

USAREUR CENTRAL REGISTRY (PROV)
513th INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AEUMO-CR(FR)

30 July 1962

ANNEX A TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

MICROFILM LIBRARY

1. RESPONSIBILITIES OF LIBRARIAN: a. The Microfilm Librarian works in close conjunction with the filming unit and receives filmed dossier numbers for indexing on 5 x 8 cards. When developed film comes into the Library unit, labels are made from the Camera Operator's Certificates which are then filed in "books". Film is checked and filed in the labeled boxes for use. In the changeover to 5 x 8 cards, the Microfilm Librarian will backtrack and pick up areas that have not been previously logged, as well as any new information received.

b. Dossier Reproduction Requests are channelled to the Library. They are processed through to the Photo Lab and picked up for screening and eventual return to requestor.

c. The daily care of keeping the Reading Room and viewers tidy is also controlled by the Microfilm Librarian, as well as the cabinets the Microfilm is stored in. The maintenance of film boxes includes the changing of labels when frequent use has made them illegible and washing the film when it becomes blurred. Records are maintained at the end of the day of all microfilm used as well as reproduction requests processed and 5 x 8 cards processed.

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2. CONTROL OF MICROFILM: a. Control of classified and unclassified material contained in the microfilm library is initiated when a new reel of film enters the library. Each individual reel of film is accompanied by a Camera Operator's Certificate which is certified at the exact time of the filming by the camera operator. The certificate shows the first and last dossier numbers and corresponding subject and also three flash points in the reel. Notations are indicated as to all repair work done on the reel of film. From this certificate a label is made for the reel's container. The label shows what the first and last dossiers are, the three flash points, the date, and security classification. After the reel of film has been placed in its box, it is recorded on the inventory list. The corresponding Camera Operator's Certificate is filed in the exact same order as the film is filed, that is, alphabetically by dossier prefixes and then numerically by dossier number.

b. Between the hours of 0800 to 1200 and 1300 to 1700 the Library is never unattended. Either the Civilian or the military librarian is always present. The Library is secured between the hours 1200 to 1300, and from 1700 to 0800 hours.

c. It is possible for properly cleared individuals with a "need to know" to remove film from the Library during the working day but there are definite controlling devices which are employed. The librarian fills out a single copy of DA Form 1203 with the reel and dossier numbers of the individual reel required. The requestor then signs the DA Form 1203 which

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is maintained by the Librarian until the film is returned, at which time the film is filed in its proper place and the DA Form 1203 is returned to the requestor.

d. Film which leaves the Library to be reproduced in the 66th INTC Group Photo Lab is signed out on a DA Form 1203 and also is logged out in a separate suspense file thereby maintaining a double check.

e. Sensitive film is stored in the USAREUR Central Registry TOP SECRET, SECRET, and SENSITIVE CONTROL OFFICE. This film is retrievable only by the authorized persons designated by the original designator.

f. When an interested person is authorized to have access to a specific reel he signs for the reel on a DA Form 1203. An empty box is maintained in the microfilm library which contains all identifying data and the location of the sensitive reel.

g. The film is stored nightly by the Librarian so as to insure its being filed in its proper order. This is also another means by which the Librarian each day checks to see if any film is missing. If there are any missing reels, the military supervisor is notified immediately.

h. Every six months a complete inventory is taken to insure that each reel is present or accounted for.

BUFORD E. McCHAREN JR
Major, AI (Inf)
Commanding

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USAREUR CENTRAL REGISTRY(PROV)
513th INTELLIGENCE CORPS GROUP
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ANNEX "B" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

MARRIAGE PROCESSING

The following is a Standard Operational Procedure governing the receipt, processing and disposition of Marriage Applications by USAREUR Central Registry in accordance with the provisions contained in USAREUR Circular 608-30, dated 6 May 1962 as changed, with Annex "A" thereto.

1. DOCUMENTS REQUIRED: (by USAREUR Circular 608-30, as changed)

- a. AE Form 415, Request for Central Registry Check, in duplicate.
- b. AE Form 2505, Alien Personal History Statement, or AE Form 3132, Marriage and Visa Questionnaire, single copy.
- c. AE Form 3306, Request for information from the Penal Register (Strafregister) single copy.

2. SCREENING INCOMING REQUESTS: In order to insure that information contained on AE Form 415 is sufficient to conduct a file search, the following items will be checked.

