

513th INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AEUMO-CR(FC)

30 July 1962

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

TOP SECRET, SECRET and SENSITIVE CONTROL SECTION

1. (U) TOP SECRET CONTROL: The USAREUR Central Registry has presently on hand no TOP SECRET (TS) documents. There are on orders a TS Control Officer and an alternate. A container that meets the federal specifications for the storage of TS material is present in the File Control Branch. Upon receipt of TS material, the policies and directives of AR 380-5 and Administrative Procedures #15, Headquarters 513th INTC Group, dated 5 June 1961, as amended by letter, 513th INTC Group, file AEUMO-S2, dated 23 April 1962, Subject: Changes to Procedures for Safeguarding Military Information, will be followed to assure the correct receipt, recording, handling, and dispatch of TS material.
2. (U) SECRET CONTROL: a. All SECRET documents, received by or originated at USAREUR Central Registry (CR) will be logged in on DA Form 455 and assigned a control number, Subject of the document will be listed by the long title in the "Description" column of the form, regardless of the classification of the title. The form is then classified, if required, to correspond with the title classification. DA Forms 455 which are classified SECRET are then logged on a subsequent unclassified logbook page. The "Remarks" column is completed to show disposition, i.e., "fwd (name of unit, date, and receipt series number", "filed dossier (number))". When all documents listed on an

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individual DA Form 455 have been transferred to other units and/or destroyed the form is transferred to the inactive folder. The folder is cut off at the end of the calendar year, held one (1) year and then destroyed (ref para 91, AR 345-274).

b. TRANSFER OF DOCUMENTS BETWEEN UNITS: Transfer of documents is effected by use of DA Form 1204 or DA Form 631. Subjects of the documents are listed by short title where the classification of the title is not clearly designated as being unclassified. Tracer action, as required, is initiated sixty (60) days after dispatch of documents sent to the United States, and fifteen (15) days after dispatch of documents sent to units in Europe. Classified documents transmitted between CR and Headquarters 66th IJTC Group message centers will be hand carried.

c. ACCOUNTABILITY OF SECRET DOCUMENTS WITHIN USAREUR CENTRAL REGISTRY: Accountability is maintained by use of DA Form 455. Short titles will be used when the title of the document is classified. The signed copy of the DA Form 455 will be placed in a folder designating the section to which dispatched. Upon return of the document the DA Form 455 previously signed by the section representative is then completed to show date returned and signature of person receiving document. If the document is to be filed in a dossier, the DA Form 455 is placed in the front of the dossier prior to the dossier being filed. The form is then retained in the dossier file until such time as final disposition is made of the dossier, at which time it is placed in an inactive folder, cut off at the end of the calendar year, held one (1) year and then destroyed. DA Form 455, previously used as a

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receipt within CR, relating to documents which are transferred to other units or destroyed are treated in the same manner as above. It will be noted that under this system of receipting, the individual sections within CR are relieved of the necessity of maintaining their own separate file of DA Forms 455. All receipting for a Secret document will be done on the same DA Form 455.

d. DESTRUCTION OF SECRET DOCUMENTS: SECRET Documents will be destroyed per Administrative Procedures #15, Headquarters, 513th INTC Group, dated 5 June 1961, as amended by letter, 513th INTC Group, file AEUMO-S2, dated 23 April 1962, SUBJECT: Changes to Procedures for Safeguarding Military Information.

3. (c) SENSITIVE CONTROL: a. PURPOSE: The purpose of these procedures is to set forth the policy of the USAREUR Central Registry regarding the release and storage of SENSITIVE microfilm.

b. SCOPE: The File Control Section of the USAREUR Central Registry will accept SECRET dossiers from the 66th INTC Group for SENSITIVE Control only through a formal transfer between the two message centers of the two units. Only SENSITIVE microfilm will be stored in the File Control Section. Any dossiers, regardless of classification, that is filed in the SENSITIVE files will be subject to immediate microfilming and retirement to Central Records Facility, Fort Holabird, Maryland. The File Control Section will accept no active paper dossiers still belonging to the 66th INTC Group. The goal of the section is to eliminate entirely all paper SENSITIVE dossiers. The section, in fact, will be a repository for SENSITIVE microfilm only.

