1945

Total number of questions to Situation Room analysed by panels consulted and Branch or Section represented:

	I&L	B-I	B-II	B-III	B-IV	C	Other	Total
European panels	46	255	30	24	58	6	50	469
Philippine panel	20	261	28	8	65	7	47	436
Burma panel	9	35	4	0	33	2	26	109
China panel	4	21	2	3	12	1	21	64
Other panel	16	57	8	0	18	1	25	125

Total number of questions recorded: 237  
 " " " " answered: 228  
 " " " " unanswered: 99

Types of questions answered:

Briefing	24
Geographic Information Supplied	61
Other	58
	<u>85</u>
	228

Type of question by subject matter.

Questions dealing with Far East military	141
" " " European	45
" " " Far East dipl. econ.	17
" " " European	34

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**Source of questions by Branch or Section:**

I&L	68	questions
B-I	64	"
B-II	19	"
B-III	27	"
B-IV	38	"
C	5	"
Other	33	"

**Sources of Answers to Questions:**

O/C material (panels, files, log)	65
Maps & gazetteers	62
Personal knowledge	76
I & L runs and files	12
Bulletins	28
G-2, SSA, & other docs.	8

**Sources of Answers to Questions by Subject Matter:**

	F.S. Military	Europe Military	F.S.Cip., Econ.	Europe Dip., Econ.
O/C material (panels, files, log)	37	28	0	0
Maps & gazetteers	55	7	0	0
Personal knowledge	50	9	4	16
I & L runs and files	8	0	0	0
G-2, SSA, & other docs.	6	2	3	0
Bulletins	5	3	0	17

**Weekly Lecture on Far East/Military & Diplomatic, Economic, and Political Situation. Estimated attendance: 140**

**Weekly Current Situation Room Report (circulated to various Sections).**

**Weekly Estimate of European Military Possibilities (circulate to Maj. Connor & Lt. Col. Rowlett)**

**Daily Situation Room Log of Military Developments (filed in Situation Room)**

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## JAPANESE SHIPPING IR-5

Breakdown of average daily number of questions from the chief users of IR-5 is as follows:

B I .....	15 to 20
B II.....	20 to 25
B IV (and Navy).	5 to 10
MID .....	2 to 3

The state of reading in the various systems results in fluctuation in the flow of questions. Questions may take anywhere from half a minute to one week or more to answer. For example B IV has asked for "the date and place of departure and convoy association of every identified ship loading at Fusan, Osaka, Kobe, Hiroshima, and Noji from April through July." B I requested "the names and numbers of ships sailing in HI and MI convoys in July, August, and September." B II when starting bookbreaking asked for an estimate of the occurrences of ships by number rather than name, for all ships departing July 31st.

A more complete list of representative questions may be found at the end of this report. See Tab B attached.

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B. Possible alternative use of G-2 facilities.

1. Disparity in Orientation. The main difficulty encountered in attempts to use G-2 facilities in lieu of our own arises from the basic disparity in orientation between G-2 files and SSA files. The former primarily contain materials selected for their presumed value as Intelligence. SSA Information Files primarily contain materials gathered to supply the needs of translators and cryptanalysts.

Broadly speaking, the G-2 arrangement is therefore analytic, resulting in a considerable number of specialist Intelligence files set up by area, and by topic or place under area. These files are located in many different rooms. The G-2 segregation of TOP SECRET material from the rest results in further subdivision and dispersal.

By contrast, the SSA arrangement is planned synthetically: to bring together into convenient physical proximity all required types of collateral information, e.g., names of persons, places, newspapers, organizations, companies, special subjects, chemicals, matériel, traffic by topics. Where possible these are filed under one master alphabet or one analytical subject index. TOP SECRET material is interfiled with related matter of lower classification and no classification, giving immediate reference to all available collateral information on a given item.

In view of the above, it is thought that if G-2 units were to undertake the service now supplied to the Intelligence Division, and secondarily to the whole of SSA, they would first have to re-orient and enlarge their files, change their rule for handling TOP SECRET material, study the peculiar problems of translators and cryptanalysts, engage a staff of information clerks and research workers, greatly increase their secret telephone facilities and install a switchboard presided over by a mind reader.