- a. Last name; first name; middle name or initials; maiden name and any aliases. (Check against similar data on other inclosures)
- b. Exact date and place of birth. (Check against similar data on other inclosures)
- c. Full name, grade, service number and organization of the service member to whom marriage is proposed.

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ANNEX "B" TO CR-SOP-1(U)

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3. CARDING OF REQUEST BY MARRIAGE DESK: Upon receipt of an application, a 3 x 5 card will be prepared for inclusion in the "Active" file to contain the following data:

- a. Full name of alien fiancée, to include maiden name and/or aliases.
- b. Exact date and place of birth.
- c. Date received, screened and forwarded to CPI or rejected; whichever is appropriate.

4. REJECTION OF REQUESTS: Application which fails to meet the criteria for processing when screened as outlined in paragraph two (2) above will be returned to requestor for corrective action. In connection with the rejection of an application, the marriage clerk must take the following action:

- a. Annotate the upper right corner of the original AE Form 415 with the appropriate numerical reject code number (See Appendix 1).
- b. Prepare a card on the alien fiancée as indicated in paragraph 3 above and file it in the "Active" file.
- c. Give the entire application, together with all inclosures, to the typist for return to the requestor.

5. PROCESSING ACCEPTED APPLICATIONS PRIOR TO FILE SEARCH: When the application has been screened and is determined to have met the criteria established for processing, the following action must be taken:

- a. Original copy of the AE Form 415 is withdrawn; marked with a large green "X" and "O" to facilitate file search process; stamped in the

ANNEX "B" TO CR-SOP-1(U)

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upper left corner with the date of receipt and given to the typist for carding as specified in paragraph 3 above.

b. The remainder of the application is stapled together and filed in the alphabetical "Suspense" file.

c. After the original AE Form 415 has been carded, it is hand carried to the Central Personality Index for file searching.

6. PROCESSING APPLICATION AFTER FILE SEARCH: Upon return of the AE Form 415 from CPI, processing action as indicated below must be taken:

a. Withdraw the suspense copy of application from the alphabetical file and attach the AE Form 415.

b. When the result of the file search is "No Record" or "Nothing Derogatory", indicate same and initial the upper right corner of the AE Form 415.

c. When the file search result indicates research is required, place the entire application in the "Hold" file for subsequent research and preparation of a summary of information.

d. IT SHOULD BE NOTED THAT IN ANY CASE WHERE THE FILE SEARCH DISCLOSES ADVERSE INFORMATION OF A LOYALTY NATURE, THE ENTIRE APPLICATION IS TO BE FORWARDED TO PSI BRANCH, SECURITY BATTALION, HQ 515TH INTC GROUP, FOR FINAL ACTION AND DISPOSITION.

e. When action indicated in 6a through c above has been completed, the card pertinent to the application must be pulled from the "Active" file, annotated with the final results and date completed, then rerefiled in the completed file.

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f. When all action specified above has been completed, the application is given to the typist for return to the requestor.

7. FINAL ACTION PRIOR TO RETURN OF APPLICATION TO THE REQUESTOR: After processing action has been completed, the typist will prepare the documents for final disposition in accordance with the procedures outlined below:

a. The documents contained in the application will be separated into two categories as indicated:

(1) Group I: consists of the original AE Form 415; one copy of the AE Form 2505 or 5152; English translation of record of convictions contained on the strafregister, if applicable and a duplicate copy of our letter of transmittal.

(2) Group II: consists of the duplicate copy of AE Form 415, if available; strafregister; original plus one copy of our letter of transmittal and any other inclosures accompanying the application other than those specified on Group I above.

b. Documents indicated in Group I above for which the file search indicated No Record or Nothing Derogatory will be stapled together, stamped, "Card and Destroy" and forwarded to the Carding Section.

c. Group I documents for which the file search disclosed information of an adverse suitability nature will be stapled together, stamped "Card and File in HE 500 477" and forwarded to the Carding Section in blocks of 100.

d. All documents indicated in Group II above will be returned

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to the requestor under the letter of transmittal which informs the requestor of the file search result.

e. THE ONLY EXCEPTION TO THE ABOVE MENTIONED RULES FOR DISPOSITION OF THE APPLICATIONS IS IN THE CASE WHERE FILE SEARCH DISCLOSED ADVERSE INFORMATION OF A LOYALTY NATURE. IN THIS EVENT, THE ENTIRE APPLICATION IS FORWARDED DIRECTLY TO THE PSI BRANCH, SECURITY BATTALION, 51ST INTC GROUP, FOR APPROPRIATE ACTION AND DISPOSITION.