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c. DEFINITIONS:

(1) SENSITIVE Dossier: A dossier of any classification except TOP SECRET which requires special handling and storage and which is the property of the USAREUR Central Registry. The SENSITIVE designation will be restricted to dossiers containing the following type of investigations:

(a) Investigation of assigned military personnel and/or their dependents.

(b) Investigation of employed DAC personnel and/or their dependents and assigned ICCP personnel and/or their dependents.

(c) Investigation of famous/important personnel.

(d) Particularly sensitive operations or investigations.

(e) Prospective, dropped, and potential FCI sources.

(2) SENSITIVE Microfilm: A processed roll of microfilm of any classification except TOP SECRET that contains SENSITIVE information as defined under c(1) above.

d. AUTHORITY TO DESIGNATE DOSSIERS SENSITIVE: Only those individuals designated by the CO, 513th INTC Group and those individuals in the 66th INTC Group occupying the positions listed in paragraph e(1) below, who are authorized to withdraw SENSITIVE microfilm may designate a dossier as SENSITIVE or remove SENSITIVE handling requirements.

e. AUTHORITY TO WITHDRAW:

(1) In order to adequately safeguard SENSITIVE information and restrict its dissemination to an actual "need-to-know" basis, withdrawal of microfilm or hard copy dossiers maintained in SENSITIVE control is

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restricted to the unit which designated the information as such. All 513th INTC Group SENSITIVE dossiers or microfilm can be withdrawn only by the CO, USAREUR Central Registry or the Liaison Officer, 513th INTC Group. Officers of the 66th INTC Group occupying the following positions may withdraw 66th INTC Group SENSITIVE controlled information:

- (a) Commanding Officer
- (b) Deputy Commanding Officer
- (c) S 2/3
- (d) Chief, CE Division
- (e) Chief, Source Control Division
- (f) Chief, Liaison Division
- (g) Chief, Security Division
- (h) Chief, Technical Division
- (i) CO, Central Registry (513th INTC Group) (for administrative purposes only)
- (j) Chief Overt Collection Division

(2) Authority to withdraw SENSITIVE information pertaining to assigned CIC/FOI MOS and ICCP personnel is limited as above as pertains to the 513th INTC Group. Only the following officers of the 66th INTC Group may withdraw dossiers on their personnel in the same categories:

- (a) Commanding Officer
- (b) Deputy Commanding Officer
- (c) S 2/3
- (d) Chief, Security Division
- (e) CO, Central Registry (513th INTC Group) (For administrative purposes only).

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(3) SENSITIVE microfilm will be released to the reading room only by SENSITIVE Control upon receipt of proper authorization. In some cases two units have SENSITIVE dossiers on one reel of film. In this instance an individual assigned to SENSITIVE Control will observe the "reader" in order to insure the other units SENSITIVE microfilm is not compromised. In the event an authorized requestor desires to have the SENSITIVE microfilm in his possession a reproduction will be made and the reproduction sent to the requestor. Each officer listed in paragraph e(1) above, may appoint, by name, two persons to act in his behalf. This withdrawal of SENSITIVE microfilm will be effected by means of a formal transfer of the reproduction.

f. RETENTION: SENSITIVE microfilm reproductions may be retained by the requesting party for 15 days, unless specifically requested for a longer period. This reproduction will be returned to CR for destruction.

g. SHIPMENT OF CONTROLLED CASES TO USACRF: The policies of the USAREUR Central Registry regarding the retirement and shipment of SENSITIVE cases to USACRF for integration into their controlled case files are governed by the policies and procedures established by AR 381-50, dated 13 April 1961.

h. RESPONSIBILITIES:

(1) SENSITIVE microfilm will be stored in SENSITIVE Control, File Control Branch, USAREUR Central Registry. The Chief, File Control Branch is responsible for the storage of and accountability for SENSITIVE microfilm.

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(2). It is the responsibility of the person authorizing withdrawal of SENSITIVE microfilm reproductions to insure limited access until it is returned to SENSITIVE Control.

BUFORD E. McCHAREN JR
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Commanding

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