2. The main activities taken in detail:

a. IR-6 Biographical Files. For the past year duplication has been eliminated by building these files in collaboration and exchange with Who's Who Branch of G-2, on the basis of a four-part 3 x 5 paper form. The material to be extracted has been apportioned between the two units. For our Master and Country Files, Who's Who sends IR-6 two copies of each notation extracted; IR-6 reciprocates. If either unit were to stop work and depend on the other, the other would have to add equivalent personnel.

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b. IR-6 Geographical Files. G-2 has no one unit which could handle the geographical questions. This holds true also of the Special Subjects Files.

c. IR-6 Topical Index. G-2 has no central index to the subjects which have appeared in traffic. In his recent survey, however, Dr. Seymour agreed that G-2 would undertake to answer questions on the following economic topics: industries and commodities; agricultural crops; cattle and meat products; fishing industry; processed foods; banking transactions; specific exports and imports; insurance. Accordingly these topics have been excluded for the future from the work of IR-6 Topical Index.

d. IR-5 Japanese Shipping. Ten or twelve of the daily questions answered by this unit involve going to the worksheets and overlaps. Without the experience derived from the intimate and constant touch which this unit maintains with the cryptanalysts and bookbreakers and their materials, and without the files built up with SSA needs uppermost in mind, the G-2 shipping unit would be unable to supply the service furnished by IR-5. To avoid duplication in the processing of material, G-2 supplies IR-5 with a duplicate set of Bulletin cards on shipping movements.

e. Current Situation Room IR-4. Current Situation panels exist in G-2, but it is physically impracticable for SSA personnel to study them.

Weekly Report. The value of this report was investigated in a survey forwarded to the Chief, Intelligence Division on 9 February 1945; in his action (2) of 10 February 1945 it is stated that "the report is valuable to employees of B-I and B-III. It is recommended that the report be continued in its present form and distribution."

Note: One member of the committee to whom the findings of the above survey were not satisfactory, has prepared a minority report, to be attached to the present study.

C. Advisability of decentralizing certain files to operating units of the Intelligence Division.

1. It is considered that as a general principle decentralization should take place only when a certain operating unit is the sole user of a given file. If other units also use the file, either their needs will consequently not be met by I & L or the unit to which the file is sent will have to function in part as an Information Section.

2. On the other hand, when there develops a widespread need for a file which it is possible to reproduce as a list maintained with supplements, such a service should

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be considered. IR-6 maintains a distributed List of Diplomats and has cooperated with Navy in a Siberian Place-name List and with Navy and B-I in a Japanized Place Name List.

3. One member of the committee, in considering the four-part form used in the exchange between Who's Who Branch and IR-6, pointed out the desirability of each section's building up a small file of the names which have occurred in its traffic. He suggested that if a five- or six-part form could be used for such notations, the service could be supplied at small cost and labor. Since the Bulletin names are extracted by Who's Who Branch, that unit would have to agree to institute the change and new forms be ordered. The advisability of the suggested change might well be explored further.

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CONCLUSIONS

1. On the basis of use as shown under A above, it is believed that there is a demonstrated need for all files and studies now being conducted, if I & L Branch is to continue to serve the requirements of efficient operation of the SSA. The method of keeping a record of what units use the files and how often, provides a rough continuous check on the value of each file. In certain cases however it is difficult to assess the need by a numerical count, and a safer guide to the importance of a file is the opinion of the principal users. The questionnaires which were circulated by Lt. Col. Aurell to B I and by Lt. Col. Rowlett to B III on the usefulness of the files of IR-6 returned an opinion overwhelmingly in favor of maintaining them.

2. Because of different orientation, subdivision, dispersal, and remote location, it is believed impracticable to use G-2 informational facilities in place of our own; although there is a continual give-and-take of questions between G-2 and I & L. It should be noted that the need for avoiding duplication has been continuously held uppermost. This effort has resulted in the long-standing collaboration and exchange of product between Who's Who Branch and Information Section IR-6; in the accepting at our request of certain Economic parts of the work of Topical Index IR-6 by the Economic Branch; in the supplying by G-2 Shipping Unit of prepared duplicate Bulletin cards on ship movements to Japanese Shipping IR-5.