8. ACTION TAKEN BY THE CARDING SECTION: Upon receipt of the documents specified in Group I above, the Carding Section will take appropriate action as indicated below:

a. When the documents are received with the stamp "CARD AND DESTROY", the alien fiancée will be carded to include identification of the service member by utilizing the "Co-Subject" type information card shown in APPENDIX 3. After carding action is completed, the documents are destroyed.

b. When the documents received are stamped "CARD AND FILE IN HE 500 477", both the alien fiancée and the service member will be carded utilizing the Reference Dossier type card with an American Screening Reference Number shown in APPENDIX 3. The documents are then filed under the reference number in HE 500 477.

9. TELEPHONIC INQUIRIES CONCERNING STATUS OF APPLICATION: Upon receipt of a telephonic request concerning the status of a particular application, the marriage clerk may check the "Active" and/or "Completed" files and inform the person calling of the current status of the application.

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SUBJECT: Marriage Processing

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HOWEVER, ONLY THE FOLLOWING TYPES OF INFORMATION MAY BE DISCLOSED OVER THE TELEPHONE:

- a. Action completed by this office on (DATE) and the application has been returned to your unit.
- b. Request was received at this office on (DATE) and is currently being processed. It will be returned to your unit as soon as the necessary action is completed.
- c. Request was received at this office on (DATE) and was rejected for failure to meet the established criteria for processing.
- d. Request was received at this office on (DATE) and has been forwarded to another section for additional action. The request should be returned to your unit in approximately (allow 60 days from date forwarded to PSI Section) days.

BUFCRD E. McCHAREN JR
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Commanding

ANNEX "B" TO CR-SOP-1(U)

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USAREUR CENTRAL REGISTRY (PROV)
513TH INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AEJMO-CR(FR)

30 July 1962

APPENDIX I TO ANNEX "B" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

AE Form 415:

- a. Full name, grade, service number, and organization of service member to be entered in item 15, AE Form 415.
- b. Clarification of alien fiancée's correct name, to include maiden name and/or aliases if applicable. Entries recorded on AE Form 415 conflict with data or other inclosures to the application.
- c. Clarification of alien fiancée's date and place of birth. Entries on AE Form 415 conflict with data on other inclosures to the application.
- d. AE Form 415 (Request for Central Registry Check) be prepared and submitted in duplicate. Subject form should be checked for accuracy and signed by the personnel officer concerned.

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Major, AI (Inf)
Commanding

APP I TO ANNEX "B" TO CR-SOP-1(U)

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JANSON CENTRAL INTELLIGENCE GROUP
51st INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AMJMC-CR(FR)

30 July 1962

APPENDIX 2 TO ANNEX "C" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SCP-1(U))

POINTS TO BE REMEMBERED AND STYLEWRITING GUIDE FOR SCI'S

1. In providing an answer to the requestor, all the basic principles of good report writing must be adhered to at all times. A Summary of Information which does not provide answers to the basic questions, WHO, WHAT, WHERE, WHEN and HOW, is NOT a good SCI.
2. When information in our files does not answer these questions, suitable annotations in the SCI, such as "not further clarified", "date and place not indicated", "reason not indicated", will be utilized by the analyst.
3. Where elements of the identifying data disagree, but the SUBJECT is positively identified, such differences will be underlined to indicate this situation to the requestor. Example: If the requestor asks for a CR check on a James E. Johanson, born 15 June 1932 in STUTTGART, Germany and our information shows James E. Johnson, other identifying data identical, the name Johnson will be underlined to call attention to the difference in spelling. The addition of "aka" names of any other information which adds to, or is different from the basic request will also be underlined. Remember that this applies ONLY to positive identification. Where only one letter of a name or one number of a series appears different from the basic request, the ENTIRE name or number series that is in disagreement will be underlined.

APP 2 TO ANNEX "C" TO CR-SOP-1(U)

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AFJHO-CR(FK)

SUBJECT: The Summary of Information (SCI)

4. CLASSIFICATION AND GROUP MARKINGS: Appropriate security classification will be indicated on draft summaries in accordance with the provisions of AR 380-5 and proper group category in accordance with provision of AR 380-6. Classification will be based solely upon the content of the summary.

