CENTER INVESTIGATORS QUARTERLY NO.1 (JUNE, 1977)

During the past three years the Center's Investigators Network has not been functioning as it should have. One of the main causes of this has been the lack of response from the Center to its Investigators, which was caused by the fact that the Center was very understaffed. In the past few months several changes have taken place at the Center, and although we still need more personnel, it is now possible to have one person working solely on investigator matters. We hope that this will be a major step towards a good functioning Investigators Network.

As mentioned, the main problem has been the lack of communication between the Center and its Investigators; therefore it was decided to introduce a quarterly bulletin that would deal only with matters concerning the Investigators, and that would provide a means for keeping in regular touch with all the people in the field. We will try to make this Center Investigators Quarterly (CIQ) very informative, but we cannot do this alone; we need you cooperation. Whenever you have any suggestions, comments or questions regarding the work of a Center Investigator, please let us know, so that we can deal with them in future issues of the CIQ.

We expect from you that you send us a quarterly report about activities in your area. There are a few guidelines that we would like you to follow, so that this system of communication can function as well as possible.

1. Your report should be mailed to the Center within a month after you have received the CIQ, and it should be mailed to Douwe J. Bosga.

2. Your quarterly report should be TYPED and only one side of the paper should be used! Please, use paper of the same size as this CIQ (8½"x11"). This makes filing at the Center much easier.

3. Your report should be a survey of UFO related activities in your area. This can be about local press coverage of the phenomenon, lectures in your area, new developments in your contact with local Law Enforcement Agencies, and so forth.

4. Sighting reports can be sent along with your quarterly reports, but they should be made up according to the guidelines given on page 4 and 5 of this CIQ.

5. Your report does not have to be very long, but even when there is no activity at all to report, do send us a letter (typed!) to tell this.

ID-CARDS, LETTERS OF INTRODUCTION AND SIGHTING QUESTIONNAIRES

As part of the changes in our policy regarding the Center Investigators we have revised the following items: an identification card, a letter of introduction to Law Enforcement Agencies, and the Center's sighting questionnaire. They are available at the Center and will be mailed to you after we have received your first quarterly report.
To obtain an ID-card you must send two photographs of yourself (1"x1½") to the Center. Those who were given the old ID-card should return this card, in order to get the new one.

STICKERS FOR LAW ENFORCEMENT AGENCIES

In 1974 and 1975 the Center's toll-free number was delivered to about 7000 Law Enforcement Agencies around the country. Through this hot-line we receive daily around for sighting reports. We have the impression, however, that several of the agencies that were given our number do not use it, presumably because they have lost it. Therefore we want to ask you, as Center Investigator, to go to the Law Enforcement Agencies in your area to (re)establish contact and to hand out the directives and the stickers with the Center's toll-free number. Please let us know in your first quarterly report how many stickers you need, and we will send them along with the other items. Afterwards we would like to have a list of the agencies in your area that now have our number.

SHOULD THE INVESTIGATOR KNOW HIS OR HER COLLEAGUES?

Several Investigators have asked us for the names of other Center Investigators in their area. So far, it has been the policy of the Center not to release these names, because some of you have asked to remain anonymous. We do realize, however, that in several cases it might be very useful to cooperate with a colleague Investigator. Therefore we want to make the following arrangement: those among you who want to know their colleagues can tell us this in their first quarterly report. We will give their names and addresses to those investigators who also want to know their colleagues.

MUFON FIELD INVESTIGATORS MANUAL

The Center has received a number of requests for guidelines for Investiga-

tors. Sometime in the future these guidelines will undoubtedly be provided through a Center Field Investigators Manual. At this moment we do not see any need for such a manual, because of the existence of a very good handbook for Investigators, prepared and published by the Mutual UFO Network. Although the organization of the MUFON Investigators Network is slightly different from the organization of the Center's Network, the MUFON Manual will also be of great help to Center Investigators. Therefore an arrangement has been made with MUFON. Their manual will be available at the Center for a special price of $ 3,00. We recommend this manual to all of you and we will certainly refer to it in future CIQ's. When you send a check of three dollars to the Information Services of the Center for UFO Studies, we will make sure that you receive the MUFON Manual.