3. After thorough consideration it is held inadvisable to decentralize files to operating units of the Division, except in the case of a file used solely by an operating unit. No such case was found.

RECOMMENDATIONS

1. The questionnaires on the use of IR-6 Information Section files completed by B I and B III were of the utmost value in showing both in what respects the use of files is successful and where improvements in the service could be made. Questionnaires addressed to users of files in the other sections of I & L would no doubt prove equally beneficial. It is recommended that encouragement be given in this direction.

2. The present survey of the use made of I & L files, including a study of the questionnaires mentioned above,

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revealed a serious drawback to efficiency in the difficulty experienced in servicing the sections of B III which have been transferred to A Building. These sections are the chief users of IR-6 files. I & L has made every effort to relieve the difficulty by sending representatives of IR-6 to collect questions, and the secure telephone has been loaded with calls. Nevertheless the overwhelming opinion of these sections is that their work is seriously hampered and that their needs can only be met by physical proximity to the resources of I & L. Recommended that consideration be given to the possibility of moving these sections to B Building.

3. The dividing up of I & L Branch between the wings 1500 and 2300 militates against the efficient operating of its services as an Information Center. One example of this is seen in the fact that geographical questions are sometimes addressed to the Situation Room and sometimes to IR-6 geographic unit. It is recommended that the possibility of uniting the sections of I & L into one Information Center be explored.

Committee to Investigate the Files and  
Studies conducted by Information and  
Liaison Branch

J. Leslie Hotson, Chairman, I & L  
Captain, Signal Corps

Wallace A Bacon, B I  
1st Lt., Signal Corps

David E. Wagner, B II  
1st Lt., Signal Corps

Benson K. Buffham, B III  
1st Lt., Signal Corps

Robert Maier, B IV  
1st Lt., Signal Corps

31 March 1945

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## CURRENT SITUATION ROOM IR-4

Files.

Filing Drawers  
 3x5 5x8 8 1/2 x 11 large  
 drawer (6x22)

## I European Military File

- A. Personnel: 3 1/2
- B. Source and arrangement:
  - 1. Allied units, personalities, and associated data. 1
  - 2. German and satellite units, personalities, and associated data, references to documents. 1
  - 3. Documents:
    - a. MAAF Documents. Summary of Enemy A/C activities.
    - b. WHAM/SSDD 12th Army Group Reports, Periodic Summaries and Periodic Notes. 1
    - c. ETOUSA Pearl/Staig I/AIS Summaries. A-D Series.
    - d. SIXTA Daily and Weekly.
    - e. European O/B Bulletin.
    - f. European O/B Estimate.
  - 4. Miscellaneous:
    - a. Bulletin mags. on Allied and Enemy dispositions, operational cables.
    - b. Flying activity 3
    - c. Allied and Axis Air Activity
    - d. Daily map of western front

## II European Diplomatic File

- A. Personnel: 3
- B. Source and arrangement:
  - Abstracts of important bulletins messages, bulletin messages, and index to messages. Current Sit. Rpt. 4 5