5. COORDINATION: If information on file appears to be of current intelligence interest or significant past operational interest to USI, the matter of releasing that information to the requesting agency must be coordinated with the appropriate unit concerned. If the need for coordination is clearly evident, the analyst will take necessary action to effect the coordination. In questionable cases, the Officer or NCO supervisor will be consulted. Where coordination is effected, a memorandum for record will be placed on the draft of the summary of information, indicating contact for coordination and initials of person consulted will be obtained on the file copy of basic request.

6. PERTINENT INFORMATION: Analyst must review each request to ascertain nature of request and reason for same. Replies to intelligence agencies will reflect all available information; whereas, other requests, by their very nature may require only a review and summary of information on derogatory or other pertinent information.

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APP 1 TO ANNEX "C" TO CR-SOP-1(U)

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513TH INTELLIGENCE CORPS GROUP
AFO 154 US FORCES

AEJMO-CR(FR)

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APPENDIX 1 TO ANNEX "C" TO USARMCUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

THE SUMMARY OF INFORMATION (SOI) Reference AR 581-150

1. PURPOSE AND USE: The SOI, DA Form 568, is employed to present a concise history or summary of information available concerning an individual, organization, or an occurrence. It is a simple, brief narrative which is sufficiently detailed to enable a reader unfamiliar with the matter covered by the summary to understand what is contained therein without reference to other documents or records.

2. PREPARATION: The Research Analyst will review the dossier thoroughly, extracting all information pertinent to the subject of the request and prepare a draft in the form of a narrative summary. If the only information on file is that reflected on a CPI card, it will also be presented in narrative form.

3. EVALUATIONS: Evaluations for information recorded in the summary will be the same as those reflected in the dossier(s) or the CPI card. If no evaluation is recorded, and cannot be determined by the source or the content, then such will be reflected in the summary by a parenthetical reference (Unevaluated). Where information has been extracted from one or more portions of a dossier(s) and it bears different evaluations, a notation will be placed at the end of each portion of reported information.

APP 1 TO ANNEX "C" TO CR-SOP-1(U)

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SUBJECT: The Intelligence Desk

information falling into one of the following categories will be forwarded to DCSI, ATTN: AEAGB-S(DS) for approval of the release.

- (1) TOP SECRET information.
- (2) Information regarding US Nationals which would be likely to be harmful, derogatory, or prejudicial to the interest of the United States.
- (3) US relations with a third nation.
- (4) Information regarding personnel of operational interest to USI.
- (5) Information which could cause embarrassment to USAREUR, the US Army or US Government.

6. (U) LETTER REQUESTS: Letter requests usually contain more background information on subject and in general will specify the area around which the reply should be based. These are treated on a first priority basis.

7. (U) MISCELLANEOUS INFORMATION: Summaries of Information will conform to AR 381-150 as defined in appendix 1. Special attention should be given to the writing style used for these reports as indicated in appendix 2. Analyst will insure rough drafts, of which an example is attached as appendix 3, are clear, concise and complete. Final DA Form 568 attached as appendix 4 will follow the instruction outlined in the Correspondence Manual, AR 340-15.

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ANNEX "C" TO CR-SCP-1(U)

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SUBJECT: The Intelligence Desk

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5. (C) NORMAL REQUESTS: a. Requests received from JIC units, such as STUTTGART, BERLIN, etc., will be handled by the Intelligence Desk. Due to the nature of the work of the JIC units (debriefing of refugees) it is necessary to report only the date and place of prior screening, report number, knowledgeability, and any intelligence activity on the part of the Subject of the request. The requesting agencies are not interested in information concerning persons who are not positively identified. In the event that the files do not contain complete identifying data, a NEGATIVE reply will be returned.

b. Requests for information from French Agencies falling within the following categories will be accepted but the results of the CR check will be furnished to DCSI, ATTN: AEAGB-S(DS) for determination concerning the releasability of:

- (1) Information classified higher than SECRET.
- (2) Information regarding US Nationals.
- (3) Classified information emanating from a third agency, US or foreign.
- (4) Information regarding personnel of operational interest to USI.
- (5) Information which would cause embarrassment to USAREUR, the US Army or US Government.

c. Requests from British Intelligence Service which result in

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ANNEX "C" TO CR-SCF-1(U)