HOW TO WRITE A SIGHTING REPORT?

In the past three years there have not been any standard procedures for writing a sighting report, which caused several problems at the Center. We received handwritten reports, typed reports, reports on scrap paper, reports of one page, reports of thirty pages, and so forth. To avoid problems like this in the future we want to introduce a standard way of writing a report. For some of you this will mean, you will have to spend more time on this aspect of UFO investigation than you did before; for others it will mean you can continue in the same way you have been working.

The procedure that you will find on the following two pages is very similar to the procedure used by MUFON, but there are a few slight changes. We would appreciate it if all of you would follow this procedure from now on. This will make analysis of your reports at the Center, either for UFOCAT, or for other purposes, much easier. We especially want to thank Mr. John Oswald for his valuable suggestions regarding the new report format.

THE NEXT CENTER INVESTIGATORS QUARTERLY

You will receive the next CIQ in the first week of September, 1977. It will contain, among other things, an article by Mr. Ted Phillips about how to take soil samples at alleged UFO landing sites.

PROCEDURES FOR WRITING A SIGHTING REPORT

1. The report should be TYPED on regular 8½"x11" paper.

2. Only one side of the paper should be used.

3. The report should be written in the following format:

3.1. CONTENT

3.1.1. REPORT HEADING (page one)

Date of Sighting:
Time of Sighting: Zone:
Location of Sighting: (City, State, County, Country)
Number of Witnesses:
Name of Principal Witness:
Address of Principal Witness:
Sighting Evaluation:
Date of Investigation:
Principal Investigator:
Date Submitted:
Submitted by: Signature:_____
Confidentiality Requirements:

3.1.2. SIGHTING BACKGROUND (page two)

A description of the circumstances surrounding the receipt of the initial sighting information. How and when was the information received? Did the witness contact the Investigator directly or was the Investigator contacted by an agency or was the source a newspaper? If so, include copy of newspaper article with name and date of newspaper.

3.1.3. SIGHTING ACCOUNT

A detailed account of the sighting as related to the Investigator by the witness(es), either during a personal interview, or during a telephone conversation. Additional data obtained during the investigation should be included.

3.1.4. SIGHTING INVESTIGATION

A. An Activity Log

A simple chronological log by date, time and place denoting the

tasks the Investigator carried out during the investigation. This would include such data as interviews with the witness, visiting the sighting area, checking with agencies, etc.

B. Witness Background Check (Treat as Confidential)

This should contain a description of the interview with the witness and the Investigator's personal impressions of the witness and his or her home environment, interests, etc. It should also contain a list of persons checked, their comments about the witness' character and their relationship to the witness.

C. Additional Witness Check

Describe the circumstances how, when and where additional witnesses were located and they impression they made during the investigation.

D. Natural Phenomena Check

A list of what natural phenomena were checked in an effort to identify the stimulus for the reported UFO. The reasons for rejecting or suspecting each, as being the stimulus, should be clearly denoted.

E. Man-made Object Check

A list of what man-made objects were checked in an effort to identify the stimulus for the reported UFO. The reasons for rejecting or suspecting each, as being the stimulus, should be clearly denoted.

F. Other Possibilities

A list of other possible stimuli for the UFO sighting, such as hallucination, hoax, psychic phenomena, etc. The reasons for rejecting or suspecting each, as being the stimulus, should be clearly denoted.

3.1.5. SIGHTING EVALUATION

The result of an overall analysis of the data collected by the Investigator. If the object was identified, the identification should be noted both here and on the first page of the report. If the object is evaluated as unknown, grade it according to the following captions: Great significance; Significant; Ordinary or Borderline. The evaluation should be noted both here and on the first page of the report.

3.1.6. EXHIBITS

At the end of the report you must have a list of all back-up material, such as: signed questionnaires; maps of the area; photographs; tapes; newsclips; etc. These items should be attached to the report.