## III Japanese Military File

- A. Personnel: 4 1/2

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	3x5	5x8	8x11	large drawer (6x22)
<b>B. Source and arrangement:</b>				
1. Operational Cables.				2
2. Far East Supplement, MIS Weekly Intell Summary.				1
3. Order of Battle Runs, Jap. Army Ground Forces O/B				1
4. Japanese and Allied army units, personalities, and associated data.		3		
5. Fan folds		1		
6. Ultra Jap. O/B, Bulletin, SSAOB Daily Bulletin, T/A Bulletin, F.E.S. Maps, IR-5 Convoy Movements re- ports, Jap. place name index, Jap. Army Radio Info. Weekly reports, Dittoed Maps & stencils, and miscellaneous refer- ence materials.				2
7. Documents in transit, storage space for small file drawers and material being worked on. Daily Sit. Rm. Log-book				3
<b>IV Japanese Diplomatic and Economic</b>				
A. Personnel: 3				
B. Source and arrangement:				
1. Bulletin message of cur- rent diplomatic importance. Current Sit. Rm. Rpt.				2
2. Bulletin messages of im- portance to commodity study, Far East Shipping and Economic Notes, Form messages.				1
3. Commodities (unknown) listed by possible code no., geographic location, and commodity (English and Jap-kana spelling).				4
<b>MAP FILE:</b>				
Maps of European and Japanese Theaters, filed in special map file with 10 2 1/2 x 4 1/2 x 5 1/2 drawers.				(special) 10



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1. European Front
  - Eastern Front
  - Italian Front
  - Northern Front
  - Western Front
  
2. Japanese Front
  - Communist China
  - N.E.I.
  - Japan, Ryukyus, Kuriles
  - Philippine Islands
  - China
  - Burma
  - S. E. Asia
  - Air Order of Battle
  - Shipping Units
  - Jap Army Command Areas
  - Far Eastern Diplomatic Net
  - Economic Map of China
  - Airfields, Japanese Theater

**SUMMARY:**

The Current Situation Room utilizes five standard size 8½x11 4-drawer filing cabinets, one large 6x22 5-drawer cabinet, and one large map file of 10 drawers, each 2½x42x52. Also, nine 3x5 and one 5x8 drawers.

There are about 19 mounted maps.

A total of 14 persons are engaged in filing, preparing the Current Situation Maps and the Current Situation Room Weekly Report and Weekly Lecture.

**NOTE:**

**Use of files:** The files maintained in the Current Situation Room are subservient to the mission of IR-4 and are chiefly used by the IR-4 personnel by whom they are maintained.

**Coverage:** Current Situation Room files are kept only as current files; most of them are removed to IR-6 after they are a month old.

~~SECRET~~SHIPPING UNIT IR-5Files

## I Dendai Files:

- A. Cabinets: 5
- B. Personnel: 2
- C. Source and arrangement:
  - 1. All JEK messages arranged according to place of origin; and, within this, by Dendai in date order.
  - 2. All army administrative messages dealing with shipping arranged according to place of origin; and, within this, by Dendai in date order.
- D. Coverage by date:
  - 1 February 1944 to date.
- E. Used by:
  - 1. Shipping research of I & L for the following purposes:
    - a. To study the water transport organization.
    - b. To recover or degarble ship names and numbers, and identify ship names with ship code numbers.
    - c. To read all parts of messages together.
    - d. To determine whether a message referred to in another message has been translated.
  - 2. By members of B-II when first starting their study of convoy movements and schedules.
  - 3. By members of B-IV when wishing to check or establish a traffic pattern from a given originator.
  - 4. By members of B-I when wishing to see a typical message sent from a given originator.
  - 5. By a member of the situation room working on unrecovered commodities.
  - 6. By B-II Address.

## II File of J-messages (formerly JR and F)

- A. Cabinets: 8
- B. Personnel: 1 person, 3/4 time.

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- C. Source and arrangement.
  - 1. All J, JR, & F, messages arranged by bulletin numbers.
- D. Coverage by date:
  - From the beginning of each series to date.
- E. Used by:
  - 1. Shipping research.
  - 2. Order of battle.
  - 3. B-IV and B-II occasionally.

### III Files of Navy messages (formerly G Series)

- A. Cabinets: 2
- B. Personnel: 1 person, 1/4 time.
- C. Source and arrangement:
  - 1. All Navy messages pertaining to ship or convoy movements arranged by bulletin numbers. (Formerly G# assigned by Capt. Parks; since November a # assigned by SPSIR-5).
- D. Coverage by date:
  - From 1 June to date.
- E. Used by:
  - 1. Shipping research.
  - 2. B-II (Lt. O'Neill) occasionally.