AEUMC-CR(FR)

30 July 1962

SUBJECT: The Intelligence Desk

3. (U) SCOPE: A more direct and complete reply may be made to an intelligence agency on many aspects of intelligence operations including our methods of gaining information. For example, if CIS coverage was instituted, a statement to that effect would be of interest to the requestor. Intelligence agencies are interested in receiving both derogatory and non-derogatory information on individuals of interest to them. The research involved in processing intelligence requests will require in many instances searching through voluminous, unclear, and confusing dossiers, necessitating a continuing effort to render a concise, accurate and comprehensive summary of information. In these instances, quantity must be sacrificed for quality. No detail can be overlooked, no stone unturned to furnish the requestor with all available information in our files.

4. (U) SPECIAL CONSIDERATIONS: In general, all requests from any intelligence agency must be inspected closely since they are often used by allied intelligence agencies as a liaison channel for submitting requests for information to this headquarters.

Many times we will have on file that information contained on BEERA, JOIC, and DRC reports. This information is not reported to DAD, as they are the disseminating agency for these reports, and they have them on file. It is only necessary to report that we have no additional information, if the files so warrant.

ANNEX "C" TO CR-SOP-1(U)

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ALUNC-CR(FR)

July 1962

SUBJECT: The Intelligence Desk

3. (U) SCOPE: A more direct and complete reply may be made to an intelligence agency on many aspects of intelligence operations including our methods of gaining information. For example, if CIS coverage was instituted, a statement to that effect would be of interest to the requestor. Intelligence agencies are interested in receiving both derogatory and non-derogatory information on individuals of interest to them. The research involved in processing intelligence requests will require in many instances searching through voluminous, unclear, and confusing dossiers, necessitating a continuing effort to render a concise, accurate and comprehensive summary of information. In these instances, quantity must be sacrificed for quality. No detail can be overlooked, no stone unturned to furnish the requestor with all available information in our files.

4. (U) SPECIAL CONSIDERATIONS: In general, all requests from any intelligence agency must be inspected closely since they are often used by allied intelligence agencies as a liaison channel for submitting requests for information to this headquarters.

Many times we will have on file that information contained on BEFRA, JOIC, and DRC reports. This information is not reported to DAD, as they are the disseminating agency for these reports, and they have them on file. It is only necessary to report that we have no additional information, if the files so warrant.

ANNEX "C" TO CR-SOP-1(U)

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USAREUR CENTRAL REGISTRY (PROV)
513TH INTELLIGENCE CORPS GROUP
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ANNEX C TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1 (U))

THE INTELLIGENCE DESK

1. (C) INTRODUCTION: This portion of File Research Branch is concerned with CR file checks submitted by US intelligence agencies in Europe, and occasionally requests submitted through liaison channels for the British and French. The workload of requests handled by this desk is split between Department of the Army Detachment (DAD) requests submitted through the DAD Liaison Office of this headquarters, and those received from the Office of Special Intelligence (OSI), A-2 (The G-2 of the Air Force), the Legal Attache (Department of Justice, FBI), Joint Interrogation Centers (JIC), and all United States Army Intelligence units (USAI).

2. (U) REPORTABILITY: Requests for information submitted by a US Intelligence agency are treated in a somewhat different manner than other requests. The requestor is provided with a summary of information containing ANY and ALL information. ONLY on requests which are CR checks for OSI on indigenous personnel being considered for non-sensitive employment, and those submitted by various units of the US Army for CR checks on Army servicemen under consideration for security clearance, may the NO DEROGATORY INFORMATION (NDI) stamp be used, and then only when information on file so warrants. Many intelligence requests will require coordination with an operational section of USAI due to the sensitivity and current aspect of the

case.
DECLASSIFIED AT 10 YEAR INTERVALS
BY AUTOMATIC PROCESSING
DOD DIA

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ANNEX C TO CR-SOP-1 (U)

REGISTRY STANDING OPERATING PROCEDURES

TYPED :
CLERK # :
TYPE INV :
OPENED :
CLOSED :
RESULTS :
FWD CRF :

IDENTIFYING NO :

BORN : AT :

RESIDENCE :

OCCUPATION :

NATIONALITY :

POLITICAL :

OTHER : THE ABOVE PERSONALITY WAS THE SUBJECT OF A REQUEST FOR CR CHECK DATED
, IN CONNECTION WITH HER PROPOSED MARRIAGE TO A MEMBER OF
THE U. S. FORCES. THE CR CHECK DISCLOSED: AND THE
CORRESPONDENCE WAS DESTROYED.

