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STATEMENT OF THE FUNCTIONS AND ACTIVITIES OF
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(INTELLIGENCE SECTION)

1. The Intelligence Section has charge of the distribution of SSD material leaving B Branch and takes care of the indices necessary for any reference and research work.

2. The indices are maintained on 3 x 5 file cards, some of which are typed and some of which are hand written. It is left to the discretion of the individual making the index whether he prefers to use the typewriter or to make the cards in longhand.

3. One of the most important indices is a name file which contains all names and biographical material deemed of interest. These names are secured from many sources, the most important of which is the SSD Bulletin. Names are extracted from the Bulletin by the members of the editorial staff. This provides excellent coverage as well as good security in that it keeps the number of persons reading the Bulletin at an absolute minimum. These names are turned over to file clerks who make the necessary cards, check the references, and make additions to already existing entries. This name file as such had its origin in March, 1942, and, therefore, lacks to some extent the complete coverage which might have been obtained had it been in existence prior to the outbreak of war. Entries in the name file include all the important events in the lives of the senders of messages, in addition to which the names of any person, ship, organization, abbreviation, etc., is entered

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on a card. Names are extracted not only from the Bulletin but from the New York Times, Federal Communications Commission Reports, SSD Summary Messages, O.N.I., MIS, and Censorship Reports, current periodicals, and any other special or captured material which becomes available. The objective of this file is to give a complete record of the movements and activities of any person, ship, etc., which is likely to appear in our traffic. We now have in our files approximately 50,000 to 60,000 names. Each name is entered according to the nationality of the person involved. To provide for those instances where the nationality is unknown, a master file has been constructed which includes all names in straight alphabetical order.

4. A complete subject index is maintained wherein each message is abstracted and filed in accordance with a decimal classification. The classification used is based on eight fundamental headings as follows: general, political, economic, military, naval, aviation, psychological and sociological, and subversive and counter subversive. The subject matter under these general headings is further broken down so that each card has a classification number of four digits. The first digit indicates the general heading. The second digit indicates the particular topic within that general classification, and the final digits indicate the exact type of reference

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involved. Wherever possible, under the major headings, similar types of information are given similar classification numbers. Within each decimal classification, the cards are filed alphabetically. The decimal index as now being used includes most of the topics referred to in the British filing system and in addition provides for a more detailed classification. By following library and research practice, we are able to make our index flexible; and it may be expanded to meet the demands of special circumstances. To date, the SSD Bulletin is the only source of information which has been indexed. However, with the addition of more personnel, it would be possible to enlarge the file to include information from whatever source derived without lessening the value of the index and without causing it to become cumbersome to the extent that material could not be readily found. At the present writing, there are approximately 1,000 classifications under which reference material may be found. Based on the theory that cross-referencing is completely desirable, messages may have from one to ten decimal classifications. This insures the rapid location by those not completely familiar with the system.

5. We are now in the process of compiling a detailed subject file dealing with only military information. At the present time this includes an index of the communiques, abstracts of Army-Navy intelligence bulletins, material from the various battle order sections of military intelligence, and any material

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available through reports circulated in this office. A separate treaty file is not maintained, but all copies of current treaties may be found in our file of State Department bulletins or in one of the many commercial publications available in our reference library. For those treaties the text of which is not available in SSD the complete text is obtainable from the Tariff Commission in the city of Washington. As with all of our indexing problems, we are always confronted with the problem of security. That material which does not come to SSD through regular channels and which must be obtained for reference purposes is usually received through the Special Branch. We have succeeded in making many contacts with other governmental agencies in and around Washington. Unlike the British setup, we do not receive regularly from other governmental agencies biographical material which could be incorporated in our name file.

6. Since our primary purpose is to supply collateral information to the cryptanalytic and translating sections, we have found it more useful to have our reference files in card index form. In addition to the collateral information contained on the card, we have in some instances used word patterns in conjunction with the name itself. All the cards in our subject file have a trigraphic system designator which enables those using the file to determine the system used so that similar messages in different systems or from different governments may be compared.

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7. The SSD equivalent of the "Cabinet Book" is in the form of a card index of all diplomatic officials. These cards are made from all available sources, that is the Bulletin, newspapers, reference books, State Department bulletins, etc. The most important publications in this particular field are the "Almanac de Gotha" and the "Political Handbook of the World." This diplomatic list is kept by country and also by position. Newspaper references to the various officials are not clipped. Brief reference notations are made on the cards so that the analyst may refer back to the complete newspaper file. An effort is made to have the cards contain all changes of position and rank and any other important material. The cards are annotated and changed as circumstances require.

8. A complete ship file is maintained in alphabetical order as well as by the country of registration. The ship names are obtained from O.N.I. reports, M.I.S. reports, Bulletin, Navy translations, and newspapers. The list is supplemented by copies of "Lloyd's Register of Shipping", "Jane's Fighting Ships", and "Merchant Ships" by Talbot Booth.

9. In place of the "Diary" we have a very comprehensive chronology by which we are enabled to give the background of political developments in any part of the world. The index of the daily communiques plus such publications as "Facts on File" and "The Bulletin of International News" provide us

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with the means for obtaining a complete picture of happenings throughout the world. In addition, we have the newspaper files plus such standard publications as the "New York Times Index" so that on the rare occasion when we are asked to provide the complete background of any development, we can readily turn to the proper date and source.

10. Our "Who's Who" is incorporated in our name file. As previously stated, each card contains brief references which enable the searcher to readily reach the underlying material. This file is supplemented by the standard reference books.

11. SSD does not receive "A Manual of Current Events." If such a publication is available, it would be of considerable use in our work. As in the case of the British Library of "Who's Who's" our reference books are annotated whenever the publications are out of date. The series published by the British Naval Intelligence Section called "Geographical Handbook Series" appears to be comparable to those publications issued by our own Hydrographic Office. However, it is believed such publications would be helpful to this office. The annual publication of the Empire Parliamentary Association called "Report on Foreign Affairs" is not possessed by this office. This too would be a very desirable publication.

12. Important files are maintained of geographical names. These files are compiled from atlases, gazetteers, and maps supplemented by the Bulletin material and information from

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five enlisted men, and thirty-seven civilians. Of this group, twenty are concerned with the preparation, editing, and distribution of the Bulletin with the remaining twenty-six devoting all of their time to the reference unit.



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