### IV Files of B-IV Reports

- A. Cabinets: 1
- B. Personnel: 1 person, 2 minutes daily.
- C. Source and arrangement:
  - B-IV weekly Report, Daily Report, Thumb Intelligence Report arranged by Report Number.
- D. Coverage by date:
  - August 1944 to date.
- E. Used by:
  - 1. Shipping research.
  - 2. Order of battle.
  - 3. Situation Room.

### V Ship Files

- A. Cabinets: 5

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- B. Personnel: 20
- C. Source and arrangement and coverage by date:
  - 1. Ship history from JEK, F, Navy and diplomatic and commercial source: arranged according to:
    - a. Ship name and ship number from S.S.A. source, now merged under ship name (From November 1943 to date).
    - b. Ship name from Navy source (From June 1944 to date).
  - 2. Convoys arranged according to:
    - a. Convoy name or number S.S.A. source (From April 1944 to date).
    - b. Convoy name or number Navy source (From June 1944 to date).
    - c. Port and date: scheduled and actual arrival and departure of convoy.
  - 3. Ship Sinkings:
    - Arranged according to ship name (Army and Navy traffic merged) with cross reference by date. November '43 to date.
  - 4. Ship and Convoy Routes: Army and Navy Traffic merged.
    - Arranged by date: November 1943 to date.
  - 5. Area of Operations: Arranged by area and ship name (Army and Navy Traffic merged). (June 1944 to date).
- D. Used by:
  - 1. B-I Translation.
  - 2. B-II Readers.
  - 3. Lt. Wagner.
  - 4. B-IV Traffic Analysis.

## VI Cross Reference File:

- A. Cabinets: 1
- B. Personnel: 1
- C. Source: J Bulletin
- D. Coverage by date: August 1944 to date.
- E. Used by:
  - 1. Shipping Research.
  - 2. B-I Translation.

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~~SECRET~~PERIODICAL REPORTS**I Water Transport Unit List published monthly, revised weekly.**

Distribution:

B-I	-	25	copies
B-II	-	110	"
B-IV	-	12	"
I & L	-	17	"
MIS	-	2	"
Overseas	-	9	"
HQ	-	1	copy for file

**II Convoy Report, published weekly, ~~and compiled into monthly report~~, including both Army and Navy material.**

## Distribution of Convoy Weekly Report:

B-I	Translation	-	1	copy
B-II	Readers	-	1	"
B-II	Research	-	1	"
B-IV	T/A	-	3	copies
I & L	SPSIR-4	-	1	copy
I & L	SPSIR-5	-	3	copies

**III Lectures to new JEK translators on the shipping picture.**~~SECRET~~

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~~SECRET~~INFORMATION SECTION IR-6Files

## I Biographical Unit Files:

- A. Cabinets: 17 (72<sup>6</sup> 5x5 drawers)
- B. Personnel: (Total 36 civilians)
  - 1. Research grade: 24
  - 2. Typists: 5
  - 3. File clerks: 7
- C. Source and arrangement:
  - 1. Master file (4 cabinets)
    - a. All research and file personnel contribute to maintenance of this file.
    - b. Contains one card for each name entered in the other files of the unit, and serves as key to where more detailed information is available.
  - 2. Country files (7 cabinets)
    - a. Personnel: 14 (including four specialists in current news)
    - b. Contains information about all personalities from all sources available to the Information Section.
    - c. Information is filed alphabetically under name of country of nationality.
  - 3. Special files (4 cabinets)
    - a. Personnel: 4
    - b. Contains information on the following subjects:
      - (1) Diplomats and their activities.
      - (2) Government officials and their activities.
      - (3) Non-Japanese ships and military affairs.
      - (4) Science and technology.
- D. Coverage by dates:
  - 1. A few SBA Bulletin messages from 1939 are used as sources of information, and more from 1940 and 1941.
  - 2. Increasingly complete coverage of bulletin messages since 1942.

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3. Increasingly complete coverage of collateral sources since the beginning of 1943.
- E. Used by:
1. Cryptographers and translators, of B-I and B-III for bookbreaking, establishing code values, and solving garbles or unrecovered groups.
  2. Other sections of I & L Branch, for editing Bulletin traffic, preparing reports, and clarifying problems.