CO-SUBJECT :

AEUC Form 98 (L)
18 January 55

Previous editions may be used.

DOSSIER LOCATOR

AGL (1) 3-62-200M-87

DT TYPED :
CLERK # :
TYPE INV :
OPENED :
CLOSED :
RESULTS :
FWD CRF :

IDENTIFYING NO :

BORN : AT :

RESIDENCE :

OCCUPATION :

NATIONALITY :

POLITICAL :

OTHER :

REF: HE 500 477, Information Release: A

SUB: RELEASES TO NON-GERMAN AGENCIES

AEUC Form 98 (L)
18 January 55

Previous editions may be used.

DOSSIER LOCATOR

AGL (1) 3-62-200M-87

USAREUR CENTRAL REGISTRY (PROV)
513th INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AEUMC-CR(FR)

30 July 1962

APPENDIX ~~A~~ TO ANNEX "B" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

MARRIAGE REQUESTS

COMPLETED ACTIONS:

1. No record; however, attention is invited to record of convictions on the inclosed Strafregister.
2. No derogatory information; however, attention is invited to record of convictions on the inclosed Strafregister.
3. No record; however, attention is invited to statement in item _____ on AE Form 3152 (Marriage and Visa Questionnaire).
4. No derogatory information; however, attention is invited to statement in item _____, AE Form 2505 (Alien Personal History Statement).
5. (RELEASABLE) No derogatory information; however, _____, born _____, in _____, was the subject of a previous marriage screening during _____, conducted in conjunction with an application for permission to marry submitted by a member of the US Forces.

(NOT RELEASABLE) No further pertinent information available.

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APP ~~A~~ TO ANNEX "B" TO CR-SOP-1(U)

FOR OFFICIAL USE ONLY

MEMO-CR(FR)

30 July 1962

SUBJECT: Points to be Remembered and Stylewriting Guidelines for SCIT's

4. NOT POSITIVELY IDENTIFIED will be used where requestor provides incomplete identifying data, but we have complete identifying data on SUBJECT of the request.

5. NOT FURTHER IDENTIFIED will be used where both the requestor and our files have incomplete identifying data or where requestor furnished complete identifying data and our files do not provide complete identifying data.

6. Wherever possible, the date activities took place, dates of membership, and other such dated information will be used in releases rather than the date of our information. Example: "Information dated 10 Oct 56 indicates that Hans SCHMIDT crossed the border at BRESLAU illegally", is not as acceptable as, "Information on file indicates that Hans SCHMIDT crossed the border at BRESLAU illegally on 25 Sep 56." Where dates are not available, the same release should read, "Information on file dated 10 Oct 56 indicates that Hans SCHMIDT crossed the border at BRESLAU illegally, date not indicated."

7. In writing monetary amounts listed in German use DM 250, NOT 250 DM.

8. Individuals are the subject of a request for CR check and NOT the subject of a CR check.

9. Names of newspapers, periodicals, books, and ships will be underlined rather than appearing in quotes. In this respect, confine quotes only to that information extracted from research material and a requirement exists to quote in exact context or to show unusual terms or phrases used by the writer of the original report.

APP 2 TO ANNEX "C" TO CR-SOP-1(U)

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Declassified and Approved For Release 2012/10/11 : CIA-RDP80B01139A000200120009-0
AEUMC-CR(FR)
SUBJECT: Points to Be Remembered and Stylewriting Guide for SOI's.

10. Unclassified SOI's or writeups containing only one paragraph need not be preceded by (U); conversely when a classified writeup contains two or more paragraphs, classification of paragraphs will appear immediately preceding each paragraph.

11. Careful consideration will be given to classification, group markings, and warning notices on all releases of information. The analyst is responsible for indication of the classification and group markings on all drafts.

12. Use only West Germany and East Germany in SOI's as opposed to GDR and GER.

13. Use of parenthesis should be avoided wherever possible, substituting instead colons, semicolons, and commas where applicable.

14. To assure clarification, all unfamiliar abbreviations of organizations should be written out both in German and English, i.e., Deutsches Reichspartei (German Imperial Party - DRP). Many organizations carry the same abbreviations, therefore it is necessary that these be written out in their entirety in addition to giving the designated abbreviation. The more common abbreviations may be used without writing out such as FDJ, MFS, FDGB and VEB.

