

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

AEJMO-CR (FM)

30 July 1962

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

CENTRAL PERSONALITY INDEX

1. MISSION: To maintain the alphabetical personality index and to perform file research for those authorized outside agencies which request information.

2. FUNCTIONAL PROCEDURES: Maintenance and Administration of the Central Personality Index.

a. All Personality Index Cards are 5 x 8 in size and contain the name, with aliases, and certain identifying information concerning the subject of the card, such as, date of birth, place of birth, residence, occupation, nationality, political activity, etc. A separate card is made for each alias, and each card contains all aliases or refers to a "master" card which contains all aliases. The index cards are divided into three categories, according to the type of information which they contain.

(1) A "Subject Dossier Card" is made for each individual who is the subject of a dossier. A Subject Dossier Card is always white and contains a dossier number in the upper right hand corner. The dossier number consists of two parts; a prefix which may have a number or letter nucleus and the dossier locator number under which the dossier is filed.

(2) A "Reference Dossier Card" is made for every important personality whose name appears in a dossier. These cards may be of any color except white. In addition to any available identifying information,

~~FOR OFFICIAL USE ONLY~~ ANNEX G TO CR-SOP-1 (U)

AEUMO-CR(FM)  
SUBJECT: Central Personality Index

30 July 1962

these cards contain the necessary reference information, such as the dossier number, type of report, and date, source and subject of the report. This information is located at the bottom of the Reference Dossier Card.

(3) An "Information Card" is a source of information in itself, and as such does not refer to a dossier on file at this headquarters. These cards may be of any color and of almost any format, and includes all information on the subject.

b. Cards are arranged alphabetically by last name (which is always typed on Personality Index Cards first, in capital letters) and first name, omitting middle names and middle initials. Middle names and middle initials are included on the card but are not used in the filing process.

(1) Surnames which contain prefixes (or surnames which consist of two parts not connected by a hyphen) are filed as if the prefix and remainder of the last name were spelled together.

(2) Surnames which consist of two parts connected by a hyphen (such as WAGNER-ANKERBURG) are filed by the second part of the surname directly after the last card in the file which has the first part of the hyphenated name.

(3) Cards which contain only the last name are filed behind the last card under the same surname which has a first name. These cards are normally indicated as "Fnu". Cards which contain only the initial of the first name are filed in front of all first names beginning with that initial.

**FOR OFFICIAL USE ONLY** ANNEX G TO CR-SCP-1 (U)

AEUMO-CR(FM)

30 July 1962

SUBJECT: Central Personality Index

(4) For the purposes of filing and alphabetizing, titles, such as Baron, Count, General, Dr, etc., are ignored. Particular care should be exercised in this matter, as German titles may easily be confused as being first names.

(5) When more than one card exists on a given first and last name, the cards are filed within the first name according to date of birth, regardless of the type of card, with the earliest dates of birth (including the day and month) to the front.

(a) Cards with positive dates of birth are filed in a group before those which have approximate dates of birth. To be considered as positive date of birth, the month and year must be indicated. Cards which contain only the year of birth are considered as approximate dates of birth.

(b) Cards containing approximate dates of birth are filed in a group, earliest dates first, after those which have definite dates of birth.

c. Filing Index Cards.

(1) Subject Dossier Cards.

(a) If upon filing a Subject Dossier Card, no other card is found in the file on the same person, the dossier card is merely placed in its proper place in the file and no further action is taken.

(b) If another Subject Dossier Card on the same individual exists, and this card contains the exact same information, including the dossier number, the second card may be destroyed as duplicate.

SECRET

USE ONLY AUTHORIZED TO CR-SON. 1 (U)

AEUMO-CR(FM) (30 July 1962)  
SUBJECT: Central Personality Index

(c) If another Subject Dossier Card on the same individual exists, but the dossier numbers are different, a "Double" has been created. This means that two separate dossiers have been opened in error on the same individual. The A & I Section is charged with the responsibility for combining these doubles.

(d) If, in filing a Subject Dossier Card, and Information or Reference Dossier Card is found on the same person, that card(s) is filed out to the dossier.

(2) Filing Information and Reference Dossier Cards.

(a) If in filing an Information card or RD card, no other card on the same subject is found in the file, the card is merely placed in its proper place in the file with no further action.

(b) If a Subject Dossier Card is in the file on the same subject, the dossier number is checked to determine if the dossier is active or on microfilm. In the event the dossier is active, the card is filed out to that dossier. If the dossier is on microfilm or inactive, the Reference Dossier or Information Card is attached to the back of the dossier card.

(c) If two or more Information or Reference Dossier Cards are in the file on the same Subject, these cards should be stapled together with the RD cards on top except when the Reference Dossier Card does not contain a definite place of birth and the Information Card does, the Information Card will be placed on top.

FOR OFFICIAL USE ONLY ANNEX G TO CR-SOP-1 (U)

AEUMO-CR(FM) (30 July 1962)  
SUBJECT: Central Personality Index

(d) A replacement card must be completed for every card which is removed from the file except in the cases where cards are being filed out to dossiers.

(e) When the subject is known by more than one first or last name he or she is said to have an alias or "aks" (also known as). In this event, a card will be prepared for each alias and it will make reference to the master card. The master card will contain a complete listing of all aliases.

d. File Searches: Upon receipt of a request for a Central Registry Check from any of the various authorized agencies the request is placed in an "alphabetical book" for distribution to the section containing cards on that particular section of the alphabet. The file clerk then conducts a search of the file and based on the results obtained, takes one of the following actions:

(1) If a Subject Dossier Card is found, the dossier number is indicated on the correspondence.

(2) If a Reference Dossier or Information Card is found the clerk makes a thermo-fax photo of the card and attaches it to the correspondence

(3) In the event cards of any type are found which are not positively identifiable with the subject of the request, but which may be identical with the subject, the clerk makes thermofax photos of the card, attaches it to the correspondence and indicates that it is a questioned identification.

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

FOR OFFICIAL USE ONLY

ANNEX C TO CR-SOP-1 (U)