## II Geographical Unit Files:

- A. Cabinets:
1. 4 cabinets for 3x5 cards (197 drawers).
  2. 1 cabinet for 4x6 cards, plus extra drawers (90 drawers).
  3. 4 legal size cabinets (12 drawers) for folded maps.
- B. Personnel:
1. Research grade: 7
  2. File clerks: 2
- C. Source and arrangement:
1. Master file:
    - a. All personnel contribute to maintenance of this file.
    - b. Contains one card for each geographical name entered in the other files of the unit, and serves as key to where more detailed information is available.
  2. Country (or Area) files:
    - a. Personnel: 7
    - b. Contains information on all geographical places, derived from all sources available to the Information Section.
    - c. Information filed alphabetically under names of countries or areas.
  3. Special files:
    - a. Gazetteers, maps, and handbooks.
    - b. Japanized versions of place names with (so far as practicable) Chinese characters.
    - c. Files of POW camps, airfields.

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1. Some information available for as far back as 1941.
2. Increasingly complete coverage of information from S&A Bulletins and from collateral materials since 1943.

**E. Used by:**

1. Cryptanalysts and translators of B-i and B-ii for bookbreaking, establishing code values, and solving garbles or unrecovered groups.
2. Other Branches of the post for geographical reference purposes.
3. Other sections of I & L Branch for editing bulletin traffic, preparing reports, and clarifying problems.



~~SECRET~~TOPICAL INDEX IR-6Files

## I Topical Index Files:

- A. Cabinets: 13
- B. Personnel: 16
- C. Source and arrangement:
  - 1. All H messages filed according to the Topics with which they deal, except such messages as are handled by specialized units at Arlington Hall or the Pentagon.
  - 2. D Messages, filed as above.
  - 3. L Messages, filed as above.
  - 4. T Messages, filed as above.
  - 5. CI Messages, filed as above.
- D. Coverage by date:
  - 1. H, D, L, T Messages: January 1943 to date. (N.B. Some of these series had different - or no - letter designations at times during this period.)
  - 2. CI: December 1944.
- E. Used by:
  - 1. Translators and cryptanalysts of B-I and B-III in order to find:
    - a. A particular message whose number is not known.
    - b. Cross-system duplicates.
    - c. What traffic in other languages is dealing with the same general material at the same time, or what subjects are being discussed in any particular place at any time.
    - d. Specific pieces of information.
    - e. All available information on a general subject.
  - 2. B-II and B-IV, occasionally.

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3. MIS, occasionally.
4. Current Situation Room IR-4.
5. Biographical and Geographical Units of the Information Section, to supplement other sources.

## II Point-to-Point Files:

- A. Cabinets: 5
- B. Personnel: 1 person, 1/2 time.
- C. Source and arrangement: all H, D, L, T, and CI Messages filed alphabetically according to point of origin and destination; and under this, by message number within the year.
- D. Coverage by date:
  1. H, D, L, and T Messages: August 1943 to date. (N.B. Some of these series had different - or no - letter designations at times during this period.)
  2. CI: December 1944.
- E. Used by same units listed in I, E, 1-5, above.

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IR-5  
SAMPLE QUESTIONS

Questions answered primarily from Ship Files; also from Army (J), Navy, Convoy, Cross Reference, Sinking, Routes, Area:

- A. B-I Translators: Questions asked to degarble groups or otherwise aid in translation.
1. Unidentified or partially identified convoy names or numbers, including fishing boat convoys. Requests for probable convoy names and/or numbers in area in question on date given; and for names of convoy commanders of small boat convoys.
  2. Unidentified ships in identified or partially identified convoy:  
Requests for information on probable composition of convoy; do ships suggested habitually come through by name or number; preceded or followed by "A" "B" or "C".
  3. Name of 1 ship available: What other ships associated with it on given date in given area; name of escort vessel available; what ships associated with it or what convoy was it escorting?
  4. Ship name or convoy name available, qualified by unknown or garbled code group: What was ship doing; or how has it been described in Army or Navy traffic?
  5. Any reference to given ship being sunk, or any operational occurrence of ship since sinking reported; or what ship was sunk in given area on given date?
  6. What place names have been used to describe route in given area at given time, or for identified convoy?
  7. What ships assigned to O K A in August; what ships appear regularly in HI and MI Convoys?
- B. B-I Scanners and Readers: Questions asked to speed up recovery of additive columns, or to start overlap which was stuck:
1. What ships associated with ships already identified on given date in given area?
  2. What was given ships doing? (Under repair, being attacked, arriving, leaving, etc.).
  3. What ships were under repair or engaged in given activity?