BUFORD E. McCHAREN JR
Major, AJ (Inf)
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APP 2 TO ANNEX "C" TO CR-SOP-1(U)

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APPENDIX 3 TO ANNEX "C" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP 1 (U))

(C) Information on file at this headquarters indicates that Ignacy GINALSKI aka George GINALSKI, born 11 Dec 23 in TARNOPOL, Poland, revealed the following information to members of this organization during several interviews conducted during June and July 1961: SUBJECT's father, a member of the Polish Home Army during World War II, had been sentenced to life imprisonment in Poland for anti-government activities. In order to effect HIS father's release from prison, GINALSKI, who had established a post World War II residence in England, wrote to the President of Poland in early 1955 offering to return to Poland in exchange for HIS father's release. According to GINALSKI, HIS father was then released and SUBJECT returned to Poland on 18 Dec 55 aboard the ship Batory in keeping with HIS part of the bargain. Upon debarking from the Batory, SUBJECT was immediately arrested and imprisoned by Polish security officials. GINALSKI stated that HIS arrest was apparently caused by an unnamed reporter of the British communist newspaper Daily Worker, who traveled on the same ship with SUBJECT, and in whom GINALSKI had confided during the voyage. According to SUBJECT, the reporter denounced GINALSKI as having made disparaging remarks concerning the Polish Communist Government and for planning to escape from Poland at a later date. SUBJECT was released from detention in Mar 56. SUBJECT claimed that while HE was still under arrest, HE was pressured by the Polish Security officials to bring HIS wife, children, and belongings from England to Poland. HIS family arrived in Poland in Apr 56,

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after HIS release. GINALSKI stated that HE settled in DANZIG and obtained work at a textile factory. SUBJECT further stated that the Udzial Bezpieczenatwo Publicznego (Public Security Force - UBP) furnished HIM two months salary in an effort to convince HIS wife that HE had been working since HIS arrival in Poland. SUBJECT claimed HE was fired from the job with the textile factory in Oct 57, because of HIS participation in the Boy Scout Movement and because of some anti-government remarks HE had made. HE then obtained employment with the Port Service in DANZIG, with such duties as guarding foreign ships and arranging sight-seeing tours for the crews of visiting ships. SUBJECT freely admitted participating in black market activities while working at the DANZIG port. HE stated that were it not for the constant harrassment HE experienced from the UBP, HE would gladly have remained in Poland as HE was managing quite well financially. SUBJECT stated HE was arrested again in November 1960, after again making critical remarks against the communist regime. HE stated HE was in custody for interrogation until 21 Dec 60, when HE was released pending trial. On 14 Feb 61, HE was tried and sentenced to six months imprisonment. SUEJECT claimed that before HIS referral to prison HE was released on HIS own recognition while HIS appeal and certain other legal procedures were being prepared. During this period of freedom, HE managed to escape from Poland. Since HE still had in HIS possession a pass which allowed HIM to enter the port area, SUBJECT clandestinely boarded the Panamanian ship Aspromonte, which was bound for

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AEUMO-CR(FR)

the Persian Gulf. HE transferred to the Swedish freighter Cygnus at the Kiel Canal, and eventually reached England where HE proceeded to the home of HIS mother-in-law in GODALMING, where HE obtained employment. However, on 17 May 1961, HE was informed by authorities that HE would not be granted asylum in England because HE had been ashore at KIEL, Germany, and had not come directly from a communist country. HE was then deported from England aboard a Norwegian freighter bound for Poland. While the freighter was delayed at a British port with engine trouble, GINALSKI escaped from the freighter and boarded another unidentified ship which took HIM to the Kiel Canal. There, on 19 May 61, HE entered West Germany and eventually reported to the German authorities as an alien refugee. In Jul 61, during a short term employment with a US installation in Germany, SUBJECT furnished HIS employing agency information regarding HIS reason for returning to Poland in 1955, which contradicted HIS earlier story. HE stated that during Nov 55, while serving as a radio operator aboard a merchant vessel which entered the Port of DANZIG, HE went ashore and was arrested by Polish secret police because, being a Polish subject, HE was suspected of treason. HE claimed that the police found radio valves (sic) on HIM and accused HIM of being a Western spy. HE was sentenced to prison for spying and after serving two and one-half years in prison, was released under a General Amnesty Act. (F-6) SUBJECT allegedly departed the NUERNBERG area in July 1961, intending to resettle temporarily in NEUSS, near DUESSELDORF.

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AEUMO--CR(FR)

At that time the investigation of SUBJECT was turned over to the 513th INTC Gp; however, subsequent checks in the NEUSS area have failed to reveal HIS whereabouts. Additional information regarding SUBJECT may be obtained from the BND, BfV, and LfV's Land Niedersachsen and Land Eremen. The above information was forwarded to the Canadian Immigration Office on 4 Jan 62, and to the Security Office, AmConGen, MUNICH, on 30 Jan 62. Available records disclose no further pertinent information.

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STANDING OPERATING PROCEDURE NUMBER 1 (U)

SUMMARY OF INFORMATION

DATE
30 Jul 62

PREPARING OFFICE

USAREUR Central Registry (Prov), 513th INTC Gp, APO 154, US Forces

SUBJECT

GINALSKI, Ignacy (U)
DOB: 11 December 1923
POB: TARNOPOL, Poland

CODE FOR USE IN INDIVIDUAL PARAGRAPH EVALUATION

OF SOURCE:	OF INFORMATION:
COMPLETELY RELIABLE A	CONFIRMED BY OTHER SOURCES 1
USUALLY RELIABLE B	PROBABLY TRUE 2
FAIRLY RELIABLE C	POSSIBLY TRUE 3
NOT USUALLY RELIABLE D	DOUBTFULLY TRUE 4
UNRELIABLE E	IMPROBABLE 5
RELIABILITY UNKNOWN F	TRUTH CANNOT BE JUDGED 6

SUMMARY OF INFORMATION

(C) Information on file at this headquarters indicates that Ignacy GINALSKI aka George GINALSKI, born 11 December 1923 in TARNOPOL, Poland, revealed the following information to members of this organization during several interviews conducted during June and July 1961: SUBJECT's father, a member of the Polish Home Army during World War II, had been sentenced to life imprisonment in Poland for anti-government activities. In order to effect HIS father's release from prison, GINALSKI, who had established a post World War II residence in England, wrote to the President of Poland in early 1955 offering to return to Poland in exchange for HIS father's release. According to GINALSKI, HIS father was then released and SUBJECT returned to Poland on 18 December 1955 aboard the ship Batory in keeping with HIS part of the bargain. Upon debarking from the Batory, SUBJECT was immediately arrested and imprisoned by Polish security officials. GINALSKI stated that HIS arrest was apparently caused by an unnamed reporter of the British communist newspaper Daily Worker, who traveled on the same ship with SUBJECT, and in whom GINALSKI had confided during the voyage. According to SUBJECT, the reporter denounced GINALSKI as having made disparaging remarks concerning the Polish Communist Government and for planning to escape from Poland at a later date. SUBJECT was released from detention in March 1956. SUBJECT claimed that while HE was still under arrest, HE was pressured by the Polish Security officials to bring HIS wife, children, and belongings from England to Poland. HIS family arrived in Poland in April 1956, after HIS release. GINALSKI stated that HE settled in DANZIG and obtained work at a textile factory. SUBJECT further stated that the Udzial Bezpieczenatwo Publicznego (Public Security Force - UBP) furnished HIM two months salary in an effort to convince HIS wife that HE had been working since HIS arrival in Poland. SUBJECT claimed HE was fired from the job with the textile factory in October 1957, because of HIS participation in the Boy Scout Movement and because of some anti-government remarks HE had made. HE then obtained employment with the Port Service in DANZIG, with such duties as guarding foreign ships and arranging sight-seeing tours for the crews of visiting ships. SUBJECT freely admitted participating in black market activities while working at the DANZIG port. HE stated that were it not for the constant harrassment HE experienced from the UBP, HE would gladly have remained in Poland as HE was managing quite well financially. SUBJECT stated that HE was arrested again in November 1960, after again making critical remarks against the communist regime. HE stated HE was in custody for interrogation until 21 December 1960, when HE was released pending trial. On 14 February 1961, HE was tried and sentenced to six months imprisonment. SUBJECT claimed that before HIS referral to prison HE was

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SUBJECT: GINALSKI, Ignacy (U)
DOB: 11 December 1923
POB: TARNOPOL, Poland

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