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4. Composition of given convoy; or, what convoy scheduled to leave on given date?
  5. What ships arriving or leaving given place on given date?
  6. What form do messages take from given center?
  7. What information available on attack on unidentified convoy?
  8. What ships engaged in rescue operations at time of attack on given ship or convoy?
- C. B-I JBC: Questions asked to aid in identifying ship names, or companies, or to confirm identifications already made:
1. Checking for various occurrence of ship names in given area on given date.
  2. Checking for possible ship identification: part of name recovered, suggestion for whole name.
  3. Checking on ship companies associated with given ships.
  4. Garbled ship names in report of attack on Saigon: Suggestions for ship names.
  5. Information on routes between Keelung VOSAAA.
- B-II Lt. Wagner: Questions asked to aid in starting to key in.
1. What convoy name or number might be expected from given port or given date?
  2. What ships might occur in given convoy?
  3. What ships might appear in given section of daily shipping report?
  4. Possible ship numbers recovered: were they good, had they appeared previously in traffic?
  5. What ship numbers between 6000 and 8000 had already appeared in traffic?
  6. What is most likely first digit of fishing boat convoy in March period?

II Questions answered primarily from DendaI files and study of water transport organization.

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## A. B-I Translators:

1. For what date period does #7 S.Y.S. use TOKUSETSU in its name?
2. What Kana syllables are used in the Dendai for: Karenko Haiphong, Cebu, Canton, etc.?
3. What is full name of unit at Iloilo?
4. What Dendai number would be good from Fusan Shibu on a given date?
5. What is a numbered "Yuso Sentai"?
6. Has 7th S.Y.S. appeared in anything but JEK?
7. What is #2 S.Y.S. Nanshima Shibu Sei?
8. When did #32 S.K.R. go to Luzon?

## B. B-II Address:

1. Unrecovered Ate in hona message: any suggestion for unrecovered units:
2. Evidence for location of 28th S.K.R.
3. Garbled Ate at Cebu and Rangoon: suggestion for degarble.
4. Latest location of 12th Yorikutai.
5. Latest location of #15 S.K.R.

## C. B-II Readers:

1. October location of 9 shipping units.
2. Is KOKOBO good unit of 45th TEI?
3. What is most recent information on the location of 8 shipping units?
4. What units are known to be at 5 different places?
5. What does given abbreviation stand for?
6. What unit is at TAVOY?
7. 8th S.Y.S. suspected at Kowloon - trouble keying in - what other unit might be there?

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8. Any new unit at TANSUI?
9. What is location of 67th Tei?

## D. B-IV:

1. Questionable Whampoa D.D. any evidence from Dendai file to substantiate it?
2. What would combination of certain Hatsu and Chiya in northern area signify?
3. Unidentified call signs; suggestion for probable identification.
4. Unrecovered D.D.: suggestion for positive identification.
5. Latest information on 7th S.Y.S.
6. Question as to possible demobilization of shipping unit after given date.
7. What shipping unit could be addressed at UJINA in JEV?
8. What was latest appearance of 2nd S.Y.S. at Shanghai? Could it have moved to Hanking?
9. What are the recent changes in 3rd S.Y.S.?

INFORMATION SUPPLIED

From the daily study of ship activity, convoy activity, and Dendai files the following information has been furnished to B-I and B-II at regular intervals:

I Repeated loading messages furnishing cross period or cross system duplicates: 25 -B-1 & B-IV.

II Similar information carried in Navy traffic and in JEK, or in allied system and JEK: Examples of such repeated information have been found for convoy movements, loadings, and sinkings. Similar information on convoys have been found from Moji, Takao, Manila, Miri, Singapore, Saigon, and Shanghai: 35 - B-IV Lt. O'Neill.

III Suggestions for identification of ship names with ship code numbers: Lt. Clark.

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IV Suggestions for unrecovered values in JEK made on the basis of available collateral information on the same ship, or convoy movement. B-I Lt. Rice.

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- V Suggestions for unrecover Dendai values: B-I Lt. Yampolaky.
- VI Duplicates found in Dendai file; Exact duplicates 25.  
Cross-period duplicates 10.  
Cross-system duplicates 5
- VII Parts of same message carrying different J Numbers: 30  
B-I, Lt. Rice.

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## IR 6 SAMPLE QUESTIONS

1. What member of Bourbon-Parma family was born 25th of month? year? at place, a word beginning with C<sup>a</sup> with eight letters?

Answer: XAVIER, Born at CAMAIORE, March 25, 1889.  
For B III d1

2. What Jew has recently been deported from Turkey?

Answer: JABOTINSKI  
For B III d 2a

3. Who came to the U. S. with Beaverbrook October 1943?

Answer: Lord FREDERICK JAMES LEATHERS  
For B III a1

4. Who was CO of the 3d Algerian Infantry Division?

Answer: Gen de MANSABERT  
For IR-4

5. What six ships named after cities or states took part in bombing of Tokyo and landings on Iwo?

Answer: from Ships File and N.Y.T. 20 Feb.  
New York, Arkansas, Texas, Idaho, Nevada, and Tennessee.  
For B III d2

6. What Croatian has first name of BRANKO and last name of six letters?

Answer: BRANCO BENZON  
For B III d1

7. Who is the representative of the Smaller Plants Corporation in Paris? Name ends in IC or ICI.

Answer: MAURY MAVERICK.  
For B III a1

8. Trace recent relations between Bulgarian and Russian churches.

For B III a7

9. What school in Saigon is MANYŌ GA KUIN?

Answer: South Seas Institute  
For B I d

10. What is the name of an Intelligence or News Agency in Shanghai, the Kana PUTSUTOKANMA?

Answer: PUTTKAMMER, head of German Intelligence Office.  
For B I d



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11. What is the Belgium-Luxembourg Trade Agreement?  
 Answer: Details furnished.  
 For B III d2
12. What is the article in the Nation beginning with "Torture" by what author beginning with John B. Wh - ?  
 Answer: John B. White, "Torture in Argentina."  
 For B III a1
13. What types of plane does the Taylor Aircraft make?  
 Answer: Army trainers; liaison and reconnaissance planes.  
 For B III a.
14. What is the relationship between the Bank of Japan and the Yokohama Specie Bank?  
 Answer: Latter acts as agent of former.  
 For IR-4
15. Russians arrested Marshall ANTONESCU and what former Prime Minister beginning with G?  
 Answer: Wife of former prime minister: Mme. OCTAVIAN GOGA.  
 For B III a1
16. What was the treaty between France and Siam 1867?  
 Answer: Details given.  
 For B III d2
17. Identify two German names of officials in Harbin: PONSCHATSUBU (KANA) and FUYUTORAA (Kana).  
 Answer: PONSCHAB and FUETTERER.  
 For B I d
18. What are the various spellings of MIHAILOVIC?  
 Answer: Six given: MIHAJLOVIC, MIHAILOVIC, MIHAILOVICH, MIHAILOVITCH, MIKHAILOVITCH, MIKHAILOVIC.  
 For B III d1
19. What are the Russian equivalents of the following Kana spellings: NAJIETA, KURAJIYA, NEZDANOV, PORIYAKOV?  
 Answer: NADEZHDA, KLAVDIYA, NEZH DANOV, POLYAKOV  
 Source: Moscow Telephone Directory  
 For B I d
20. What is the organization of the German Infantry Division?  
 Answer: Details given.  
 For B III d2